

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 7<sup>th</sup> JULY 2015 AT 7.30pm**

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

**In attendance:** Fran Sewell - Parish Clerk **Public:** SCCllr David Wood, DCllr D Davis 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:** the Chairman welcomed everyone and opened the meeting at 7.30pm. **Apologies for Absence** were received from Cllr Hawkins and were accepted. Cllr Keeble was not present.
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.**  
Cllr Stevens and Cllr Kirkup declared a pecuniary interest in **Item 12.4 i) & j)** respectively for remuneration and expenses.
3. **Minutes of the Meeting: to agree minutes of the meeting held on 2<sup>nd</sup> June 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 2<sup>nd</sup> June 2015**  
None.
5. **Public Participation Session: for the public to talk to Cllrs about items on the agenda**  
The member of the public did not want to raise any issues.  
**AND to receive REPORTS (if available) from:**
  - a) **Safer Neighbourhood Team:** PCSO Adams was unable to attend but reported for June that there had been 1 theft of a mobile phone.  
She advised that they would not be attending meetings as often as they used to. The next Safer Neighbourhood Team meeting was on 22<sup>nd</sup> July at Brantham. Clerk had asked for the organisers to consider having a meeting at Shotley or Chelmondiston, as this part of the peninsula was ill served.
  - b) **County Councillor David Wood reported** SCC are talking about removing subsidies from District Councils for Brown Bin collections (Babergh & Mid Suffolk do not receive them), so it would then be up to the DC's if they remain free or if there is a charge.  
David is meeting with the Assistant CEO of SCC to discuss Broadband re the Peninsula.
  - c) **District Councillor Derek Davis reported** on the Ganges application, which had been signed off completely. The developers were now in the process of removing and re-housing newts. The 120 solar panels application at Woolverstone (B/15/00231/FUL) was now being developed at the farm. This was hidden from footpaths and roads. It was questioned whether neighbouring parishes were informed of the application. *East of England LGA* were looking at a possible 5% tourism growth for the peninsula. Suffolk Coast & Heaths were looking to establish more tourism but for the quieter months.  
*The Boot* at Freston: there have been a lot of complaints about the state of the Grade 2 listed building and the owners have been written to, as English Heritage want to inspect internally. The Chairman enquired why highways were digging up the road near the entrance to Woodlands. No answer was available.
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:** Report on 23/06/2015 the first meeting after the PC annual meeting.  
See full minutes.  
Cllr Kirkup was elected as Chairman with Cllr Keeble as Vice-Chairman .

**PLANNING APPLICATIONS:****B/15/00601/FHA - 28 Collimer Close, Chelmondiston, IP9 1HXs***Erection of single storey side & rear extensions. [Case Officer: James Claxton]*

In relation with adjacent sites with regard to Policy HS33, it was considered the proposed extension:

- a) would not really blend in with regard to scale and mass, with the neighbouring properties, as it would be so much bigger and extending so far behind the property. [Over development.]
- b) would not reflect and respect the relationship of the site and its setting and those of the adjoining dwellings;
- c) would reduce the level of amenity (including light) enjoyed by the occupants of the neighbouring properties;  
plus
- e) sufficient space had not been made available to park a number of vehicles off road, within the curtilage of the dwelling due to the removal of the garage.

*General observations:*

- \* It was noted that associated vehicles of the property were using the community open space grass areas for parking, which is unacceptable.
- \* The Cttee were informed that the main sewer system ran parallel with the dwellings across the rear gardens. Concerns were raised as the proposed extension would be built over the sewer system. It was understood that this had been raised before with other applications.
- \* No.29 had a similar proposed extension turned down on grounds of its size etc and it would be unfair to refuse one and permit the other.
- \* The Parish Council is concerned about the loss of 2-bed dwellings - a size more affordable by young people and retirees who are finding it very hard to afford to live locally.

The Cttee recommended REFUSING the application on the basis of size; the lack of parking; concerns over the sewer system and loss of amenity for the neighbours as referred to in policy HS33.

**PLANNING DECISIONS****B/15/00098/TPO - Oak Lodge, Hill Farm Lane, Chelmondiston, Ipswich, IP9 1JU**

*Reduction of crown of Sycamore tree (T3) by 30% and associated works, protected by Tree Preservation Order BT 84/T3. Permission GRANTED by Babergh DC*

**B/14/01550/FUL - Halcyon, Pin Mill Rd, Chelmondiston IP9 1JN**

*Erection of replacement dwelling. Permission GRANTED by Babergh DC*

It was noted that SCC Highways had commented on the steepness of the driveway entrance off the Pin Mill Road, which led to two properties.

**HMS Ganges** - Following approval of the application Cllr Deacon had been informed that there was £113,500 allocated to the highway safety works through Shotley, Chelmondiston, Woolverstone and Freston. The trigger points for this start is 30 homes (occupied) with all works complete by 150 homes. (Other triggers being 60 homes, 90 homes and 15 homes for the balance).

The Cttee recommended - writing to SCC Highways to reinforce that the PC be consulted prior to any traffic calming measures, pertinent to the parish, being implemented.

**b) Village Hall:** No report.

**c) Playing Field:** The *table-tennis table* had been installed and was proving to be popular.

*Rabbits:* The Clerk had received copies of Cllr Barwick's gun licence and insurance cover. Cllr Stevens would contact the police prior to any shooting taking place, as per the Risk Assessment.

St Andrew's Church would be holding a children's act of worship on 12<sup>th</sup> July on the field.

**d) Footpaths, Trees & Hedgerows:** Cllr Kirkup reported on the June meeting.

**i) to consider "boardwalk" over bog on Permissive Path No.2 between BW6 and FP7A**

Lee Foster had since presented a report with costings which was shown to Council.

Council raised concerns over the cost, ownership, future maintenance and insurance cover especially as this was NOT a public RoW but a Permissive Path, permission for which could be withdrawn at any time. The Chairman had visited the site and had been shown an alternative way around much of the boggy area.

After a further discussion it was agreed not to proceed. Cllr Kirkup to thank Lee for his report.

**ii) to consider having the Tree Risk Assessment updated for Playing Field & Pin Mill Common.**

**Proposal:** to ask Peninsula Tree Services to update the Risk Assessment on all Parish Council trees on an annual basis.

**Proposed:** Cllr A Fox    **Seconded:** Cllr S Chicken    **Vote:** all in favour

- e) **Village Amenities:** *to consider a waste bin for Village car park.*  
Cllr Chicken would look at all the bins and seating and report at the August meeting.
- f) **Pin Mill Bay MCIC:** No report.
- g) **VDF-WG:** *Cllr Kirkup reported on the 02/07/2015 meeting.*  
She thanked all the public, Cllrs and their wives who helped deliver and collect the survey. There had been over 45% returned. There had been some discussion with residents in the course of collecting the questionnaires; their reactions had mainly been positive. After the final analysis, the VDF would be reviewed and updated accordingly.
- h) **Clerk's report:**  
*Register of Interests:* completed for all Cllrs. Those who filled out a paper copy have not yet had them published by BDC. See BDC website
- Town & Parish Liaison Meeting:** 11<sup>th</sup> June. Presented by Jonathan Free (Head of Communities). Cllr Kirkup and Clerk attended.
- \* *Year of Cycling 2015* cycle tours on 17<sup>th</sup> & 18<sup>th</sup> June (Women's) and 12<sup>th</sup> September (Men's). Up to £500 available for events to support cycling and associated activities that benefit people within the immediate area.
  - \* *Playing Pitch & Built Sports Facilities* - General discussion on quantity, quality and availability of facilities. If facilities are required, councils should make recommendations to SCC and BDC.
  - \* *Community Infrastructure Levy* - BDC's proposals went before a public meeting in June for examination and a decision will be made around mid July. It appears that the remit for spending will be easier than for the s106 and any money can be spent outside of the parish or in collaboration with a neighbouring parish. Strategic sites won't have to pay CIL but will have a s.106 agreement.
  - \* *Planning update -D Sparkes* - (Planning Policy Team) The Draft New Local Plan (Joint) will be out for consultation later in the year.
- Primary School:** *French Coffee Morning fundraising event* - Friday 26<sup>th</sup> June was instigated as part of the PC Community Achievement Award following renewed meetings at the school between Cllr Kirkup, the Clerk and teachers. It was a great success. Cllr Kirkup gave a brief explanation on the situation at the school as to why the Award had been dormant for 3 years.
- Stour & Orwell Forum:** 14<sup>th</sup> July- Suffolk Food Hall.
- Defibrillator:** *Update* emails have been sent to the contact but no response received to date.. Clerk has contacted Co-operative Soc. again for a response.
- Gardener:** Patrick Mann would be retiring at the end of this year. Clerk to advertise.
- Housing Needs Group:** met on 06/07/2015 carried out a desktop exercise, listing possible sites, including infill sites. Site visits with CAS will be arranged for August.

7. **CORRESPONDENCE:** *to respond to correspondence received and to take any action deemed necessary.*

7.1 **Suffolk Police:** *Policing Review* - Invitation - Landmark House 14<sup>th</sup> July 1800-2000.

7.2 **BT :** *Direct Debit*- Confirmation of acceptance

7.3 **JMP Wilcox:** *Textiles* - contract price reduced from £300 per tonne to £250 per tonne

7.4 **SALC:** *\*Policy Proposals to Government, re the Sustainable Communities Act:*

Following a meeting between SALC and Local Works, (a body which promotes local democracy), to discuss the Act, a list of proposals which they considered would help local councils was drawn up. The Clerk read out the proposals:

- \* To remove the Localism Act provision, which creates an annual right for Government to impose automatic precept referendums on local councils.
- \* To ensure that local community facilities, such as toilets, are not subject to business rates.
- \* To create a mechanism by which Government can make direct payments to local councils.
- \* To oblige local planning authorities to provide for a community right to protect local heritage assets through a local listing system, to give some protection through the planning system.
- \* To ensure that small rural developments of 10 homes or less include affordable housing and attract CIL and s.106 payments.

After a discussion council were in agreement with these proposals. Clerk to in fill out form.

7.5 **Circulation Bag**

**Clerks & Councils Direct:** *magazine*

**LCPAS:** *July Newsletter*

**Babergh DC:** *Leader/Portfolio Holders*

**SALC:** \*LAIS 1381 - *Fly-Grazing*. \*The Local Councillor - *magazine*  
\* Suffolk Village of the Year \* Policy Proposals to Government \* Broadband.

**Parish Council:** 3 monthly accounts with Budget. The Clerk asked Councillors to look through the accounts in relation to the 2015-16 budget and to note any concerns and or irregularities - to be discussed at the August meeting.

**8. Recycling Centre:** *to consider reports and to take any action deemed necessary.*

The Chairman and Cllr Deacon reported on the meeting with Steve Palfry (Head of Waste) at SCC on 05/06/2015. The meeting was to discuss and ask SCC for financial assistance with landfill costs. It is considered that this cost should be the responsibility of SCC, as we were collecting landfill on their behalf.

SP was given tonnage records and copies of the account. Clerk asked whether the road signage could be reinstated and for permission to install CCTV if considered necessary. She queried the whereabouts of the solar panels and the control gearing of the wind generator and batteries, which had all been removed prior to the PC taking on the lease. These were necessary for the CCTV system, as there was no electricity on site.

Clerk had e-mailed SP again but had received no response to date.

**9. PIN MILL & Dinghy Park:** *to receive reports/proposals and to take any action deemed necessary. Flood flaps; Grindle clearance; Seats/Railing.*

*Flood flaps:* Dr S H Chicken, Chartered Engineer along with some members of the PC had inspected the flood flaps and had found them to be serviceable and fit for purpose. This had been confirmed in writing.

*Grindle Clearance:* Clerk had spoken with the contractor. In hand.

*Railings:* Clerk confirmed these were rusting in places. Although work on these had been approved last year it had not been carried out due to the weather conditions. The Chairman would take a look and would report at August meeting.

**10. Broadband:** *Report from DC Liaison Meeting and to consider further action.*

The rate of rollout was discussed at the Liaison meeting. It was apparent that a number of parishes were unhappy with the progress and it was suggested that letters should be written to the MPs, SCC and the DC's requesting the necessity for more funding for the scheme. SALC should be helping with this issue. Clerk has heard from the Chairman of Freston PC, who had written to James Cartlidge MP. She had contacted LCPAS who have agreed to take up the cause. SALC had sent a circular with a short questionnaire. Clerk to fill out.

**Proposal:** Clerk to write to MP, SCC and DC

**Proposed:** Cllr S Chicken **Seconded:** Cllr M Stevens **Vote:** all in favour

**11. Locality Officer:** *the role of and report on* **The Pin Mill Action Group:** *- to consider a response.*

Cllr Kirkup and the Clerk had met with the Locality Office, Kate Lowe (Communities Officer Health & Wellbeing) who had informed them of the Pin Mill Action Group, which is made up of BDC, Ipswich BC, The National Trust, Suffolk Estuaries' Officer, The Marine Management Organisation, a representative of the Assoc. of British Ports and Natural England. It is looking to support issues such as the debris that was apparently caused by the tidal surge, fly-tipping, disposal of contaminated waste products such as oil, pollution prevention, protecting the natural wildlife, gangplank licences etc.

Cllr Fox considered that he should declare an interest, as it appeared that the houseboat area was involved. Council were unaware of the group and questioned why they had not been informed, as they were operating within the parish. SCC Wood suggested they raise the question at the Stour & Orwell Forum with the Suffolk Estuaries' Officer who Chairs those meetings.

Cllr Dot Cordle to attend the Forum and to ask about the group.

**12. FINANCIAL ITEMS:**

**12.2 RFO's Monthly Report:** *- June - Bank Reconciliation - 3 month budget report*

<b>500174</b>	<b>Dinghy Permits:</b> (2 chq)	32.00	03 June
	<b>JMP Wilcox Ltd:</b> <i>Textiles</i>	78.00	"
	<b>Lloyds Bank:</b> <i>Interest June</i>	2.28	09 June
<b>500175</b>	<b>Dinghy Permits:</b> 7 permits (3 chq 1 cash)	96.00	30 June
	<b>Chelmo' Recycling Centre:</b> <i>Skip Days</i>	312.00	"
		<b>Total £520.28</b>	

**BALANCE on 30<sup>th</sup> JUNE 2015**

<b>Un-presented chqs:</b>		<u>Reserved</u>	<u>(included within total credit)</u>
Treasurers Account	222.00	2,994.00	Household Recycling Centre
Treasures Account	1,546.27	8,291.00	Playing Field ( <i>Precept</i> ) play equip.
Business Instant Access Acc.	<u>56,612.20</u>	650.00	Tennis Courts
		<u>500.00</u>	Housing Needs Survey
<b>Total (in credit)</b>	<b>£58,158.47</b>	<b>£12,435.00</b>	

*External Audit:* BDO had spoken with the Clerk. There was a query with high reserves; the fixed assets re the lawnmower and VAT and the small float kept for the Skip Days. The queries were answered as best as possible. Clerk had to forward another set of minutes re the Intermediate Audit questionnaire.

**12.4 to consider Payments to: and other invoices arriving after the posting of this agenda**  
*Figures in [ ] is VAT*

<b>1695 a) S A Meacock: Pin Mill Grass Cutting etc.</b>	<b>72.50</b>
<b>1696 b) Mrs F Sewell: Salary (June)</b>	658.34
Tesco: <i>stationery-printer inks</i> (2 packs)	25.00 [5.00] 30.00
Sainsbury's: <i>stationery</i> - paper	8.32 [1.66] 9.98
AVG Internet Security: 2yr subscription	49.99 [10.00] 59.99
Post Office: <i>Stamps</i> (24 second; 1 to be signed for [audit])	<u>14.06</u> 14.06 97.37 [16.66] 114.03 <u>114.03</u> <b>772.37</b>
<b>1697 c) HM Revenue &amp; Customs: Chq made out to Post Office Ltd</b>	
Quarterly payment. (Apr, May, June 2015) employee's tax/employer's Nat Ins	<b>149.33</b>
<b>1698 d) InkXpress: Printer inks (VDF)</b>	45.00 [9.00] <b>54.00</b>
<b>1699 e) Xylem Holdings: Table-tennis-table</b>	579.16 [115.83] <b>694.99</b>
<b>1700 f) Norfolk &amp; Suffolk Community Rehabilitation Company Ltd:</b>	
Maintenance of seating etc	75.00 [15.00] <b>90.00</b>
<b>1701 g) Babergh District Council: PC Election costs May 2015</b>	<b>87.50</b>
<b>1702 h) Mr P J Mann (VKM Gardening): Jan-June 2015</b>	<b>209.60</b>
<b>1703 i) Mr M Stevens: Reimbursement for hedging plants</b>	17.84 [3.57] <b>21.41</b>
Travelling expenses- 80 mls @ 45p per ml.	<u>36.00</u> <b>57.41</b>
<b>1704 j) Mrs R Kirkup: Travelling expenses to Hadleigh BDC Area meeting</b>	<b>14.40</b>

**\*\*14 Charities - s137**

**1705-1718** as discussed and agreed at 2<sup>nd</sup> June meeting @ £40 each - in total **560.00**  
*See attached list to June Minutes.*

**£2,762.10**

**Proposal:** to approve payment of invoices listed: **a) 1695 to h) 1702**  
**Proposed:** Cllr R Kirkup **Seconded:** Cllr Dot Cordle **Vote:** all in favour

**Proposal:** to approve payment of invoices listed: **i) 1703**  
**Proposed:** Cllr A Fox **Seconded:** Cllr B Walker **Vote:** 8 in favour 1 abstention  
 (Cllr Stevens)

**Proposal:** to approve payment of invoices listed: **j) 1704**  
**Proposed:** Cllr J Deacon **Seconded:** Cllr D Barwick **Vote:** 8 in favour 1 abstention  
 (Cllr Kirkup)

**13. Reports of Other Business (not itemised):** to be included on next agenda if necessary.

**14. THE NEXT PARISH COUNCIL MEETING – Tues 4<sup>th</sup> August 2015 in the VILLAGE Hall**

There being no further matters to discuss the Chairman thanked everyone and closed the meeting at 8.53pm.

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

Date .....04/08/2015.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle at the meeting on 4<sup>th</sup> August 2015.