

Chelmondiston Parish Council

Chairman: Cllr David Cordle

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info or Tel: 07984733352

Minutes of the Meeting of CHELMONDISTON PARISH COUNCIL held In the Village Hall on TUESDAY THE 7th of February 2023 at 7.30pm.

Present: Councillors: David Cordle, D Barwick, R Bareham, S Lyrick and P Ward

Parish Clerk: Jill Davis

Public: 2

Babergh and Suffolk Councillors: SCCllr Harley and DCllr Gould

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.

SALC: Suffolk Association of Local Councils.

RoW: Rights of Way. **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.

1. **Welcome by the Chairman:**
The Chairman opened the meeting at 7.30pm and welcomed everyone.
Election 2023 Announcement: Parish Clerk informed the members of the Election in May and requested limited items and no new project items for the agenda. Resolved the members agreed to the request.
2. **Apologies for absence:** to receive and note apologies
Not applicable – All in attendance
3. **Dispensations:** to consider requests
No dispensations requested
Declarations of Interest: to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
Item 15.a – Cllr Dot Cordle – Relation of the contractor
Item 18 – Cllr Dot Cordle – Relation of the contractor
Item 18 – Cllr Rob Bareham – Partner of Parish Clerk
Item 21 – Cllr Rob Bareham – Partner of Parish Clerk
4. **To approve the minutes of the Parish Council Meeting held on the 6TH OF DECEMBER 2022**
Resolved – the members approved the minutes. The Chairman signed the minutes
5. **To approve the minutes of the Parish Council Meeting held on the 10th OF January 2023**
Resolved – the members approved the minutes. The Chairman signed the minutes.
6. **Public Participation Session:** for the public to talk to Cllrs about items only on the agenda
Item 15.g – A parishioner raised a concern regarding a large hole that had appeared outside her property on the road and wished to bring it to SCC and the Parish Councils' attention.
7. **Reports:** to receive reports
7.a County Councillor Report
Simon Harley delivered his report. His report has been circulated to members and will be uploaded to the website.
7.b District Councillor Report
Jane Gould delivered her report. Her report has been circulated to members and will be uploaded to the website.
8. **Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:
8.a Planning Committee
Cllr Bareham reported on the following:
Two Planning Applications – Both supported with comments
One Planning decision Orwell Stores has received Planning Permission from BDC
The Planning Enforcement Officer has visited the former Forester's Arms development and the developer has agreed that some obscuring material would be obtained and installed.
For full details of the planning meeting – please visit the website
8.b Village Hall
No meeting
Basic Life Pop-up Shop (Cllr Lyrik)
Cllr Lyrick reported on the following:
Basic Life Pop-Up Shop is every Friday between 5pm - 6pm in the Village Hall.

It is not a food bank and you pay £2.00 to fill your own bag.

The Village Hall charges £10.00 per week and Cllr Lyrick asked whether the PC would consider a donation to the hire of the Village Hall. The PC deferred the request.

8.c Playing Field

Cllr Barwick reported on the following:

The tree work has been delayed due to the contractor needing to complete other work first.

8.d Village Amenities

No meeting

8.e Primary School

50th Anniversary (Cllr Lyrick)

Cllr Lyrick reported on the following:

The school has its 50th anniversary in 2023.

Would the PC be interested in providing a Birthday Bench for the birthday? The bench would cost £550.00 + VAT + delivery + plaque. The members approved the request. Parish Clerk to action.

Cllr Lyrick informed the members that the school enjoy outside learning and he offered (with PC's approval) to discuss biodiversity issues with the school and BDC. The PC approved the request.

9. Clerk's Report: Items received after the publication of the agenda or for items needing discussion

9. Report circulated to members

10. Correspondence Report: Items received after publication of the agenda or for items needing discussion

10. Correspondence circulated to members

10.a Parish Clerk informed the members of the email received from SPCC. The Parish Clerk asked the PC for permission to email further information to SPCC. The members approved the request.

11. Recycle Centre: to inform

11.a To inform members of December's Financial Information

Parish Clerk informed the members of the financial information for December.

10.b To update members concerning the communications with the volunteers (Cllr David Cordle)

Cllr David Cordle reported that he had spoken with the volunteers at the recycling centre and the volunteers had requested that they would like a digger out of the reserves. Also, the roof of the container was leaking. It was agreed to defer until further information could be gathered.

12. Dinghy Park/Pin Mill:

12.a To inform members we have a new dinghy owner. £25.00 has been paid.

Parish Clerk informed the members that there is a new dinghy owner and £25.00 has been paid for a permit.

12.b For members to consider any actions – Native trees Pin Mill Common (Cllr Lyrick)

Cllr Lyrick informed the members that a parishioner had requested more native trees on Pin Mill Common to help with shade. The PC was concerned about which vegetation would survive due to the salt water. Cllr Lyrick offered to liaise with BDC. The members approved the request

12.c For members to consider any actions – Vegetation issues, the hard Pin Mill (Cllr Lyrick)

Cllr Lyrick informed the PC that a parishioner has raised concerns about the vegetation on the hard being damaged when boats, etc were being moved. Cllr Melville explained that there were ongoing concerns at Pin Mill and a meeting had taken place with several stakeholders. Cllr Melville informed the PC that BDC was responsible for the hard area. The members agreed to defer the item until further information was available.

13. Traffic Matters:

13.a To inform members that there is a new community engagement officer for the peninsula, an introduction has been made

Parish Clerk informed the members of the new community engagement officer for the peninsula. Cllr Ward requested clarification as he had been given a different name when attending the recent BDC meeting. Parish Clerk to clarify and report back to the PC.

13.b For members to consider any actions from communications received (SCCllr Harley)

The Parish Council discussed the communication received from SCCllr Harley concerning speeding issues on Pin Mill Road and other issues within the parish. SCCllr Harley explained that if the PC were interested in yellow lines within certain areas of the parish that the majority of the cost would need to be paid by the PC and the cost was £7000.00. SCCllr Harley explained that parking near a junction was the remit of the police and the PC would need to liaise with them.

SCCllr Harley confirmed that concerning the Quiet Lane for Pin Mill Road he would speak with SCC and report back to the PC.

14. Administration Matters:

14.a For members to consider approving the TOR for the Planning Committee and for the Chairman to sign once approved

Resolved – The Terms of Reference were approved. The Chairman signed the document.

14.b For members to consider any actions from the communication received from SPCC

The item was withdrawn

14.c For members to consider activities for the King's Coronation

Resolved – The members approved the consideration depending on whether funding can be secured.

14.d For members to consider approving National Lottery Application Funding for the King's Coronation

Resolved – The members approved the item. Parish Clerk informed the members that if the funding is granted, the PC has twelve months to use the funding.

14.e To update members with matters concerning the Play Group. SCC believe they are at a place where the lease is agreed upon. Once this is completed SCC can commence with the process of Expression of Interest.

Parish Clerk updated the members – SCC believes that they are at a place where the lease is agreed upon. Parish Clerk will update the members when further information is available

14.f To inform members that Parish Clerk will be meeting with the Footpath Contractor in March to organise the coming year. Any suggestions for areas please email me.

Parish Clerk informed the members that the meeting with the footpath contractor will take place in March. Parish Clerk asked the members to email with any areas that need attention.

15.

Financial Matters:**15.a For members to consider approving the costing for the Village Hall post to be replaced £590.40 (Cllr Dot Cordle omitted)**

Resolved – The members approved the consideration. Cllr Dot Cordle abstained from the item.

15.b For members to consider approving the Annual IT Services IP9 IT Invoice £120.39

Resolved – The members approved the consideration

15.c To inform members that the £100.00 has been received from LS Productions Global Ltd (Pin Mill Shoot)

Parish Clerk informed the members that £100.00 has been received from LS Productions Global Ltd for use of Pin Mill Common.

15.d Parish Clerk to minute – the November 2022 Bank Statements have been circulated to the members.

Parish Clerk minuted that the November 2022 Bank Statements have been circulated to the members.

15.e To inform members that THE £464.40 has been received from SCC (Annual Grass Cutting Contract)

Parish Clerk informed the members that £464.40 has been received from SCC for the annual grass cutting.

15.f To inform members that the Zoom Subscription has been cancelled and the Free Subscription is in place.

Parish Clerk informed the members that the zoom subscription has been cancelled and the free subscription is in place.

15.g For members to consider a commitment in principle to the cost of repairs on Collimer Road

The members discussed the item in detail and discussed the various options. It was agreed that the PC felt that the costing was the responsibility of SCC Highways and requested further clarification before making any commitments. Parish Clerk to liaise with SCCllr Harley and update the PC when the information has been received. The PC thanked the parishioner for bringing the item to their attention.

15.h To inform members that the Final Report and Certificate have been received for 2021 -2022

Parish Clerk informed the members that the Final report for 2021 -2022 has been received.

15. I To inform members that based on the Review Sections 1 and 2 are in accordance with Proper Practices – PKF Littlejohn

Parish Clerk informed the members that PKF Littlejohn has stated that the review is in accordance with proper practices. Cllr David Cordle and the members thanked the RFO.

15.j To inform members that the Notice of Conclusion of Audit will be published from 07/02/2023 until 07/03/2023

Parish Clerk informed the members that the Notice of Conclusion of Audit will be available on the noticeboard until 07/03/2023

15.k For members to discuss the Village Sign Information – Election

The PC discussed the options with the village sign. It was Resolved to defer the item until June due to the election in May, the potential cost of the project and also whether the sign could be sited opposite Ling's Lane due to its height.

16.

Budget 2023 -2024:**16.a For members to approve the increase in the Payments for 2023 -2024 (donations) by £160.00**

Resolved – the members approved. Parish Clerk to action.

17.

Information Matters 2022 – 2023:**17.a Parish Clerk to minute and Parish Council to consider agreeing that all monthly bank statements are circulated to the Parish Council**

Parish Clerk minuted that all bank statements are circulated to the members. Parish Council agreed.

17.b Parish Council to minute and Parish Council to consider agreeing that all suggestions from the Internal Audit have been implemented.

Parish Clerk minuted that all the suggestions from SALC's Internal Audit had been completed. Parish Council agreed.

18. Payments to Consider: FEBRUARY 2023 Payments

A 002572	Jill Davis	January 2023 Salary	£1849.38		£1849.38
B 002573	M and D Cordle (Contractors)	replace of Oak Post	£492.00	£98.40	£590.40
C 002574	PKF Littlejohn LLP	2021-2022 External Audit	£200.00	£40.00	£240.00
D 002575	Mr Anothony Gould IP9 IT Services	Annual IT Service	£120.39		£120.39
E DD	Government Nest	January Pension Payment	£163.31		£163.31
TOTAL:			£2825.08	£138.40	£2963.48

Payments A-E – Resolved- the payments were approved for payment.
Cllrs Bareham and Dot Cordle abstained from the item.
Cllr Dot Cordle signed Cheque B – There were no other councillors available to sign the payments.

**19. The Next Parish Council Meeting:
Tuesday 7th of March 2023 at 7.30pm in the Village Hall**

20. Temporary exclusion of press and public: 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

21. Employment Matters:

21. For members to approve the Chairman signing the correspondence letter to SALC – WFH Allowance Increase (Budget Approved 10/01/2023)
Resolved – the members approved the item. Cllr Bareham abstained.

22. Correspondence Matter:

22. To inform members of correspondence received (Private and confidential matters)
The Chairman and Parish Clerk informed members of recent communication that had been received. The members requested to be updated once further information had been provided.

There being no further business, the Chairman thanked everyone and closed the meeting at 9.21pm.

Signed: Cllr David Cordle.....

Dated:.....07/03/2023.....

The minutes were approved by the members at the meeting held on the 07/03/2023