

MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the VILLAGE HALL on TUESDAY 5th SEPTEMBER 2017 at 7.30pm

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

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr D Wood, DCllr D Davis, along with 5 members of the public.

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 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 7.36pm and welcomed all. He also advised the public of **Item 4**. If anyone wished to speak during the meeting they should raise their hand. If it were appropriate they would be invited to speak.

Apologies for Absence had been received from Cllr Deacon and Cllr J Hammond. These were accepted. DCllr Peter Patrick sent his 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 Declarations of Interests were received.

3. Minutes of the Meeting: *to agree minutes of the meeting held on 1st August 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.

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: Dave Wood (DW)

- *Highways* – missing white lines on the Main Road near the shops. Highways had said this was possibly due to the width of the road but DW would follow this up.
- *SCC- CEO* was about to leave and it was hoped the post would be filled by Christmas.
- *School Transport* – the Cabinet will consider a recommendation to consult on proposals to change school and post-16 travel policies. Under 16s who went to schools outside of their catchment area may no longer be entitled to free school travel. *See SCC website.*
- *Great East Run* – 24th September. A well organised event. Concerns had been raised on local media about closing the Strand and Freston Hill road for a few hours. All emergency vehicles will be able to use the normal route. *See SCC website.*

A comment was made about the amount of loose grit left on the pavements following the road resurfacing through the village. DW would look into.

b) District Councillors: Derek Davis (DD)

- *New DRAFT Local Plan* – a brief recap – under public consultation until 10/11/2017.
- *Boundary Changes* – would come into effect in 2019. The number of Cllrs would drop from 41 to 34 or possible to 31. The public consultation has now closed.
- *Endeavour House* – the move of offices to Ipswich from Hadleigh and Needham Market was underway. DD was concerned as he considered it to be a merger by stealth with the Cabinet looking at BDC and MSDC becoming one council. There had been no public consultation on the move.
- *Infrastructure Fund* – 2.3 billion was being set aside by the government. BDC could apply for up to 10m, some of which could go towards helping to start the Ganges infrastructure development more quickly.

Peter Patrick (PP) [brief written report]

- *Endeavour House* – The move is still due to be completed by the end of the month. It is appreciated that the staff have had to absorb a lot of change and training.
- *Shotley Pier Project* – he considered it to be a great pleasure to be associated with the project and is delighted that enough money has been raised to buy the pier.

5. 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 05/09/17 meeting*

▪ **APPLICATION**

DC/17/04302/ - Foresters Arms, Main Road, Chelmondiston, Ipswich IP9 1DY

Demolition of the existing building and erection of 3 terraced houses.

(Consultation expiry date - 20th September 2017)

The Chairman explained that all plans now had to be accessed on-line from BDC's website.

The design of the new proposed building had changed from the previous application, with the façade having similarities to the present building. The Clerk would be asking BDC to send out printed copies for the 19th September planning meeting, when this application would be fully discussed.

▪ **Neighbourhood/Development Plans:** *Update on letters sent to local parishes-if available.*

The Chairman explained that a Neighbourhood Plan may now be considered by the PC to ensure that we get only the development we need in the places and numbers which are appropriate to our community. BDC now has insufficient land reserves and therefore will be subject to the National Planning Policy Framework, which insists that there be a presumption in favour of development. Already we have landowners drawing up plans for larger than appropriate housing developments in green field sites within our parish.

A letter had gone out from the Planning Cttee to local PCs to see if they were considering producing a Neighbourhood Plan and/or whether they would be interested in working with another parish – perhaps even with Chelmondiston.

▪ **DRAFT Local Plan Consultation:** *to discuss the way forward.*

The Chairman explained briefly about the Plan, which would determine how the districts will develop over the next 20 years. It will establish how much housing and land for businesses will be needed and where it will go. It was noted, there was a proposal to extend the Village Development Area (Village Envelope) to take in White House Farm, Highlands, and Little Barnes Nursery area. It was also noted that Chelmondiston was being reclassified as a CORE Village and not as presently classified, a HINTERLAND Village. This was considered to be of great concern, as a Core Village would have expectations of larger developments.

Concern was also raised about Pin Mill being included within the Chelmondiston classification.

It was thought it should be classified separately as a 'hamlet' to protect it from larger developments. It was agreed the classification should be questioned as soon as possible.

A further discussion followed; the plan was split up with Cllrs agreeing to cover various sections.

▪ **Pin Mill:** *'Onderneming'* – Enforcement update was NOT available.

▪ **Report from Cllrs & Clerk -** *to be considered for next agenda* (if necessary.)

Re: **DC/17/03674 – Gravel Pit Farm** *Construction of flat chalk pad for short term storage of organic manures/compost and/or farm produce.* This had been looked at by the Cttee at a previous meeting but no recommendations were made as the applications was considered to be lacking of information.

However, it has since been noticed that the chalk pad was probably one of the two needed for the storage of the soil extracted during the process of boring under the Orwell River for the UK Power Networks project. Clerk would look into.

b) Village Hall: No meeting to report.

c) Playing Field: Continues to be well used with no vandalism over the holiday period.

d) Footpaths, Trees & Hedgerows: Lee Foster (Tree Warden) had spoken with the residents who were concerned about an oak tree in the playing field overhanging their garden. He has completed the survey of trees on PC property and will be submitting a report shortly. The oak tree does require some attention; he will submit a quote and will organise an appropriate time with the residents for the work to be done.

e) Village Amenities: *Asset maintenance*

▪ **Seating:** Mr Latter was not available to carry out any work at present. Clerk will speak with the Community Payback Team.

▪ **Repair of War Memorial:** Cllr Barwick had approached a local stonemason who had given advice but was unable to carry out the work. He had since written to Abbeigate Masonry at Bury St Edmunds for a quote for cleaning and repairing the monument. It is possible that a grant would be available for such a project.

▪ **Community Orchard:** The Chairman had been contacted by a local resident who offered to have the weeds etc cut down. Council were in agreement for this to go ahead. The Clerk was not aware of any decision being made by the Chelplin Projects Cttee as to whether they wanted to have a memorial seat placed in the orchard.

- f) **Housing Needs WG:** *Cllr Kirkup reported* – the Group had met with a BDC senior planner, a member of the housing team and with Isobel Wright (IW) from Hastoe Housing. The possible sites were again discussed and IW would be writing to several landowners.

6. CLERK/RFO

6.1 Clerk's Resignation and Job Vacancy: the Chairman read out the Clerk's resignation letter, dated 9th August 2017. She would be retiring at the end of October. Adverts had been posted in the village and on the website. Clerk had also informed SALC who would post the advert around to other parishes. The Clerk had received some enquiries but nothing to date in writing.

6.2 Interviewing /Employment Panel: *to discuss and appoint.*

It was suggested the panel consist of 3 people. It was questioned whether it was necessary for all to be Cllrs. Cllr Kirkup suggested her husband may be interested in being part of the panel, as he was previously on the panel prior to the appointment of Mrs Sewell.

Proposal: for the Chairman and the Vice-Chairman to be on the panel along with Mr Kirkup, if he was willing to act in this capacity.

Proposed: Cllr A Fox **Seconded:** Cllr D Barwick **Vote:** all in favour

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

i) Updates

- **Parish Council Cllr VACANCY** – No enquiries to date
- **Hollingsworth Shop** - there has been no response from the owner with regard to the letter written by the PC on behalf of the community.
- **Cleaning of local road/highway signs** – Clerk had spoken with SCCllr Wood to clarify whether residents would be insured by SCC, if some volunteers organised a 'cleaning party'. DW would follow up and the Clerk would check with the PC's insurance company.

ii) **Safer Neighbourhood Team:** next meeting at STUTTON Village Hall 26th October.

Following a discussion with the Chairman, both DW and DD stressed that he and other complainants must 'badger' the police until a satisfactory response to enquiries is received.

iii) **Play/ Keep Fit Equipment:** Clerk met with Sam Nunn, Chairman of Playing Field Management Cttee to discuss new equipment and a way forward. Clerk has booked a pitch at the Primary School Fayre on 23rd September, to have a display board showing different types of keep fit and play equipment. People will be asked to highlight which apparatus they prefer. We will then be in a better position to move forward with applying for any necessary grants.

iv) **Railings damage** – a report sent to the Clerk from Mr McDonald of Orwell Rise who witnessed a Tuffnells van reverse into the hand rail by the steps of FP7A. He has reported the incident to Tuffnells and the police. Clerk has also reported the damage to SCC RoW department. This is a safety issue so Clerk will follow up and will keep DW posted.

v) **PC Insurance** will be due for renewal on 1st October. No renewal notice received to date.

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

8.1 East Anglia Air Ambulance: *Annual Roadshow-2017* – Invitation for two to attend a Roadshow either at Newmarket, Norwich or Bedford (5pm-7pm) on 4th, 11th, 17th October respectively.

8.2 Tina Wolf: *Memory bench* – A request to place a bench at Pin Mill for her father. No information as to his connection with Pin Mill other that it was one of his favourite places within Ipswich area. We already have 3 people on the register who have strong connections with Pin Mill. Clerk to write.

8.3 SCC: *Better Broadband* – August update. They have gone above the 90% coverage of superfast broadband across the county. The council's commitment is to provide high speed internet access for all properties in the county. They have signed an agreement with Openreach to extend the coverage to 98% of all properties during 2020. For an interim solution, application forms for vouchers/WiFi connections are still available on their website. *See Circulation Bag*

8.4 BMSDC: *Joint Local Plan Consultations* – Town & Parish Briefings.

Thurs 21st September 6:30pm at Holbrook Academy. Cllr Kirkup and the Chairman to attend.

8.5 Circulation Bag –

SCC: *Better Broadband* - August 2017 newsletter update. **Safer N.T:** *August Newsletter.*

SALC: **Babergh Area Meeting – Agenda-11/09/2017 Minutes-12/06/2017.*

Local Councillor.* **AONB: *Monthly update –August.* **Clerks Direct:** *Magazine.*

9. Pin Mill Bay Management CIC: *update if available and to consider a way forward.*

Email received from Chairman, Bryn Hurren (BH), of the Company, regarding the invitation for him to give a report/update on the Company’s activities at the Annual Parish meeting. He sent his apology as he was unable to attend this September PC meeting but included a brief update:

* Registering of Easement by Webb’s Maritime – cancelled.

* Reported to CIC Regulator – after tightening up on procedures the Company was given a ‘clean bill of health’.

* Issues with collecting monies from customers – still to be rectified.

BH appeared to be under the impression that the PC were going to elect a Cllr to represent the PC on the Board of the Company at this meeting. As discussed at the June PC meeting, it was appreciated that the Company’s Articles had been changed to permit a Cllr, not necessarily the Chairman, to join the Board but it was resolved that *the PC, as previously agreed cannot appoint a Director to represent the PC until all the points had been addressed, as discussed in previous meetings with BDC and the Company.* Clerk to write to the Chairman.

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

Clerk has written to SCC with a breakdown of skip and tonnage costs, to remind them of the agreed second and final grant of £1,500. The grant goes towards the costs of the skips.

11. Pin Mill Common: Common/Dinghy Park/Grindles: *to receive reports - to take any action deemed necessary on maintenance.*

- *Flood Defence Flaps:* These were inspected by Dr S.H. Chicken, Chartered Engineer on 30th August 2017 and found to be serviceable and fit for purpose. He was accompanied at the inspection by Cllr D Barwick, who later returned to apply more grease to the hinges. [Report dated 30th August 2017.]

- *Repair of boarding:* Clerk wrote to 3 local people for quotes to repair the boarding at the front edge of the Common bordering the Grindle. A report and a discussion followed.

Proposal: to accept the quotation from Webb’s Maritime of £65 plus VAT.

Proposed: Cllr D Barwick **Seconded:** Cllr Dot Cordle **Vote:** All n favour

SCCllr D Wood and DCllr D Davis along with several members of the public left the meeting.

12. FINANCIAL ITEMS:

12.1 RFO’s Monthly Report: **August Bank Reconciliation*

MONIES PAID IN – to Treasurer’s Account [August 2017] **£456.59 Total**

Lloyds Bank: Interest	2.59	09/08
Dinghy Permit: Bank Trans	18.00	18/08
500234: Peninsula Recycling Centre – Skip Days (Cash)	400.00.	29/08
Dinghy Permits - 2 permits	36.00] (Bag No: 26658045)

Bank Balance 31st AUGUST 2017		<u>Payments to 31/08</u>	<u>Budgeted to 03/2018</u>
Un-presented cheques	00.00	12,883.03	32,865.00 – 33,075.00
Treasurer’s Account	1,449.32	<u>Receipts to 31/08</u>	<u>Budgeted to 03/2018</u>
Business Instant Access Acc.	62,077.42	15,131.53	33,457.00
Total (in credit) In Bank	63,526.74		
<i>Plus Cash (Float for skip days)</i>	14.00		

** Advisory Finance Group Meeting – following a discussion this was arranged for 23rd October 2017.*

12.2 2016-17 Annual Return with External Auditor Report:

- o **BDO LLP** have completed their review of the Annual Return. In their opinion, the information provided is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislative and regulatory requirements have not been met. No separate additional *issues arising* report was necessary.

- o **The Annual Return** was shown to Council, as required.
Proposal: to approve and accept the Annual Return including BDO’s Certificate for the financial year 2016-2017.
Proposed: Cllr C Keeble **Seconded:** Cllr R Kirkup **Vote:** All in favour
- o **Notice of Conclusion for Audit** and the Annual Return must be published for 14 days, including on the website, as soon as possible before 30th September 2017 and must be made available for public access for a period of not less than 5 years.
 Clerk to organise.

The Cllrs gave thanks to the Clerk for a job excellently done.

12.3 Financial Regulations (FR): to discuss and amend as thought necessary.

Clerk suggested that Council should discuss Items 6.10 and 6.18-6.20.

6.10 - it will be necessary at some time for Council to move to on-line banking. [BDC were already advertising that they would not be accepting payment by cheque possibly by the end of 2019]. To be considered at a later date.

16.18 – 16.20 – The Clerk did not hold any card at present. She had twice previously enquired at Lloyds Bank about the PC having a card and had been told that it was not possible. She had spoken since with an on-line Accounts Manager who advised on the different types of payment cards that were available to the PC; Debit, Credit or a Charge Card. The card to be signed to the Clerk only. Information copies had been emailed to Cllrs. Clerk advised that Council should only consider a card that the PC could determine a maximum monthly spend and it should not be used for cash withdrawals.

A lengthy discussion followed.

Proposal: to alter the amount specified at present in 6.18 to £200 but to hold on making a decision as to the type of card to consider until a new Clerk had joined the Council.

Proposed: Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** All in favour

The Clerk had also discussed with this Manager about including another person on the ‘phone banking register for the PC. The Manager would send out the appropriate forms. It had been agreed by Council some time ago for Cllr R Kirkup to sign up to this arrangement as part of the Risk Management but the wrong forms had been sent out and then the wrong instructions had been given so the application had not been completed.

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

VAT in []

1938 a) S A Meacock Garden Services: Pin Mill grass cutting etc.				72.50
1939 b) Mrs F Sewell: Salary (August)			681.11	
<i>Expenses: Stationery (inks etc)</i>	19.59	[3.91]	<u>23.50</u>	704.61
1940 c) S. Sacker (Claydon) Ltd: Compost Skip	£319.40			
<i>General Waste</i>	<u>£486.84</u>	<u>806.24</u>	[161.25]	967.49
1941 d) BDO LLP: Audited accounts 2016-17	200.00	[40.00]		240.00
1942 e) Babergh District Council: Garden Waste Collection				50.00

Proposal: to approve payment of invoices listed: a) 1938 – e) 1942

Proposed: Cllr C Keeble **Seconded:** Cllr R Kirkup **Vote:** all in favour

13. Reports of Other Business (not itemised): to be included on next agenda if necessary.

Cllr Stevens requested that the Jubilee Garden be put on the October agenda to discuss cost of having brackets on the sleepers to keep them in place.

14. THE NEXT PARISH COUNCIL MEETING – Tues 3rd October 2017 in the Village Hall.

There being no further business the Chairman thanked everyone and closed the meeting at 8.52pm .

SignedCllr David Cordle.....

Date03/10/2017.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 3rd October 2017.