

MINUTES of the CHELMONDISTON PARISH COUNCIL ANNUAL MEETING held in the VILLAGE HALL on TUESDAY 2nd MAY 2017 at 7.30pm

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

In attendance: Fran Sewell - Parish Clerk

Public: 1 person and DCllr D 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. **Election of Chairperson for 2017-2018 & to sign Declaration of Acceptance of Office.**
Cllr D Cordle opened the meeting at 7.34pm and welcomed everyone to the Annual Meeting. As outgoing Chairman, he asked for nominations for Chairman for 2017-2018
Proposal: to elect Cllr David Cordle as Chairman for 2017-2018.
Proposed: Cllr C Keeble **Seconded:** Cllr D Barwick **Vote:** all in favour
No other proposals were submitted. David was willing to accept and signed the *Acceptance of Office* form. He took the opportunity to thank all the Councillors and the Clerk for their confidence, support and help over the last 12 months.
2. **Election of Vice Chairperson: for 2017-2018**
Proposal: to elect Cllr Rosie Kirkup as Vice-Chairman for 2017-2018.
Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** all in favour
No other proposals were submitted. Cllr Kirkup accepted the position.
3. **Apologies for Absence: to receive and consider apologies.**
Apologies were received from Cllr Stevens and Cllr Hawkins. These were accepted. Both SCCllr D Wood and DCllr P Patrick were unable to attend.
4. **Dispensations: to consider requests AND Declaration of Interests: to receive pecuniary and personal interests from Cllrs on items to be considered at this meeting**
No Dispensations or Declarations of Interests were submitted.
5. **Minutes of the Meeting: to agree minutes of the meeting held on 4th April 2017**
The Minutes were taken as read and were agreed to be a true record by those who had been present and the Chairman was given the authority to sign.
6. **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:** No report
 - b) **District Councillor:** *Derek Davis* gave a brief report on the proposed traffic/travel arrangements for the Pin Mill Arthur Ransome festivities. He confirmed that the Babergh DC Deputy Leader had recently resigned. Concerns have been raised as Babergh did not now have the 5-year land supply for development purposes. Consequently, the National Planning Policy Framework would override Local Plan.
UK Power Network has been working with Shotley PC and local landowners regarding an underwater drilling scheme, to enable high voltage electricity cables to be laid under the R. Stour and the R. Orwell, thus, hopefully bringing an uninterrupted supply of electricity through Shotley. There have been negotiations with farmers and other local groups to make good use of the excavated soil. The Chairman raised questions about the restriction on the amount of chalk which could be stored and why farmers in neighbouring parishes had not been asked about their need for excavated materials. Any surplus would have to be transported to landfill. This would mean a great deal of heavy traffic would be passing through the villages.
7. **ELECTION OF MEMBERS TO - Committees and Working/Monitoring Groups (WG/MG)**
The Chairman read out his suggestions, based on the previous year, which were discussed.
 - a) **Planning Cttee:** Cllrs: R Kirkup, C Keeble, J Deacon, J Hawkins, M Stevens, A Fox, Dot Cordle and J Hammond.

- b) **Footpaths, Trees & Hedgerows MG:** Cllrs: David Cordle, R Kirkup, M Stevens, D Barwick. The *Parish Tree Warden*: Lee Foster. Parishioner: Mr P Stroud
- c) **Advisory Finance Group** (Chq Signatories): Cllrs: David Cordle, R Kirkup, C Keeble, J Deacon and Dot Cordle (to become a signatory). The Clerk and J Deacon were not signatories.
- d) **Community Emergency Plan:** Cllrs: J Deacon, R Kirkup, Dot Cordle plus a local resident, Keith Cooper and the Parish Clerk.
- e) **Village Amenities Monitor:** Cllr D Barwick
Pin Mill Common Monitor: Cllr: A Fox
- f) **Housing Needs WG:** Cllrs: R Kirkup, J Deacon, C Keeble and Parish Clerk
- g) **Website:** Cllr J Deacon and the Clerk
8. **ELECTION OF REPRESENTATIVES TO - Village Committees and Other Bodies:**
- a) **Playing Field:** M Stevens [Cllrs J Hawkins, D Barwick, A Fox]
- b) **Village Hall:** Cllr C Keeble
- c) **SALC:** Cllr Dot Cordle ... open to all Cllrs/Clerk
- Proposal:** to elect members/Representatives to **Items 7 and 8**, as suggested by the Chairman and discussed.
- Proposed:** Cllr A Fox **Seconded:** Cllr R Kirkup **Vote:** all in favour
9. **REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings: to receive reports and requests and to take any action deemed necessary.**
- a) **Planning Cttee:** Cllr Kirkup reported – (See Planning Minutes)
- APPLICATIONS**
- B/17/00412/ AND 00413 - Longwood Cottage, 7 Richardsons Lane, Chelmondiston. IP9 1HP**
Erection of cart lodge and extension of driveway; alterations to existing cart lodge to provide ancillary ground floor living accommodation.
The Cttee recommended REFUSING the applications as the new cart-lodge was viewed as a potential separate dwelling. If BDC were of a mind to approve these applications, it was considered there would be a danger of establishing a precedent for additional dwellings to be built within the curtilage of properties.
- B/17/00516/FHA – 4 Main Road, Chelmondiston. IP9 1EA**
Construction of new vehicular access and off road parking.
The Cttee had suggest the application be withdrawn and resubmitted with plans for a smaller parking area, to have less impact on visual amenities.
- B/17/00972/FHA – “Samphire”, Shotley Road, Chelmondiston. IP9 1EE**
Erection of 2-storey side/rear extension and alterations to roof form to facilitate loft conversion with dormer window.
The Cttee had recommended SUPPORTING this application, as it was considered that the street scene would not be unduly affected by the proposed development.
There were no **DECISIONS**.
- b) **Village Hall:** The Clerk confirmed that the Management Cttee had kindly installed an external sensor light above the defibrillator Cabinet.
- c) **Playing Field:** Cllr Barwick reported – The remains of the bonfire had been cleared away and the area reseeded. Clerk understood that there had been a ‘playground inspection’. The PC had been sent a copy of their accounts. See Circulation Bag.
- d) **Footpaths, Trees & Hedgerows:** The school hedge needed cutting back in places. Clerk will inform SCC.
- e) **Village Amenities:** *Asset maintenance* – Renovation of benches - in hand.
- f) **Housing Needs-WG:** *update if available* – Hastoe had still not heard from BDC planning regarding a site. DCllr Derek Davis informed the meeting that a dedicated officer has now been assigned to the case.
10. **CLERK’S Report: to discuss & consider any actions necessary.**
- i) **update on issues from previous meeting** - *FP opposite the Foresters Arms: Overhanging growth has been cut back. ***Litter-pick:** very few parishioners turned up. Very little rubbish around compared with previous years. Clerk thanked Cllrs for helping.
* **Memorial Bench:** The first person on the register has still not replied. Clerk put a note in the letterbox of a relative but has had no response.

- ii) **Parish Council VACANCY** – There have been no enquiries. Cllrs were asked to ‘spread the word’.
- iii) **P.C. Policies:** Clerk asked Cllrs to check all policies, which could be found on the website. Council would need to resolve these had been looked at and updated accordingly.
- iv) **CPR: loan of equipment**
CPR/Defibrillator: training took place on 13th April with the Over 60s and in the evening with Cllrs and some parishioners. Sara Hopkins took both sessions, which were very successful. It was suggested that the CPR training kit could be let out to local groups. A discussion followed.
Proposal: to let out the training kit on request with the Clerk holding a register.
Proposed: Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** All in favour.
 A First Responder has requested to use the kit for a session he is giving in May to the WI. Clerk will draw up conditions for use.
- v) **Community Payback Team - projects: footways and possible path seating area in Community Orchard**
Footway between Orwell shops and Woodlands, adjacent to Main Rd, has been widened. Parishioners have commented. All very pleased. Seats in Jubilee Garden rubbed down and re-stained. A very good job done. Clerk to write to thank and commend the workers.
Community Orchard: Some surface weeds have been removed. David Cordle, as joint owner of the land, is happy for a bench to go there. Clerk will speak again with Chelplin projects.
11. **CORRESPONDENCE: to respond to correspondence received and to take any action deemed necessary.**
- 11.1 **B/MSDCs: Town & Parish Liaison Meetings** – The arranged May meetings have been postponed due to the elections.
- 11.2 **CAS: One Suffolk Website-Silverstripe Upgrade** – notification of the progress of upgrading the version of Silverstripe to 3.6 (from 2.4.5). It is hoped that the total upgrade will be completed by 1st November. This to be confirmed. Clerk was impressed with the upgraded version of Silverstripe seen at a recent session set up by the Suffolk Cloud organisation.
- 11.3 **LCPAS: The General Data Protection Regulation (GDPR)** – A new Data Protection regime will come into force on 25th May 2018. The government has issued a consultation, a ‘Call for Views’, on how they should implement the defined flexibilities permitted within the GDPR.
<https://www.gov.uk/government/consultations/general-data-protection-regulation-call-for-views>
 The ICO have indicated that it will recommend that the UK complies with the new regulations even though the UK has issued Article 50 to leave the European Union. A ‘12 step’ guide has been issued in preparation for the new GDPR.
<https://ico.org.uk/media/for-organisations/documents/1624219/preparing-for-the-gdpr-12-steps.pdf> Clerk suggested all Cllrs look at the guide.
- 11.4 **Babergh East Police & Parish Forum: Minutes 15th March at Claydon.** Insp Kevin Horton attended with Sgt Joanne Miah, the new Police Sergeant. See Circulation bag. Woolverstone had not submitted a SpeedWatch report.
- 11.5 **A gentleman of the public:** Following speaking with a Cllr at the last PC meeting, a member of the public questioned why the PC chose to ignore the storage of items by Webb’s Boatyard on Parish C. land (in front of the Boatyard). The gentleman also questioned why the PC chose to ignore illegal parking on the verge at the top of Pin Mill Road (on left hand side). The gentleman, who was not a parishioner of this parish but was present at this meeting, considered this to be a complaint against the PC.
 A very long discussion followed. The PC made it quite clear that these issues had not been ignored. It was pointed out that Webb’s Boatyard had a legal RoW across the land in question, which formed part of Pin Mill Common. Due to the illegal parking, which caused numerous problems over the years for the Boatyard and the PC, a tacit agreement had been formed. This agreement, formed many years ago, allowed the Boatyard to store items in the area, which could be removed by the Boatyard at any time in order for them have access to or from their property at all times.
 The gentleman, as a member of the public, was invited to speak.

Parking on the verge at the top of Pin Mill Rd: it was understood that the verge was private property and there was a long-standing agreement between both the owners of the land and the vehicle. The PC stressed that it was not within their powers to deal with parking. The PC had mentioned the problems of parking on a number of occasions to the police and will continue to do so.

Proposal: to contact the Police again regarding the parking.

Proposed: Cllr A Fox **Seconded:** Cllr J Hammond **Vote:** All in favour

At this meeting, the gentleman also questioned the PC's response in supporting an application to register an easement at Pin Mill. It was pointed out that the PC was not asked to support or otherwise, merely to confirm whether those involved had been working in the capacity, as stated on the easement application for more than the specified 20-year period. The Clerk will reply in writing to the gentleman, covering the points raised.

12. PMBMCIC: *update if available.*

E-mail (12th April) was received from BDC regarding points raised at the 'all parties' February meeting and with the PC's involvement with the Company. This was forwarded to all Cllrs along with a draft response prior to the PC meeting. Copies of both were also given out at this meeting to aid discussion. Generally, the PC were very disappointed with BDC's comments.

The PC considered that several points needed to be addressed. Consequently, the draft response was based primarily on these points.

Proposal: to incorporate the changes suggested into the final letter.

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

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

The post holding the pull wire for operating the flood defence flaps on the west side of the Common had rotted and required replacing. Webb Boatyard had kindly provided a new metal post, which was also installed for no charge. Clerk to write.

14. Babergh Alliance of Parish & Town Councils (BAPTC): *to discuss whether to join the Alliance.*

Email forwarded from the PC's Planning Cttee regarding the importance of Neighbourhood Plans being integrated into Local Plans. The Planning Cttee would be making a response to this.

The Planning Cttee had suggested the PC discuss whether to join this Alliance. Clerk had checked their website but it was not clear how many Babergh parishes had joined.

A discussion followed.

Proposal: to enquire whether a member could attend a meeting prior to making any commitment.

Proposed: Cllr J Hammond **Seconded:** Cllr A Fox **Vote:** All in favour

15. THE PARISH MEETING: *discuss Agenda for 23rd May meeting*

Members discussed topics. Clerk to draw up and send out invites to local groups.

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

Clerk reminded Cllrs that the site would open Wednesday mornings from May.

SCC Household Waste Centres were closed on Wednesdays.

DCllr Davis and the member of the public left the meeting.

17. FINANCIAL ITEMS:

17.1 Annual Accounts (Annual Return Form)

Copies of the Return Form were circulated.

a) Signing of Section 1: *to discuss/approve The Annual Governance Statement*

Cllrs agreed with an affirmative to all questions, with the exception of no. 9 – N/A

Proposal: for the Chairman and the Clerk to sign.

Proposed: Cllr Kirkup **Seconded:** Cllr Dot Cordle **Vote:** All in favour

b) 2016-2017 accounts: *to consider approval of the PC's Receipts & Payments Bank Reconciliation Paper.*

The Chairman wished it to be minuted that he had checked the accounts and statements and found them to be correct with the exception of a miss-typed number, which was corrected.

Proposal: for the Chairman and the Clerk to sign the Bank Reconciliation Paper

Proposed: Cllr A Fox **Seconded:** Cllr J Hammond **Vote:** All in favour

Reserves: Clerk distributed a paper showing the level of reserves, general and earmarked with suggestions for possibly earmarking further amounts. A discussion followed. The Chairman suggested ear marking £10,000 for the proposed Community (Cycle) Path, as this would be of a huge benefit to parishioners and visitors. Cllr Kirkup would take this suggestion to the next Community Path meeting. Clerk reminded Council that all earmarked reserves were fluid.

c) Signing of Section 2: to discuss/approve *The Accounting Statements*

Proposal: for the Chairman and the Clerk to sign.

Proposed: Cllr J Hammond **Seconded:** Cllr D Barwick **Vote:** All in favour

17.2 RFO's Monthly Report - April - Bank Reconciliation

The Clerk's pay rise resolved in 2016 (NALC pay scales) had come into force from April. The Chairman had signed a letter to the Clerk confirming the amount.

MONIES PAID IN – to Treasurer's Account - April 2017

500229: Dinghy Permits (Cash) 1 permit (<i>Chqs</i>) 12 permits	234.00	5 Apr
Lloyds Bank: Interest	2.56	10 Apr
Babergh DC: Precept (1st instalment) BAC	12,215.00	“
Dinghy Permits: (Bank Trans) - 5 permits	90.00	various
500230: Peninsula Recycling Centre – Skip Days (Cash)	230.00	27 Apr
Whip Street Motors - Metal	146.50	
Dinghy Permits (Cash) 2 permits	36.00	
Dinghy Permits (Chqs) 11 permits	<u>198.00</u>	
	Total paid in <u>£13,152.06</u>	

BT – DD V. Hall telephone (3month payment) 26/04/17	74.93	[14.99]	89.92
Bank Balance 30th APRIL 2017		Earmarked: included within total credit	
Un-presented cheques	0.00	4,776.00	Recycling Centre
Treasurer's Account	1,723.46	6,805.00	Playing Field (<i>Precept grant</i>)
Business Instant Access Acc.	<u>70,366.72</u>	<u>00.00</u>	Tennis courts
Total (in credit) In Bank	72,090.18	11,581.00	
<i>Plus Cash (Float for skip days)</i>	14.00		

17.3 Annual Subscriptions - to consider RENEWAL of SALC, SPS, LCPAS

Proposal: to renew annual subscriptions as discussed.

Proposed: Cllr A Fox **Seconded:** Cllr J Hammond **Vote:** All in favour

17.4 Donations s137: to consider list of charities for small donations.

A list of the charities donated to last year was handed around. A discussion followed.

Proposal: to grant small donations (s137) as per the circulated list.

Proposed: Cllr C Keeble **Seconded:** Cllr D Barwick **Vote:** All in favour

17.5 Payments: to consider Payments to & other invoices arriving after the posting of this agenda.

Figures [] = VAT

1900 a) S A Meacock Garden Services: Pin Mill grass cutting etc.	72.50
1901 b) Mrs F Sewell: Salary (April)	681.11
B&Q maintenance materials	27.97 [5.60] <u>33.57</u> 714.68
1902 c) Suffolk Assoc. of Local Councils: Suffolk Cloud Website	25.00 [5.00] 30.00
1903 d) Suffolk Preservation Society: Annual subscription	30.00
1904 e) Chelmondiston Parochial Church Council: Grant (agreed Nov 2016)	250.00
1905 f) Chelmondiston & Pin Mill Good Neighbours: Grant (agreed Nov 2016)	160.00
1906 g) Chelmondiston Village Hall: Grant from precept (agreed Nov 2016)	£3,075.00

Proposal: to approve payment of invoices listed: **a) 1900 – g) 1906**

Proposed: Cllr Dot Cordle **Seconded:** Cllr J Hammond **Vote:** All in favour

18. Reports of Other Business: to be included on next agenda if necessary. Nothing reported.

19. THE NEXT PARISH COUNCIL MEETING – Tuesday 6th JUNE 2017 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.45pm

Signed *David Cordle*..... Date06/06/2017.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 6th June 2017.