

MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 7th FEBRUARY 2017 AT 7.30pm

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

In attendance: Fran Sewell - Parish Clerk

Public:, 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. **TAG:** Tourism Action Group

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 Dot Cordle and Cllr J Hammond which were accepted. DCllr Peter Patrick had 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 or Declaration of Interests.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 10th January 2017.*
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 AND to receive REPORTS (if available) from:*
 - a) **County Councillor:** Unavailable
 - b) **District Councillors:** *Derek Davis* had concerns about the Councils' move to Endeavour House from Hadleigh and Needham Market, as it was unclear what would happen to both buildings. * *Foresters Arms* - he appreciated there had been a lot of talk about the proposed development of the site. As yet it had not been called in for a ruling by Babergh's Planning Committee. * *HMS Ganges site* – Woolverstone PC's legal challenge had been turned down. The Judge had agreed fully with the previous ruling.
Tourism Action Group – would be meeting on 8th February at the Suffolk Food Hall.
DCllr Peter Patrick had submitted a written report. *See Circulation Bag.* It covered the proposal to adopt a Leader/Cabinet system of governance. If agreed, it is thought it would consist of no more than 8 people and would operate from May 2017. Cllr Davis understood that Cabinet members would receive payment.
The Boundary Commission has been invited to consider the size and number of electoral wards in the Districts. BDC at present has 43 Cllrs. The number may be reduced.
Housing – BDC owns approx. 3,500 Council dwellings. Council is aware that more are needed of both affordable housing and for the older residents.
Budget – soon to be agreed. There will possibly be a small increase in the Council Tax.
5. **Parish Council Vacancy:** *to consider Co-option*
The Clerk confirmed that the proposed candidate unfortunately was not now in a position to accept co-option. Clerk would re-advertise.
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:** report on 31/01/17 - *See full Minutes*
APPLICATIONS:
B/16/01732/FHA – ‘Halcyon’, Pin Mill, Road, Chelmondiston, Ipswich IP9 1JN
Erection of front porch and alterations, including new windows, recladding of walls, extension to existing balcony and construction of ramp for disabled access.
The property has P.P. (B/14/01550/FUL) to be demolished and replaced by a new modern building. It was considered that the proposed alterations to the original building and the development of an access for the disabled would have no detrimental effect on the neighbouring Conservation Area or on the AONB. The Cttee recommended SUPPORTING the application.

DISCISIONS

B/16/01663/ - The Black House, Pin Mill Road. IP9 1JN Erection of single storey studio/annexe. P.P. GRANTED with specific restrictions and conditions.

- i) *Use & occupation:* does not permit the use of the studio/accommodation for a separate household and cannot be sold separately to the host dwelling.
- ii) *Concerning Public Footpath FP50:* The Right of Way must be kept clear and unobstructed for users and no structures e.g. gates placed upon the RoW.

B/16/01696/FHA/MAHA – Haven End, 1 Richardsons Lane. IP9 1HP Erection of 2-storey side extension, single-storey front extension & detached single garage. P.P. GRANTED.

B/16/01606/FHA - ‘Samphire’, Shotley Road, Chelmondiston, Ipswich IP9 1EE Erection of a two-storey rear & side extension AND extension of roof form at second floor level to facilitate loft conversion. (Amended design to approved P.P. B/16/00430) P.P. REFUSED.

- b) **Village Hall:** *Cllr Keeble reported* - A broken ridge tile had been replaced on the roof. Damp near the front door had been sorted – outside foliage on the walls and on the down pipe had been removed; brickwork repaired and paintwork made good. A leaking tank above the stage, possibly caused by back pressure from a mixer tap in the toilets, has hopefully been successfully repaired.
 - c) **Playing Field:** *Cllr Hawkins reported* – Sheep had been on the field again. It is understood that the shepherd would be replacing some of his fencing. They had a small flood in the pavilion, which had been cleared up.
 - d) **Footpaths, Trees & Hedgerows:** *Cllr Kirkup reported* -Next meeting 09/02/2017. The condition of FP40 was briefly discussed regarding the slurry running across the path. The Chairman had spoken with the landowner. Clerk had written to RoW to ask for clarification re landowners’ responsibilities to footpaths. Clerk to speak with Community Payback Team re surface trimming.
 - e) **Village Amenities:** *Asset maintenance review/ update*
Clerk to forward file to Cllr Barwick.
 - f) **Housing Needs -WG:** *Update*
A meeting has been arranged with CAS and Hastoe Housing Assoc. for 09/02/2017. Isobel Wright (Hastoe) had visited all possible sites and had met with BDC planning.
7. **Clerk's Report:** *and to consider any actions necessary*
- i) **updates** - *report from previous meetings*
 - ***SpeedWatch:** *A Sterling (Coordinator)* – PC Chris Garrod has passed a briefing pack to AS. Volunteers will be covered by Suffolk Constabulary’s public liability insurance providing they abide by guidance in the briefing pack. However, parishes should still contact their own insurers and inform them that they are undertaking a CSW Scheme. Clerk has complied. It is the responsibility of the scheme /parish(es) to provide insurance for the CSW scheme watch equipment, the equipment belongs to the CSW scheme, not the constabulary and as such equipment is not covered under the constabulary’s insurance policy. Clerk has contacted Woolverstone to clarify. The scheme cannot be publicised without the say so of the Police. AS will follow up.
 - CAS: Volunteers and the Law** – course 17 Jan 1-4pm Brightspace. Clerk attended Report to follow to circulate.
 - Babergh East Police and Parish Forum:** 18th January 2017. Clerk had sent in concerns about parking at Pin Mill on double yellow lines and green verges.
 - New Cllr Training:** 12th, 19th, 26th January and 2nd February at the Peninsula Sports Centre. Cllr Barwick had attended.
 - ii) **Primary School:** *Community Achievement Award – Cllr Kirkup reported* - meeting with Sean Cornish, Head teacher was very positive. They are very keen to re-establish the PC Community Achievement Award and will be looking at that to start in September 2017. There are 112 children in the school, 30 children are from Ipswich. The school can accommodate 140-150 children. They are involved with the restoration of Harkstead Church and they plan to hold a community lunch in either the spring or the summer. Mr Cornish was very keen to promote the AED and the CPR and we will be helping to set up a training session in June with Sara Hopkinson for Year 6, along with their parents/carers. They are going to be involved with designing a poster to advertise the AED and will design a brief leaflet for the children to take home.

They will look at discussing ideas/suggestions for additional equipment on the Playing Field including putting ideas forward for developing the mound of earth near the tennis courts

iii) Annual Litter Pick: *sharing of equipment – setting a date*

Provisional date set for Saturday 8th April 2017. Clerk had received a request from BDC to share our ‘pickers’ and jackets with Woolverstone on 4 March. Clerk to forward Cllr Hawkins’s contact details.

iv) Other:

- **Fly-tipping** in Richardson’s Lane. 4 black plastic bags Reported to BDC. Now removed (31 Jan). Also in the Lane behind the Recycling Centre. Cllr Stevens had contacted BDC. Clerk will follow up.
- **Parking** on the verge at junction of Woodlands and Main Rd. A number of comments were put on local Facebook. Mail from *Louise Cullen* suggesting the PC contact the offender/s and questioned who owned the land and could small bollards be installed to prevent parking in that area. Clerk responded. The verge is the responsibility of SCC. The Police & Parish Forum were also informed.
- **Pin Mill Rd:** Clerk has contacted SCC re mud/debris at the side of the roads, which is covering the double yellow lines and in places pedestrians are forced to walk further out into the road. The Police have said it would be difficult to prosecute for a parking offense if the lines were covered.
- **Pin Mill Rd hedges:** email from resident about parts of the hedge belonging to Orwell Rise residents has still not been trimmed back, part of which is in the narrowest area. Perhaps a polite letter from the PC to those residents and a ‘thank you’ letter to those who have complied. Take to Footpath/Hedges meeting.
- **Broadband:** BT had contacted the Primary School and the Clerk about a grant for Community Fibre Partnerships that could benefit local schools. However, this would not be an option as Better Broadband for Suffolk were planning to deliver faster broadband to most areas in the parish within the next year.

The Chairman brought Item 10 forward for a member of the public, who was unable to attend earlier, and who may wish to speak.

10. Defibrillator: *update – training and to arrange leaflet costs/delivery.*

Clerk had met with Sara Hopkinson (Sailing Club/Coastguards, qualified First Aid trainer/CPR AED). Sara had set the AED up and had offered training on the AED and CPR, if the Clerk arranged venues. Clerk had contacted the Over 60’s organiser, who was very keen on having a session. This to be arranged with Sara.

Patrick Mann of the Village Hall Cttee had arranged for the new cabinet to be installed, with Electrics, to the outside wall of the V. Hall. Cllr Kirkup and the Clerk checked the AED and installed it in the cabinet.

The Clerk had met with Lucy and David Powell, as they had agreed to be Custodians. A rota for checking the AED had been discussed. The Clerk has put her name down as a contact for the Ambulance Service, as neither Custodian would be available when they were working.

All parties had checked with other organisations, as to how often their AEDs were checked.

This varied between daily, weekly, monthly. The machine was, however, self-checking as confirmed by David Powell. Clerk had sourced and emailed companies and the BHF regarding supplies of pads and battery etc. She would forward all information to Lucy Powell. Clerk had also contacted the CAS insurance regarding the AED, the cabinet and the public liability for the custodian volunteers. CAS considered having a check book to sign was a good idea.

David Powell thanked the PC and he took his leave. (8.25pm). AED checked 7.23pm by Clerk.

8. CORRESPONDENCE: *to take any action deemed necessary on correspondence received.*

8.1 Suffolk Housing Society: *Millfield* – Notification that a 2-bed house had been advertised on Gateway to Home Choice. Bidding cycle ended on 24th January 2017. No further news.

8.2 BT: *V. Hall phone* - Line rental to increase by 6%.

8.3 Peninsula Tourism Action Group (TAG): *Meeting* – Wed 8th February at the Cookhouse, Suffolk Food Hall. 5pm-7pm.

Facebook page: www.facebook.com/groups/ShotleyPeninsulaTAG/
www.facebook.com/Arthur-Ronsomes-East-Coast-180180302451525/

Information Boards at Pin Mill: The Group has requested permission to install an A1 size board (stainless steel frame, similar to those by the entrance to Pin Mill car park), on the concrete seating area overlooking the river. This to give visitors and residents alike, information on Arthur Ransome and his connection with the area, and how it was the inspiration to his book “*We Didn’t Mean To Go To Sea*”. Leaflets will also outline an Arthur Ransome Trail, using RoWs from Pin Mill to Shotley Pier. The area is within the AONB, a Conservation Area and is a registered Village Green. A lengthy discussion followed. Suggested sites for the board were, the public toilet block, belonging to BDC, the adjacent barn belonging to Adnams or a replacement to one of the boards by the car park entrance.

Proposal: NOT to grant permission on any PC land; in an attempt to curtail further urbanization within this Conservation Area with even more signs.

Proposed: Cllr A Fox **Seconded:** Cllr J Hawkins **Vote:** all in favour

8.4 Tracy Whayman & Helen Smith: *Macmillan Cancer Research – Mammoth Quiz*, an annual event. They are looking for teams of up to 6 people. Cost £10.00 per team. 7.30pm Shotley Village Hall. Put on Notice Board.

8.5 SALC Conference: *Planning for All – Mildenhall, 9am-3.45pm, Thursday 2nd March 2017.* Presentations by Planning Aid and District/County Council planning leads with workshops on specific topics.

8.6 Capel St Mary PC (CSM): *BDCMSDC Media release 3rd Feb – Local Access for Local People.* CSM would like to hear views of parishes who will be effected by this change, with seemingly only two customer service points in Sudbury and Stowmarket. DCllr Davis confirmed that the media release was rather ambiguous, as there would be a customer service point at Ipswich when the Council moved to Endeavour House.

8.7 Circulation Bag

BDCMSDC: **Town & Parish Council Newsletter (Jan)*

** Public Notice:* to Change Governance Arrangements under the Localism Act 2011

Suffolk Coast & Heaths: *AONB January Newsletter*

LCPAS: *European Union Bill 2016-17 (Notification of Withdrawal)*

9. Pin Mill Bay Management CIC: *report on meeting of 6th February at BDC offices, Hadleigh.*

Attended by - *The PC:* Cllr R Kirkup, Cllr J Deacon and the Clerk.

For BDC: Mike Evens (Chairman), P Garret, Kate Lowe and Ms Parsons (P.A. to Chairman) who took the minutes.

For PMBCo: Mrs R Clarke, Mr I Saunders and DCllr B Hurren (Chairman).

Cllr Kirkup handed around copies of the notes to Cllrs that had been written as a preparation for the BDC/PMBCo meeting but now with the addition of sources/evidence of the issues of concern (as requested by the PMBCo). These will be forwarded to BDC.

Cllr Kirkup and Cllr Deacon outlined their views on the meeting with BDC and PMBCo, which at times was considered to be quite hostile toward the PC. BDC had agreed to try to provide clarity on ownership of land and assets and would endeavour to have a “Case Conference” meeting with ABP (Associated British Ports), MMO (Maritime Management Organisation) and IBC (Ipswich Borough Council), to provide clarity regarding responsibilities.

Cllr Kirkup raised again the issue of the contravention by the PMBCo of the planning permission granted for the jetty. It was noted that the PMBCo considered that the barges/boats within the management area were at present illegally moored.

PMBCo and the PC both acknowledged that they were keen to move forward for the good of the community. Both BDC and the PMBCo would like the PC involved, with a replacement director, in order for matters to be discussed successfully. BDC and PMBCo accepted that, assuming the Company’s Articles can be changed, that the PC representative director could be any Cllr, but it was made clear that no observer would be accepted were that representative be unable to attend any meeting. PMBCo agreed to look into the possibility of changing the Articles to reflect this. PC representatives were asked, and had agreed, to consider the option of prompt re-engagement with the PMBCo, however Cllr Kirkup and Cllr Deacon had made it clear to BDC and the PMBCo that a decision to re-engage with the PMBCo could only be made by the full Parish Council, and a positive decision was very unlikely whilst the matters leading to the Chairman’s resignation remained unresolved.

Cllr Kirkup spoke of the altercation between the PMBCo and the 2 people, (she had spoken with them), who cleaned the public toilets at Pin Mill. Mr Saunders confirmed that the matter had been resolved and he had apologised to them for the misunderstanding.

It will be necessary to meet with BDC to discuss the ‘method’ as to how directors are appointed. The Clerk said at the meeting that houseboat owners had been sent a letter for a replacement director representative, following Mr Potter’s resignation. A copy will go to Mrs Clarke. Mike Evans declared he had received several letters from the community; all of which had been acknowledged. He considered that none were specific and none amounted to a formal complaint. A further meeting was suggested for March.

This report was followed by a lengthy discussion between Cllrs.

The legality of the PMBCo and how they had been behaving was questioned. Cllr Fox felt strongly the PC should be very careful about re-engaging with the PMBCo under the present circumstances. He had sourced two specialist legal firms who would look at the Company’s Articles of Association and in particular to the conflict of interest concerns held by the PC.

Proposal: to contact both firms to request a quotation for reading the Articles of Association and to ask about conflict of interest.

Cllr David Cordle thanked Cllr Fox for his proposal and after a further discussion he asked Cllr Fox whether he would consider withdrawing his proposal for the time being. Cllr Fox agreed and he withdrew his proposal on this occasion.

Proposal: the PC do NOT re-engage with the PMBCo with an official director representing the PC, until the questions raised have been answered.

Proposed: Cllr David Cordle **Seconded:** Cllr R Kirkup **Vote:** all in favour.

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

Due to the increase in skip costs and landfill charges there was a need now to increase the cost slightly to the customer. Customers would be advised to request a price before tipping their waste. Clerk would make up new posters.

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

i) Parking: update – “No Parking” signs were ready to go up. Cllr Stevens to arrange.

Mrs Curtis had again complained about parking on the double yellow lines and had suggested the PC phone the police on a daily basis.

Clerk had written to both Boatyards (King’s and Webb’s) with regard to the parking on PC land and on the double yellow lines. Clerk had also written to the Chairman of the East Babergh Police & Parish Forum about the problem and asked for it to be raised at the meeting held on 18th January in East Bergholt, and subsequently to be forwarded to the appropriate police section. The PC can only reiterate that this is a matter for the police.

ii) Memorial request - *to consider order of precedence.*

Following a discussion in relationship to the request for a memorial bench on Pin Mill Common, it was agreed the Clerk should contact those on the register to ascertain whether they wanted to remain on the register. If so they would have precedence over the latest request.

iii) Dinghy Permit Fees: *to discuss for 2017*

Clerk confirmed that the fee had not been raised for several years. A discussion followed.

Proposal: to raise the permit fee to £18.00 for the 2017 season.

Proposed: Cllr A Fox **Seconded:** Cllr J Hawkins **Vote:** all in favour

A further discussion followed regarding payment to the Dinghy Park Warden.

Proposal: to raise payment to £8.00 an hour from March 2017.

Proposed: Cllr David Cordle **Seconded:** Cllr C Keeble **Vote:** All in favour

13. FINANCIAL ITEMS:

13.1 RFO’s Monthly Report: *Jan Bank Reconciliation

MONIES PAID IN – to Treasurer’s Account [*January 2017*]

500195: Peninsula Recycling Centre – Skip Days (<i>Cash</i>)	321.00	
Whip Street Motors (<i>Chq - Metal</i>)	149.50	
Dinghy Permit (1) cash	<u>5.00</u>	
	475.50	05 Jan
Lloyds Bank: Interest	2.74	09 Jan
500226: Suffolk CC - Locality Grant (Defib cabinet)	<u>400.00</u>	20 Jan
Total paid in	£878.24	

1873 The Defib Store Ltd: External cabinet (minuted 10/01/2017)	595.00	[119.00]	714.00	16 Jan
D.D. BT: telephone at V. Hall - quarterly payment	61.55	[12.31]	73.86	30 Jan

Bank Balance 31st JANUARY 2017	Earmarked: included within total credit
Un-presented cheques 72.50	4,000.00 Recycling Centre
Treasurer's Account 1,055.11	9,155.00 Playing Field (<i>Precept grant</i>)
Business Instant Access Acc. <u>63,359.13</u>	<u>00.00</u> Tennis courts
Total (in credit) In Bank 64,414.24	13,155.00
Plus Cash (Float for skip days) 14.00	

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

Figures [] = VAT

1874 a) S A Meacock Garden Services: Pin Mill grass cutting etc.			72.50
1875 b) Mrs F Sewell: Salary (Jan) plus Dinghy Warden (2016)			730.36
1876 c) Chelmondiston V. Hall: Room hire (2 sessions)			34.00
1877 d) Community Action Suffolk: Course			30.00
1878 e) Signs for You: 2 'No Parking' Signs	32.00	[6.40]	38.40
1879 f) Peninsula Tree Services: Pin Mill - pollarding			75.00
1880 g) S Sacker (Claydon) Ltd : Skips General - £504.20	[100.84]	605.04	
Green Waste - £320.80	[64.16]	384.96	990.00
1881 h) PWS: Wiring of AED cabinet	228.00	[45.60]	273.60
			£2,243.86

Proposal: to approve payment of invoices listed: **a) 1874 – h) 1881**
Proposed: Cllr M Stevens **Seconded:** Cllr D Barwick **Vote:** all in favour

Woolverstone Parish Council: Share of Speedwatch equipment **417.47**
 It was agreed to defer payment until copies of purchase invoices for equipment were received.

14. Reports of Other Business (not itemised): to be included on next agenda if necessary.
 No other business.

15. THE NEXT PARISH COUNCIL MEETING – Tues 7th March 2017 in the [VILLAGE HALL](#)

There being no further business the Chairman thanked everyone and closed the meeting at 9.35pm.

Signed*David Cordle*.....

Date07/03/2017.....

These minutes were agreed to be a true record and the Chairman, Cllr David Cordle, was given the authority to sign them off, at the meeting held on 07/03/2017