

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 4<sup>th</sup> AUGUST 2015 AT 7.30pm**

**Present:** *Councillors:* David Cordle, R Kirkup, A Fox, J Deacon, M Stevens, J Hawkins, C Keeble, B Walker, Dot Cordle, S Chicken and D Barwick

**In attendance:** Fran Sewell - Parish Clerk

**Public:** SCCllr David Wood, DCllr P Patrick and 1 resident of the parish.

**Abbreviations:** Cllr: Councillor. PC: Parish Council. BDC: Babergh District Council. SCC: Suffolk County Council. BDC/MSDC: Babergh District/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

The Council and members of the public were reminded by notice that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded.

1. **Welcome by Chairman:** *Cllr David Cordle*, opened the meeting and welcomed everyone, in particular DCllr Peter Patrick, as this was his first visit to the PC.  
*To receive and consider Apologies for Absence:* None
2. **Dispensations:** *to consider requests AND Declaration of Interests: to receive Pecuniary and Non Pecuniary Interests from Cllrs on items to be considered at this meeting.*  
None.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 7<sup>th</sup> July 2015*  
These minutes were taken as read and were agreed to be a true record by those who had been present and the Chairman was given the authority to sign.
4. **Matters Arising:** *to report on matters arising from the meeting on 7<sup>th</sup> July 2015*  
None, other than those raised on the agenda.
5. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*  
The Chairman invited the resident to speak. The resident asked whether the Council would consider allowing time towards the end of meetings for the public to raise questions on matters that had been discussed. The Chairman explained how the Council worked and the Clerk suggested that if the resident had any issues that he would like to be discussed he should contact her prior to a meeting so that it could be placed on the agenda.  
**AND to receive REPORTS (if available) from:**
  - a) **Safer Neighbourhood Team:** PCSO Joanne Adams; not available.  
1 crime recorded in July - Lings Lane - items of electric fencing taken.
  - b) **County Councillor:** *David Wood reported*
    - \* *Pin Mill Action Group:* he had spoken with Haidee Stephens (Stour & Orwell Estuary Officer) and had forwarded her response to the Council. **See Item 10.**
    - \* *Broadband:* He would be meeting with SCC on 12<sup>th</sup> September to discuss matters.
  - c) **District Councillor:** *Peter Patrick* introduced himself and hoped to attend as many meetings as possible. He explained his position as Portfolio holder for Public Access at BDC. With the merging of BDC/MSDC staff, a move to more convenient accommodation was being considered, with possibly some locally based facilities.  
He asked whether there was a need for a physical presence, for the purpose of administering advice, within the community. He would welcome suggestions.  
Regarding the Recycling Centre, he had spoken with officers at BDC.  
Questions arose whether the Blakenham incinerator plant would take any of the waste from the recycling centre. David Wood confirmed that the plant only took waste from the residents' black wheelie bins.
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 Cttee:** 2 meetings had been cancelled as there were no applications.  
*Housing Needs* - Clerk reported that maps and information indicating possible sites had been sent to CAS and subsequently passed to the appropriate planners at BDC for comment and possible site visits. The Working Group had set a meeting for 11<sup>th</sup> August but this may be postponed depending on whether BDC were able to attend.

- b) Village Hall:** No meeting.
- c) Playing Field:** *Cllr Stevens reported* - \* rabbits had been shot; the programme was ongoing.  
 \* A resident had asked for overgrown bushes behind their bungalow, which backing onto the field, to be cut back. This had been completed.  
 \* *Football* - a Team had painted the posts and marked out the pitch for a Sunday game.  
 \* *Table-tennis table* - this was being used a great deal. Cllr Fox to put a piece on Shaun's Shorts, as to who had provided it and to encourage people to bring their own ping pong balls.  
 \* *Dogs* - Cllr Stevens would speak with BDC about bye laws as dogs were again being taken onto the field.
- d) Footpaths, Trees & Hedgerows:** A resident reported damage by a tractor and flail to Suffolk Route B and B'Way sign posts near Pages Common. They have been temporarily secured and Clerk has reported to PROW.  
 Cllr Walker reported that a hedge bordering the Pykle was overgrown. Cllr Kirkup would speak with the owner.
- e) Village Amenities:** *Assets maintenance and car park- Cllr Chicken reported:* he had checked the car park for litter. He noted that it was used as a start point for walkers who took their rubbish with them. He did not consider that a bin was an urgent practical need. Agenda if litter becomes a problem. The Clerk gave him a copy of the Assets Maintenance log.  
 \**Post and rail at the bus stop* - The post had been reported as rotten by a resident and had been removed for safety reasons. After conferring with Cllrs prior to the meeting, the Clerk had arranged for an immediate repair.
- f) Pin Mill Bay MCIC:** No meeting.
- g) VDF-WG:** Cllr Kirkup would be collating data from the recent survey prior to arranging the next meeting. There had been a 48% return.
- h) Clerk's report:** \**Risk Assessment on PC Trees* - Clerk had placed an order to Peninsula Tree Services. \**Fly-tipping near Pages Common* - A resident had reported an incident to the landowner. BDC were informed and they were investigating. \**Broadband:* a meeting with James Cartlidge MP arranged for 18<sup>th</sup> September. Clerk to set venue and agenda.  
 \* *Car Park:* the new hedge by the entrance to the Post Office had been sprayed with a poisonous substance. Cllr Stevens to monitor.
- 7. CORRESPONDENCE:** to take any action deemed necessary on correspondence received.
- 7.1 Donation Thank You letters:** Age UK Suffolk; Avenues Group; Revitalise; SARS; Headway Suffolk; St Elizabeth Hospice; Suffolk Family Carers; Magpas; East Anglian Air Ambulance
- 7.2 BT :** *Village Hall* - Notification that the Clerk has signed up to the standard access to manage billing account, products & services.
- 7.3 Suffolk Coast & Heaths:** *Scattered Orchard project* - which will involve planting five traditionally grown fruit and nut trees of local origin on publically accessible land in or near the ANOB. See Circulation bag. Clerk to contact SC&H to advise that there may be a piece of land available, also to discuss with the Tree Wardens. Agenda September.
- 7.4 Community Action Suffolk:** *Annual Review & Celebration* - Thurs 8<sup>th</sup> October 2015 4pm-6pm. St Nicholas Centre, Ipswich. Cllrs wishing to attend to contact the Clerk.
- 7.5 Suffolk CC:** *Notification of Temporary Traffic Order* - Path from St Andrew's Drive to Main Road. Closed for maintenance. 17<sup>th</sup> August to 4<sup>th</sup> September 2015. Clerk has put a notice on the notice board and at the Orwell Stores.
- 7.6 Circulation Bag**  
**SALC:** \*LAIS 1382 - *Precept Data.*      **Cabinet Office:** *The Local Sustainability Fund*  
**Message maker:** *LED Traffic Information Displays*  
**Community Heartbeat Trust:** *Defibrillator leaflet.*  
**Suffolk Coast & Heaths:** *Scattered Orchard Project*
- 8. Recycling Centre:** *to consider reports and to take any action deemed necessary.*  
 Clerk confirmed that she had e-mailed Steve Palfry (Waste Manager at SCC) again but had still not received an acknowledgement. SCCllr Wood said he would try to see Mr Palfry.  
 The Clerk suggested if no response was forthcoming, Council should consider writing formally.

- 9. PIN MILL & Dinghy Park:** *to receive reports/proposals and to take any action deemed necessary. Grindle clearance; Seats /Railings*  
*Clerk reported* - The Grindle had been cleared of overgrowth on Webb's Boatyard side. A small section on King's Boatyard side was still to do. It was noted that the bank on King's side was leaning further towards the Common. This section had been boarded up by King's several years previously.  
**Proposal:** to write to King's Boatyard to relate the Council's concerns regarding the bank.  
**Proposed:** Cllr A Fox **Seconded:** Cllr B Walker **Vote:** all in favour  
*Railings at the seating area* - The Chairman had taken advice about possibly replacing a section that had rusted badly. Agenda for September with a quote.
- 10. Stour & Orwell Forum:** *Report on Pin Mill Action Group and to take any action deemed necessary.*  
 Haidee Stephens (Stour & Orwell Estuary Officer) in a response to SCCllr Wood's enquiry had reported that the S&OE Management Group had had issues with waste and occupancy at Pin Mill houseboats on its Action Plan for several years. The group has revived its efforts to bring partners together who have a responsibility for dealing with the issues. The group has agreed to produce a leaflet for houseboat residents and local people and that is when they anticipate bringing in the PC.  
*Cllr Dot Cordle reported* - she had spoken at the Forum and with a BDC officer and had strongly suggested that out of courtesy it would have been better to involve the PC at the beginning.
- 11. Defibrillator for phone box:** *update*  
*Clerk reported* - she had spoken with the Community Partnership Manager at the Ambulance Service. No more cabinets were available through the Co-Operative Soc. and he suggested going to the Community Heartbeat Trust (*See Circulation bag*). The cost would be around £2,000. The PC would need to adopt the telephone kiosk from BT (£1). The CH Trust website showed how to proceed if the PC wished to proceed. No decision was made.
- 12. V.J. & V.E. Day Commemoration:** *Invitation & Funding request for 15<sup>th</sup> August event.*  
 Invitations were received for the Chairman and the Clerk. The Clerk being unable to attend gave the invitation to two other Cllrs.  
**Proposal:** to donate [s137] £50 for the Commemoration.  
**Proposed:** Cllr A Fox **Seconded:** Cllr C Keeble **Vote:** all in favour
- 13. Suffolk Philharmonic Orchestra's Community Concerts:** *to consider supporting/funding.*  
*Clerk reported* - she had sent details to the Chelplin Projects group who seemed supportive of the idea. Copies of brochure handed to Cllrs. To be considered for later in the year.  
**Proposal:** to donate [s137] £10 for the SPOCC.  
**Proposed:** Cllr J Deacon **Seconded:** Cllr R Keeble **Vote:** all in favour  
 Agenda payment for September.

**14. FINANCIAL ITEMS:****14.1 RFO's Monthly Report: - July - Bank Reconciliation**

<b>500176</b>	<b>Dinghy Permits:</b> (1 chq)	32.00	09 July
	<b>Lloyds Bank: Interest July</b>	2.32	09 July
<b>500177</b>	<b>JMP Wilcox Ltd: Textiles</b>	78.00	28 July
	<b>Whip Street Motors: Metal</b>	177.60	"
	<b>Chelmo' Recycling Centre: Skip Days cash</b>	198.00	"
	<b>Dinghy Permit (1)</b>	<u>16.00</u>	<b>Total pd in £503.92</b>

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**Direct Debit: BT - phone in V. Hall (3 months)** 59.97 [11.99] **71.96 pd** 29 July

<b>BALANCE on 31<sup>th</sup> JULY 2015</b>		<b>Reserved</b>	<b>(included within total credit)</b>
<b>Un-presented chqs:</b>	422.00	2,814.00	Household Recycling Centre
Treasurers Account	1,913.81	7,712.00	Playing Field ( <i>Precept</i> ) - play equip.
Business Instant Access Acc.	<u>54,114.52</u>	650.00	Tennis Courts
		<u>310.00</u>	Housing Needs Survey
<b>Total (in credit)</b>	<b>£56,450.33</b>	<b>£11,486.00</b>	

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**14.2 3 month budget report: to consider Cllrs comments on report.**

The Budget up 30<sup>th</sup> June had been circulated to Cllrs, as minuted at the July meeting. No comments were forthcoming. The Clerk handed out the Budget up to 31<sup>st</sup> July and explained some of the figures. No recommendations were made and Council were in agreement that no action was necessary at this stage. An updated budget would be provided for the November meeting.

**14.3 to consider Payments to: and other invoices arriving after the posting of this agenda**

Figures [ ] = VAT

<b>1719 a) S A Meacock: Pin Mill Grass Cutting etc.</b>					<b>72.50</b>
<b>1720 b) Mrs F Sewell: Salary (July)</b>					<b>658.54</b>
Sainsbury's: stationery - paper/envelopes	3.74	[0.75]	4.49		
Post Office: Stamps (36 second)	19.44		19.44		
	23.18	[0.75]	23.93	<b>23.93</b>	<b>682.47</b>
<b>1721 c) Chelmondiston Village Hall: Room Hire (3 @ £14)</b>					<b>42.00</b>
<b>1722 d) Community Action Suffolk: Housing Needs Survey</b>	274.00	[36.50]			<b>310.50</b>
<b>1723 e) S. Sackers (Claydon) Ltd: Skip Hire (Green, £262 + Gen. £371.50)</b>				[126.70]	<b>760.20</b>
<b>1724 f) W. J. Green Ltd: maintenance lawn mower (Play Field)</b>	79.26	[15.85]			<b>95.11</b>
<b>1725 g) Peninsula Tree Services: Maintenance Railings at V. Hall</b>					<b>160.00</b>
<b>1726 h) Mr D Fisher: Grindle clearance, Pin Mill Common</b>					<b>60.00</b>
					<b>£2,182.78</b>

**Proposal:** to approve payment of invoices listed: **a) 1719 to h) 1726**

**Proposed:** Cllr Dot Cordle **Seconded:** Cllr D Barwick **Vote:** all in favour

**1727 The Royal British Legion: VJ/VE Day Commemoration - Donation (s137) 50.00**  
[ Resolved See **Item 12.** 04/08/15 minutes]

**15. Reports of Other Business (not itemised):** to be included on next agenda if necessary.  
None.

**16. HMS Ganges: update**

BDC had confirmed that the s106 had NOT been signed, as reported by the DCllr at the July meeting, but it had been agreed between the councils and the applicant. One clause/obligation was pending, involving Shotley Marina, who are reluctant to sign at present but BDC have apparently addressed their concerns. It is likely that permission will be issued next month.

*To consider whether to exclude the public from the meeting for further discussion of **Item 16** due to the confidential nature of the business. [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 any business to be discussed]*

**The PC agreed to exclude the public.**

After a long discussion a resolution *in principle* was proposed by Cllr R Kirkup;  
Seconded by Cllr David Cordle and was unanimously agreed.

**15. THE NEXT PARISH COUNCIL MEETING – Tues 1<sup>st</sup> Sept. 2015 in the [VILLAGE Hall](#)**

There being no further business to discuss the Chairman thanked everyone and closed the meeting at 9.30pm.

Signed .....David Cordle.....

Date .....01/09/2015.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle at the meeting held on 1<sup>st</sup> September 2015.