

MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the VILLAGE HALL on TUESDAY 3rd OCTOBER 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.

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr D Wood (DW) and DCllr D Davis (DD)

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. **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 7.30pm and welcomed all.
Apologies for Absence - DCllr P Patrick had 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 at this time.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 5th September 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) District Councillor: *Derek Davies*

- *Council Wards.* The independent Local Government Boundary Commission for England is asking people to comment on its draft proposals for new council ward boundaries. The draft recommendations propose that the council should have 32 councillors in the future, eleven fewer than the current arrangements. A discussion followed about ward arrangements. *See Babergh's website.* Clerk will put maps on the Notice Boards.
- *Housing Infrastructure Fund* – money available from the fund will help to progress the infrastructure for approved developments more quickly.
- *The Ganges Mast* – BDC have received an application for Listed Building Consent for the partial dismantling and consequent restoration and rebuilding of the Ceremonial Mast at HMS Ganges site.
- *Traffic calming measures* - relating to the Ganges development. Parish Councils will be consulted, although it is understood that measures will be discussed between SCC Highways and BDC as to their viability.
Members stressed that discussions with the local parish councils should take place before final decisions are made and asked DW and DD to stress the importance of this with the appropriate people.

b) County Councillor: *David Wood*

- *School transport changes* – A Cabinet decision to go to public consultation on the proposed changes was ‘called in’ to the Scrutiny Cttee by opposition Cllrs, as it was considered there were a number of problems with the report. Expected saving was questioned and a comprehensive impact assessment should be required. It will be returned to cabinet for further consideration.
- *A New Chief Executive* – Interviews and assessments had taken place. There was no clear candidate so the recruitment process will begin again.
- *Suffolk Observatory Website* - has been overhauled and re launched. This is a one-stop-shop for statistics about Suffolk.
- *The PCC* – will not pursue plans to take control of Suffolk Fire & Rescue Services.
- *Suffolk Fire & Rescue Service* – launch an ‘escape plan’ campaign.

- *A12 four village bypass* – As part of the Suffolk’s Energy Gateway scheme, a consultation has been launched inviting people to have their say on proposals to build a bypass between Saxmundham and Wickham Market.
 - *Highway Fault reporting* – the initial point of contact for standard defects should be reported via <https://highwaysreporting.suffolk.gov.uk> or over the ‘phone on 0345 60 6171
If not resolved then the County Cllr should be contacted to take the matter forward.
 - c) **DCllr Peter Patrick** sent in a brief written report confirming that the move to Endeavour House was interrupted as a result of the trade union involvement with the staff. It is now hoped to conclude the move by the end of October. A new Assistant Director for Customer Access will join the Council in November. It is considered that the merger of the staffs of BMSDCs achieved some savings but there is an inadequate level of income.
The Draft Local Plan – PP confirms that the consultant, Mr Newman, who has worked on making the plan accessible will be moving on.
- 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:** *Cllr Kirkup reported 05/09/2017 meeting. See full Minutes*
Neighbourhood/Development Plans: letters were sent to local parishes to ascertain whether they would be considering a Plan and or whether they may consider joining forces with another parish/s.
DRAFT Local Plan Consultation: it had been decided to write to BDC regarding the Cttee’s concern that Chelmondiston had been classified as a Core village.
19/09/2017 meeting. See full Minutes.
DC/17/04302/ - Foresters Arms, Main Road, Chelmondiston, Ipswich IP9 1DY
Demolition of the existing building and erection of 3 terraced houses.
The developers were present at the meeting and a full discussion took place. Cllr Kirkup had asked for a 4-year Partial Dispensation, which was granted. The Cttee had recommended agreeing in principle with the development but with a number of conditions. An application for the siting of a chalk pit behind the Peninsula Recycling Centre had not been presented, as expected.
Little Barnes Nursery – appeal had been dismissed.
The Chairman and Cllr Kirkup attended a Local Plan consultation meeting with officers from B/MSDC at Holbrook. The Planning Cttee would be looking at the LP in detail at the 10th October planning meeting. Cllrs each had sections to look through.
- b) **Village Hall:** No meeting.
- c) **Playing Field:** A new swing seat was required to replace the ‘toddler’ swing. Cllr Hawkins would organise. It had been made clear that the field behind the playing field was not to be used to set up the fireworks for bonfire night.
- d) **Footpaths, Trees & Hedgerows:** *The Chairman* had received no response to date from a contractor for cutting the footpaths.
Peninsula Tree Services had carried out a visual Tree Risk Assessment of all trees on the Playing Field, Pages Common and Pin Mill Common (forwarded to Cllrs).
Proposal: to accept the quotation for the necessary works to be carried out.
Proposed: Cllr C Keeble **Seconded:** Cllr D Barwick **Vote:** all in favour
Clerk to process order.
- e) **Village Amenities:** *Asset maintenance* - 2 seats were in need of rubbing down. It was not appropriate to use the Community Payback Team as the seats were sited at different ends of the village.
- e) **Housing Needs -WG:** No update available.
- g) **Primary School meeting - PC Community Endeavour Award** – Cllr Kirkup and the Clerk attended a school assembly where Cllr Kirkup spoke about the award. The children would consider suitable projects, which would be judged by the PC towards the end of the Summer Term in 2018. The winning ‘House’ would be presented with a plaque by the Chairman of the PC. This would be followed with a small party funded by the PC.
- 6. Clerk's Report: and to consider any actions necessary**
- i) **Updates**
* **Parish Councillor VACANCY** - No inquiries received.

* **Cleaning of local road signs:** following on from a resident's request, the Clerk had been informed by the PC's insurance company of the conditions that would apply. If undertaken the PC would need to take responsibility and charge of the activity. The Clerk read out the conditions but Cllrs did not feel they could take this on for the present.

* **Hollingsworth Stores:** The owner confirms it was a confidential matter.

- ii) **Safer Neighbourhood Team:** next Parish Forum meeting is in STUTTON Village Hall on 26th October. A SNT Newsletter can be found through a link on the PC website.
- iii) **Play/ Keep Fit Equipment:** A further survey was conducted at the primary school Autumn Fayre on 23rd September. We had a display board showing different types of keep fit and play equipment. Clerk gave thanks to Sam Nunn for organising the display boards and Cllrs Stevens and Hawkins for helping at the event. Awaiting results of the survey. The Clerk asked for a Cllr/s to consider coming forward to help the Playing Field Cttee with organising a grant/s to take the project forward as she would not now be able to continue with the project.
- iv) **Data Protection:** The PC would need to appoint a DP Officer (possibly the Clerk) Cllr Hammond was attending a course. Clerk suggested another Cllr attends the LCPAS at Woodbridge on 1st November. LCPAS have sent policy templates that can be adjusted for any PC.
Proposal: for Cllr Deacon to attend the Data Protection Course.
Proposed: Cllr David Cordle **Seconded:** Cllr A Fox **Vote:** all in favour
- v) **Clerk's vacancy:** Interviewing on 12th October in St Andrew's Church hall. The Chairman briefly explained the situation. A discussion followed.
- vi) **Speed-Watch: Equipment** – having spoken with Mr Sterling the Clerk asked the PC to consider contributing with Woolverstone PC towards a new battery (approx. cost £45) for the speed gun.
Proposal: to contribute to a new battery for the speed gun.
Proposed: Cllr A Fox **Seconded:** Cllr Hammond **Vote:** all in favour
- vii) **Policies updating: Complaints Policy.** The Clerk has updated the Monitoring Officer details although these may change again in the near future. Updating of other policies will need to be considered this financial year.

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

- 7.1 **Tomlinson Groundcare:** *John Deere store* – Requesting permission to store and use contact data, profession and information about the PC's (Clerk's) operation for the purpose of customer service and advice and for market and opinion research.
The Clerk would respond with a 'No'.
- 7.2 **Royal British Legion:** *Shotley, Erwarnon & District Branch* – Brian Ives (Chairman) is intending to hold a 1918-2018 meeting on 4th October at 7pm after the AGM of the Shotley RBL. This meeting to discuss ideas on what the area would like to happen on the 100th Anniversary Commemoration, aside from the normal Remembrance Sunday services. Some ideas had been given.
No Cllrs were available to attend the meeting. The Chairman offered to receive the poppy wreath for the 11/11 remembrance. Who would lay the wreath was still to be arranged.
- 7.3 **Michael Robertson:** *Dinghy Park* – Asks whether it was possible to widen the footbridge onto the Common to allow for inflatable dinghies, which are now becoming too wide to get over the bridge comfortably.
A discussion followed but Cllrs felt that this was not possible at this time.
- 7.4 **BMSDC:** *Funding & Volunteering Fair* – Wednesday 25th October 10am to 3.30pm at Henley Community Centre.
- 7.5 **SALC:** *Precept Consultation – 2018-19 Local Government Finance Settlement Technical Consultation Paper* has been published. Last year a similar consultation threatened to define principles for applying automatic referendums for the highest spending local councils. No such proposed limitations have been referred to in this present consultation. It was suggested the PC send a similar letter as was sent for the previous consultation.

- 7.6 Artisan Planning & Property Services** – requesting to attend the Parish Council meeting on 7th November to present a scheme layout for the development of 29 dwellings on land off Woodlands (behind the affordable housing). They intend to hold a public exhibition of the scheme later in the month before a formal submission of the applications.
It was agreed to invite them for 7pm prior to the main PC meeting.
- 7.7 Constituency Member of Parliament: James Cartlidge Constituency Surgery** 20th October in V. Hall. By appointment only. Poster on Notice Boards.
- 7.8 BMSDC: Town & Parish Liaison Meetings** – 7th November at Alpheton.
Cllrs not able to attend as it was a PC meeting night.
- 7.9 Circulation Bag**
AONB: Monthly update –September. **Safer N.T: Police & Parish Forum** – August minutes
- 8. Pin Mill Bay Management CIC: update if available**
No update available. No acknowledgement received of letter sent to the Chairman.
- 9. War Memorial: to consider the quote for cleaning/repair and the way forward**
An email quotation had been received from Abbeygate Masonry at Bury-St-Edmunds. This was for Cleaning (Doff Cleaning System), low level piece repairs to fractured area and any necessary repointing. The Doff Cleaning System was questioned and the quote was considered to be very high. DCllr Davies would forward details of further contact to Cllr Barwick. Cllr Barwick had sent photographic details to the War Memorial Trust. Further information and quotes would be needed prior to any decisions being made.
- 10. Recycling Centre: to consider reports and to take any action deemed necessary.**
All appears to be going well. The second and final grant of £1,500 had been received from SCC.
- 11. Pin Mill Common: Common/Dinghy Park/Grindles: to receive reports - to take any action deemed necessary on maintenance.**
The autumn clearance of the Grindle had been done and the dog waste bin, the post of which had broken, had been re-sited. Mr Webb had spoken with Cllr Barwick about placing items on the foreshore for a short period of time, whilst boats were being rearranged in the boatyard.
- 12. FINANCIAL ITEMS:**
- 12.1 RFO's Monthly Report: *September Bank Reconciliation**
- MONIES PAID IN** – to Treasurer's Account [*September 2017*] **£15,247.35 Total**
- | | | |
|---|-----------|-------------------------------|
| Lloyds Bank: Interest | 2.80 | 11/09 |
| 500235: Suffolk CC: Support grant for Recycling Centre | 1,500.00 | 14/09 |
| Bank Trans: Babergh/MSDC: Precept (2nd install) | 12,215.00 | 21/09 |
| <i>Recycling credits – Waste site banks</i> | 452.92 | “ |
| <i>Recycling credits – Village banks</i> | 302.03 | “ |
| 500236: Peninsula Recycling Centre – Skip Days (Cash) | 300.00. | } 28/09
(Bag No: 26658046) |
| Whip Street Motors - Metal | 152.00 | |
| Bank Trans: Suffolk CC: RoW – footpath cutting (2017) | 322.60 | 29/09 |
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- | Bank Balance 30th SEPTEMBER 2017 | <u>Payments to 30/09</u> | <u>Budgeted to 03/2018</u> |
|--|--------------------------|----------------------------|
| Un-presented cheques 1,017.49 | 14,917.63 | 32,865.00 – 33,075.00 |
| Treasurer's Account 5,377.56 | <u>Receipts to 30/09</u> | <u>Budgeted to 03/2018</u> |
| Business Instant Access Acc. <u>72,380.22</u> | 30,379.68 | 33,457.00 |
| Total (in credit) In Bank 77,757.78 | | |
| <i>Plus Cash (Float for skip days)</i> 14.00 | | |
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- *Bank requirements/changes*
- Clerk read through the changes which may affect the paying in of cheques/cash. Some Post Offices may be able to accept deposits of cheques/cash. Clerk to check.
A discussion followed regarding banking details. Chair was willing to have bank statements and notifications sent to his address for the foreseeable future.
- Proposal:** Clerk to write (with necessary signature) and inform bank of changes re access and address for documents.
- Proposed:** Cllr A Fox **Seconded:** Cllr R Kirkup **Vote:** all in favour

12.2 PAYE: *to consider contracting out.*

PAYE payments would no longer be accepted at the Post Office from December 2017. HM Revenue & Customs were advising to use Direct Debit and on-line or telephone banking.

Contracting out Payroll/PAYE: SALC offer a service and have provided a quote.

A quote also received from Foreshore Accountancy.

Cllr David Cordle (Chairman) declared a non- prejudicial interest in the latter as the director of the company was related through marriage.

Proposal: to delegate the action of contracting out if thought necessary for PAYE.

Proposed: Cllr J Deacon **Seconded:** D Barwick **Vote:** all in favour

*Pension Regulator *-requirements for April 2018* - the Regulator would need to be informed of relevant changes. By law, the minimum pension contributions would soon be increasing. Pension requirements would be included in the package if contracted out.

12.3 INSURANCE: *Annual renewal *Asset Register*

Clerk has been through the register and updated as necessary. The renewal period runs from October 2017 to September 2018.

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

Figures [] = VAT

1943 a) S A Meacock Garden Services: <i>Pin Mill grass cutting etc.</i>		72.50
1944 b) Mrs F Sewell: <i>Salary (September)</i>	680.91	
<i>Subsistence Allowance (6 mths)</i>	150.00	830.91
1945 c) S. Sacker (Claydon) Ltd: <i>Compost Skip</i>	£312.40	
<i>General Waste</i>	£444.68 757.08 [151.42]	908.50
1946 d) HM Revenue & Customs: <i>Chq made payable to Post Office Ltd</i>		
<i>Quarterly payment (July, Aug, Sept) Employee's Tax; Employer's N Ins</i>		128.53
1947 e) Chelmondiston Village Hall: <i>Room hire</i>		59.00
1948 f) PJ Mann (VKM Gardening): <i>Grass cutting, V. Hall & areas (4 mths)</i>		136.00
1949 g) Mr D Fisher: <i>Autumn Grindle clearance, dog bin – reinstall</i>		85.00
1950 h) Business Services at CAS Ltd: <i>Insurance renewal 2017-18</i>		959.72
1951 i) Peninsula Tree Service: <i>Tree Risk Assessment</i>		150.00

Proposal: to approve payment of invoices listed: **a) 1943 – i) 1951**

Proposed: Cllr Dot Cordle **Seconded:** Cllr J Hawkins **Vote:** all in favour

13. Reports of Other Business (not itemised): *to be included on next agenda if necessary.*
None.**14. Temporary exclusion of press and public:** That pursuant to the Public Bodies (Admission to meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed

The meeting was again opened to the public

15. Administrative matters: To consider and approve recommendation made at the confidential section of this meeting.

No recommendations were necessary. An appropriate letter from the Parish Council had been sent, according to policy.

16. THE NEXT PARISH COUNCIL MEETING – Tues 7th November 2017 in the Village Hall.

There being no further business the Chairman thanked everyone and closed the meeting at 9.27pm.

Signed Cllr David Cordle Date ...07/11/2017.....+

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 7th November 2017.