

**MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the VILLAGE HALL on TUESDAY 6<sup>th</sup> JUNE 2017 at 7.30pm**

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

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

**Public:** SCCllr Dave Wood, DCllr D Davis. 1 resident of the parish and a member of the public who arrived after Item 4.

**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. *This does not extend to live verbal commentary.*

1. **Welcome by Chairman** and to *receive and consider Apologies for Absence:*  
Cllr David Cordle opened the meeting at 7.35pm and welcomed everyone.  
An apology was received from DCllr P Patrick, as he was unable to attend due to attending a Cabinet meeting.
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. No Declarations of Interests were declared at this time.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 4<sup>th</sup> May 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*  
No comments were brought forward at this time.

**AND to receive REPORTS (if available) from:**

- a) **County Councillor:** *Dave Wood (DW)* – at the Annual Meeting of SCC, Colin Noble was re-elected as the Council's Leader. Cabinet membership was increased to 10. *See SCC website.* Other Cllrs were feeling marginalised due to the Cabinet form of management.  
DW was elected as Chairman of the Suffolk Coast & Heaths AONB for another 4 years.  
*Questions* were asked about the report that the Cats' eyes would not be replaced along the section of the village Main Rd under repair. DW had a meeting scheduled with the Chief Engineer and would bring this point up. He would enquire as to the ownership of the verge at the top of Pin Mill Road/Main Road.
  - b) **District Councillors:** *Derek Davis* – had similar concerns with regard to a cabinet type of management. A new Planning Portfolio Holder was now in situ and the PC would be contacted regarding the PC's affordable housing scheme.  
*Peter Patrick* – had submitted a very brief report (read out). There were problems with the new telephone system; public were unable to get through to departments. This was in the process of being rectified.
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 06/06/17 meeting (See Full Minutes)*  
Cllr Kirkup reported that an Architect had attended the Planning Cttee meeting to give a short presentation on a possible housing scheme for an area of land running along the Main Road and down Lings Lane. A greenfield site, outside but bordering the village envelope.  
Cllr Kirkup stressed that this was NOT a planning application  
The Architect had approached BDC approximately 6 months ago to discuss this possible development.  
The proposals follow the guidance given by Babergh DC in their May 2016 SHLAA 'Call for Sites'. Phase 1: with 18 no. dwellings with 6 'affordable' units and possibly a further  
Phase 2: with 14 no. dwellings and 5 'affordable' units. The affordable housing would be for local people, through a housing association.

A discussion followed with questions being asked by Cllrs and a member of the public.

Cllr Kirkup continued her report with an update on enforcement issues with the vessel *Onderneming* at Pin Mill.

This was followed by a brief explanation as to how the PC, from June, will receive notification of planning applications and decisions from BDC. All documentation will now be sent out by email except for large developments, which will be sent as hard copy. All documentation will be found on BDC's website and recommendations from the PC will be sent electronically.

- b) **Village Hall:** Cllr Keeble was unable to attend their AGM. Cllr Hammond asked whether it was possible to see their minutes. Cllr Keeble confirmed that he was given a copy just prior to the following meeting.
- c) **Playing Field:** No report.
- d) **Footpaths, Trees & Hedgerows:** Cllr Stevens had retrieved the trimmer from Mr Chicken and it had gone to be serviced. Several paths needed cutting.
- e) **Village Amenities: Asset maintenance** Cllr Barwick had attended a War Memorial - condition survey workshop at the Ipswich Quaker Meeting House in Ipswich. There are approximately 100,000 war memorials throughout the UK and some 10% are not listed on the WarMemorialsOnline.org.uk database website. The War Memorial sited at the village hall did not appear to be listed. Following a brief discussion Councillors were happy for Cllr Barwick to complete the survey and make further enquiries he thought necessary, regarding the cleaning of the memorial and possible funding, which could possibly be obtained through the War Memorial Trust.
- f) **Housing Needs -WG: Update**

The WG had a meeting with Hastoe Housing Assoc. on 24<sup>th</sup> May 2017 to discuss the sites. Hastoe had been talking with BDC's planners. Hastoe would be making further enquiries and it was hoped to have an update later in June/July. The WG had been very, very strongly advised NOT to name the sites, until Hastoe had been spoken with landowners.

The WG did not feel that BDC were being at all helpful. Although it was understood that a Planning Officer had been allocated to work with the WG, they had still not made contact.

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

- i) **updates - report from previous meetings**
  - \* **Parish Council VACANCY** – NO enquiries to date.
  - \* **PC Policies:** All can be found on the website to be updated if necessary in July.
  - \* **Babergh Alliance of Parish & Town Councils:** they would be happy for a Cllr to attend prior to the PC making a commitment. Clerk will get dates of their meetings.
- ii) **Primary School/PC Endeavour Award – update.** The Head Teacher is very keen to work with the PC and to revive this award scheme. Cllr Kirkup is to attend an assembly at the beginning of September to explain what the PC will be looking for in order to award the trophy. On 1<sup>st</sup> July 2017, the school will be entering the *St Edmundsbury and Ipswich Diocesan Multi Academy Trust*. This will allow them to have further links with all schools in the Trust. The name of the school will change to *Chelmondiston Church of England Primary School*.
- iii) **Community Payback Team -projects update. Community Orchard** – Clerk is still looking at dates when the 'Team' can lay a path and possibly a bench. She will be speaking with the Chelpin Projects shortly with regard to a memorial bench.
- iv) **V. Hall – WIFI** – A member of the V. Hall Cttee had asked if the PC would be amenable to having WIFI installed in the hall now that there was a land line. Clerk confirmed that the BT line was a business line registered to the PC. (BT would not do a private line to the hall, as it was registered to the PC and not an individual).  
It was understood that the V. Hall Cttee may be prepared to pay for the WIFI portion of the bill but this would need to be discussed.  
Clerk suggested the PC consider this, in the light of BDC's new planning policy regarding documents being sent out electronically and plans only being available from the BDC website. A discussion followed. Cllrs suggested the V. Hall could do some research into availability and costs

**Proposal:** to look at WIFI options with a view to installing.

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

**v) Recording of meetings: to consider**

Although all members are permitted to record meeting by law, the Clerk questioned whether the PC would want to record their meetings (when open to the public). She understood that a number of parish councils were now doing this. A lengthy discussion followed regarding storage, whether the recording could be put onto Facebook and the advantages of social media. Clerk suggested that she and Cllrs look into this further.

*The Chairman gave his apology as he was unwell and he left the meeting. The Vice-Chairman, Cllr R Kirkup took the Chair.*

**vi) Others –****\*Protocol for Public Participation in Council Meetings: to consider**

The Clerk gave a brief summary of the paper (from SALC) with suggested amendments. See Circulation Bag. She would email a copy to Cllrs to consider for the July meeting.

**\*Ransomware ‘WannaCry’ guidance for home users and small businesses**

Clerk reminded Cllrs of the importance of updating their computers and their security software so as to stop the spread of malware and other ‘bugs’. See Circulation Bag.

**\*Clerk’s Networking Day - June 13<sup>th</sup>.** A talk on VAT relating to PCs. Clerk to attend.

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

**7.1 Stour & Orwell Forum:** Tues 4<sup>th</sup> July at 9.30am at Royal Harwich Yacht Club, Marine Rd. Woolverstone. Need to book.

**7.2 PCC (St Andrew’s Church): Grant –** notification of receipt of the grant and a ‘thank you’ to the Parish Council.

**7.3 BDC/MSDC: Boundary Review –** due to be concluded in 2019. The 2<sup>nd</sup> phase is about to start. Invitation to attend a session held by the Boundary Commission at Bildeston on 13<sup>th</sup> June at 1.30pm. the session will run for approx. 1hour. Need to book. The number of Cllrs would be reduced to 31 from 43. Consequently, the Ward boundaries would be slightly altered. There will be a public consultation.

**7.4 Suffolk Coast & Heaths: Volunteer Scheme-** now running for over 10 years. Clerk will put on the website.

**7.5 Peninsula Tourism Action Group: Next meeting** 11<sup>th</sup> July 2017 at Shotley Marina. See Circulation Bag for notes of 3<sup>rd</sup> May meeting.

**7.6 Babergh East Police & Parish Forum: Minutes- Hadleigh 10<sup>th</sup> May.** No speed watch results from Woolverstone. From 1<sup>st</sup> April Burglary will be classified as ‘Residential’ or Business & Community’. Residential Burglary will encompass any entry within the curtilage/boundary of a residence, e.g. garden sheds and garages. See Circulation bag.

**7.7 An ‘expression of dissatisfaction’ letter:** email received from a member of the public. The complainant was not satisfied with the Council’s response to his first letter regarding 1/ the use of a small triangle of PC land adjacent to Pin Mill Common, 2/ bonfires and 3/ parking on the verge at the top of Pin Mill Road. Council considered the matter had been discussed previously in detail. Cllr Kirkup went through the details of the 2<sup>nd</sup> letter and a response would be sent out accordingly.

With regard to bonfires, information will be found on BDC’s website. It was noted that the Clerk had written to the Police of the parking problems both at Pin Mill and at the top of the Pin Mill Road and a copy of the email would also be sent to the complainant.

**7.8 Circulation Bag**

**Suffolk Preservation Society: Suffolk View**

**AONB: Monthly update – June**

**Babergh East Police & Parish Forum: \*Minutes- Hadleigh 10<sup>th</sup> May \* SNT Report-May**

**Clerks & Councils Direct: Magazine**

**SALC: LAIS 1400 - Precept Data**

**LCPAS: \*Guidance on Tackling Cyber Attacks \*Internal Audit Report – Reserves sheet**

**Protocol for Public Participation in Council Meetings: policy paper**

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

A letter received from the Company (dated 24<sup>th</sup> May 2017) informing the PC that the Board of the Company, at a meeting held on 21<sup>st</sup> February 2017 passed a resolution to amend the *Articles of Association*. Method of Appointing Directors - Article 22.2.2: **‘The Chairman from time to time of Chelmondiston Parish Council’** .... be substituted with the following:

22.2.2. **‘One named member of Chelmondiston Parish Council’** ... this amendment removes the restriction that only the Chairman of the PC could be a Director of the Company. The Company considers that this amendment will provide a wider opportunity for the PC to work with the Company in the interest of the community.

A discussion followed.

**Proposal:** 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.

**Proposed:** Cllr A Fox **Seconded:** Cllr Dot Cordle **Vote:** all in

Clerk to write and thank the Company for changing the Articles as stated.

Clerk had invited the Chairman of the Company to give a report at the Annual Parish/Village meeting. He was unable to attend due to the short notice given, for which the Clerk had apologised. He suggested a public village meeting in September when posters could be put up around the parish so that it would become a wider village event rather than just for the PC.

A discussion followed. Cllrs did not consider it necessary to have another Parish Meeting

**Proposal:** to invite the Chairman of the PMBMCIC to give an account of the Company’s activities prior to a PC meeting in September.

**Proposed:** Cllr J Hammond **Seconded:** Cllr J Deacon **Vote:** All in favour

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

**9.1 Removal of Book/Media bank (JMP Wilcox) - to consider a storage charge**

The Clerk had emailed several times asking for the ‘bank’ to be emptied and removed, as no recycling credits were received. An officer at BDC had suggested the PC could consider charging the company rent. A discussion followed.

**Proposal:** to write again to the company with an explanation that a rent of £50 per month would be charged after fair warning.

**Proposed:** Cllr M Stevens **Seconded:** Cllr D Barwick **Vote:** All in favour

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

**10.1 Grindle Maintenance** – Clerk had spoken with a local gentleman who will be clearing weeds from the Grindle shortly.

**11. PARISH MEETING: to consider issues raised & to take any action deemed necessary.**

**Street and Road names:** BDC had requested names that could be kept on their data bank for use if there was a call for a future development within the parish. Some suggestions had been given at the Parish Meeting. The primary school had suggested the names of the Barges, specifically those used at the school. Cllrs agreed. Clerk to follow up.

SCCllr Wood and DCllr Davis left the meeting.

**12. FINANCIAL ITEMS:**

**12.1 RFO’s Monthly Report: \*May Bank Reconciliation**

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

<b>Lloyds Bank: Interest</b>	2.54	9 May
<b>Dinghy Permits: (Bank Trans) - 1 permit</b>	18.00	10 May

<b>Bank Balance 31<sup>st</sup> MAY 2017</b>		<b>Earmarked: included within total credit</b>	
Un-presented cheques	0.00	4,500.00	Recycling Centre
Treasurer’s Account	909.28	6,805.00	Playing Field (+Precept grant)
Business Instant Access Acc.	<u>66,869.26</u>	00.00	Tennis courts
<b>Total (in credit) In Bank</b>	<b>67,778.54</b>	<b>11,305.00</b>	<i>to be discussed further</i>
Plus Cash (Float for skip days)	14.00		

MONIES PAID IN – to Treasurer’s Account [June 2017] (Bag No: 23214499)

<b>500231: Peninsula Recycling Centre – Skip Days (Cash)</b>	415.00	02 June
<b>Whip Street Motors - Metal</b>	194.77	
<b>Dinghy Permits - 5 permits</b>	<u>90.00</u>	<b>£699.77</b>

**12.2 Annual Accounts 2016-17 (Annual Return Form)**

**Internal Audit:** to consider LCPAS Report and to take any action deemed necessary

The Internal Auditor LCPAS had signed the Annual Return Form (shown to Cllrs).

**Internal Audit Report, there were 2 recommendations:**

**1. Budgetary Control and Authority to spend – Item 4.5 of Financial Regulations –** Only the Clerk with delegated powers may authorise revenue expenditure in cases of extreme risk. *Recommend the Financial Regulations be updated.*

Clerk explained that a change of wording only would be required. ‘The Clerk **may suggest...**’

See Circulation Bag. Financial Regulations update to be on July Agenda. TO DO

**2. Recommend that a Pension Scheme be added in to the contract.**

The Parish Council had agreed to use NEST, the government scheme. The Clerk had the option to opt out, which she had chosen to do.

LCPAS had complimented the Clerk and the Council on such organised and thorough accounts. See Circulation Bag. The Report will be put on the website.

The Chairman and the Cllrs gave thanks to the Clerk.

**Notices: Summary of Electors Rights and the Period for Exercise of Public Rights** would be on the notice boards and on the website, along with the “unaudited” Annual Return. The required documentation would be sent to the external auditor, BDO LLP.

**12.3 To consider Payments to: and other invoices arriving after the posting of this agenda**  
[ ] =VAT

<b>1907 a) S A Meacock Garden Services: Pin Mill grass cutting etc.</b>		<b>72.50</b>
<b>1908 b) Mrs F Sewell: Salary (May)</b>	680.91	
Expenses: BullGuard Internet Security (Annual sub)	23.32 [4.66]	<b>27.98</b>
		<b>708.89</b>
<b>1909 c) Suffolk Assoc. of Local Councils: Annual Subscription</b>		<b>387.73</b>
<b>1910 d) Local Council Public Advisory Service: Annual subscription</b>	100.00	
Internal Audit	175.00	<b>275.00</b>
<b>1911 e) S. Sacker (Claydon)Ltd: Skip hire (General waste)</b>	437.24 [87.45]	524.69
(Compost waste)	318.20 [63.64]	<b>381.84</b>
		<b>906.53</b>

**Proposal:** to approve payment of invoices listed: **a) 1907 – e) 1911**

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

**S137 small donations as agreed 02/05/2017 £40 each Chq. Nos: 1912 - 1924**

- a) SARS      b) Home Start      c) Avenues East      d) EACH      e) St Elizabeth Hospice
- f) East Anglia Air Ambulance      g) Headway Suffolk      h) Befriending Scheme (Suffolk)
- i) Suffolk Family Carers      j) Revitalise      k) AGE Concern Suffolk
- l) Magpas      m) Ipswich Disabled Advice Bureau

**Proposal:** to approve s137 Charity payments listed: **a) 1912 – m) 1924**

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

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

The school hedge was becoming overgrown (mentioned previously). Some Cllrs felt that this was not the responsibility of the PC to report but of the Primary School. Clerk will look at.

**14. THE NEXT PARISH COUNCIL MEETING – Tues 4<sup>th</sup> JULY 2017 in the VILLAGE HALL**

There being no further business the Chairman thanked everyone and closed the meeting at 9pm.

Signed .....David Cordle.....

Date .....04/07/2017.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 04/07/2017.