

**MINUTES OF THE *CHELMONDISTON PARISH COUNCIL* MEETING HELD IN THE
VILLAGE HALL ON TUESDAY 1st NOVEMBER 2016 AT 7.30pm**

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

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr David Wood, DCllr Derek Davis and a resident, Mrs Clarke.

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

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 and to receive and consider Apologies for Absence.

An apology was received from Cllr Deacon, which was accepted, and from DCllr Peter Patrick.

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 4th October 2016.

The minutes were taken as read and were agreed to be a true record of the meeting by those who had been present. The Chairman, Cllr David Cordle, was given the authority to sign.

4. Public Participation Session: for the public to talk to Cllrs about items on the agenda

Mrs Clarke was present but made no comment.

AND to receive *REPORTS* (if available) from:

a) **County Councillor:** *David Wood* reported that Council had made the decision to extend the 'highways' contract to Kier for further 5 years.

b) **District Councillors:** *Derek Davis* spoke about the proposed new Joint Chief Executive for BDC/MSDC. *See Correspondence.*

Shotley Pier – The Steering Group, chaired by Mrs S Chicken, would meet on 10th December at 7.30pm. The Group would be looking to possibly purchase and renovate the pier.

The Tourist Action Group – had a successful meeting in the Chelmondiston Village Hall with the purpose of promoting businesses new and old, in a sustainable way. The Group would be promoting an event to celebrate the works of Arthur Ransome. It is 50yrs since his death and it is also the 80th anniversary of the publication of "Swallows and Amazons".

Funding for groups was available. Contact BDC.

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 Cttee:** No October meeting. Clerk informed Cllrs re B/16/01186/FUL – that Planning Permission for the installation of the lattice telecommunication tower had been approved; to be sited on Land to East of Lings Lane.

The Chairman reported that the owners of the Foresters Arms had been told to erect a barrier for Health and Safety reasons but had since been told by the Enforcement department that it was too high and that it should be taken down. DCllr Davis suggested that he could look into the issues if the owners were to make contact.

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

c) **Playing Field:** There was no official Bonfire Night this year but the team would be burning, at their discretion, rubbish that had accumulated on the site.

d) **Footpaths, Trees & Hedgerows:** *Cllr Kirkup* reported that some of the footpath issues had been dealt with. Some owners had trimmed back their hedges bordering Pin Mill Rd, which had made a considerable difference.

It was noted that some of the trees bordering the school playing field/pavement were in need of trimming. Clerk to include on list of issues for SCCllr Wood to take to SCC.

- e) **Village Amenities: Asset maintenance review.** Cllr Chicken reported that he had checked the street furniture. The condition of most was satisfactory and no major works were required, with the exception of the notice board at Pin Mill, which he considered needed painting before the winter. Cllrs suggested asking Mr Latter to look at it. Clerk would action.
- f) **Housing Needs-WG: Update** – Clerk had sent further scanned copies of the maps outlining the possible sites for housing to CAS and Hastoe Housing Assoc.
6. **Clerk's Report: and to consider any actions necessary**
- i) *updates* - report from previous meetings
- * **Police & Parish Forum.** Dates have been submitted for a meeting in the V. Hall for next year but won't be confirmed until December.
 - * **SALC survey** covering Broadband, Policing, Highways, Parking, Planning - completed
 - * **Neighbourhood Watch Team** - Mr Storey confirmed they have little contact with the police as there appear to be no problems.
 - * **Grass cutting – Village** - Mr Miller will get in touch with someone who may be interested.
 - * **Consultation on automatic (precept) referendums.** Letter written; forwarded to Cllrs then sent off. *See* Circulation Bag for a copy.
 - * **Insurance:** Cllr Chicken and Cllr Hammond have looked through the asset register and will be speaking with the Clerk.
- ii) **Village Car Park:** The car park had been closed on 31st October for hedge cutting.
- iii) **Defibrillator:** update & to organise training sessions. Cllr Kirkup had enquired with the British Heart Foundation re an outdoor security cabinet in which to house the defibrillator. This may cost around £500. A grant made be available but it was uncertain when. One CPR Training Kit is waiting to be collected for return. The BHF have provided a publicity template and some signage. It is understood that the cabinet can be placed on the outside wall of the V. Hall but Clerk will verify position with the Chairman of the Village Hall Cttee.
- iv) **Footway maintenance:** residents request – *See* Correspondence. (Section between Woodlands and shops). Send details to SCCllr Wood.
7. **CORRESPONDENCE: to take any action deemed necessary on correspondence received.**
- 7.1 **Suffolk Bereavement Support: Charity** – a new charity working with CAS. Posters on board.
- 7.2 **BDC/MSDC: BT Public Payphones** – 90-day consultation ending 04/12/2016, on the removal of public payphones, as identified by BT. Following the consultation BDC will write to BT on a case by case basis with comments received. To adopt a phone box, you will need to register directly with BT. The BT kiosk at the corner of Church Rd was listed as possibly being removed. Following a discussion and as the telephone was not operational it was agreed not to adopt and to agree with its removal.
- 7.3 **BDC/MSDC: Strategic Housing Market Assessment (SHMA)- Houseboats**
BDC/MSDC are currently working with Ipswich BC, Suffolk Coastal and Waveney DCs on a SHMA for their areas. This involves assessing houseboat provision. (Housing and Planning Act 2016 requires housing authorities to consider needs related to the provision of houseboats). A consultancy has been engaged to undertake this element of the work and will be looking to survey people living in houseboats, including those living at Pin Mill, during October /November. Clerk has spoken with and written to BDC and has suggested that residents should be contacted by letter with a very clear explanation of what they are doing and why. Consultation questions could be included, with the option of replying on line, by email or by post.
- 7.4 **BDC/MSDC: Faulty Defibrillators** – Government information regarding potential problems with the functionality of two models made by US manufacturer, Physio-Control. These are Lifepak CR Plus and Lifepak Express. Government urges people to follow the advice from the Medicines and Healthcare Products Regulatory Agency to make device checks. None of these is the type recently acquired for the village.
- 7.5 **BDC/MSDC: Joint Chief Executive** – A joint Appointment Panel for both Districts has selected *Arthur Charvonia* as the preferred candidate for the post and both Councils will be invited to endorse the recommendation at Full Council meeting on 31st October 2016.

He will not take up the role until the New Year but will be attending key meetings after the appointment has been ratified. *See* Circulation Bag.

- 7.6 Suffolk Coastal DC: Site Allocations and Area Specific Policies Development Plan** – Felixstowe Peninsula Area Action Plan. Notification of consultation [until 28th November 2016] on the Proposed Main Modifications (PMM) to the Plans. Representations must consider whether the PMM and resulting changes address matters of soundness and or legal compliance.
- 7.7 LCPAS: Notification regarding CiLCA Courses** – The CEO Jayne Cole writes about unfounded allegations and attacks by other support bodies regarding accreditation for the training of Councils and Clerks. The CEO has confirmation from the NALC Training and Improvement Officer confirming that training can be delivered outside of the NALC and SLCC framework. This includes CiLCA training. The CEO's accreditation is supported by the Suffolk SLCC but has been blocked by another party. LCPAS will continue to offer training across the board at a fair price, with accurate and up to date content.
- 7.8 BDC/MSDC: Town & Parish Liaison Meetings** – 8th Nov 6.30pm Hadleigh or 14th Nov at 10am Sudbury. No one is able to attend due to other meetings on those dates.
- 7.9 Circulation Bag**
SALC: 2015-2016 Annual Report. **Suffolk Preservation Society: Suffolk View magazine**
BDC/MSDC: Joint Chief Executive – appointment details
Police & Parish Forum: Minutes of 28th September – at Brantham.
Safer Neighbourhood Team Report: Oct 2016 – *See* Suffolk Constabulary website.
P.C: 2017-18 LG Finance Settlement: Consultation - precept referendums - copy of response.
SALC and Norfolk ALC: 2017-18 LG Finance Settlement: Consultation - copy of response.

8. Pin Mill Bay Management CIC: update on Oct meeting.

The Clerk had forwarded notes taken by Kate Lowe (BDC, Peninsula Locality Officer) at the meeting held on 20th October with Babergh Officers, Mike Evans (Strategic Director), Peter Garret (Corporate Manager for Countryside & Public Realm) and Cllrs David Cordle, Rosie Kirkup and John Deacon. The Clerk also attended. These notes stated the purpose of the meeting, which was to clarify issues raised as per the agenda sent to BDC in early summer and to establish a way forward. These points would form the basis of the discussions at the meeting with the PMBMCIC on 9th November. The Clerk stressed that this had been a short meeting of less than 1hr. Kate Lowe would forward a copy of the notes to the PMBMCIC. Following the meeting, Peter Garret had forwarded copies of the Head-lease between Ipswich BC and BDC and the Sub-lease between BDC and the PMBMCIC. The former, dated 19/11/2012 and the latter, dated 05/01/2016. He also forwarded copies of the general Terms and Conditions of the PMBMCIC.

The Chairman suggested Cllrs send any further questions that they felt should be asked/discussed at the next meeting to the Clerk.

9. Onesuffolk Website: to re consider resolution made at October meeting

The Clerk reported that since the last meeting when it was resolved to move the site to *suffolk.cloud* she along with Cllr Deacon had attended a questions/answers demonstration of the site being offered by *suffolk.cloud*. Other sites, as to Terms and Conditions were looked into and they had spoken and corresponded with both CAS and *suffolk.cloud*. SCC has transferred all responsibility for the onesuffolk sites to CAS from 31st October 2016. Clerk confirmed that CAS had agreed to keep the site operational for a short period following on from 31st October. Papers were handed out to Cllrs explaining why Cllr Deacon and the Clerk were requesting that the decision taken at the last meeting to go with *suffolk.cloud* be reconsidered.

[In line with Standing Orders, if a 'resolution' was to be reversed within 6 months, signatures from 4 Cllrs were required. Clerk had received such a document signed by Cllr J Deacon, Cllr C Keeble, Cllr David Cordle and Cllr R Kirkup prior to the meeting.] Attach to Minutes. A further discussion followed.

Cllr Deacon was suggesting the PC transfer to CAS for a trial period of 6-12months, which would enable Cllr Deacon and the Clerk to 1) monitor /review the performance of CAS to confirm acceptability, and 2) to review the website management requirements and seek alternative service if considered necessary.

Proposal: To stay with CAS as suggested by Cllr Deacon.

Proposed: Cllr C Keeble **Seconded:** Cllr D Barwick **Vote:** all in favour

10. Training Courses: *to consider whether to register.*a) *Health & Safety* - by LCPAS 24/11/2016, 10am-12.30pm at Great Barton.b) *Plans & Business Plans* - by SALC 23/11/2016, 2pm-4pm at Claydon.**Proposal:** for Cllr Kirkup and the Clerk to attend if available.**Proposed:** Cllr A Fox **Seconded:** Cllr Dot Cordle **Vote:** all in favour**11. Recycling Centre:** *to consider reports and to take any action deemed necessary*Clerk had received notification from Sackers that skips and tonnage costs were to increase from 1st December 2016.

Cllr Fox suggested a friendly letter be sent to Sackers asking for clarification, as to how this would affect the PC and stressing the community involvement in this project.

12. PIN MILL: Dinghy Park/Grindles: *to receive reports - to take any action deemed necessary***i) parking issues:** *to discuss*

Clerk had received an email (photograph included) from Mrs Curtis (King's Boatyard) asking for something to be done about the parking on the strip of foreshore, which is the access route used by both boatyards to bring in and take out boats. The area is listed as part of Pin Mill Common and is within the area managed by the PMBMCIC. The email and the Byelaws had been forwarded to Cllrs prior to the meeting. Although there is a small, formal (brown) no parking sign, people pay little attention to it. There followed a lengthy discussion.

Proposal: to write up a small polite notice and to ask both boatyard managers whether they would be prepared to put copies on the offending vehicles.**Proposed:** Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** all in favour*This to be a trial – if not successful than the matter would need to be reconsidered.*

It was also suggested that the parking availability issue at Pin Mill and the village should be taken to the Village/Parish Meeting next year.

*SCCllr Wood and DCllr Davis left the meeting.***13. FINANCIAL ITEMS:****13.1 RFO's Monthly Report:** **Oct Bank Reconciliation*

Lloyds Bank: Interest-October	2.72	10 Oct
BDC/MSDC: BACs - Recycling Credits (6 mths)		
Peninsula Recycling Centre: *glass £168.66 *paper £109.22	277.88	11 Oct
Main Rd Village: *glass £338.28	338.28	11 Oct
500194: Peninsula Recycling Centre – Skip Days (Cash)	265.00	28 Oct
Whip Street Motors (<i>Chq - Metal</i>)	130.00	28 Oct
Dinghy Permit (1) cash	<u>5.00</u>	28 Oct
	Total paid in	£1,018.88

Direct Debit: BT quarterly bill. *V. Hall* 66.19 [13.24] 79.43 27 Oct

Bank BALANCE on 31st OCTOBER 2016	Earmarked (included within total credit)
Un-presented chqs: 42.00	4,400.00 Household Recycling Centre
Treasurers Account 1,922.31	9,155.00 Playing Field (<i>Precept</i>) – play equip.
Business Instant Access Acc. <u>65,950.97</u>	<u>00.00</u> Tennis Courts
Total (in credit) In Bank £67,873.28	£13,555.00
<i>Plus Cash (Float for skip days)</i> 14.00	

* Date for the *Advisory Finance Group* meeting to prepare the budget for 2017-18 was set for 28th November 2016 at 7pm.

13.2 GRANT Requests:

Both applications had been forwarded to Cllrs prior to the meeting.

a) Chelmondiston & Pin Mill Good Neighbour Scheme - contribution for Insurance

A request for a grant of £160. A discussion followed.

Proposal: to support the Good Neighbour Scheme with a grant of £160 to help cover their Public Liability Insurance costs.**Proposed:** Cllr M Stevens **Seconded:** Cllr A Fox **Vote:** all in favour

b) St Andrew's Church – contribution towards maintenance of churchyard

No specific amount was requested. A discussion followed.

Proposal: to support St Andrew's Church with the maintenance of the churchyard with a grant of £250 or with a grant the same as last year, whichever is the greater. [Clerk to check].

Proposed: Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** all in favour

Both grants to be incorporated into the 2017-18 budget.

13.3 Information Commission's Office (ICO): to consider a Direct Debit - £35 per annum
Registration with the ICO was a requirement as the Parish Council held data (name and addresses) of those with a dinghy permit.

Proposal: for the Clerk to set up a D.D. for £35 per annum (present cost). 2 Cllrs to sign.

Proposed: Cllr Dot Cordle **Seconded:** Cllr J Hammond **Vote:** all in favour

13.4 To consider Payments to: AND other invoices arriving after the posting of this agenda

Figures [] = VAT

1851 a) S A Meacock Garden Services: <i>Pin Mill Grass Cutting etc.</i>			72.50
1852 b) Mrs F Sewell: <i>Salary (October)</i>			668.76
1853 c) Suffolk Assoc. of Local Councils: <i>Clerks' networking</i>	16.00	[3.20]	19.20
1854 d) The Poppy Appeal: <i>Remembrance Day (s137)</i>			40.00
1855 e) Signs for You: <i>Signage for car park</i>	52.80	[10.56]	63.36

Proposal: to approve payment of invoices listed: **a) 1851 to e) 1855**

Proposed: Cllr C Keeble **Seconded:** Cllr J Hammond **Vote:** All in favour

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

Cllr Kirkup and the Clerk to make arrangements to meet the new head teacher at the Chelmondiston Primary School.

15. THE NEXT PARISH COUNCIL MEETING – Tues 6th December 2016 in the VILLAGE Hall

There being no further business to discuss, the Chairman thanked everyone and closed the meeting at 9.15pm.

SignedCllr David Cordle.....

Date06/12/2016..

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 6th December 2016.