

MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the VILLAGE HALL on TUESDAY 7th NOVEMBER 2017 at 7.30pm

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

Public: SCCllr D Wood (DW) and 2 residents of the parish

Abbreviations: Cllr: Councillor. DCllr: District 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. RoW: Rights of Way. TAG: Tourism Action Group.

Prior to the meeting, at 7.00pm Artisan Planning and Property Services gave a short presentation of their outline plan for development on the field between Richardson's Lane and Woodlands, and answered questions from Councillors and members of the public.

The Council and members of the public were reminded by Notice on the entrance door and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded. *This does not extend to live verbal commentary.*

1. **Welcome by Chairman:** Cllr David Cordle opened the meeting at 7.30pm and welcomed all.
Apologies for Absence : DCllrs Davis and Patrick had presented their apologies due to prior commitments.
2. **Position of Clerk:**
It was resolved that Cllr Kirkup should take the roles of **a) Acting Clerk** and **b) Acting Financial Officer**. Proposer: Cllr David Cordle, second: Cllr Dot Cordle; all in favour.
In accordance with regulations (LGA 1972 s112) neither post would be remunerated. Pending the appointment of a new Clerk, the following were agreed:
Cllr David Cordle to oversee PC owned land/tree and grass cutting;
Cllr Deacon to oversee website, Recycling Centre, new play equipment project; snow clearance;
Cllr Barwick to oversee Pin Mill flood defences and dinghies on the Common;
Cllr Stevens to make regular checks on the defibrillator cabinet.
3. **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 Declarations of Interest were received at this time.
4. **Minutes of the Meeting: to agree minutes of the meeting held on 3rd October 2017**
These minutes were taken as read and were agreed to be a true record by those Cllrs who had been present. The Chairman was given the authority to sign.
5. **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:** DW reported: (see website for full report)
 - **Motion to improve early years funding** was rejected by the council at a meeting on 19th October.
 - **Home to school transport** SCC has announced that two workshops will be taking place, by invitation. Anyone who feels they should be part of these workshops should contact DW or schooltravel@suffolk.gov.uk
 - **School Admission Consultation:** There is a consultation on policy for 2019/2020 from 2nd October until 13th November.
 - **Suffolk Fostering Service:** Events taking place to recruit new foster carers:
Saturday 11th November 9.30-12.30 Stowmarket Leisure Centre
Saturday 11th November 12.00 – 6.00pm University of Suffolk, Ipswich.
 - **Freston Crossroads** 40mph speed limit in this area agreed. Details to be drawn up once finance agreed.
 - **Suffolk Coasts and Heaths AONB** Public consultation on proposed extension to start 8th January 2018
 - **Broadband** a 6 month trial now operating in Tattlingstone White Horse area. If successful, this scheme will be extended to other Peninsula areas without service.

Cllr Keeble asked about how poor quality road repairs were dealt with, and Cllr Barwick asked for more information about the missing road markings in the centre of the village; DW referred both to the on-line reporting system.

b) District Councillors: There was no report from either DCllr Patrick or DCllr Davis, although both had mentioned by phone that there were difficulties relating to the proposed merger of Babergh and Mid Suffolk, and that the move to Ipswich was incomplete.

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:

- **Replacement Clerk:** Cllr Kirkup agreed to take the minutes for the planning meetings, until a replacement Clerk had been appointed. This to be taken to the Full Parish Council meeting to be ratified.
- The Committee and other Cllrs attending the meeting gave the Clerk their heartfelt thanks for her many years of excellent working for the Parish Council, and their best wishes to her and her husband for the future.
- **Applications and Decisions** there were none.
- **Draft Local Plan Consultation:** The Clerk had completed several of the questions as agreed and discussed at the previous meeting. Cllr Kirkup would continue.
- **Neighbourhood/Development Plans:** Holbrook PC had held an open meeting to discuss their way forward. Cllr Kirkup would contact Woolverstone, Stutton and Freston to ask if they wanted to join with Chelmondiston in creating a plan.

b) Village Hall: There had been no meeting.

c) Playing Field: There had been a successful fireworks evening on 4th November.

Tennis Court maintenance. It was proposed that moss clearance by the same firm as last year should go ahead. (proposer: Cllr Hammond, 2nd:Cllr Hawkins; all in favour).

d) Footpaths, Trees & Hedgerows: There had been no meeting. A complaint had been received about the school field edge hedge along Woodlands needing trimming. Clerk to contact school to ask them to deal with this.

e) Village Amenities: Asset maintenance/ War Memorial Cllr Barwick is pursuing possible grant for repair and cleaning the War Memorial. He had received a pre-application acknowledgement stating that there was a backlog of requests which would be dealt with in due course.

f) Housing Needs -WG: No new information.

g) Data Protection Course: Cllrs Hammond and Deacon had both attended different courses and gave an outline of the new requirements. This topic will be put on December meeting agenda. The suggestion was made that all Cllrs need to be trained. On-line courses are available.

h) Other No other reports received.

7. Clerk's Report: and to consider any actions necessary -

- i) updates - report from previous meetings** There was nothing to report other than mentions elsewhere in these Minutes.
- ii) Broadband – to discuss options for the Village Hall** The Clerk was still waiting to hear from Mrs. Lakey whether the Village Hall committee had agreed with her proposal that she be the “secretary” in relation to our BT account (i.e. the person receiving correspondence, bills etc.) and whether they wished to pursue having a broadband connection at their expense.

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

8.1 098 Bus Service. Copy of letter from DCllr Davis to the bus company. Cllr DWood said that discussions were taking place about a limited restoration of a bus service to Harkstead.

8.2 Shotley Peninsula Community Connector Scheme Available to connect people with non-medical health and well-being issues with appropriate services. The scheme will operate from a bus visiting twice per month. Site of bus yet to be announced.

8.3 Suffolk Minerals and Waste Local Plan Public engagement events announced. DW confirmed that there were no sites for mineral extraction in our parish.

8.4 External Audit Fees: We have been informed that these would be £200 for our size parish.

8.5 Potential Babergh/Mid Suffolk Councils Merger. Information about the current position in BDC/MSDC press release and Town and Parish Council Newsletter.

8.6 Stour and Orwell Landscape Partnership Scheme Funding Bid Bill Jenman's bid for funding to create a signed cycle route from Freston via Holbrook and Harkstead to Shotley was unsuccessful.

8.7 Right Homes Consultation LAIS paper. (To be referred to Planning Committee.)

8.8 Planning Direct. Letter from company offering support in drawing up Neighbourhood Plans. (To be referred to Planning Committee.)

8.9 SALC Letter to Dept. Of Communities and Government. Long response to the latest government comments about referenda relating to precept increases. It was agreed that, as last year, we should write to say we endorse SALC's views on this matter.

8.10 Holbrook Academy Letter inviting us to continue funding the "Endeavour" award (already agreed as a continuing PC commitment) and inviting a PCllr to present the award on 22nd November. David Cordle will go. Payment of £30 for award to be on December agenda.

CIRCULATION BAG:

- **Email encryption in transit:** Information on TLS
- **BDC/MSDC Joint Media Release:** Vision for prosperity in Sudbury and Stowmarket
- **Chelmondiston PC:** 2017-18 Financial Statement to 31st October
- **NALC Briefing:** Data protection legislation reform.
- **Clerks and Councils Direct:** November 2017 magazine.
- **Suffolk Coasts and Heaths/Dedham Vale AONB:** Poster – Top tips for pollinators.
- **BDCMSDC:** Newsletter no. 36
- **SALC:** Annual report.
- **Suffolk Preservation Society:** Suffolk Review Autumn Magazine.
- **098 Bus Service Closure:** Cllr Davis' Letter.
- **Data Protection Bill:** SALC briefing paper.
- **AONB:** Monthly update.
- **Boundary Commission:** Map of recommended changes to ward boundaries.
- **Royal British Legion:** Plans for 2018 centenary commemoration.

9. **Pin Mill Bay Management CIC:** *update if available.* No new information.

10. **Play & Keep Fit Equipment:** *Update & Quotes if available.* Cllr Deacon is meeting with Sam Nunn on 20th November to discuss.

11. **Recycling Centre:** *to consider reports and to take any action deemed necessary.* Cllr Deacon is overseeing and liaising with Alan Nunn pro tem.

12. **Pin Mill Common: Common/Dinghy Park/Grindles:** *to receive reports - to take any action deemed necessary on maintenance.* Cllr Barwick confirmed that the grindle edge had been repaired by Webb's Boatyard.

a) **Tidal flap maintenance.** The Environment Agency is reported to have said they will take action against the PC if the flap is not repaired within a month. Cllr Barwick has spoken with Gus Curtis who has offered to look at what needs doing. Cllr Barwick will keep an eye on this.

b) **to consider appointment of Dinghy Warden** It was agreed that we do not need to appoint a Warden pending the appointment of a new Clerk. Cllr Barwick will keep an eye on the dinghy park pro tem.

13. **FINANCIAL ITEMS:**

13.1 **RFO's Monthly Report:**

***October Bank Reconciliation.** The bank has been contacted regarding change of address for correspondence (to Trelowena) and removal of Mrs. Sewell from their contacts record. Cllr Kirkup has access to the bank accounts by telephone.

* **to consider quotation for brackets for 'sleepers' for Jubilee Garden** A quotation for making 12 brackets was received from A.B. Incubators £47.95. As this seemed a very good price it was agreed no further quotations would be sought. (Cllr David Cordle proposed we accept this quotation; Cllr Barwick seconded; all in favour)

13.2 **Advisory Finance Group:** *report on meeting of 23/10 and Precept & Budget discussion:*
A brief summary of the meeting was given and minutes handed out to those who were not present.

a) **Grant Applications:** Applications received for 2018:

- i) V. Hall. ii) St Andrews Church iii) Good Neighbour Scheme iv) Playing Field
- All to be discussed at December meeting.

b) Provisional Precept: to discuss. It was reported that the Finance Group recommended keeping the Precept request at around the same level as this year, but this cannot be finalised until the tax base for next year is known. To be discussed at December meeting.

13.3 PAYE: to consider contracting out to SALC. Cllr Kirkup is still awaiting further quotations from reputable firms offering to take over Payroll. To be discussed when comparison costs received. (so far we have quotes from Foreshore Accountancy and SALC).

*** Mrs Sewell's salary.** It was pointed out by the acting Clerk that Mrs. Sewell's employment actually ran until 09 November 2017, but that she was taking her remaining annual leave from 01 November. PAYE payments would have to be made this month, even if we have not yet appointed a payroll contractor.

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

1952 a) S A Meacock Garden Services: Pin Mill grass cutting etc.	72.50
1953 b) Mrs F Sewell: Salary (October) + Dinghy Warden pay	757.71
Stationery boxes/inks	49.07
	<u>806.78</u>
1954 c) Suffolk Assoc. of Local Councils: Data Protection Course	26.40
1955 d) Local Council Public Advisory Service: Data Protection Course	30.00
1956 e) Webbs Maritime Ltd: Maintenance PM Common	78.00
1957 f) Fenland Leisure Products Ltd: P. Field Swing seat	85.20
1958 g) Community Action Suffolk: Annual fee Website	60.00

Proposal: To approve payment of invoices listed a) 1952 – c) 1954 + e) 1956 + f) 1957
Proposer: Cllr Deacon, **Seconder:** Cllr Fox. 9 in favour, 1 abstention (Cllr Hammond)

Proposal: To approve payment of invoices listed d) 1955 + g) 1958

Proposer: Cllr Fox, **Seconder:** Cllr Dot Cordle. 9 in favour, 1 abstention (Cllr Deacon)

14. Reports of Other Business (not itemised): to be included on next agenda if necessary.
There were none.

15. THE NEXT PARISH COUNCIL MEETING – Tues 5th December 2017 in the Village Hall

There being no further business the Chairman thanked everyone for attending and closed the meeting at 9.15pm.

Signed.....  Date..... 5/12/17