

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE  
VILLAGE HALL ON TUESDAY 5<sup>th</sup> APRIL 2016 AT 7.30pm**

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

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

**Public:** 1 resident of the parish.

**Abbreviations:** **Cllr:** 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.

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 7.30pm and welcomed everyone. **Apologies for Absence** were *received* from Cllr J Deacon and were accepted. SCCllr D Wood, DCllr P Patrick, DCllr D Davis all sent their apologies, as they were 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.**  
None.
2. **Minutes of the Meeting: to agree minutes of the meeting held on 1<sup>st</sup> March 2016**  
The minutes were taken as read and were agreed to be a true record by those who had been present. The Chairman was authorised to sign.
3. **Matters Arising: from meeting held on 2<sup>st</sup> March 2016**  
None.
5. **Public Participation Session: for the public to talk to Cllrs about items on the agenda AND to receive REPORTS (if available):**  
The member of the public was here to observe.
  - a) **Safer Neighbourhood Team: election of Police & Crime Commissioner.** If the election is contested the poll will be held on 5<sup>th</sup> May 2016 between 7am and 10pm. Deadline for all nomination papers – 7pm 7<sup>th</sup> April 2016. Deposit for each candidate - £5,000.  
A meeting of Babergh East Police & Parish Forum was held on 16<sup>th</sup> March at Brantham. No members of this council were able to attend.
  - b) **County Councillor:** *See Circulation Bag*
  - c) **District Councillor:** *Derek Davis* has spoken with BDC regarding affordable housing and the case officer is waiting for the Working Group's response to their site suggestions. Derek is keen to progress the *Welcome to Walkers* initiative.
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: PMBMCIC proposed jetty application and enforcement**  
*Cllr Kirkup reported* – letters had been sent from the Planning Cttee on 11/013/16 to the Enforcement Officer and on 24/03/16 to the Chairman of the PMBMCIC (copied to Cllr David Cordle as a Director of the Company and the PC's representative) asking for further clarification regarding the proposed new application. The Enforcement Officer had replied to his letter that BDC and all relevant parties were working together on this new application in order to secure a resolution.  
*Cllr David Cordle brought forward his report - Item 6f in order to contribute further to the discussion.*  
To his knowledge, the proposed application was for one berth on the jetty to be made available for a 'holiday let' barge. Council members were very concerned with the lack of transparency and the functioning of this CIC, a Company which the PC had supported financially.  
**Proposal:** to write another letter to the Company and a letter to CEO at BDC copied to the MP James Cartlidge from the PC, and to take the matter to the next Planning Cttee meeting.  
**Proposed:** Cllr S Chicken **Secinded:** Cllr R Kirkup **Vote:** all in favour

The Easement application for registration was ongoing. Plans were in hand to carry out further works at the end of the Hard.

- b) Village Hall:** *Cllr Keeble reported on meeting held on 21/03/2016*  
 \* *Stage Lighting*- waiting for an invoice and the electrical certificate from the contractor.  
 \* *Exit Sign* – at the main door had been replaced. Others were also to be replaced.  
 \* *New Shed* – quotes received for concrete base and shed; now ordered.  
 \* *Water tank* – above stage was leaking; to be replaced.  
 \*\* *New posts* – the Cttee had offered to contribute £750 towards the cost.  
 \*\*\* *Parish records* – The Cttee would be grateful if these could be removed from the hall.  
 \*\* Clerk to arrange. \*\*\* Cllr Stevens to arrange to move records to the container.  
 Next meeting: AGM 11<sup>th</sup> May 2016 at 7.45pm.
- c) Playing Field:** The goal mouths were scheduled to be re-turfed.
- d) Footpaths, Trees & Hedgerows:** *P3 contract* – Clerk had received the contract. Invoice for cutting to be sent in August. C. Chicken to contact Keith Cooper about the cutting of paths. Chairman had spoken with landowner about garden refuse on FP behind village car park.
- e) Village Amenities:** *Asset maintenance* - Cllr Chicken will review. Mr Latter had mended the FP map notice board at the entrance to Pin Mill car park
- f) See Item 6a)**
- g) VDF-WG:** *update* Cllr Deacon had sent this to BDC – no further report.
- h) Housing Needs-WG:** *Cllr Kirkup reported on meeting held on 29/03/16*  
 BDC had forwarded the recommended sites in their preferential order. The Group had discussed this and responded with a preference towards developing brownfield sites in line with the VDF prior to considering greenfield sites.  
 DCllr Davis had asked whether he could be considered as a ‘relevant party’ and given a copy of the group’s recommendations. A discussion followed and it was suggested that he be invited to a meeting when appropriate.
- 7. Clerk's Report:** *and to consider any actions necessary.*
- i) update on issues from previous meeting** – \* *grass cutting/gardening:* no applications  
 \* *Parking on Pin Mill Rd:* forwarded info to SCCllr Wood with other Highways issues. He would be visiting parishes with a Highways officer in the near future.
- ii) Shared Access (SA): update** – a meeting had been suggested with the Sales Manager and MP Cartlidge but was cancelled. SA are awaiting further feedback from the Mobile Network Operator (MNO) who have a large number of sites to assess across the UK. Cannot proceed further until they have reviewed the site and confirmed their intention to move forward. Once SA have their confirmed interest then they will be in contact to arrange a technical site survey so that we can agree a strategy for the site. SA will then present this to the PC for approval.
- iii) Scattered Orchard Project:** *to arrange a photo shoot* – Clerk to arrange with relevant parties.
- iv) Posts and rails at Village Hall:** *to minute emergency repair & discuss V Hall's offer.*  
 Clerk had arranged as per S.O. for emergency repairs (Health & Safety), as some posts were rotten at the base and had given way. Peninsula Tree Services inspected the site and advised that all posts be replaced and submitted approximate costings. The Chairman and Cllrs were notified and all had agreed for the repairs to be carried out as soon as possible.  
 Clerk had acquired quotes for the Oak posts plus postcrete from 3 companies via websites: Nelson Potter (Dodnash); Lumberjacks Ltd. and UK Timber. Peninsula Tree Services were contracted to remove all post and rails and install new posts with the existing rails and make good groundwork.  
 Nelson Potter (Dodnash) was chosen as the supplier.  
 The Village Hall Management Cttee had kindly offered £750 towards the cost. This to be deducted from their forthcoming precept grant.
- v) Village Car Park:** *update on signs if available.* Still to discuss.
- vi) Broadband:** *Consultation - See Circulation bag*
- vii) Suffolk C&H - AONB:** *footpath work* – Wed 25<sup>th</sup> May at Pin Mill - Coastal path

- 8. CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
- 8.1 Resignation letter:** *Beryl Walker* – Chairman had received the letter dated 2<sup>nd</sup> March 2016 which he read out. Clerk to write. Clerk had informed BDC Returning Officer.
- 8.2 Suffolk Constabulary:** *Tim Passmore, PCC/Gareth Wilson, Chief Constable* – Implementation of the new model is effective from 4<sup>th</sup> April 2016.
- Each Safer Neighbourhood Team (SNT) will make regular contact with Clerks.
  - Police will only attend a parish council meeting, if there is a specific issue that requires attendance and discussion.
  - Every endeavour will be made to attend AGM/Annual meetings.
  - SNT will prepare monthly reports, which will follow a standard template. Information will be broken down to Ward level with individual parishes being mentioned where there is a relevant issue. Reports will also be on their website.
- 8.3 BT Business:** *Changes to service* – From 1<sup>st</sup> May 2016 increase of about 6% in line rental, broadband and some call packages.
- 8.4 Shotley Parish Council:** *Ganges Statement* – following notification that Woolverstone has applied for a Judicial Review in the case of the *Ganges Development* planning process.
- 8.5 Magpas Air Ambulance:** *Helimedi* (across the East of England)– campaigning to raise £4 million in 2016. Now operating 24/7. Donation request. *See Circulation Bag*
- 8.6 East Anglian Children’s Hospices:** Donation request. *See Circulation Bag*
- 8.7 Resident:** *Public Footpaths*  
Concerns raised by a resident that the footpath through the National Trust woods is being used by off-road cyclists.
- 8.8 Suffolk CC:** *Shotley Peninsula & Walkers are Welcome* – SCC is aspiring to support communities in Suffolk to become accredited *Walkers are Welcome* destinations. *See Circulation Bag*
- 8.9 Rural Coffee Caravan:** *AGM* on Thursday 5<sup>th</sup> May 2016 at Blackthorne Community Centre Elmswell. *See Circulation Bag*
- 8.10 East Bergholt PC:** Would Cllrs be interested in attending a meeting on 9<sup>th</sup> April to discuss & explore common aspirations and opportunities? Clerk unable to attend.
- 8.11 BDC/MSDC:** *Neighbourhood Development Order (NDO)* – Locality Officer, Kate Lowe - BDC is investigating the opportunity of progressing a NDO and is looking for parishes/communities that are interested in discussing growth & development within their area. These Orders do not follow the traditional planning procedures.
- 8.12 BDC:** *network event for Babergh Businesses* – The Delphi Centre, Newton Rd, Sudbury 20/04/16
- 9. Parish Council VACANCY:** *to discuss the co-option policy & to take any necessary action.*  
If by 6<sup>th</sup> April 2016 a request is made in writing to the Returning Officer at BDC by 10 electors of the parish there will be an election to fill the vacancy. To date, one member of the parish had applied and another person from a neighbouring parish. NALC recommends that councils require candidates for co-option to declare or certify in writing that they are eligible according to the criteria in the Local Government Act 1972 s.79 and s.80. Clerk had written a document re becoming a Cllr, which lists the criteria with a declaration section. A discussion followed.  
**Proposal:** to approve the Co-option Document.  
**Proposed:** Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** all in favour
- 10. Recycling Centre:** *to consider reports and to take any action deemed necessary.*
- a) **Fly-tipping & surveillance:** there had been fly-tipping again by the gates on 2/3 occasions. This had been removed. Clerk would look into getting a camera.
  - b) **Signage:** *to discuss new sign* – a discussion ensued. Clerk and Cllr Stevens would look into getting signs made for CCTV and for opening hours and pricing.  
**Proposal:** To purchase signs as discussed.  
**Proposed:** Cllr Dot Cordle **Seconded:** Cllr R Kirkup **Vote:** all in favour
- 11. PIN MILL & Dinghy Park:** *to receive reports/proposals-to take any action deemed necessary*
- a) **Tidal flaps:** *to discuss maintenance*  
Jonathan Webb had been asked to look at the hinge of the tidal flap on Kings side, as some water was going upstream at high tides. Cllr Chicken to check.

Cllrs were disappointed that very few parishioners, other than Parish Cllrs, turned out for the Community Litter Pick. Cllr Hawkins felt that this should be reported on Shaun's Shorts. Approximately 20 bags of rubbish were collected.

## 12. FINANCIAL ITEMS:

### 12.1 RFO's Monthly Report: MARCH

<b>End of 2015-16 Financial Year</b>	<i>Paid in</i>	<b>Total £1,087.47</b>	
<b>BACS: Babergh DC – Recycling Credits - Waste Centre</b>	278.87		07 Mar
(Aug 15-Jan 16) Chelmo' Main Rd	376.24		07 Mar
<b>500185: Chelmo' Recycling Centre - Skip days Cash</b>	219.00		08 Mar
<b>Whip Street Motors – Metal</b>	65.15		08 Mar
<b>Lloyds Bank: Interest-March</b>	2.21		09 Mar
<b>500186: Chelmo' Recycling Centre - Skip days Cash</b>	146.00		22 Mar

**1785 Babergh District Council: Litter/Dog bin waste (Jan-Dec 2015) PAID 04/03/16**  
Resolved 01/03/16 639.12 [**127.82**] **766.94**

#### i) Bank Reconciliation

<b>Bank BALANCE on 31<sup>st</sup> MARCH 2016</b>	<u>Earmarked</u>	(included within total credit)
<b>Un-presented chqs: 72.50</b>	3,800.00	Household Recycling Centre
Treasurers Account 954.69	7,529.00	Playing Field ( <i>Precept</i> )
Business Instant Access Acc. <u>55,433.76</u>	<u>650.00</u>	Tennis Courts
<b>Total (in credit) In Bank £56,388.45</b>	<b>£11,979.00</b>	
Plus Cash (Float for skip days) 14.00		

#### ii) Budget END OF YEAR

<b>Receipts: Budgeted</b>	<i>Actual</i>	<b>Payments: Budgeted</b>	<i>Actual</i>
<b>33,713.50</b>	<b>32,945.54</b>	<b>33,053.08</b>	<b>29,730.39</b>

## 12.2 Account & Audit Regulations 2015: changes & impact on Annual Review for 2015-16

### a) Section 1 - Annual Governance Statement (AGS): to discuss and authorise signing

Clerk gave copies of the BDO Spring Briefing to Cllrs highlighting the new 2015 Regulations. It is now a statutory requirement that the **Section 1 AGS** is signed, dated, minuted before the other Sections.

Chairman read out all the listed Statements, which Cllrs agreed with positively.

**Proposal:** Chairman and Clerk to sign and date Section 1, as required.

**Proposed:** Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** all in favour

## 12.3 to consider Payments to: and other invoices arriving after the posting of this agenda

Figures [ ] = VAT

<b>1786 a) S A Meacock Garden Services: Pin Mill Grass Cutting etc.</b>			<b>72.50</b>
<b>1787 b) Mrs F Sewell: Salary (March) + Dinghy Park Warden</b>		714.34	
<i>Stationery:</i>	1.66	[0.33]	1.99
<i>Post Office: Stamps 80 -2<sup>nd</sup>; 12-1<sup>st</sup></i>	50.76		<u>50.76</u> <b>767.09</b>
<b>1788 c) Anglian Foilblocking Ltd - T/A P&amp;J Labels</b>	107.75	[21.55]	<b>129.30</b>
<b>1789 d) Nelson Potter (Dodnash) Ltd. Oak posts -V Hall</b>	729.25	[145.85]	<b>875.10</b>
<b>1790 e) Peninsula Tree Services: installing post /rails -V hall</b>			<b>757.00</b>
<b>1791 f) Anglia Surface Care: Moss treatment of tennis courts</b>	425.00	[85.00]	<b>510.00</b>
<b>1792 g) Mr D Latter: Maintenance FPs board</b>			<b>42.00</b>
<b>1793 h) InkXpress: Stationery-Printer inks (4 blk)</b>	20.62	[3.33]	<b>23.95</b>
<b>1794 i) Suffolk Assoc. of Local Councils: AGM expense</b>	10.00	[2.00]	<b>12.00</b>
<b>1795 j) HM Revenue &amp; Customs: Chq made payable to Post Office Ltd.</b>			
Quarterly payment. (Jan, Feb, Mar, 2016) employee's tax/employer's Nat Ins			<b>173.19</b>
<b>1796 k) S. Sacker(Claydon) Ltd: Green Skip 277.36 General Skip 512.54 [157.98]</b>			<b>947.88</b>

**Proposal:** to approve payment of invoices listed: **j) 1795** and **k) 1796**

**Proposed:** Cllr C Keeble **Seconded:** Cllr A Fox **Vote:** All in favour

- 13. Reports of Other Business (not itemised):** to be included on next agenda if necessary.  
Complaints received about the highway at Pin Mill in front of the garages/toilet block.  
Elderly parishioners should be warned of scam letters/phone calls.
- 14. THE NEXT PARISH COUNCIL MEETING** – *The Annual Meeting of the Parish Council*  
Tues 3<sup>rd</sup> MAY 2016 at 7.30pm in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.25pm

Signed .....*Cllr David Cordle*.....

Date .....*03/05/2016*...

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting on 03/05/2016.