

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE  
METHODIST HALL ON TUESDAY 19<sup>th</sup> JANUARY 2016 AT 7.30pm**

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

**In attendance:** Fran Sewell - Parish Clerk

**Public:** DCllr Derek Davis and 4 members of the public.

**Abbreviations:** **Clr:** 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. **ICO:** Information Commissioners Office.

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 7.35pm and welcomed everyone. **Apologies for Absence** were received from Cllr Rosie Kirkup and were accepted. DCllr Peter Patrick sent an apology, as he was unable to attend.
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**  
No dispensations. Cllr Stevens declared a non-pecuniary interest in **Item 13.4g)**, as the recipient was related to him by marriage. The Chairman declared a pecuniary interest in **Item 13.4i)** as his Company would be the recipient.
3. **Minutes of the Meeting: to agree minutes of the meeting held on 1<sup>st</sup> December 2015**  
The minutes were taken as read and were agreed to be a true record by those who had been present. They were signed by the Chairman, Cllr David Cordle.
4. **Matters Arising: from 1<sup>st</sup> December 2015 meeting**  
None that are not itemized on the agenda or covered in the Clerk's report.
5. **Public Participation Session: for the public to talk to Cllrs about items on the agenda**  
**AND to receive REPORTS (if available) from:**
  - a) **Safer Neighbourhood Team:** No report. A Babergh East Police & Parish Forum meeting will be held at Shotley Village hall on 27<sup>th</sup> January 2016 at 7.30pm.
  - b) **County Councillor:** No report
  - c) **District Councillor: Derek Davis reported** – Community Infrastructure Levy (CIL) would be formally adopted within the week.  
The Ganges site application – all legal agreements had now been signed. It is understood that Woolverstone Parish Council is to apply for a judicial review.  
*See Circulation Bag for DCllr Patrick's report.*

Mr Saunders and Mr Harding both directors of the PMBMCIC wished to speak on **Item 10 i)**  
Mr Harding gave an account of the application made to the Land Registry for an easement or other rights for the foreshore at Pin Mill, as submitted by Webbs Maritime Ltd. It was understood that the PMBMCIC would be responding to the Land Registry with an objection. They felt that the Parish Council should be aware of the implications of this application were it to be supported.  
An open discussion followed. The Chairman thanked the public for their contribution and brought forward **Item 10 i)** for Cllrs to discuss further.
10. i) **Easement on Hard notification:** The Clerk confirmed that she had written to the Land Registry to request an extension of time, as the closing date for responses had been prior to this meeting. This had been granted. The closing date was now noon on 5<sup>th</sup> February 2016. There followed a further discussion. Some Cllrs were concerned as they had not had enough time to look through the application papers.  
**Proposal:** to postpone a decision to 2<sup>nd</sup> February meeting.  
**Proposed:** Cllr David Cordle **Seconded:** Cllr C Keeble **Vote:** all in favour
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:** Cllr Keeble reported on 19/01/2016 meeting – B/15/01673 - Cote, 2 Main Road, Chelmondiston, IP9 1DS

*Erection of garage (following demolition of existing fire damaged garage)*

The Cttee recommend SUPPORTING the application.

**B/15/01654 - Land north of 5 Richardson's Lane, Chelmondiston, IP9 1**

*Erection of proposed Holiday let accommodation with associated cart lodge*

It was noted that the development was very large for the plot. The black boarding was out of character with the adjacent properties, which were brick build. Concerns were raised about the additional holiday traffic that would occur on a very narrow road.

The Cttee recommended REFUSING the application for the following reasons:

- Over development of site
- Design is out of context in scale, density and form and would be out of keeping with the neighbouring properties

Concerns were also raised that the proposed development would become a permanent dwelling. The neighbour had raised concerns that their septic tank and a water tap was sited within the plot proposed for development. This would be forwarded to BDC.

**Decisions**

**B/12/00500 - Former Ganges Site, Shotley Gate, Shotley IP9**

Babergh DC had GRANTED the application.

**B/15/01367 - Waldamar, The Barges, Pin Mill, Chelmondiston, Ipswich IP9 1JW**

*Application for a Certificate of Lawfulness of an Existing Use - mooring of a vessel at this location for use as a houseboat.* GRANTED by Babergh DC.

**Enforcement updates**

*Church Road:* large shed had now been removed.

*Main Road:* office shed in front garden – no update.

*Pin Mill:* it was understood, as reported by the PBMBCIC in November that a revised planning application would be put to BDC Planning Cttee. No further update.

*Next meeting - 09/02/2016*

- b) Village Hall:** No report. *Next meeting - 25/01/2016*
- c) Playing Field: Tennis Court maintenance**  
Clerk has received an email from a player who was concerned about the moss on the courts. Cllr Hawkins said he had sprayed the courts to try and kill the moss. The Chairman considered that some of the members of the Tennis Club should be approached to help with the maintenance. He suggested renting a pressure washer. This was discussed further. Clerk confirmed that a full moss treatment would cost around £500 for the 2 courts.  
**Proposal:** to book the courts in for a moss treatment in the spring.  
**Proposed:** Cllr B Walker **Seconded:** Cllr Dot Cordle **Vote:** all in favour  
Additional hedging had been planted in one of the gaps which was used as an entrance onto the field. These had been pulled up but the plants had been retrieved and replanted.
- d) Footpaths, Trees & Hedgerows:** Clerk had emailed the RoW office about the footpath signs and fingers that required maintenance and about the condition of FP7A.
- e) Village Amenities: Assets maintenance**  
i) to consider a quotation for maintenance of seat.  
**Proposal:** to accept the quotation of £40 from Mr Latter to renovate the seat at the junction of Woodlands and the Main Road.  
**Proposed:** Cllr S Chicken **Seconded:** Cllr C Keeble **Vote:** all in favour  
ii) Footpath Notice Board at Pin Mill car park  
Clerk would ask Mr Latter to look at the board which was leaning and unstable.
- f) Pin Mill Bay MCIC: report.** The minutes of the 10/11/2015 meeting were put in the Circulation Bag.
- g) VDF-WG:** *Cllr Deacon* confirmed that he was hoping to send the updated draft to Nick Ward at BDC in the hope that he would take it forward for endorsement.
- h) Housing Needs-WG:** *Clerk* confirmed that she had heard nothing further from the authorities concerned. DCllr Davis understood that the officer who had been dealing with the matter had been moved to another of the 'planning' areas. He would check this and forward details to the Clerk.

- 7. Clerk's report: to consider and to take any action deemed necessary.**
- i) Shared Access: update (of Dec Item 9).** The Company had accepted the invitation to speak at the 2<sup>nd</sup> February meeting. It was suggested that they open at 7pm and had the presentation prior to the PC meeting. This was agreed.  
Cllr Hawkins suggested that the Chairman of the Playing Field Cttee along with the Secretary be invited.
  - ii) Scattered Orchard Project: update**  
The land has been prepared; It is understood that the trees have now been planted.  
Keith Cooper will attend a fruit tree pruning course at the expense of Suffolk Coast & Heaths. Lee Foster may also be attending. Clerk will ask whether there is room for more trees to be planted.
  - iii) Grass cutting tenders:** No uptake to date. Clerk will contact some companies.
  - iv) Dogs on Playing field enquiry:** BDC have responded to Cllr Stevens enquiry. A dog ban for the field would need to take the form of a Public Space Protection Order (PSPO) and certain conditions would need to be met. *See Circulation Bag for report.*
  - v) Village Car Park:** The Clerk had written to Mr & Mrs Paten re the skip and the karsee. The latter was removed after the resurfacing of the car park following a call to the company. A dispute arose regarding the day on which the resurfacing and hedge cutting was carried out and about an un-roadworthy car, which had been moved onto the Red Lion car park. Cllr Kirkup was called to those involved. Cllr Kirkup wrote a report of the situation. Clerk suggested that Council consider putting up a Terms of Use notice. Clerk had made some enquiries and suggested that the item be put on an agenda for consideration. This was agreed.  
The new replacement hedging plants have now been dug in by the entrance to the post office in the car park.
- 8. CORRESPONDENCE: to take any action deemed necessary on correspondence received.**
- 8.1 Suffolk County Council: Suffolk Fire & Rescue Service – Integrated Risk Management Plan 2015-18.** Consultation until 22<sup>nd</sup> February 2016. Individuals to respond as they wished.
  - 8.2 DNM Garden & Landscapes: garden maintenance services**  
Clerk would contact.
  - 8.3 SALC: Buckingham Palace Garden Parties – Thurs 19<sup>th</sup> May 2016.** Nomination in by 4<sup>th</sup> February 2016. Members agreed that the Chairman should be put forward.
  - 8.4 BTS: Tree & Vegetation Clearance – crown reductions & side pruning on some trees that were causing obstruction and problems on Pages Common.** BTS came to see the Clerk to explain and a consent form was signed on 08/01/2016.
  - 8.5 Environment Agency: card for Waste Carriers Licence – for Chelmondiston Parish Council – handed to Mr Nunn.**
  - 8.6 Charity Bike Ride: The Institute of Cancer Research –** A resident had asked whether the PC had any funding available. Council is unable to donate to individual causes but the named Charity could be included for consideration when the Council made their decision on s137 donations. Clerk would respond.
  - 8.7 SALC: The Queen's 90<sup>th</sup> Birthday Beacons 21<sup>st</sup> April 2016**  
Clerk had received several emails from other parishes as to what was being arranged. The Chairman felt that this should be forwarded to the Community Council -Chelplin Projects Cttee. DCllr Davis understood that the Woolverstone Girls School would be celebrating with a view to including/inviting the local parishes.
  - 8.8 Circulation Bag –**  
    - Suffolk Age UK:** Secret Gardens of Suffolk 2016; Will Month February 2016.
    - SALC:** \*CRPE Report on Housing. \*LAIS1385 – *Public Service Ombudsman.*
    - Suffolk Coast & Heaths-AONB:** December Newsletter
    - Morphus:** Play equipment
    - Policing in Suffolk:** *Suffolk Change Constables County* – review
    - PMBMCIC:** Minutes for 10/11/2015
    - Clerks & Councils Direct:** Magazine
    - DCllr Peter Patrick:** Report
    - BDC:** Dogs – Public Space Protection Order – information

- 9. Recycling Centre:** *to consider reports and to take any action deemed necessary.* No further update as to when the PC would receive the agreed grant funding.  
Cllr Stevens suggested that a notice should be displayed, as to entering the site at your own risk. It was considered that a grit bin could be put on the site. Clerk would look at costs.
- 10. PIN MILL & Dinghy Park:** *to receive reports/proposals-to take any action deemed necessary*  
Clerk would agenda licence fees for discussion.
- 11. Defibrillator:** *update & to consider further action*  
Cllr Deacon felt that this should be pursued as quickly as possible as the British Heart Foundation offering free defibrillators. Cllr Kirkup had been in contact with the Sailing Club who were considering ordering one. The PMBMCIC had asked that consideration be given to ordering one for the company to be installed by the toilet block at Pin Mill. Clerk /Cllr Kirkup will follow up.
- 12. PCSOs:** *to consider the possibility of part funding*  
The Chairman reported that he and the Clerk had attended a meeting with the Suffolk Constabulary and the Police Commissioner. Tattingstone PC were also represented.  
*See Circulation Bag for the new model 'structure', which will be implemented from April this year. A further £11.5million needs to be saved. With the new model there will be 9 Locality Teams with 18 Safer Neighbourhood Teams over the whole of Suffolk.*  
*PCSOs: 146 PCOs will be cut to 92 with an additional 6 funded/part funded with parishes.*  
The PCSOs have some powers but not as many as policemen. PCSOs can be part time.  
The cost of a PCSO is around £32K and can be funded by parishes working together. Parishes would contribute an amount according to the number of rateable dwellings within their parish. Parishes do not have to abut each other but should not be too far apart. Businesses can also contribute to the funding. The Police take on the responsibility of employment and there would  
*Parishes have to consider the reasons why they would like or need a PCSO and what services they would need or like them to do.*  
It was made clear at the meeting that for many parishes the possibility of funding a PCSO for the coming financial year was very small as precepts had already been set. However, it would be possible to arrange for 2017-18 if parishes were interested.  
The Chairman questioned how policing on the peninsula would be affected if the PCSOs were not part funded and were withdrawn. Clerk had mailed the PCC with this question.  
The Chairman suggested that the Clerk contact the peninsula parishes to ascertain their views and possible interest. The matter should then be taken to the Annual Parish Meeting. This was agreed.

**13. FINANCIAL ITEMS:****13.1 RFO's Monthly Report: - DECEMBER - Bank Reconciliation; Budget; External Auditor**

	<b>Paid in Total £431.48</b>	
<b>500182: Chelmo' Recycling Centre- Skip days cash (4 wks)</b>	144.00	01 Dec
<b>JMP Wilcox: Textile bank</b>	60.00	
<b>Lloyds Bank: Interest-December</b>	2.48	09 Dec
<b>500183: JMP Wilcox: Textile bank</b>	75.00	31 Dec
<b>Chelmo' Recycling Centre - Skip days cash (4wks)</b>	149.50	
<b>Ms King - Peppercorn rent for part of bus shelter</b>	0.50	
<b>001765: Environment Agency: Waste Carriers Licence (3 yr)</b>	<b>£159.00 paid</b>	14/12/2015

<b>Bank BALANCE on 31<sup>st</sup> DECEMBER 2015</b>		<u>Earmarked</u>	(included within total credit)
<b>Un-presented chqs:</b>	0.00	2,800.00	Household Recycling Centre
Treasurers Account	1,108.24	7,529.00	Playing Field ( <i>Precept</i> ) play equip.etc
Business Instant Access Acc.	58,426.65	650.00	Tennis Courts
<b>Total (in credit) In Bank</b>	<b>£59,534.89</b>	<b>£10,979.00</b>	
<i>Plus Cash (Float for skip days)</i>	14.00		

<i>Budget -December 2015: Budgeted Expenditure</i>	£31,053.00	<i>Budgeted Income</i>	
<i>£33,713.50 Actual Expenditure</i>	£23,742.93	<i>Actual Income</i>	£30,177.02

*External Auditor for 2016-17 – The cost to the PC of the external audit will be £300(basic). It has not been confirmed who the auditor will be.*

**13.2 Funding Application - Chelpin Players: to consider for 2016-17**

The Players wish to permanently install some stage lighting in the Village Hall. The electrical wiring has been checked and renewed where necessary by the Village Hall Management Cttee. The stage lighting would be made available to all users of the Village Hall. It would cost approximately £700.

**Proposal:** to donate £100 to go towards the cost of stage lighting.

**Proposed:** Cllr J Deacon **Seconded:** Cllr A Fox **Vote:** 7 in favour 2 against

**13.3 PRECEPT 2016/17: to discuss & finalise amount & sign order**

All Cllrs had received budget/precept papers at the December meeting for them to look through. The grant from Babergh DC for 2016-17 would be £610.75.

If the precept remained the same as that for 2015-16 the Council Tax would be £61.36. [This to be confirmed by BDC].

**Proposal:** to keep the precept the same as that of 2015-16 i.e. £24,430.00

**Proposed:** Cllr A Fox **Seconded:** Cllr Dot Cordle **Vote:** all in favour

The Chairman and 2 Cllrs (Cllrs J Deacon & Dot Cordle) signed the order and the Clerk/RFO countersigned. The order to be with BDC by the end of January 2016. Cllr Fox gave thanks to the Advisory Finance Group.

**13.4 to consider Payments to: and other invoices arriving after the posting of this agenda**

**1765 Waste Carriers Licence (3 yr) PAID: 14/12/2015 - 159.00**

-----  
The Clerk explained that she had to pay the PAYE prior to the meeting. She had informed Cllrs.

**1766 a) HM Revenue & Customs: Chq made payable to Post Office Ltd. ... PAID 17/01/16**  
**Quarterly payment. (Oct Nov Dec, 2015) employee's tax/employer's Nat Ins 149.33**

-----  
Figures [ ] = VAT

**1767 b) S A Meacock: Pin Mill Grass Cutting etc. 72.50**

**1768 c) Mrs F Sewell: Salary (Dec) 658.54**

Expenses: Stationery- stamps (£10.26); Jeyes Fluid (£10.98); 19.41 [1.83] 21.24

Reimbursement: Laptop (ASUS) 599.92 [119.98] 719.90

Programme (Office & Home Student) 99.96 [19.99] 119.95 **1,519.63**

**1769 d) Chelmondiston Village Hall: Room hire (2 @ £17) 34.00**

**1770 e) TG Askew: Granite chippings (car park) 350.00 [70.00] 420.00**

**1771 f) Mr J Edgell: Wreath (Poppy Day) - reimbursement s137 40.00**

**1772 g) Mr I E Rees: Grass Footpath cuts & petrol (2015 season) 82.72**

**1773 h) Mr D Latter: Seat repair 107.00**

**1774 i) R F Cordle & Son: Weed spray 48.00**

**Proposal:** to approve payment of invoices listed: **b) 1767 to f) 1771 & h) 1773**

**Proposed:** Cllr S Chicken **Seconded:** Cllr J Hawkins **Vote:** all in favour

**Proposal:** to approve payment of invoices listed: **g) 1772**

**Proposed:** Cllr J Deacon **Seconded:** Cllr A Fox **Vote: 8** in favour  
(1 abstention Cllr M Stevens)

**Proposal:** to approve payment of invoices listed: **i) 1774**

**Proposed:** Cllr C Keeble **Seconded:** Cllr A Fox **Vote: 8** in favour  
(1 no vote Cllr David Cordle)

**14. Reports of Other Business (not itemised): to be included on next agenda if necessary.**  
To agree on an Internal Auditor.**15. THE NEXT PARISH COUNCIL MEETING – Tues 2<sup>nd</sup> February 2016 in the VILLAGE Hall**

There being no further business to discuss the Chairman thanked everyone and closed the meeting at 9.20pm.

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

Date .....02/02/2016.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle.