

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 MARCH 2019 at 7.30pm.

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

Public: DCllr D Davis, SCCllr Wood

Parish Clerk: Jill Davis

Public: 4

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 Hawkins (holiday). This apology was noted.
Cllr Fox informed the Parish Council that he would not be standing at the election in May.
The Chairman thanked Cllr Fox for all his hard work and his contribution to the community.
2. **Dispensations:** to consider requests and
No dispensations requested.
Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Items 15.2, 15.3, 15.4 and 16 – Cllr Barwick (Playing field representative)
Item 15.1 – Cllr Bareham (Neighbour of the one of the contractors)
Items 15.10 – Cllr Bareham (Partner of the Parish Clerk)
Councillor Fox informed the Parish Council that he had resigned from the Playing Field Committee.
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **5TH FEBRUARY 2019**.
The minutes were a true account of the meeting and the Chairman was given the authority to sign.
4. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda **AND** to receive **Reports** (if available) from:
No members of the public stated their interest in any items listed on the agenda.
 - a) **County Councillor:**
SCCllr Wood delivered his report. His report is to be circulated to the members and uploaded to the Parish Council website.
 - b) **District Councillors:**
DCllr Davis delivered his report. His report will be circulated to the members and uploaded to the Parish Council website.
5. **Reports From: Committees/Representatives of other**
Committees/Groups/Meetings: to receive **reports and proposals/requests** and to take **any action** deemed necessary.
 - a) **Planning Committee:** to report
No meeting
 - b) **Village Hall:** to report
No meeting
 - c) **Playing Field:** to report
No meeting
 - d) **Village Amenities:** to report
Cllr Barwick informed the members of a damaged bench at Pin Mill. He was asked to organise a quote from a local contractor.

e) **Other:** to discuss**Bus Shelter Update**

Parish Clerk informed the members that they had been a limited number of residents who had stated that the bus shelter was a good idea. Several councillors voiced their concerns re the limited space available. Cllr Roberts suggested asking the question at the Annual Meeting of the Parish. The members were in agreement. The Parish Council also gave their permission for Cllr Roberts to gain further information from Suffolk County Council.

Website – Woodlands Comments

Cllr Bareham informed the members that there had been several comments to the proposed plans. He also informed the members that there were problems with the website and could he look at other operators. The parish Council approved his request.

6. **Clerks Report:** and to consider any action necessarya) **Updates:** report from previous meetings

Footpaths 25/33

Parish Clerk informed the members that Suffolk Right of Ways will be contacting the landowner and informing them to reinstate the footpath 25/33.

b) **Babergh East Police and Parish Forum:** to consider

Parish Clerk/Parish Councillor Meeting Dates

Parish Clerk informed the members of the dates for 2019.

c) **'Woodlands' Update:** to inform

Parish Clerk informed the members that the updated proposed plans were due week commencing 04/03/2019.

d) **England Coast Path:** to inform

Variation Project

East Coast Path Meeting 08/02/2019

Parish Clerk informed the members that the information has now been circulated.

e) **Heritage Training:** to inform

Parish Clerk asked if any members were interested in the Heritage training to let her know asap.

f) **Defib Support:** to inform

Parish Clerk requested if any members knew of anyone who is willing to offer further support to let her know.

g) **SALC:** to inform

Local Councillor

Parish Clerk informed the members of the SALC publication that had been circulated

h) **Litter Pick:** to inform

Parish Clerk informed the members that the time would be 10.00am. Members would be meeting at the Village car park. Cllr Stanley would be at the Butt and Oyster for Pin Mill. Cllr Hawkins would be contacted for the pickers and high vis jackets.

i) **Introduction of Recording Meetings:** to discuss

Admin Purposes/Ensure accurate minutes – May onwards

Parish Clerk informed the members of recording the meetings purely for admin purposes. Cllr Stanley suggested recording the meetings to upload to the website so that the recordings are kept. This to be discussed further.

7. **Correspondence:** to take any action deemed necessary on correspondence received

7.1 Parish Clerk informed the members that the Suffolk Local History Council was looking for a 'recorder' for the parish due to a resignation. Cllr David Cordle had a resident in mind and would be contacting them direct. No further action required.

7.2 Parish Clerk informed the members that an email had been received from a resident re the Neighbourhood Plan and had been replied to. No further action required.

7.3 Parish Clerk informed the members of an email received from a resident in relation to the damaged 'Harkstead' sign. The Clerk has informed the resident that she is chasing up the problem and will contact the County Councillor. Further updates will be given when available.

7.4 Parish Clerk informed the members that the Pin Mill Sailing Club would like to host an event on Pin Mill Common on the 18th May 2019. The Parish Council were happy for that to go ahead.

Action to Clerk: to inform the Pin Mill Sailing Club

7.5 Parish Clerk informed the members that the community payback team will be finishing the re-shingling at Pin Mill Common

7.6 Parish Clerk informed the members that she had received a phone call from a resident who had suffered facial injuries from walking into a sign on the corner of Pin Mill Road. The clerk informed the members that this had been reported to Suffolk County Council and the local County Councillor and would keep on following this up. Updates to follow.

8. **Recycling Centre:** to consider

Parish Clerk informed the members of the following:

£84.00 for Skip Days

Receipts £4,710.68

Payment £4,004.94

Set aside Money £8,779.11

Parish Clerk informed the members that the community right to bid had been received by Babergh District Council and the decision date was 19th April 2019.

Cllr Roberts wished for the following to be noted: 'The Recycle Centre was looking very tidy and well kept'.

9. **Pin Mill Bay Management CIC:** to inform
Nothing to report
10. **Neighbourhood Plan Information:** to consider
Please see Supporting Paper
Parish Clerk informed the members of further information in relation to the Neighbourhood Plan Steering Group. After a discussion and several questions this was deferred for further clarification.
11. **Pin Mill Multi Agency Group:** to inform
Terms of Reference
Meeting 16/04/2019
Parish Clerk informed the members that at the moment there are no terms of reference for the Pin Mill Multi Agency Group. Also, the Chairman and Parish Clerk are unable to attend the meeting in April. Cllr Stanley offered to attend the meeting.
Action to Clerk: to request that Cllr Stanley attends the meeting.
12. **Village Hall:** to inform
Parish Clerk informed the members of a letter dated from 2001 which implies that the Parish Council agreed to pay the Village Hall Management Committee £2,000 per year. After a short debate Cllr Bareham requested for this item to be included in May's meeting and this was deferred.
13. **Elections 2019:** to consider
Notice of Election
Information Election 2019
Moratorium Period 12/03/19- 02/05/2019
Parish Clerk informed the members about the election on May 2nd 2019. Nomination Papers are available to take away, on the parish council website and at the Clerk's home. Hand in date 18/03/2019. Hand in date to Babergh District Council 03/04/2019 4.00pm after that any nomination papers received will not be valid.
14. **Presentation of Expenses:** to consider
Cllr Roberts (4.1 PC Financial Regulations up to £1,000)
This motion was withdrawn.
15. **Financial Matters:**
 - 15.1 **Jubilee Gardens:** to consider
Insurance Quote
Completion of Replacements
The Parish Clerk informed the members of the 4 quotes for the repair to the Jubilee Garden due to the car accident and the quotes for the general replacements of the sleepers. After a short discussion the contractor Robert Boast was proposed.
Proposal: to approve the quote by Robert Boast due to the cost and value for money
Proposed: Cllr Mckinnell **Seconded:** Cllr Dot Cordle **Vote:** All in favour
 - 15.2 **Playing Field Grant Request:** to consider
£8,000 Pavilion Roof
The Chairman requested that the Parish Council consider the payment of £8,000 to the recreation ground charity for a new roof for the pavilion. After a short discussion a proposal was made.
Proposal: to award £8,000 to the recreation ground charity
Proposed: Cllr Fox **Seconded:** Cllr Deacon **Vote:** 8 in favour, 1 abstention (Cllr Barwick) 1 against (Cllr Bareham).
 - 15.3 **Playing Field Grass Cutting 2018 Quote:** to consider
£160.00
The Chairman requested that the Parish Council consider paying for the grass cutting of the playing field for 2018. This would be a one off. Going forward the playing field would be paying for this.
Proposal: to pay for the grass cutting service for 2018
Proposed: Cllr David Cordle **Seconded:** Cllr Keeble **Vote:** 9 in favour, 1 abstention (Cllr Barwick).
 - 15.4 **Playing Field (tennis courts):** to consider
£400.00 +VAT
Parish Clerk requested that the Parish Council pay for the treatment to the tennis court since the issue with the tennis club has yet to be resolved. After this payment the future treatments would be met by the Recreation Ground Charity.
Proposal: to pay for the treatment to the tennis courts – a one off payment

- Proposed:** Cllr Fox **Seconded:** Cllr Stanley **Vote:** 9 in favour, 1 abstention
(Cllr Barwick)
- 15.5 VAT:** to inform
Zip Wire £1992.00 Received 22/02/2019
Parish Clerk informed the members that the VAT had been received for the Zip Wire.
- 15.6 Permit Labels:** to consider
Proposal: to approve the payment for the permit labels for the dinghies. Total of £135.00
Proposed: Cllr Deacon **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- 15.7 Asset Register:** to approve
Zip Wire included
Parish Clerk requested approval for the Zip Wire to be included in the Asset Register
Proposal: to approve the inclusion of the Zip Wire
Proposed: Cllr Keeble **Seconded:** Cllr Barwick **Vote:** All in favour
- 15.8 Pads for Defib:** to consider
Parish Clerk requested approval to purchase new defib pads as the existing ones expire 01/04/2019
Proposal: to approve the purchase for the defib pads.
Proposed: Cllr Keeble **Seconded:** Cllr Fox **Vote:** All in favour
- 15.9 RFO's Monthly Report:** February's 2019 Bank Reconciliation
Monies Paid in:
Interest £3.13
Skip Days £84.00
BACS - HMRC £1830.18
BACS – HMRC £1992.00
TOTAL: £3909.31
Treasurer's Account: £11,688.64
Business Instant Access: £60.220.75
TOTAL: £71,909.39 IN BOTH ACCOUNTS
Petty Cash £14.00
Unpresented Cheques £114.98 (two cheques)
- 15.10 To Consider Payments to:** and other invoices arriving after the posting of this agenda
- | | |
|---|-----------------|
| a) 2112 Jill Davis: February 2019 Expenses | £33.89 |
| b) 2113 Jill Davis: February's Salary 2019 | £742.22 |
| c) 2114 SA Meacock: Monthly Garden services | £72.50 |
| d) 2115 Chelmondiston PCC: Room Hire PC/NP Meeting | £25.00 |
| e) 2116 SALC: Training £25.00 [£5.00] | £30.00 |
| f) 2117 SALC: Publications [£20.50] 0.60p | £21.10 |
| SUB TOTAL: £924.71 | |
| g) 2118 Mr Miller: Jubilee Garden 2018 Season- this was presented after the agenda was published | £300.00 |
| TOTAL: | £1224.71 |
- Proposal:** to pay items A - G
Proposed: Cllr Barwick **Seconded:** Cllr Mckinnell
Vote: 9 in favour, 1 abstention (Cllr Bareham).
- 16. Playing Field:** to approve
Gifted Items Including Zip Wire 01/04/2019
Parish Clerk requested approval for the playing field assets (that are owned by the Parish Council) to be gifted to the Recreation Ground Charity
Proposal: to approve the gifting of the assets
Proposed: Cllr Fox **Seconded:** Cllr Bareham **Vote:** 9 in favour, 1 abstention (Cllr Barwick)
- 17. Point of Order:** to inform
Cllr Bareham apologised to the members and to the public for not stating which Standing Order was used for the point of order raised at February's meeting. The Standing Order was 11.C
- 18. Date of the next Parish Council meeting:**
TUESDAY 2ND APRIL 2019 AT 7.30PM IN THE VILLAGE HALL
- 19. 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 inform
Parish Clerk informed the members that there was no update in relation to the matter at the moment.

There being no further business the Chairman thanked everyone and closed the meeting at 9.32pm

The minutes were agreed to be a true record and the Chairman was given the authority to sign on the 02/04/2019.

Signed:...Cllr David Cordle.....

Dated: 02/04/2019