

MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 4th OCTOBER 2016 AT 7.30pm

Present: *Councillors:* R Kirkup, J Deacon, M Stevens, J Hawkins, C Keeble, D Barwick, S Chicken and J Hammond

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr David Wood, DCllr Derek Davis

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 R Kirkup, in the absence of Cllr David Cordle, took the Chair, Opened the meeting at 7.30pm and welcomed everyone.
Apologies for Absence: *received from* Cllr David Cordle, Cllr Fox and Cllr Dot Cordle. These were accepted.
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 Kirkup declared a pecuniary interest in **Item 13.3 h)** as she was the recipient.
Cllr Chicken declared a non-pecuniary interest in **Item 6 ii)** as his land abutted the proposed site for the Telefonica mast.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 6th September 2016*
Cllr Chicken wished it to be noted, with regard to **Item 8 – Village Car Park** that the public left prior to the vote and not after. The Minutes were altered and initialled accordingly.
The Chairman was then given the authority to sign. The Clerk will adjust the Minutes for the website accordingly.
4. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda.*
No members of the public were present.
AND to receive REPORTS (if available) from:
 - a) **County Councillor:** *Dave Wood* reported on concerns raised as to how *the Community Transport* on the peninsula was being operated. He has been tasked with organising a meeting with James Cartlidge MP, DCllrs and Cllrs.
Devolution – This was not proceeding well; meetings had been cancelled and it was understood that further councils in Norfolk were not in agreement
Locality Budget – some money was still available for local groups.
 - b) **District Councillor:** *Derek Davis* reported on the proposals to improve the delivery of public services, known as the *Public Service Strategy*, with the move to Endeavour House (SCC) in Ipswich (backed by Cllrs in BDC and MSDC). Concerns were raised as there was no public consultation. No date for the move has been given.
The Tourism Action Group will be holding a meeting on 18th October in the Village Hall and will include information on the *Walkers are Welcome* initiative.
Ganges - Woolverstone are appealing against four of the judgements of the High Court decision. This will now be a matter for appeal Judges to decide whether the judgement was correct. Costs have been awarded against Woolverstone.
A By-Election – to be held in Hadleigh.
Questions from members: both Cllrs were asked about the state of the Foresters Arms and the Speed signs at Woolverstone which were in need of recalibrating as they were flashing up 30mph by cars travelling at only 25mph.
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:** Cllr Keeble reported on the 27/09/2016 meeting. *See full Minutes*
APPLICATIONS
B/16/01151/ROC – Shore Cottage, Pin Mill, Chelmondiston, Ipswich IP9 1JR
Application under Section 73 of the Town & Country Planning Act (1990). Erection of two-storey rear extension without compliance with Condition 2 of B/14/00901/FHA to enable consideration of an amended scheme.

The proposed changes were noted. The Cttee recommended REFUSING the application on the same grounds as stated for the previous full application.

B/16/001185/FUL – Little Barnes Nursery, Shotley Rd, Chelmondiston, Ipswich, IP9 1EE
Change of Use to Class3 dwelling house.

It had been observed that the greenhouses were already in the process of being dismantled and there was a suggestion within the application that the land associated with the dwelling may be used for a small caravan park. The site sits within the AONB and is outside of the village envelope.

The Cttee recommended REFUSING the application on the basis that the accommodation should remain attached to the business for the benefit of the local community. If this became 'untied' it would set a precedent for further development.

B/16/01186/FUL – Land to East of Lings Lane, Chelmondiston, Ipswich, IP9

Installation of 1 no. 24m slim line lattice tower supporting 3 no. antennas & 2 no. 600mm dishes. Installation of 2 no. equipment cabinets & ancillary works.

Recommendations for both support and refusal had been noted on the BDC planning website.

Clerk confirmed she had placed the details on the local Facebook page and had not received any positive news from Shared Access with regard to the smaller 'telegraph pole' type of mast for the playing field. There followed a discussion. Members were very aware that better mobile phone coverage was now a necessity for the village.

The Cttee recommended SUPPORTING the application.

B/16/01274 – 'Saltings', Orwell Rise, Chelmondiston, Ipswich, IP9 1JL

Coppice 1 no. Hawthorn tree and raise crown of no.1 Ash tree and remove dead wood.

The Cttee recommended SUPPORTING the application.

No DECSIONS.

The Cttee discussed the **Pin Mill Jetty** and the enforcement issues regarding the barge *Onderneming*.

The Clerk would be writing to ask BDC to clarify the matter.

- b) **Village Hall:** No meeting.
- c) **Playing Field:** *Cllr Stevens* reported - the Tennis Courts have been moss treated. The table tennis bats have been removed, as some people were throwing them in the hedge. It was suggested that the bats should be put back with the table or a notice should be displayed giving contact details of where to get them.
- d) **Footpaths, Trees & Hedgerows MG:** *Cllr Kirkup* reported on 12/09/2016 meeting. They were in need of someone to trim footpaths next season. Lee Foster would cut the two permissive paths (Water meadow). This had now been done.
FP40 – dung heap encroaching on the path, which becomes a serious hazard in wet weather. Lee Foster to speak with landowner.
Coastal path, FP 42 needs attention. Some posts still needed renovation/replacing.
Risk Management - Lee Foster considered that trees were in a satisfactory condition for now but will do a further risk assessment in 2017 if required. Residents at Orwell Rise will be asked to trim their hedges bordering Pin Mill Road. Mr Cooper will see to trimming part of the hedge bordering the allotments.
Next meeting 13th March 2017.
- e) **Village Amenities:** Asset maintenance review. *Cllr Chicken* confirmed this was in hand. Clerk asked him to look at the slatted bin on Pin Mill Common, which was now quite rusty.
- f) **Housing Needs-WG:** *Cllr Kirkup* reported on meeting with CAS, Hastoe and Ian Poole. *Cllr Deacon* and the Clerk also attended. They were impressed with the Hastoe preliminary presentation along with their attitude towards Right to Buy and their commitment to involve the PC at all stages. There followed a questions and answers session by Members. Following site visits a year ago, BDC and the Group had put forward their recommendations in order of preference. The Group were in a difficult position, as they had been strongly advised NOT to disclose any possible sites. It was the responsibility of CAS, BDC and/or the Housing Association to contact the landowner.
The Group had wanted to meet with at least one other Housing Association and CAS had approached BDC on this. The Clerk had heard nothing since. *Cllr Kirkup* was very concerned that time was passing. The Group recommended that the PC invite Hastoe Housing Association to proceed. One *Cllr* was very concerned about not knowing the sites before agreeing to appointing an Association.

Proposal: to discuss with CAS and Hastoe Housing the possibility of bringing a scheme forward.

Proposed: *Cllr R Kirkup* **Seconded:** *Cllr J Hawkins* **Vote:** 6 in favour 1 abstention
(*Cllr D Barwick*)

- g) **VDF-WG:** *update if available.* No further news.
6. **Clerk's Report:** *and to consider any actions necessary + updates from previous meetings*
- i) **Suffolk Constabulary:** * *Police & Parish Forums* – a selection of dates had been forwarded for future meetings on the peninsula. PCs are required to pay for the venues. A brief discussion followed. SCCllr Wood reminded Council that these meetings were not Neighbourhood Team meetings but were organised by volunteers with the help of the police. **Proposal:** for Clerk to arrange a meeting for the parish next year.
Proposed: Cllr S Chicken **Seconded:** Cllr J Hammond **Vote:** all in favour
**Neighbourhood Watch Teams* - SALC is encouraging councils to express to Suffolk Constabulary and the Crime Commissioner any concerns they might have if they have experienced a decline in the support given to *Neighbourhood Watch Teams* (NWT) and the *Community SpeedWatch Teams*. Cllr Keeble will make enquiries about the local NWT. There was no further news on the position of the SpeedWatch scheme. SALC had forwarded a general survey covering Broadband, Policing, Highways, Parking, and Planning, which the Clerk went through with the Council and recorded comments.
- ii) **Shared Access and Telefonica:** Update - An application has been submitted to BDC re Telefonica. Clerk has informed Shared Access.
- iii) **Defibrillator:** *update & to organise placement of and training sessions.* Clerk has now received the defibrillator and some signage from the British Heart Foundation. Cllr Kirkup will enquire about training and an outside box to contain the apparatus. The Chairman of the Village Hall is happy to have the defibrillator fixed to an outside wall *in principle* but will contact other members of her Cttee for their thoughts on the matter.
- iv) **Village Car Park:** *Parking Notices* – update. Cllr Stevens has fixed the new signage to the notice board in the car park. BDC did contact the owners for the reported vehicles both in the car park and one in Pin Mill Road. These have all now been removed. BDC will only deal with vehicles that have been abandoned.
- v) **Others:** **SALC Area Meeting - 28th November at BDC offices, Hadleigh* – There is an opportunity to stand for one of the important positions (where relevant) e.g. Babergh Area Meeting Chairman. *See Circulation bag*
**Grass/gardening tenders:* Council will need to advertise. Clerk to arrange.
7. **CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
- 7.1 **Shotley Peninsula Cricket Club:** *Thank you letter* – to the PC for the grant awarded.
- 7.2 **Babergh DC:** *Shotley Peninsula Tourism* – BDC are working with the Peninsula Tourism Action Group in order to secure funding for 3 years of arts, culture and heritage activity across the peninsula. The funding bid will largely be based around a theme on a Swallows & Amazons novel. If the bid is successful, focus groups will be held during November and December to decide what, where and how the activity will take place.
See Circulation Bag and note meeting on 18th October in the Village Hall
- 7.3 **Freston PC:** *Strategic Housing Economic Land Availability Assessment (SHELAA)*
BDC were calling for available sites of above 0.25 ha or sites capable of delivering 5 or more dwellings. BDC have proposed a new methodology for managing the SHELAA process, the draft of which can be found on their website. No maps have yet been published.
**Freston PC ask to be included in any consultation of possible developments from the SHELAA, which may affect the Freston cross roads.
- 7.4 **Sports England:** *Active Places Data Platform* – As a registered member of Active Places the Council is entitled to some welcome packs. Clerk to arrange.
- 7.5 **The Befriending Scheme:** *Invitation to their AGM:* 4th October in Sudbury. Clerk has responded.
- 7.6 **Resident enquiry:** *Bridleway* running between Collimer Close and Woodlands. Concern raised that a 60 ft poplar tree has branches falling onto the roof of an adjacent bungalow. Resident has been in contact with BDC and SCC. It is understood that both have declined responsibility of ownership. It was noted that some trimming had taken place since receiving this e-mail. Clerk to forward to DCllr Davis.

- 7.7 Revitalise:** *Charity for disabled people and their Carers* – e-mail thanking the PC for the donation and asking to be considered again for next year. *See* Circulation bag for an update on their activities over the past 12 months.
- 7.8 Community Emergency Planning:** *Winter workshops* – 16th November at Needham Market Council Offices. 10am – 13.00. *See* Circulation bag for newsletter.
- 7.9 John Edwards:** *Harvest Festival* – a basket of donated tins and packet food, donated by local residents, was taken to The Willows, a centre for the homeless in Ipswich, following the Harvest Festival at St Andrew’s Church. The basket will be left at the church and future donations received will be taken to the local food bank.
- 7.10 Circulation Bag**
Clerks & Councils Direct: *Magazine* **Hags:** *Play Equipment Brochure* – Playing Field
PMBMCIC: *Minutes for 12/07/2016 meeting & Agenda for 06/09/2016*
LCPAS: *A summary of the Neighbourhood Planning Bill*
BDC/MSDC: *Town & Parish Council Newsletter – September*
SALC: *Area positions* – the Chair, Deputy Chair, Board & SALC Representative positions
Safer Neighbourhood Team: *Newsletter* **Revitalise:** *Newsletter*
Suffolk Prepared: *Newsletter* (Community Emergency Planning). **Chelmo’ PC:** *6 monthly accounts*
- 8. Pin Mill Bay Management CIC:** *update on request for meeting.* Clerk had received notification that the proposed meeting would be on 20th October. Council did not consider this to be the meeting that had been hoped for suggested by all parties (since June). This was a short 1 hr meeting with several Babergh officers. It appears that no directors of the Pin Mill Bay Co were to attend. Cllrs David Cordle, R Kirkup, J Deacon and the Clerk would attend. Clerk to respond accordingly.
- 9. One Suffolk Website:** *to consider (necessary) new servers.* Suffolk CC has notified that the free Onesuffolk website hosting service is to be transferred to CAS, with a deadline of 1st November 2016 for councils to notify whether they wish to continue or withdraw from using the sites. SALC has made strong representation on this matter to both SCC and CAS, as the deadline is felt to be far too short for councils to properly consider their options. CAS as the new server would charge an annual fee of £50 plus VAT. Their website support will only be available between 9am - 5pm, Monday to Friday. SCC and CAS will make arrangements for the data from council websites to be secured and returned to councils for use elsewhere, if they so wished. Clerk had forwarded information to Cllrs. Cllr J Deacon and the Clerk administered the present website. Clerk attended a Networking day with SALC prior to this meeting when this was discussed and a short presentation was given by an alternative server, *suffolk.cloud*. They can offer a continuation of the service from data provided from the existing site. They have previously provided training and support for Onesuffolk. They will also provide a round-the-clock-support, evenings and weekends with training sessions and forums. However, there will be a charge of £50 (10 per month to March) and £100 for the transfer of data and set up. From April, there will be an annual charge of £100. There was no support from SCC at present or CAS. The site has been affected by a bug and was not operating as it should. Clerk favoured moving to *suffolk.cloud* for reasons as above. There followed a discussion.
Proposal: to move over to *suffolk.cloud* as soon as practically possible.
Proposed: Cllr J Deacon **Seconded:** Cllr C Keeble **Vote:** all in favour
Clerk will attend another free session, an introduction to *suffolk.cloud* and the new Silverstripe 3.1.system at SALC on 7th October 2016.
Clerk requested to go on a short course with ‘2commune’ (web technology for local councils) on 15th November 2016 on how councils can be more effective on-line. Cost £20 plus VAT.
Proposal: for the Clerk to attend the course as above.
Proposed: Cllr R Kirkup **Seconded:** Cllr S Chicken **Vote:** all in favour
- 10. Broadband:** *update* – Clerk had checked the Better Suffolk website. According to the maps the parish was still waiting for an upgrade. However, it was apparent that some areas of the parish were now receiving a faster speed. It was advisable to check with BT and upgrade if one wanted.
- 11. Recycling Centre:** *to consider reports and to take any action deemed necessary.* The Clerk explained to council that JMP Wilcox were not emptying the textile bank on a regular basis and that the overflow of textiles was having to be passed to other organisations.

This was defeating the object, as the credits were required to go towards the cost of the skips. Clerk had been in touch with BDC who had confirmed that a company they dealt with gave a credit price of nearly £100 a tonne more. Clerk asked permission to change companies.

Proposal: for Clerk to cancel contract with JMP Wilcox and get a Textile bank through BDC.

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

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

No report.

SCllr Wood and DCllr Davis left the meeting.

13. FINANCIAL ITEMS:

13.1 RFO's Monthly Report: *Sept and Bank Reconciliation

Babergh DC: Precept (2nd instalment)	12,215.00	05 Sept
Lloyds Bank: Interest-September	2.47	09 Sept
Suffolk CC: P3 grant (2016-17 footpath cutting)	322.60	13 Sept
500193: Peninsula Recycling Centre – Skip Days (Cash)	338.00	
Whip Street Motors (Chq - metal)	70.00	
Whip Street Motors (Chq - aluminium cans)	5.95	413.95 19 Sept
BAC: Dinghy Permit (1)		16.00 26 Sept
Total paid in £12,970.02		

Bank BALANCE on 30th September 2016		<u>Earmarked</u> (included within total credit)
Un-presented chqs:	72.50	3,759.00 Household Recycling Centre
Treasurers Account	1,041.50	9,155.00 Playing Field (Precept) – play equip.
Business Instant Access Acc.	69,248.25	225.00 Tennis Courts
Total (in credit) In Bank	£70,289.75	£13,139.00
Plus Cash (Float for skip days)	14.00	

6 months' accounts – See Circulation bag

	<u>Budgeted</u>	<u>Actual</u>
Receipts	£32,582.00	£29,640.00
Payments	£30,356.00 – 33,304.00	£15,739.00

* **Pension** – update. The Clerk has received a letter from the Pension Regulator confirming acknowledgement of PC's Declaration of Compliance.

* **Precept** - possible referendums – *Government Consultation*

The Government has outlined plans in the 2017/2018 *Local Government Finance Settlement Technical Consultation Paper* the principles for applying automatic referendums to include larger Town & Parish Councils precepting at £500,000 and above, subject to conditions. Information was sent to Cllrs prior to this meeting.

Both SALC and LCPAS stress the importance of all councils responding to this consultation. The Government could alter the threshold up or down once it has considered the consultation responses and there is a suggestion of applying automatic referendums to all local councils.

Clerk suggested sending a letter that would be pertinent to our parish situation rather than going through the whole consultation. Clerk and Cllr Kirkup to set out a draft and send to Cllrs before posting.

13.2 Insurance: Business Services at CAS Ltd: quotation for Oct 2016-Sept 2017 to be agreed prior to payment

The Clerk and Cllr Kirkup had looked through the Asset Register with the insurance details and had questioned whether some items were worth insuring. The Clerk explained that the replacement cost of some items e.g. the ride on mower had increased significantly and needed to be taken into account. The Clerk would appreciate 2 Cllrs and herself going through the register to re-evaluate the assets for insurance purposes. Cllr Chicken and Cllr Hammond agreed to assist. The insurance premium was due on 1st October but CAS, as the agent, had been informed of the delay in payment. It was suggested the premium should be paid in full now and it could be amended a little later.

Proposal: to approve payment of *Insurance* invoice listed below: **i) 1850**

Proposed: Cllr R Kirkup **Seconded:** Cllr M Stevens **Vote:** all in favour
Clerk would inform CAS.

13.3 To consider Payments to: and other invoices arriving after the posting of this agenda
[] = VAT

1842	a) S A Meacock Garden Services: Pin Mill Grass Cutting etc.				72.50
1843	b) Mrs F Sewell: Salary (September)		668.76		
	Stationery (stamps 1dz / inks }	18.82	[2.45]	21.27	690.03
1844	c) HM Revenue & Customs: Chq made payable to Post Office Ltd. Quarterly payment. (July, Aug, Sept, 2016) employee's tax/employer's Nat Ins				142.43
1845	d) Chelmondiston Village Hall: Room hire (3 - July/Aug)				42.00
1846	e) Shotley Peninsula Cricket Club: Grant				250.00
1847	f) S. Sacker (Claydon) Ltd: Skip costs		595.54	[119.11]	714.65
1848	g) Anglia Surface Care: Tennis courts moss treatment		400.00	[80.00]	480.00
1849	h) Mrs R Kirkup: Travel expenses – 20 miles @ 45p a mile to CAS (meeting)				9.00
1850	i) Business Services at CAS Ltd: Insurance) Oct 2016 – Sept 2017				924.81

Proposal: to approve payment of invoices listed: **a) 1842 to g) 1848**

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

Proposal: to approve payment of invoices listed: **g) 1849**

Proposed: Cllr D Barwick **Seconded:** Cllr J Hammond **Vote:** 7 in favour 1 no vote
(Cllr Kirkup)

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

Cllr Keeble enquired whether there was an update of the Community Speedwatch scheme.

Clerk had heard nothing recently. The Team members had been approved by the police.

Cllr Hammond asked about training for Cllrs as she would like to attend a course.

Clerk said at present 3 Cllrs had received no training. Those Cllrs agreed to set some dates when they would be available. The Clerk could arrange for training sessions to be held in Chelmondiston.

DCllr Peter Patrick had submitted an email report just prior to the meeting. This was read out.

15. THE NEXT PARISH COUNCIL MEETING – Tues 1st November 2016 in the [VILLAGE Hall](#)

There being no further business the Chairman thanked everyone and closed the meeting at 9.40pm.

Signed*David Cordle*.....

Date01/11/2016.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle at the meeting held 1st November 2016.