

Chelmondiston Parish Council

Chairman: Cllr. David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

MINUTES of the CHELMONDISTON PARISH COUNCIL held in the VILLAGE HALL ON TUESDAY 5TH FEBRUARY 2019 at 7.30pm.

Present: Councillors David Cordle, C Keeble, Dot Cordle, J Deacon, J Hawkins, D Barwick, A Fox, R Bareham and M Mckinnell.

Public: DCllr D Davis

Parish Clerk: Jill Davis

Public: 6

Abbreviations: Cllr: Councillor. PC: Parish Council. BDC: Babergh District Council. SCC: Suffolk County Council. B/MSDCs: Babergh /Mid Suffolk District Councils. CAS: Community Action Suffolk.

PMBMCIC: Pin Mill Bay Management Community Interest Company. SALC: Suffolk Association of Local Councils. LCPAS: Local Council Public Advisory Service CEP: Community Emergency Plan.

VDF: Village Development Framework. RoW: Rights of Way. TAG: Tourism Action Group. AONB: Area of Outstanding Natural Beauty.

The Council and members of the public were reminded by notice and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded. This *does not extend to* live verbal commentary.

1. **Welcome by Chairman:**
The Chairman opened the meeting at 7.30pm and welcomed the members and the public.
Apologies for Absence: and to receive and consider
Cllr Roberts (holiday) SCllr Wood (holiday) DCllr Patrick (illness) apologies were noted.
2. **Dispensations:** to consider requests and
No dispensations requested.
Items 22,23,24 and 25 – Cllr Bareham informed the Parish Council that he would be leaving the meeting room when these items are to be discussed and considered.
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Item 12 – Cllr Hawkins (Charity trustee)
Item 12 - Cllrs Barwick and Fox (Representatives to the charity)
Item 16.3 – Cllr Keeble (Representative to the charity)
Item 16.4 Cllr Bareham (Partner of the Parish Clerk)
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **8TH JANUARY 2019.**
The minutes were a true account of the meeting and the Chairman was given the authority to sign.
4. **Minutes of the Meeting:** to approve the amended minutes held on **6TH NOVEMBER 2018.**
The Clerk informed the Parish Council of an error from the 6th November minutes 2018 that had been highlighted by a member of the public.
Proposal: to approve and sign the amended minutes
Proposed: Cllr Keeble **Seconded:** Cllr Bareham **Vote:** All in favour
5. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda
Resident: Correspondence (8) and item 15
Resident: 6b, 16.3 and 16.11
AND to receive **Reports** (if available) from:
 - a) **County Councillor:**
SCllr Wood's report has been circulated to the Parish Council and uploaded onto the website.
 - b) **District Councillors:**
DCllr Davis gave a verbal report which consisted of the following overview:
An update on the Ganges development site
There had been no further information received regarding the development at Hill Farm Field Chelmondiston.
Cllr Keeble queried that there seems to be lots of publications re the potential development but did not feel it was the case with the 'Woodlands Development'.
DCllr Davis informed the Parish Council that all planning applications are decided upon on their own merits.

A Babergh District Council cabinet meeting was planned for the 6th February which DCllr Davis will be attending. Once his written report is received it will be circulated to members and uploaded to the website.

6. Reports From: Committees/Representatives of other

Committees/Groups/Meetings: to receive **reports and proposals/requests** and to take **any action** deemed necessary.

a) Planning Meeting:

Cllr Deacon Reported – No Planning Meeting due to no planning applications being received.

b) Village Hall: to report

Cllr Keeble reported on the Village Hall meeting which was held on the 21/01/2019: Garden maintenance to be taken over by the Parish Council
The Village Hall Management Committee felt that the cost of the WIFI should be paid for by the Parish Council.

A review of the possible increases for hiring of the Village Hall would take place. A further grant of £200.00 would be awarded from the Parish Council due to an original agreement.

Various maintenance issues were raised.

Next meeting date potentially 25th of March 2019.

A resident also informed the Parish Council of several maintenance issues that were outstanding and that needed attention.

c) Playing Field: to report

Cllr Hawkins reported that the acts of vandalism on the playing field has now stopped.

The work on the Pavilion roof was in the process of commencing.

d) Village Amenities: to report

Nothing to report

e) Other: to discuss

Red Lion Bus Stop (Cllrs Deacon and Roberts)

Cllr Deacon reported on the email received from Cllr Roberts and whether the Parish Council would consider taking further steps to investigate the potential bus shelter. Cllr Fox suggested that before taking any further steps – ask the residents for their thoughts. This was agreed by the Parish Council.

Action to Clerk: to circulate to the residents via the noticeboards, bus stop and website.

Grant help (Member of the public)

The Managers of Hollingsworth local store requested funding for a CCTV system for the local store due to the Post Office moving into the store. After a discussion the Parish Council were unable to help fund this – as the business is a profit organisation and does not have the power to spend public money in support of a local business run for profit.

Action to Clerk: to inform the Managers of the local store of the Parish Council's decision.

Disabled Access (Cllr Roberts)

Cllr Deacon requested on behalf of Cllr Roberts whether the Parish Council could help with funding for a disabled ramp at Orwell Stores. After a discussion the Parish Council were unable to help fund this – as the business is a profit organisation and does not have the power to spend public money in support of a local business run for profit. Cllr Fox asked DCllr Davis to see whether Babergh District Council could support this.

Action to Clerk: to inform the owners of Orwell Stores of the Parish Council's decision

Foot Paths 25/33 (Cllr Barwick)

Cllr Barwick reported on a footpath issue numbers 25/33. The owner of the land has requested members of the public to walk round the land rather than across his land – even though that is the marked footpath.

Action to Clerk: to investigate the definitive map and report to Right of Ways at Suffolk County Council

Website (Cllr Bareham)

Cllr Bareham reported on further work being completed on the website.

7. Clerks Report: and to consider any action necessary

a) Updates: report from previous meetings

ICO Payment

Parish Clerk informed the Parish Council that due to the annual subscription being paid by direct debit the annual cost would be £35.00 rather than £40.00.

Zip Wire

Parish Clerk informed the Parish Council that the remedial work had been completed by the supplier and the payment was ready for consideration.

Projector

Parish Clerk informed the Parish Council that the projector had been purchased.

b) Planning Presentation: to inform

Meeting of 25/01/2019

Parish Clerk informed the Parish Council of an **AONB** meeting at the University of Suffolk that she attended. There were 4 presentations by Suffolk Coast and Heaths and Dedham Vale **AONBs**. Once the presentations are available the clerk will email them to the Parish Council.

c) Spring Litter Pick: to discuss

Litter Pick (Keep Britain Tidy 22/03/2019 -23/04/2019)

The Parish Council discussed the date for this year's litter pick. 30TH of March was agreed.

d) England Coast Path: to inform

Meeting 7/2/2019 6pm Shotley Large Committee Room Village Hall.

Parish Clerk informed the Parish Council of the meeting with other Parish Councils and Natural England. Parish Clerk will email the information to the Parish Council once available.

e) Post Office Hedge: to inform

18/02/2019 Post Office/ Red lion

Parish Clerk confirmed that the Post Office hedges are due to be trimmed on the 18th of February. The car park will be closed in the morning of the 18th and notices will put onto any cars informing the owners of the event.

f) Babergh East, Police and Parish Forum: to inform

Meeting 19/12/2018

Parish Clerk informed the Parish Clerk of the minutes that have been received and had been circulated.

g) AONB Monthly Update: to inform

January 2019

Parish Clerk informed the Parish Council of the monthly AONB newsletter that had been uploaded to the website and circulated.

h) Suffolk County Council: to inform

School and Post Travel Policies from September 2019

Parish Clerk informed the Parish Council of the publication received from Suffolk County Council and had been circulated to the members.

8. Correspondence: to take any action deemed necessary on correspondence received**8.a** Parish Clerk informed the Parish Council of an email received from a resident in relation to the 'Woodlands Development'. The Parish Clerk informed the Parish Council of the following:

the resident was waiting for the adjudication from the local Government Ombudsman.

the resident is urging both the Parish Council and Babergh District Council to postpone any comments or decision until the findings have been decided.

the resident is urging both the Parish Council and Babergh District Council to postpone any comments or decision until the developer has given assurances that the broadband speeds will be upgraded.

8.b Parish Clerk informed the Parish Council of a publication (Chelmo i) which has been hand delivered to the office/home address. Parish Clerk wished to state for the record that the piece that had been written about her in relation to comments made by her at January's Parish Council meeting was false and inaccurate. Cllr Bareham suggested contacting the Parish Council's insurance company, this was decided not to pursue. Cllr Keeble informed the Parish Council that when the 'Woodlands Development' was being decided upon that even though there were 34 objections published online not one of those objections were from the publisher of Chelmo i.**8.c** Parish Clerk informed the Parish Council of an email received from Home Start Charity in relation to volunteers needed and that two posters would be put into the noticeboards.**8.d** Parish Clerk informed the Parish Council of a correspondence matter that a resident had emailed her to read at the Parish Council meeting. The parish clerk (after advice from **SALC**) informed the resident that the item could not be included in the meeting due to its content, confidentiality and Data Protection Regulations. The resident informed the Parish Council (at this meeting) by not reading the email:

The Parish Council's action could be brought into disrepute.

That the subject in the email is a contentious issue and in the interest of fairness and democracy the email should be read out.

The resident stated that Babergh District Council's Monitoring Officer had informed her that potentially the matter could involve the police.

The resident requested to read the email.

Cllr Bareham requested a point of order to the Chairman stating that any potential investigation by the monitoring officer or any other organisation could be compromised by Continuing the conversation.

The Chairman accepted the point of order and called a halt to the email being read at the Parish Council meeting for the moment.

9. **Land Adjacent to Woodlands:** to inform

Informal Meeting (Cllr Deacon)

Cllr Deacon informed the Parish Council of an informal meeting that had taken place on the 23/01/2019 between several members of the Planning Committee and the landowners, architects, developers and planning and property services of the 'Woodlands Development'. The meeting discussed the proposed plans of the development and consisted of:

Design and maintenance of the site

Progress of the application

Construction issues.

Cllr Deacon also informed the Parish Council that the proposed plans of the development and the notes of the meeting have been uploaded to the website

Website Comments (Cllr Bareham)

Cllr Bareham informed the Parish Council that he had uploaded a comments section to the website for the residents to comment on.

10. **Recycling Centre:** to consider

Financial Information

Parish Clerk informed the Parish Council that for the month of January 2019 the recycling centre receipts are as follows:

Metal £225.00

Skip Day £163.00

TOTAL set aside money £8,695.11

Assets of Community Value (25/03/2019)

Parish Clerk informed the Parish Council that the Asset of Community Value for the Recycle Centre expires on the 25/03/2019 and requested approval to reapply.

Proposal: to approve the request to reply.

Proposed: Cllr Deacon **Seconded:** Cllr Dot Cordle **Vote:** All in favour

Parish Clerk informed the Parish Clerk that there was an outstanding payment to the Recycle Centre from a resident and the Manager of the centre would like the Parish Council to consider writing to the resident.

Proposal: to approve the request

Proposed: Cllr Fox **Seconded:** Cllr Deacon **Vote:** All in favour

11. **Pin Mill Bay Management CIC:** to consider

Pin Mill Multi-Agency (Chairman and Parish Clerk)

Agenda – not a public meeting

Parish Clerk informed the Parish Council of the Pin Mill Multi Agency Group that had been recently formed and that both the Chairman and the Clerk had been requested to join. The Chairman and the Parish Clerk stated that they would join the group if the Parish Council approved. Parish Clerk informed the members that she had requested whether Cllr Fox was also able to join the group if he wished to. The invite was for the Chairman and Parish Clerk.

Proposal: to approve the Chairman and Parish Clerk joining the group

Proposed: Cllr Dot Cordle **Seconded:** Cllr Keeble **Vote:** All in favour

Action to Clerk: to inform the Pin Mill Multi Agency Group.

12. **Playing Field Charity:** to consider

Tennis Club Letter:

Parish Clerk informed the Parish Council that they had been no reply as yet from the tennis club. This was agreed by the members to discuss at a later date.

Parish Councils Assets Gifted:

Parish Clerk informed the Parish Council of the meeting between several Parish Councillors and the Recreation Ground Charity in relation to the running of the charity and also a list of assets that are to be gifted to the charity. The charity is in the process of organising the insurance for the assets. Parish Clerk requested approval of transferring the assets. Cllr Barwick questioned the liabilities of the Recreation Ground trustees. Cllr Fox informed him that the charity was dealing with that issue.

Proposal: to approve the list

Proposed: Cllr Bareham **Seconded:** Cllr Mckinnell **Vote:** 6 in favour, 3 abstentions (Cllrs Barwick, Fox and Hawkins).

Historical Information:

Parish Clerk requested the moving of the historical Parish Council information from one of the containers on the Playing Field due to its accessibility. After a discussion the Parish Council decided for the information to remain in the container.

13. **Protocols for Public Participation in Council Meetings:** to approve

Parish Clerk requested approval for the updated policy

Proposal: to approve the policy

Proposed: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour

14. **Babergh and Mid Suffolk:** to discuss

Communities Strategy

Parish Clerk informed the Parish Council of a Communities Strategy Consultation Survey.

15.

The survey has been circulated to all Parish Councillors for their attention.

Neighbourhood Plan: to consider

Neighbourhood Plan Update:

Cllr Deacon informed the Parish Council of the following:

There had been a meeting of the Neighbourhood Plan Steering Group on the 31/01/2019 which discussed:

The first formal consultation will be in March. All community groups and residents will be contacted in the village and will be invited to view a presentation and give comments. This will give the Steering Group the opportunity of building the draft neighbourhood plan.

More information will follow via a door - drop to all dwellings.

Neighbourhood Plan Paper:

Cllr David Cordle introduced the information gathered by the Parish Clerk in relation to the Neighbourhood Plan and the context of the Steering Group. The resident was offered the opportunity to speak in this item and informed the Parish Council of the following:

They were concerned that their fitness to be a member of the Steering Group had been brought into question.

The terms of reference of the Steering Group were exact so concerned that the Parish Council on recommendation needs to re-establish itself in relation to the Neighbourhood Plan.

The Steering Group is a group membership with all views welcome and is transparent.

All agendas and minutes are uploaded to the website and meetings are open to the members of the public

There is no pre-determination on the part of the resident and the resident has always been against any planning on **AONB** land.

The two publications stated as 'inciting' one was printed by someone else and views of the resident were copied.

The Steering Group were unaware that any previous Parish Councillor would need to resign from the group if they resigned as a Parish Councillor and neither were the Parish Council.

The resident formally requests from the Parish Council that they are endorsed as a member of the Steering Group?

Several Parish Councillors asked the resident various questions in relation to being pre-determined, responsibility for planning applications and planning considerations.

The resident informed the Parish Council that they were not pre-determined and that they had no influence and were not a decision maker in relation to any planning applications or processes.

There was one Parish Councillor stated that they would not vote for the resident to be endorsed as a member of the Steering Group and one Parish Councillor who stated their support.

Before any further discussions and a resolution sought, the resident formally resigned from the steering Group. There was no further discussion on this item.

Proposal: to agenda the Neighbourhood Plan information for the next meeting in March 2019.

Proposed: Cllr Fox **Seconded:** Cllr Bareham **Vote:** All in favour

Financial Matters:

16.1 **Budget 2019- 2020:** to consider

Parish Clerk informed the Parish Council of the layout of classifications for the budget.

Proposal: to approve the classifications

Proposed: Cllr Bareham **Seconded:** Cllr Fox **Vote:** All in favour

16.2 **Reserves/ ear marked 2019 - 2020:** to consider

Budget 2019 – 2020

Parish Clerk requested approval of reserves and earmarked funds for the 2019 -2020 budget.

Proposal: to approve the request

Proposed: Cllr Dot Cordle **Seconded:** Cllr Barwick **Vote:** All in favour

16.3 **Village Hall Grant Request:** to consider

£200.00 – Standing Charges

The Parish Clerk informed the Parish Council of a grant request of £200.00 by the Village Hall Management Committee. The £200.00 was to support with costs for their standing charges. Also, an agreement from several years ago had been in place from the Parish Council to offer an annual grant of £2,000.00. The Parish Council requested that the Parish Clerk try to find the agreement. The resident who had previously requested to speak at this item declined the offer.

Proposal: to grant the request

Proposed: Cllr Fox **Seconded:** Cllr Deacon **Vote:** 7 in favour, 1 against (Cllr Bareham) and 1 abstention (Cllr Keeble)

Action to Clerk: to inform the committee of the grant approval.

16.4 **Playing Field Charity Grant Request:** to consider

Pavilion Roof £8,000 Quote

Parish Clerk informed the Parish Council of a request for £8,000 from the Recreation Ground Charity for £8,000 for a new roof for the Pavilion. The Parish Council believed that the recent funds that belonged to the charity covered this request. The Parish Clerk informed the Parish Council that the request was additional to their funds. The Parish Council requested confirmation from the charity

Action to Clerk: to clarify the request.

16.5 Insurance Quote Zip Wire: to approve

Zip Wire Cost £64.14

Parish Clerk informed the Parish Clerk that at the moment the Zipwire is owned by the Parish Council and therefore needs to be insured by the Parish Council.

Proposal: to approve the payment

Proposed: Cllr Fox

Seconded: Cllr Keeble

Vote: All in favour

16.6 Neighbourhood CIL: to inform

Parish Clerk asked the Parish Council to consider projects for the CIL payment that was due at the end of April 2019 and also that there have already been several suggestions.

16.7 Babergh East and Police Parish Forum: to consider

Cost £40.00

Parish Clerk informed the Parish Council of a request for a public meeting from the Babergh East and Police Parish Forum on the 09/10/2019.

Proposal: to approve the payment

Proposed: Cllr Fox

Seconded: Cllr Bareham

Vote: All in favour

Action to Clerk: to inform Babergh East and Police Parish Forum and to confirm with the Village Hall Management Committee.

16.8 DPO Officer: to consider

Service Level Agreement 25/04/2019 £150.000

Parish Clerk requested that the Parish Council consider not renewing the service level agreement for a Data Protection Officer. The reasons being that a Data Protection officer is now not required in law for Parish Councils and also due to increase in payments to the budget.

Proposal: not to renew the service level agreement

Proposed: Cllr Keeble

Seconded: Cllr Dot Cordle

Vote: All in favour

Action to Clerk: to inform LCPAS

16.9 Section 137 Expenditure Limit 2019 -2020: to inform

Parish Clerk informed the Parish Council that the expenditure for section 137 had been set at £8.12 per resident for the 2019-2020 budget.

16.10 VAT: to inform

VAT Reclaim £1,830.18

Parish Clerk informed the Parish Council that the VAT Reclaim had been applied for.

16.11 A Christmas Carol Theatre Show on Tour: to consider

£300.00 per one show Village Hall.

The resident who requested to speak at this item declined the offer.

This motion was withdrawn.

16.12 RFO's Monthly Report: January's 2019 Bank Reconciliation

Monies Paid In:

Interest £2.97

Metal – Recycle Centre £225.00

Skip Days – Recycle Centre £163.00

Treasurer's Account £9,064.13

Business Instant Account: £72,217.62

TOTAL: £81,281.75

Unpresented cheques: £54.98 (2 cheques)

16.13 Chelmondiston Methodist church: to approve

January 2019 PC Meeting (PC Financial regulations 4.1 – within budget classification)

Parish Clerk requested approval for the payment of the use of the Methodist Church Hall

Proposal: to approve the payment

Proposed: Cllr Fox

Seconded: Cllr Mckinnell

Vote: All in favour

16.14 To Consider Payments to: and other invoices arriving after the posting of this agenda

a) **2104 Jill Davis:** January 2019 Expenses £344.34 [£56.40] *** £400.84

b) **2105 Jill Davis:** January's Salary 2019 £742.22

c) **2106 SA Meacock:** Monthly Garden services £72.50

d) **2107 Streetscape:** Zip Wire £9960.00 [£1992.00] £11,952.00

e) **2108 Chelmondiston Methodist Church:** Room Hire £20.00

f) **2109 Mr A.M Gould (Maytrees):** Hard Disc for Laptop £39.97

g) **2110 Mr A.M Gould (Maytrees):** Annual Fee £50.00

h) **2111 CAS:** Insurance for Zip Wire £64.14

TOTAL: £13,341.67

*** **£319.99 purchase of a Projector for use in Planning applications, for the community. Power used Local Authorities Goods and services Act 1970 S1(b). Minuted 06/11/2018 15.4 sheet number 504.**

Proposal: Items to be considered for payment A-H

Proposed: Cllr Keeble **Seconded:** Cllr Dot Cordle **Vote:** 8 in favour, 1 abstention (Cllr Bareham).

17. **Clerk Holidays:** to inform

Parish Clerk informed the Parish Council of the dates of her annual leave.

18. **Presentation of Expenses:** to consider

Cllr Roberts (4.1 PC Financial Regulations up to £1,000)

Cllr Fox requested this matter be deferred until March's meeting due to Cllr Roberts being on holiday. Parish Council agreed to the request.

19. **Parish Council Vacancy:** to consider

Application by Co-option

The Parish Council considered an application by a resident through co-option. The resident gave a presentation as to why he wanted to join the Parish Council. After questions from members of the Parish Council a proposal was made.

Proposal: to approve the application

Proposed: Cllr Keeble **Seconded:** Cllr Bareham **Vote:** All in favour

Mr Stanley signed his declaration of acceptance and this was countersigned by the Parish Clerk.

20. **The Next Parish Council Meeting:**

Tues 5TH MARCH 2019 at 7.30pm in the Village Hall.

The Chairman informed the public of confidential matters that were now to be discussed and closed the meeting to the public.

21. **Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed

Correspondence Matter: to consider

Parish Clerk updated the Parish Council in relation to a confidential matter. Parish Clerk was not able to provide further information at the moment. The Item was deferred.

22. **Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed

Employment Matter: to consider

Parish Clerk updated the Parish Council re the job description from a previous meeting. This matter was approved by resolution.

23. **Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed

Employment Matter: to consider

Parish Clerk updated the Parish Council re the contract of employment from a previous meeting. This matter was approved by resolution.

24. **Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed

Employment Matter: to inform

Parish Clerk updated the Parish Council with the annual leave allowance.

25. **Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed

Employment Matter: to inform

Parish Clerk updated the Parish Council in relation to a Responsible Finance Officer vacancy.

There being no further business the Chairman thanked everyone and the meeting closed at 9.40pm.

The minutes were a true record and Cllr David Cordle signed the minutes on the 5th March 2019.