

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 6TH FEBRUARY 2018.

Present: Councillors David Cordle, R Kirkup, C Keeble, D Barwick, M Stevens, Dot Cordle, A Fox and J Deacon.

In Attendance: J Davis – Parish Clerk

Public: DCllr D Davis (DD) SCCllr D Wood (DW) 9 members of the public.

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

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** and to receive and consider **Apologies for Absence**
Cllr David Cordle opened the meeting at 7.30pm and welcomed all. Cllr David Cordle informed the public they were able to ask questions about items on the agenda.
Apologies for Absence: The following Cllrs had sent their apologies due to prior commitments: Cllr J Hammond and Cllr J Hawkins.
2. **Dispensations:** to consider requests and **Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
No Dispensations.
Declaration of Interests: Cllr Barwick item 13a) Has a boat moored at Pin Mill Dinghy Park.
3. **Minutes of the Meeting:** to agree minutes of the meeting held on **9th January 2018**.
These minutes were taken as read and were agreed to be a true record by those who had been present. 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:
 - a) **County Councillor:** SCCllr Wood had just returned from holiday. A report from DW will be sent to the Clerk for circulation to the Councillors. The report will also be available on the website.
 - b) **District Councillor:** DCllr Davis gave a verbal report to the **PC** regarding **BDC** leadership contest won by John Ward. There is to be a Partnership between **BDC** and Solo Housing to match single people with spare bedrooms to help with the homelessness issue. There is to be a site inspection of the Millfield/Woodlands potential development by the **BDC** Planning Committee in regard to access issues. **BDC's** HMS Ganges infrastructure bid for £8.2m has been rejected. Cllr Deacon highlighted the fact that the **PC** had not been consulted in the traffic calming measures (with reference to the Ganges) despite the fact that the 2013 full report advised that they would be. DD informed the **PC** he would look into that.
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:** report on 30/01/2018 (see full minutes).
Cllr Kirkup reported on:
APPLICATIONS & DECISIONS:
DC/18/00227 Summerhay Hill, Farm Lane, Chelmondiston. IP9 1JU
Tree Preservation Order b122- Horse Chestnut- Prune back to old prunnings and cuts by 2m. The committee supported the application.

DC/18/00236 Land Adjacent to Woodlands, Main Road, Chelmondiston. IP9 1DW.
Outline Planning Application (with some matters reserved). Erection of 24 dwellings (including 8 affordable dwellings) including access.
Recommendation to REFUSE.

- b) **Village Hall:** No meeting held.
- c) **Playing Field:** Locality Grant Update.
Cllr Deacon reported that the grant applications were ongoing and that Mr S Nunn was pursuing this matter.
- d) **Footpaths, Trees & Hedgerows:**
Cllr Kirkup suggested that the sign for Footpath 50 – Pin Mill Road could perhaps be moved to be in line with the footpath itself. This could help with keeping the Right of Way clear. Cllr Kirkup further reported that footpath 50 needed re-shingling and was now overgrown. The **PC** agreed to item this on the next agenda for the next meeting.
Cllr Barwick reported on footpath 39 – Pin Mill Common. The footpath perhaps needs restoring. The **PC** agreed to item this on the next agenda for the next meeting.
- e) **Village Amenities:** Asset maintenance/War Memorial: to consider
Quote from Collins & Curtis Masonry – low-level stone repair
Cllr Barwick reported a quote from Collins & Curtis Masonry for the War Memorial. Cllr Barwick reported that there were two options. Firstly, to cut out the damage to the War Memorial and replace with Portman stone. The second option was to make good the War Memorial. The **PC** agreed to item this on the next agenda for further discussion.
- f) **Housing Needs – WG:** Update No information to update.
- g) **Other:** No other reports.

6. **Clerks Report:** and to consider any action necessary

- i) **Updates:** report from previous meetings
No updates to report other than mentions elsewhere in these minutes.
- ii) **Pin Mill:** Tree Damage
Clerk reported that a tree had been damaged in the recent high winds. The tree is in the picnic area on Pin Mill Road. The tree has now been cut, the public foot paths have been reopened and the area is now safe.
- iii) **Annual Litter Pick:** – setting a date/ sharing of equipment
Clerk suggested setting a date for the Annual Litter Pick. Date set for the 17th March 2018. Cllr Kirkup suggested a 10.00am start with two groups. One group being at Pin Mill carpark and the other group at the Village carpark.
Action Requested: Produce a Poster for the notice boards and to communicate the date around the village.
- iv) **PJ Labels:** – Quote for 2018 Pin Mill Dinghy Park Labels
Clerk reported on costs for the Pin Mill Dinghy Park labels for 2018.
£130.74 for the new labels which were a slight increase on the previous year.
Proposal: Cllr Fox **Seconded:** Cllr Dot Cordle **Vote:** All in favour
- v) **New manager of domain name:**
Clerk reported that a new manager was required for the **PC**'s domain due to the existing manager relinquishing the position in the near future. Clerk suggested contacting Mr Tony Gould.
Action Requested by Clerk: To contact Mr Gould to see whether he would be interested in managing the domain and the cost involved.
- vi) **Village Hall- Wi-Fi**
Clerk reported that the Village Hall Committee had been sent Broadband and telephone line costs but due to illness was waiting for a decision from the Village Hall Committee.
- vii) **Tennis Club** – update on payment
Clerk thanked Cllr Stevens for informing her of the required payment. Clerk informed the **PC** that the payment was forthcoming.
- viii) **Pin Mill** – issue with commercial rubbish in bins
Clerk reported on an issue with commercial rubbish in the refuse bins at Pin Mill. The bins are the property of **BDC** and managed by the Pin Mill Bay Management CIC (who had refused to remove the commercial rubbish). The land where the refuse bins are located is owned by **BDC**. The clerk removed 15 tins of masonry paint from the bins to resolve the issue even though the **PC** is not responsible.
Clerk further reported that the Mid Suffolk and Babergh Waste Services will be collecting the paint from the Clerk's home. DD informed the **PC** that this could be fly-tipping and therefore a criminal act could have been committed. DD requested that the Clerk email him with all correspondence.

- ix) **Community Action Suffolk** – upgrade on website
Clerk reported on the upgrade to the **PC**'s website. Clerk requested that the **PC** feedback any thoughts and/or suggestions for the next meeting.
- x) **Primary School** to consider
4 Prizes of £5.00 each for two competitions: neighbourhood Plan & Defibrillator Poster
Cllr Kirkup reported on the meeting with the Headteacher on the 24/01/2018. The Headteacher gave his consent for the Neighbourhood Plan Working Group to hold meetings at the school. Cllr Kirkup suggested two competitions for the school children to enter. One of the competitions is to produce a poster. The poster will be to advertise that there is a defibrillator situated at the Village Hall. The second competition is for ideas about how the children would like the village to be in the future. Cllr Kirkup suggested that 4 prizes of £5.00 each be given to the winners with **PC** approval.
Proposal: Cllr Fox **Seconded:** Cllr Keeble **Vote:** All in favour
7. **Correspondence:** to take any action deemed necessary on correspondence received.
Clerk reported on a donation request from Suffolk Neighbourhood Watch Association for £50.00
Cllr Fox explained that donation requests are decided in October.
Action Requested by Clerk: to file the request until October 2018.
Clerk reported that there has been no reply from the owner of the Blackhouse – Pin Mill with regard to obstructing Footpath number 50 (Right of Way) with motor vehicles. Clerk further reported that on several visits to Pin Mill the Right of Way has been clear.
Clerk reported on the proposed extension to the Suffolk Coast and Heaths Area of Outstanding Natural Beauty. Clerk informed the **PC** of various meeting dates set within the county and also that the noticeboards have been updated with these dates.
8. **Circulation Bag:** to consider updating the process of distribution of documents
Clerk requested that going forward that the circulation bag is emailed to the Cllrs. Clerk informed the **PC** for a need for efficiency, relevant and effective communication. Clerk further informed the **PC** of their individual right to have hard copies if still preferred.
9. **GDPR:** to update DPO Company & Costing
Clerk informed the **PC** of the approximate costs of using the DPO service for the GDPR. The costs are between £300.00 - £1650.00. The clerk informed the **PC** of looking into other quotes.
10. **Neighbourhood Plan:** to consider
3 Quotes from Planning Consultants:
Kirkwells, Planning Direct and Places4People
Cllr Kirkup reported on the three Planning Consultants. Both Cllrs Kirkup and Deacon suggested that Kirkwells be asked to support with the plan because Kirkwells have the relevant experience, well-established company, are able to start immediately and will also help with the grant process at no extra cost. Cllr Kirkup further provided an approximate cost to the **PC** of the three stages totalling approximately £6,500 that the **PC** would need to pay. Cllr David Cordle queried whether the VAT paid can be claimed back.
Proposal: Cllr Kirkup **Seconded:** Cllr Deacon **Vote:** All in favour
Action Requested by Clerk: To inform Kirkwells of the **PC** decision and to request a start date. To investigate whether VAT can be reclaimed
11. **The Local Government Electronic Communications England Order 2015** to consider
Updating the process of distribution of Statutory and supporting documents
Clerk requested that due to new Legislation (Schedule 12 of the Local Government Act 1972- paragraphs 4 & 10) and to be more efficient that Cllrs can have their summons and supporting documents emailed to them if they so wish rather than posting. Clerk further informed the **PC** that it is an individual choice and that Parish Councillors can change their mind at any time.
12. **Pin Mill Bay Management CIC:** report on meeting. No meeting held.
13. **Pin Mill: Dinghy Park/Grindles:** to receive reports and to take any action deemed necessary
- a) **Dinghy Permit Fees:** to discuss for 2018
Clerk requested a discussion on the Dinghy Park fees for 2018. The **PC** decided to keep the cost of £18.00 for the year, has the cost had been increased in 2017.
Proposal: Cllr Kirkup **Seconded:** Cllr Fox **Vote:** All in favour
Cllr Barwick abstained.
14. **Recycling Centre:** to consider reports and to take any action deemed necessary
- a) **Revised amounts for Recycling Centre**
Clerk informed **PC** of a 71% reduction paid to the **PC** for recycling products from February 2018. The reason given by **BDC** for this reduction was that they were making a loss. DD asked the Clerk to email him all the information and he would look into the situation.

b) Update of Revenue

The Clerk informed the **PC** that £288.36 had been collected from the skip days and had been banked. Clerk further informed the **PC** that there had been a 10% increase in total revenue compared to the previous year. Clerk reminded **PC** that there will be a statement due from Sackers once other items had been collected.

15. Financial Items:

RFO's Monthly Report: January's 2018 Bank Reconciliation

Bank Balance to 30/01/2018

Treasurer's Account: £930.84

Business Account: £69,291.86

TOTAL £70,222.70

Petty Cash: £14.00

TOTAL CASH: £70,236.70

Transferred: £1600.00 (9th & 19th JANUARY 2018)

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

[] INDICATES VAT

a)	1972 HRMC Income Tax (in advance)	£88.42
b)	1973 HRMC Income Tax & National Insurance (in advance)	£75.37
c)	1974 Methodist Hall Room Hire	£12.50
d)	1975 Local Councils Public Advisory Service GDPR Training	£40.00
e)	1976 Suffolk Association of Local Councils Training £22 [4.40]	£26.40
f)	1977 Mr B Miller Maintenance of Jubilee Garden annually	£250.00
g)	1978 Mr D Hazelwood Annual Grass Cutting Playing Field	£345.00
h)	1979 Suffolk Association of Local Councils Training £22 [4.40]	£26.40
i)	1980 Mrs J Davis January's 2018 Salary	£772.43
j)	1981 Mrs J Davis January 2018 Expenses & Mileage	£71.25
	DD BT Telephone Line Village Hall £74.18 [14.84]	£89.02
	TOTAL	£1796.79
k)	1982 S A Meacock: January's Garden Services (received after the agenda).	£72.50
	GRAND TOTAL (including DD)	£1869.29

Proposal: Cllr Keeble **Seconded:** Cllr Deacon **Vote:** All in favour

16. Clerk's Expenses: to consider
Website Training Day Mileage 20 miles =£9.00

Proposal: Cllr David Cordle **Seconded:** Cllr Barwick **Vote:** All in favour

17. Reports of Other Business (not itemised): to be included on next agenda if necessary
Ink Cartridges required

Clerk requested approval for purchasing ink cartridges. A cost of £42.48. Cllr Fox informed clerk that if equipment is needed for the day – to -day job, approval is not required.

Register of Interests

Clerk informed the PC that the Register of Members Interests needed updating individually. Clerk informed PC that an email/post would be sent to all Cllrs for them to check their individual forms.

18. The Next Parish Council Meeting:
Tuesday 6th March 2018 at 7.30pm in the Village Hall

There being no further business the Chairman thanked everyone for attending and closed the meeting at 8.50pm.

Signed.....

Date.....