

MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 5th JULY 2016 AT 7.30pm

Present: *Councillors:* David Cordle, J Deacon, M Stevens, J Hawkins, C Keeble, Dot Cordle and D Barwick.

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr Dave Wood, DCllr Derek Davis and 3 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:** David Cordle opened the meeting at 7.30pm and welcomed everyone. **Apologies for Absence** were received from Cllr Kirkup, Cllr Fox, Cllr Hawkins and Cllr Chicken. These were considered and 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.*
None.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 7th June 2016*
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*

Two residents were here to observe. One resident was here for **Item 6 iii**).

AND to receive REPORTS (if available) from:

a) **County Councillor:** *David Wood reported*

**Highway issues* raised by the PC had now been reported and were being looked at by SCC Highways.

**3 Upper Orwell Crossings – Public consultation.* One crossing would be for pedestrians and cyclists only. Objectives are:

1. Enable the redevelopment of the Wet Dock Island
2. Ensure the continued success of the Waterfront, Marina and Port
3. Provide a catalyst to the regeneration of the southern section of town
4. Relieve congestion in Ipswich and on the A14 (over Orwell Bridge and the nearby junctions)
5. Improve connectivity and promote the increased use of sustainable transport for journeys between southeast and southwest areas

Consultation closes on 12th August 2016. DW considers these would likely to have a negative effect on the Wherstead Road with regard to traffic.

**Devolution – Public consultation.* Two deals; one for Norfolk and Suffolk the other for Cambridgeshire and Peterborough. All the councils in Suffolk have endorsed the deal. However, four councils in Norfolk have decided not to go ahead with a combined authority at this stage. The deal involves having an Elected Mayor for Norfolk and Suffolk and a combined authority. Consultation closes on 23rd August 2016.

See www.eastangliadevo.co.uk

b) **District Councillor:** *Derek Davis reported*

**Tourist Action Group*, which promotes tourism in a sustainable way.

**Walkers are Welcome* and **The Shotley Pier* – a public meeting was held to discuss possible options for the use of the pier.

c) **District Councillor:** *Peter Patrick* -written report. A meeting was scheduled for 6th July at BDC regarding issues at Pin Mill. [Clerk had asked him what the issues were].

He also mentioned Devolution and NDOs. (See Circulation bag).

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 14/06/16 meeting (See full minutes).*

B/16/00199/ - 'Fairfield' conditions of PP- restrictions on opening times, use and change of use.

B/16/00394/FUL – 'The Crow's Nest', Pin Mill. The application has been withdrawn.

APPLICATIONS:

B/16/00694/OFDW - Little Barnes Nursery, Shotley Road, Chelmondiston, IP9 1EE

Notification under Part 3 of the Town and Country Planning (General Permitted Development)

(Amendment) (England) Order 2013 - Change of Use of Class B1(a) offices to Class C3 dwelling house.

There had been a *notification of intent* for a change of use (permitted development) in 2013. This had not been progressed and the applicant had been advised that a full planning application would be necessary. The present agent questioned the previous decision. He advises that as the office building exists and is lawful, then this is sufficient to qualify for permitted development rights under the Town and Country Planning (General Permitted Development) (England) Order 2015. The current proposal is to change the use of the building and its curtilage only, and not the entire nursery site.

The Cttee recommended REFUSING the application, as it was considered that small businesses were vital to the sustainability of the parish and should be encouraged.

B/16/00556/FHA - 36 Collimer Close, Chelmondiston, IP9 1HX

Erection of single-storey rear extension.

The Cttee considered the proposed development in relation to the neighbouring properties.

The Cttee recommended SUPPORTING the application.

DECISIONS:

B/16/00359/FHA – Mill Farm House, Wades Lane, Chelmondiston. IP9 1EG

Erection of front & rear extensions, as amended by details received 10/05/2016 GRANTED.

B/16/00549/TCA – Shore Cottage, Pin Mill, Chelmondiston. IP9 1JR

Fell no.1 Silver Birch Tree - GRANTED.

B/16/00508/FHA – 23 St Andrew's Drive, Chelmondiston. IP9 1HU

Installation of oil tank forward of dwelling. GRANTED

JETTY & Area – Pin Mill – B/14/00022/ENF residential/holiday let use.

The Enforcement Officer had confirmed the Pin Mill Bay CIC had also been served with a Breach of Condition Notice, as the Company had control of the land. No copy of the notice had been sent to the PC.

It was noted that the two boats under an enforcement notice were still in situ. It could not be confirmed that they were continuing with the holiday lets. It was also noted that the *Onderneming* had swapped berths with a neighbouring barge, which was now alongside the jetty under repair.

Report on 05/07/2016 meeting. (See full minutes)

Local Development Order (LDO) – BDC's first LDO, on Jimmy's Farm at Wherstead, is out for public comment after being adopted for consultation by BDC's Planning Committee.

APPLICATIONS:

B/16/00685/FUL - Little Barnes Nursery, Shotley Road, Chelmondiston, IP9 1EE

This was a 'full' application and the Cttee submitted the same recommendation as in the previous application.

***Planning Committee Terms of Reference: to consider and ratify**

*Cllr Keeble explained The T of R had been discussed and agreed at the planning meeting. An addition had been made to **Item 3.3** Future applications may be discussed with applicants prior to their being submitted to Babergh DC. This to be arranged with the Clerk prior to the meeting.*

A brief discussion followed.

Proposal: to ratify the Planning Committee's Terms of Reference with the addition as above.

Proposed: Cllr C Keeble **Seconded:** Cllr Dot Cordle **Vote:** all in favour

These *Terms of Reference* to be attached to these minutes.

b) Village Hall: They have a new shed in the small car parking area.

c) Playing Field: The orange netting surrounding the newly laid turf areas at the goal mouths had been deliberately cut. No other damage reported.

d) Footpaths, Trees & Hedgerows: The RoW Development Team is currently preparing a second RoW Improvement Plan. A statutory document that sets out how the Team will manage the RoW within Suffolk from 2016-2026. Cllr Kirkrup looked at and completed an on-line consultation paper specifically for PCs (unfortunately the document was not printable once completed).

e) Village Amenities: *Asset maintenance* Clerk had checked the slatted seat on Pin Mill Common and had spoken with a resident regarding a repair. It was thought to be adequate for this year but would be included in the maintenance programme for next year

- f) **VDF-WG:** *update if available.* Cllr Deacon was still waiting to hear from Nick Ward at BDC.
- g) **Housing Needs-WG:** *Clerk reported* she had contacted the Locality Officer Kate Lowe again but no clarification as to whether NDO's would be subject to the Right to Buy was yet available. Council were in agreement that the Clerk could contact Housing Associations to ascertain their availability and their position with the Right to Buy scheme.
6. **Clerk's Report:** *and to consider any actions necessary + update on issues from previous meeting*
- i) **Police/Parish Forum:** Next meeting 27/07/16 at the Village Hall, Chelmondiston
 - ii) **Over grown hedges** – a letter has been sent to the residents at the School House who have organised for the hedge to be cut back.
 - iii) **Parish Council Vacancy** – There are now two applicants and applications have been submitted to the Clerk. Co-option to go on the 2nd August agenda.
 - iv) **Defibrillator** – update Cllr Kirkup has submitted an application to the British Heart Foundation – the Sailing Club now have a defibrillator installed at the front of their club house, which was not visible from the Hard areas. Clerk asked that a letter be sent to the Sailing Club suggesting that they might put a sign up by the public toilets as to where the defibrillator is sited. This was agreed.
 - v) **Community SpeedWatch** – Clerk had written to the Chairman of Woolverstone PC, as agreed.
 - vi) **Village car-park:** Parking Notices – Clerk had contacted an Open Spaces officer at BDC who was unable to help. The Council needs to consider 'policing' the area and how to enforce regulations. Two cars had been parked there for several months; one of which was un-roadworthy.
 - vii) **Resident's enquiry:** Cllr Kirkup had been contacted as to the possibility of installing a post and rail by the steps leading up to Orwell Stores. The Clerk advised that it would not be appropriate for the PC to provide this; it would be on private property and there would be complications with ownership and insurance. Cllr Kirkup had contacted Chelpin Projects who may consider the request.
 - viii) **Resident's enquiry:** Concerns about the Foresters' Arms. The resident was advised to contact BDC Enforcement.
7. **CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
- 7.1 **Babergh/Mid Suffolk DCs:** *Joint Strategic Plan 2016-20* – has been approved. The Plan sets out how the Councils aim to deliver changes for communities and businesses over the next 5 years. (See Circulation Bag)
 - 7.2 **Natural England:** *Suffolk Coast & Heaths AONB – Boundary Variation Project- Informal Consultation.* Consideration as to the possibility of varying the southern boundary of the Suffolk Coast & Heaths AONB. Invitation to informal consultation at Lawford Venture Centre 26th July 7.30pm. Area affected: south side of the Stour Estuary and the Shotley Peninsula.
Forwarded to Cllrs prior to meeting. Cllr Kirkup has looked at it but could find nothing of concern to our parish. (See Circulation Bag)
 - 7.3 **Hopkins Homes:** *Annual Review 2015* – One of the largest independent housebuilders in the East of England. Keep on file for consideration for Affordable Homes.
 - 7.4 **Public Complaint:** *Pin Mill* – Cllr Kirkup received a complaint by telephone that an oil tank was situated on the foreshore outside of the toilet block and was being used. Clerk followed this up. The tank was empty and was waiting to be moved further into the boatyard. Clerk contacted the complainant (name and telephone given) but the complainant was not known at that number. Therefore, no further action was taken.
 - 7.5 **The Marine Management Organisation:** A call for issues regarding the next phase of the Marine Plan Development, which includes the *South East Marine Plan:* Closes on 5th August. Invitation to a workshop in Colchester on 27th July West Western 10am to 4pm. The Stour and Orwell Estuaries fall into this plan. (See Circulation bag).
 - 7.6 **Circulation Bag**
Clerks & Councils Direct – July Magazine
BMSDCs: *Strategic Plan* – brief Introduction from the Leaders & Executive Summary
Suffolk Coast & Heaths: *AONB June update*
Suffolk Constabulary: *Babergh East, Police & Parish Forum*
Gov. Department of Transport: *Road Investment Strategy post 2020* (First 2 pages only).

LCPAS: Newsletter * Legal update-response from Information Commissioners Office re Data Protection Act following Referendum.

CAS: Charities – Governance and why it is important to keep it up to date.

Natural England: Suffolk Coast & Heaths AONB – Boundary Variation Project- Informal Consultation.

PC FINANCE: Quarterly accounts

BDC: Town & parish Council Newsletter

South East Marine Plan: Information and website details.

DCllr Peter Patrick: June report

8. Pin Mill Bay Management CIC: update on matters discussed at last meeting and to consider the way forward.

Cllr David Cordle had spoken again with Bryn Hurren, Chairman of the Company, and had been advised that his resignation must be in the form of an official letter from the PC.

Following a lengthy discussion, Cllr J Deacon reminded members it had been agreed at the previous meeting that a meeting should be arranged with the relevant parties to discuss the points raised at that meeting. Cllr Stevens felt strongly that the meeting should be with the all members of the PC. This was not thought to be appropriate at this stage.

DCllr D Davis was permitted to speak.

Following on from the last PC meeting he had made further inquiries about the set up and running of the company. He voiced his concerns at its role and how it benefits the area. He offered to speak for the PC at a meeting to be held on Wednesday 6th July at Hadleigh, with Babergh officers, Mr Hurren and Mr Saunders, to pass on the desire to have a meeting with interested parties to discuss matters. This was agreed. He suggested contacting the Locality Officer Kate Lowe to facilitate a meeting.

Proposal: to submit a resignation letter for Cllr David Cordle as the Parish Council's representative, to the Management Company and to suggest a meeting in order to discuss the relationship between the parties and a possible way forward.

Proposed: Cllr David Cordle **Seconded:** Cllr D Barwick **Vote:** all in favour

9. Standing Orders: to review, discuss and ratify changes

The Clerk had forwarded NALC's amended copy regarding **Item 3 'P' Meetings Generally** and **Item 18 Financial Controls & Procurement**. She had advised Cllrs to read through the Orders to ascertain whether any further changes were thought to be necessary. No further changes were suggested.

Proposal: to accept the updated Orders as advised by NALC.

Proposed: Cllr M Stevens **Seconded:** Cllr D Barwick **Vote:** all in favour

Clerk would print out hard copies and/or electronic copies to Cllrs.

10. Neighbourhood Development Orders (NDOs) & Community Right to Build (CRtBO):

Clerk was still waiting for clarification from BDC on the Right to Buy issues with NDOs. As she understands it, a CRtBO can remove enfranchisement rights, which means that those renting property can be prevented from purchasing it, ensuring that it continues to be available for renting. Clerk would contact BDC again.

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

** To discuss/consider purchase of small office.*

A discussion ensued as it was considered unrealistic to continue to expect the volunteers to sit in their car during the winter months at the site whilst operating on Saturdays.

Proposal: to look for and purchase a small caravan for a maximum cost of £500.

Proposed: Cllr J Deacon **Seconded:** Cllr David Cordle **Vote:** all in favour

Clerk would arrange details with Alan Nunn. Cllr Deacon had still not received a response from SCC as to when the PC would see the grant, which was awarded to the PC last year.

Clerk has arranged for the grass to be cut.

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

Clerk had contacted by e-mail, Jane Burch (Flood & Coastal Policy Manager) at SCC, regarding the concerns raised by Mr Richardson at the previous meeting. The request had been passed onto Steven Halls at SCC who had worked on the Flood Alleviation project. Clerk had also written to SH. No further update available.

Clerk had also arranged for the reeds/weeds to be cut along the Grindle.

13. FINANCIAL ITEMS:**13.1 RFO's Monthly Report: JUNE and Bank Reconciliation (quarterly accounts/budget)**

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
	<u>£515.58</u>	<i>Paid in Total</i>

Bank BALANCE on 30th JUNE 2016		Earmarked (included within total credit)
Un-presented chqs:	542.78	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
<i>Plus Cash (Float for skip days)</i>	14.00	

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

			Figures [] = VAT
1810 a) S A Meacock Garden Services: Pin Mill Grass Cutting etc.			72.50
1811 b) Mrs F Sewell: Salary (June) + back-pay			680.00
<i>Subsistence allowance</i>			150.00
<i>Stationery:</i>	7.08	[1.42]	8.50 838.50
1812 c) HM Revenue & Customs: Chq made payable to Post Office Ltd.			
Quarterly payment. (Apr, May, June, 2016) employee's tax/employer's Nat Ins			142.44
1813 d) S Sacker (Claydon) Ltd: Composting Waste Skip	280.48	[56.10]	336.58
1814 e) P J Mann (VKM Gardening): (6 months General gardening + bus shelters)			171.10
1815 f) InkXpress: printing ink cartridges	20.66	[3.33]	23.95

g) -r) 13 Charities - s137

as discussed at 7th June meeting @ **£40 each** - in total (13) **520.00**

1816 Suffolk Accident Rescue Service, 1817 Home Start South Suffolk & District		
1818 Avenues East (Suffolk) 1819 East Anglia's Children's Hospital		
1820 St Elizabeth Hospice 1821 East Anglian Air Ambulance		
1822 Headway Suffolk 1823 Befriending Scheme (Suffolk)		
1824 Suffolk family Carers 1825 Revitalise 1826 Age Concern Suffolk		
1827 Magpas 1828 DAB-Ipswich Disabled Advice Bureau		

Proposal: to approve payment of invoices listed: **a) 1810 to r) 1828**

Proposed: Cllr C Keeble **Seconded:** Cllr Dot Cordle **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 – Tues 2nd AUGUST 2016 in the [VILLAGE Hall](#)**

There being no further business the Chairman thanked everyone and closed the meeting at 8.55pm

Signed ...David Cordle.....

Date02/08/2016.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 02/08/2016.