

MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 2nd AUGUST 2016 AT 7.30pm

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

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr Dave Wood, DCllr P Patrick and 2 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

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 at 7.30 pm and welcomed everyone. There were no **Apologies for Absence** as all members were present. Mrs Hammond sent her apology, as she had been called to a meeting and may not be able to return in time to attend for **Item 5**.
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 Hawkins declared a non-pecuniary interest for **Item 5**, as they were related by a marriage to Mrs Hammond. They would leave the room.
3. **Minutes of the Meeting: to agree minutes of the meeting held on 2nd August 2016**
The 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:** *Dave Wood reported* on a meeting with Natural England and the extension of the AONB. There would be a formal consultation towards the end of October, beginning of November. It would be presented to the Secretary of State, with final approval being in May 2018.
 - b) **District Councillor:** *Peter Patrick reported* *the CEO for B/MSDCs was about to leave. The post had not as yet been filled. *A major review was in hand regarding office accommodation that would be suitable for both councils. *Ganges – Woolverstone PC had lost its case in the High Court against BDC. Woolverstone PC could appeal.
*Devolution – both councils had voted to support Devolution. The partnership would be between Suffolk and Norfolk, although some councils in Norfolk would not be part of the partnership.
*Leisure facilities within the towns were being reviewed.
5. **Co-option for the Vacancy on the Parish Council: to co-opt a candidate**
Two candidates had applied for the vacancy. Their applications had been shown to members prior to the meeting. The Chairman welcomed Mr Webb as one of the candidates. Mrs Hammond, the other candidate was not present. *See Apologies*. The Chairman suggested that Mr Webb could leave the room, if he wished to do so, whilst the applications were discussed. Cllrs Stevens and Hawkins also left the room.
Members considered that both candidates would be an asset to the PC and it would be extremely difficult to choose between them. A discussion followed.
Proposal: to elect Mrs J Hammond as a member to sit on the Parish Council.
Vote: all in favour.
Mr Webb, along with Cllrs Stevens and Hawkins returned to the room.
The Chairman thanked Mr Webb for his application, explaining the situation. He hoped that Mr Webb would continue to be interested and if there were another vacancy that he would consider applying. Mr Webb thanked the Council and left the meeting.
Clerk would see to the paperwork.

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:** No meeting.
 - b) **Village Hall:** *Cllr Keeble reported* – The leak from the header tank above the stage had been sorted. The Electrical Safety Certificate was still outstanding. A few leaks were being investigated in the main roof along with some damp near the main door. A new extractor fan was required in one of the toilet rooms.
 - c) **Playing Field:** Kate Lowe, BDC Locality Officer had attended the AGM and had advised on grants and the necessity for full public consultation in order to acquire funding for projects. Sam Nunn had already placed a ‘survey monkey’ on Shaun’s Shorts (Facebook).
 - d) **Footpaths, Trees & Hedgerows:** Next meeting in September.
 - e) **Village Amenities:** *Asset maintenance* – nothing to report.
 - f) **VDF-WG:** *Cllr Deacon reported* that the BDC officer who was advising on the project had left. Cllr Deacon had been in touch with another officer who hopefully would be following this up.
 - g) **Housing Needs-WG:** Council stressed to DCllr Patrick that they were very unhappy with what appears to be BDC’s lack of concern with the project, mainly due to the continual reorganisation, departing of staff and holidays. Clerk had spoken with the Rural Affordable Housing contact at CAS, only recently returned to post after a long illness, and it was hoped that this officer would be contacting some Housing Associations to ascertain their availability. Clerk had just been informed that BDC had engaged a planning consultant to advise the PC. Clerk to follow up.
- 7. Clerk's Report:** *and to consider any actions necessary + update on issues from previous meeting*
- i) **Police & Parish Forum.** Meeting on 27th July. Topics: *Driving whilst on a mobile phone. *Parking on the Main Rd, close to the junction of Pin Mill Rd. *Flashing cars as a warning to speed traps. *Car park – abandoned cars. *Freston Crossroads -SCC. * Tesco car park - boy racers late at night - around the Copdock roundabout and back to the car park. *Bourne Food Hall road entrance/exit – queuing to turn into the lane was a danger to traffic coming from Ipswich, as the queue was concealed by a bend and vegetation. Parking will soon be under the jurisdiction of the District Councils. The police have little time and few resources to deal with these issues. Chief Constable, Gareth Wilson and the PCC, Tim Passmore are to tour the county to speak about any policing issues and about the new County Policing Model, which is now live. Dates and venues can be found on the Constabulary website.
 - ii) **Overgrown hedges:** The School House hedge has been cut but not to behind the street name. Verbal complaints about the hedges along Pin Mill Rd e.g. opposite the allotments and allotment hedge, which overhangs the double yellow lines (opposite Orwell Drive entrance).
 - iii) **Defibrillator:** No further update for the one for the village. Mr Harding confirmed that the defibrillator the Sailing Club has acquired is for public use. It is mounted in an unlocked case on the downstream end of the Clubhouse in full view of the footpath. The positioning of appropriate signage in and around the Butt and Oyster, the Studio and toilet block is in hand.
 - iv) **CAR PARK:** As suggested Clerk had written to Peter Garrett at BDC for advice but had received no acknowledgement. She had been given advice from LCPAS who had also suggested looking at information from the British Parking Association. Council would need to consider policing and how to enforce any stipulated conditions. A long discussion followed. Wording for terms of use was suggested. **Proposal:** Short term parking. Maximum stay 48hrs. No return within 12 hrs. **Proposed:** Cllr A Fox **Seconded:** Cllr J Deacon **Vote:** all in favour. Clerk would make up some small notices to put on cars as a warning prior to the sign being installed. They would also have to consider the amount for a fine;
 - v) **SpeedWatch:** Clerk has written to Woolverstone. No response received to date.
- 8. CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
- 8.1 Suffolk Coast & Heaths:** *Opportunity for Volunteer help* – Thursdays - 8th and 14th September. A local company have 9-10 people available.

- 8.2 B/MSDC: Suffolk Year of Walking** – Application for a Walk Leader. One walk per Ward. A minor Arts grant of up to £500 is being offered, which can be used to provide a poet or storyteller for the walk to accentuate the local history that may be of interest.
- 8.3 B/MSDC: Call for Development Sites 2016** – Closes on 26th August 2016. Forms available on BDC website. A new threshold has been adopted to enable sites of at least 0.25ha, or capable of delivering 5 or more dwellings to be submitted.
- 8.4 Anglian Water: Private Pumping Stations** – from October 2016 many private pumping stations will transfer over to Anglian Water. They will take over all the maintenance and running costs. To help identify and report pumping stations they have set up a website. Posters on Notice Boards.
- 8.5 Pin Mill Sailing Club: Possible pollution at Pin Mill** - mail from the Commodore, Malcolm Harding, reporting an incident on 3rd June 2016 of what appears to be effluent on the foreshore. He is concerned that it is possibly coming from the Onderneming which has been moored there for about a year and is advertising holiday lets. He has informed the BDC Environment Office and the Environment Agency both of whom claimed it was the other's responsibility. Associated British Ports have also been informed but so far had declined to comment.
- Clerk has acknowledged. It has been suggested that following heavy rains there is often an overflow at the Ipswich sewage works and foam is sometimes seen floating down river. A discussion followed regarding the enforcement issues relating to the jetty and the holiday barge that had still not been satisfactorily resolved. This area is under the management of the PMBMCIC.
- Proposal:** to write to the Enforcement Officer at BDC as to whether the enforcement issues are being pursued.
- Proposed:** Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** all in favour
- 8.6 UK Power Network: National Phone Number** – on 6th September 2016 a new national phone number '105' will be launched for customers to call, to report and get information about a power cut. Clerk has sent the article to the In Touch magazine for circulation.
- 8.7 Circulation Bag**
The Local Councillor: Magazine **Safer Neighbourhood Team: July Report**
PMBMCIC: Minutes – 7th June 2016 and agenda for 12th July 2016
Suffolk Coast & Heaths: AOB July Newsletter **CAS: Charities – governance**
Gmail: email encryption in transit (TLS) **PC: Summary of Receipts/Payments.**
Local government Act 1972 s137: Free Resource Spending – information.
- 9. Pin Mill Bay Management CIC: update on matters discussed at previous meetings.**
Clerk had received an e-mail response from the Chairman, Bryn Hurren, to Cllr David Cordle's resignation letter. BH stressed that the meeting at the Shipwreck was an objector's meeting to the Easement application (Pin Mill) and no PMBMCIC business was discussed, as had been reported. Clerk had also received a letter from the Company Secretary, acknowledging that the resignation letter was tabled at the meeting of 12th July 2016. It stated that the Pin Mill Task Group, the Chair of the PC and other PC (previous) representatives had been active participants in agreeing the purpose, membership and formation of the Company prior to the submission of the Memorandum and the Articles of Association and registration with Companies House in 2010. Both letters were read out. Cllr David Cordle and the Clerk had spoken with previous members/representatives of the PC who held a different view regarding the participation of this agreement. The Clerk was trying to arrange a meeting with all parties to discuss the difficulties but due to BDC staff holiday arrangements this was unlikely to occur before September.
- 10. Suffolk & Norfolk Devolution: Parish Liaison Meeting 04/08 & Public Consultation**
Clerk had sent around information to Cllrs prior to the meeting and had put an information notice on the notice boards.
DCllr Patrick was invited to comment further. A discussion followed. Cllr Kirkup and the Clerk would attend a Parish Liaison meeting on 4th August to gather further information prior to any consultation submission being made.
- 11. Recycling Centre: to consider reports and to take any action deemed necessary.**
Clerk confirmed that the support grant of £1,500 had been received from SCC. On behalf of the PC she had written to thank the Head of Waste Management. Since April 2016, £900 had been

taken at the gate. Skip costs amounted to £1,462 (net) with 2 more invoices to come. Revenue necessary to cover all costs is increased by proceeds from the metal, paper, glass and clothes bank. The support grant will go a long way with helping to keep the site in operation. Clerk had discussed having a small caravan on site as an office with Mr Nunn.

12. PIN MILL: Dinghy Park/Grindles: to receive reports - to take any action deemed necessary

*Grindle – has been cleared of weed.

*King's Boatyard - Mrs Curtis has confirmed that work has started on reinforcement of their bank of the Grindle.

*Rubbish – bins were overloaded by the public toilets. Clerk informed BDC.

*Dinghy permits – notices have gone out to those who have still not renewed their permits. Notices will then be put on the dinghies.

Members of the public left the meeting.

13. FINANCIAL ITEMS:

13.1 RFO's Monthly Report: JULY and Bank Reconciliation

500190: Dinghy Permits (6)	96.00	03 June
Recycling Centre: Skip days – Cash	317.00	``
Whip Street Motors: Metal	100.00	``
Bank: Interest-June	<u>2.58</u>	09 June
	£515.58	Paid in Total

Bank BALANCE on 30th JUNE 2016		<u>Earmarked</u> (included within total credit)	
Un-presented chqs:	<u>542.78</u>	2,900.00	Household Recycling Centre
Treasurers Account	1,546.66	9,155.00	Playing Field (<i>Precept</i>) play equip.
Business Instant Access Acc.	<u>59,740.84</u>	<u>225.00</u>	Tennis Courts
Total (in credit) In Bank	£61,287.50	£12,280.00	
Plus Cash (Float for skip days)	14.00		

Internal Audit Report: As per a recommendation:

Clerk had checked that payments were made within the PC's Powers and has listed the appropriate Acts on the Summary of Receipts and Payments sheet. (*See Circulation bag*). Clerk had also taken advice from LCPAS as to the Acts. However, it is not a statutory requirement to list every Act other than the LGA 1972 s137, *the Power of local authorities to incur expenditure for certain purposes not otherwise authorised*.

These s137 payments are always recorded in a separate column on the accounting sheets.

External Audit Report: Audit Opinion for 2015-16 Accounts (just received prior to the meeting).

Clerk showed the signed BDO LLP *Certificate* on the Annual Return (AR) to the PC. With regard to the AR, everything was in accordance with proper practices and there appeared to be no cause for concern that relevant legislation and regulatory requirements were not met.

Issues Arising report:

The comparative figure disclosed in Section 2 of the AR does not agree to the audited AR of the year ended 31st March 2015. The comparative figures for that year were **restated**, as advised by BDO. [Clerk reminded Council that she had mistakenly included the VAT on one item of expenditure, an Asset.] *See AR form*.

BDO reviewed the adjustment and were satisfied they were correct. The matter was considered as minor and was only raised to bring it to the attention of the readers of the AR.

No action plan is required.

Both reports were approved and accepted by the Council.

Thanks was given to the Clerk.

The **Notice of Conclusion of Audit** along with the Annual Return, including the BDO Audit Certificate and the Issues Arising Report, must be published for at least 14 days, as soon as possible and before 30th September 2016.

It is now a requirement that these documents be put on the PC website and they must be made available for public access for a period of not less than 5 years.

BDO has forwarded a list of dates for this financial years' audit. Clerk will complete.

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

Figures [] = VAT

1829 a) S A Meacock Garden Services: Pin Mill Grass Cutting etc.			72.50
1830 b) Mrs F Sewell: Salary (July)			668.76
1831 c) Mr D Fisher: Grindle clearance			70.00
1832 d) Peninsula Tree Services: Waste Centre grass cutting			45.00
1833 e) Chelmondiston Village Hall: Room hire (3 at £14.00)			42.00
1834 f) Suffolk Assoc. of Local Councils: Internal Audit (2015-16)	191.00	[38.20]	229.20
1835 g) BDO LLP: External Auditor (2015-16)	200.00	[40.00]	240.00
			£1,367.46

Proposal: to approve payment of invoices listed: **a) 1829 to f) 1835****Proposed:** Cllr S Chicken **Seconded:** Cllr D Barwick **Vote:** All in favour**14. Reports of Other Business (not itemised):** to be included on next agenda if necessary.
None.**15. THE NEXT PARISH COUNCIL MEETING** – Tuesday 6th SEPTEMBER 2016 in the
VILLAGE Hall.

There being no further business to discuss the Chairman thanked everyone and closed the meeting at 8.57pm.

SignedCllr David Cordle..... Date06/09/2016.....

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