

Minutes of **CHELMONDISTON'S ANNUAL PARISH/VILLAGE MEETING**
held on TUESDAY 20th MAY 2014 at 7.00pm in the VILLAGE HALL

1. **Welcome:-** *Cllr David Cordle*, Chairman of the Parish Council, took the Chair and opened the meeting at 7.00pm. In attendance was the Parish Clerk, Fran Sewell.
A very warm welcome was extended to all the people who attended, of which there were between 45 and 50. This included *Parish Cllrs*: Rosie Kirkup, Alastair Fox, John Hawkins, Colin Keeble, John Deacon, Morley Stevens, Dot Cordle, Beryl Walker and Steve Chicken
2. **Apologies for absence:** SCCllr David Wood, PCSO Joanne Adams, Pat Lakey, Dilly Ridge, Wendy Sadler.
3. **To agree the minutes of the Annual Parish Meeting held on 21st May 2013**
The draft minutes had been on the website. A copy had been circulated to the Councillors. The Chair read out a summary and asked the community if they were happy for him to sign and it was agreed.
4. **Matters Arising:** *from the Annual Parish Meeting held on 21st May 2013.* None.
5. **Reports (if available) from:**

Chairman of the Parish Council: *Cllr David Cordle* reported on projects that had been completed, namely the Flood Alleviation Scheme at Pin Mill, the Jubilee Garden and the new play equipment and the refurbishment of the Tennis Courts.
David thanked all the Councillors for their support over the past twelve months and introduced Steve Chicken as a new member but stressed that the Council was still short by one.
He highlighted the problem of dogs on the playing field and gave particular thanks to Morley Stevens and John Hawkins for all their efforts in keeping the field in such good condition.
He spoke briefly of the Village Design Statement, which Rosie Kirkup would talk about later
He went on to explain how the workings of the Council had changed over the years from a time when the correspondence was just a few letters, which were opened at a meeting and often discarded, up to the present time when the Council received an enormous amount of paperwork and was expected to take on more and more responsibility.
He finished by thanking the parish clerk

Safer Neighbourhood Team: *A written report ...there had been 21 crimes during 2013-2014.*

Less than the previous year (25)

7 thefts from motor vehicles	4 burglaries from other buildings
3 thefts of a motor vehicle	1 make off without payment
4 other thefts	1 theft of a Pedal Cycle
1 distraction burglary	

The Police & Crime Commissioner, Tim Passmore, reported that there were fewer crimes recorded this year in the whole of Suffolk, compared with 2012-2013. 35.1% of the crimes were solved; a rise of 2.4%. Overall crime fell by 7.1%. Figures also show that victim satisfaction has increased and that they are attending over 90% of their emergency incidents within their target.

Suffolk County Councillor: *David Wood ... Unable to be present. A written report submitted:*

* *Outsourcing of Highways to Keir MG:* He has great concerns about the company, as they do not appear to be doing a very good job, especially with the repairing of potholes.

* *Raising the Bar for Education:* Improvements have been noted since this initiative was put in place. The Holbrook Academy is now out of Special Measures.

* *2013-2018 Coast & Heaths Management Plan:* The plan can be found on their website. This is the 3rd AONB plan since the Countryside & Rights of Way Act 2000 placed a duty on local authorities to prepare and publish five yearly plans for AONBs within their area.

* *Extension of the AONB:* They are working towards extending the AONB from Manningtree to Parkston.

* *Locality Budget:* He has money available

District Councillor: *John Deacon* focused on the major activities over the past year:

* *Babergh's Local Plan:* the Core Development Strategy for 2011-2031 has been adopted.

Additional planning policy documents are being drafted, which are urgently needed to provide detailed guidance in support of the Local Plan. Of specific interest to this village is the guideline

relating to housing development in Hinterland villages, of which there are 3 in Berners Ward (Chelmondiston, Shotley and Woolverstone). These villages should expect to receive some new small-scale new build during the period 2011-2031. Exactly how much is not specified in the guideline, but will be subject to a number of factors, including documented views of the community, e.g. Village Design Statement.

* *Strategy Review*: the main focuses of this review will include: Housing, Economic Growth, the Environment and improved Communication with the Community and it will be put out for consultation later in the year.

* *Locality Role*: The revised BDC organisational structure includes the role of 'Locality Officer'. The purpose of this role is "to be a lead (BDC) contact for a set locality by supporting that community and its elected members". The specifics of how this role will operate will need to be worked through in the next few months with actual practical experience. We will be returning to this topic during the year via the newsletter that is published on the village website each month.

* *HMS Ganges*: The draft S106 document (defining funding for local infrastructure) has been distributed to Parish Councils. As time progresses (and this may be several/many years) it will be important for Parishes to maintain a role in determining how the money eventually agreed is spent to ensure that it provides maximum benefit to the community. BDC Planning have been asked to keep parishes informed on relevant issues, particularly traffic calming and public transport.

N.B. *Monthly reports are put on our Parish Council website.*

Clerk/Responsible Financial Officer (Parish Accounts 2013-14)

Copies were distributed of the Bank Reconciliation, Summary of Receipts and Payments.

Total **Receipts** were **£37,567.63**. £23,481 of this was the Precept plus a grant of £2,519.

The Grant... (we now understand that it is not classified as part of the precept).

The Government passes money to District Councils for Council Tax support schemes and an element of this is there specifically to reflect reductions in the parish Taxbase. The Government expects the billing authority (Babergh) to pass on this 'grant', which is supposed to help mitigate any reduction in our Taxbase due to this Support Scheme. Babergh, however, have decided that they will phase this grant out over a four year period.

There is a big difference in the Receipts compared with the previous year's amount of £73,830.25 when we were managing the grant monies for the *Flood Alleviation Scheme*, the new *Play Equipment* and the *Jubilee Garden* project.

The project for this year was the refurbishment of the Tennis Courts at a cost of over £4,000. Donations/Grants were gratefully received for this from the Tennis Club, Babergh DC, SCCI/r David Wood's Locality Budget and the Community Council.

SKIP DAYS ...we took in over £4,000 compared with £2,710 but this latter amount was for a period from July 2012 to April 2013.

VAT was DOWN; we reclaimed £1,385 compared with over £9,000 in the previous year.

The Council has to cover the VAT on projects. We then reclaim it and it goes back into the overall cost of the projects.

Total **Payments** amounted to **£32,851.22** DOWN compared with £70,914.42 (for reasons as explained). *General Admin* was UP: some of the things we spent more on were Cllrs training, insurance and audit fees. Other expenses were DOWN from **£58,497.88** to **£20,385.69** much to do with finishing projects as explained. The Playing Field Cttee took more of the money we hold for them, as did the Village Hall Cttee.

There is a final **balance** of **£46,161.03**

Clerk suggested that everyone look over these accounts in their own time and contact her with any queries or come to the next meeting on 3rd June to discuss them with the Council.

Internal Audit: all the financial documents, insurance documents along with the Minutes and associated Cttees' minutes, plus an Internal Management Risk Assessment are looked at by the Internal Auditors (Suffolk Association of Local Councils), who are completely independent from the Council. They provide a written report, which will go before the Council.

A copy of the 2013-2014 report was put on the table.

External Audit: The Annual Return Form along with all the relevant documentation will then be sent to the External Auditor, BDO LLP. They will then report back to us in September.

2014-15 future spending

The new mower for the playing field has at last been purchased.

Printing of the Village Design Statement. An update to the Emergency Plan and hopefully the installation of a telephone line into the Village Hall (for emergency purposes)
Local Needs Housing Survey for which the Parish Council will pay towards the costs.

6. **Sue Ryder Synergy Café:** *Carmella Miller* (Lead Facilitator) introduced her colleague Tracy Plested (Project Leader). She gave an interesting talk, explaining that they work with the Alzheimer's Society, Age UK Suffolk, and Suffolk Family Carers to run the Cafés in Suffolk. The café is free to attend and sells a reasonably priced lunch and refreshments. The café itself is a safe place for people with dementia and their carers to form supportive networks. Monthly programmes are organised with professionals (including health and social care professionals) coming in to offer information and give talks. The Chelmondiston Café serves the peninsula and is open once a fortnight in the Village Hall. They are keen to involve other organisations who provide support for people with dementia to input into the education and information programme.
7. **The Village Design Statement:** *Rosie Kirkup* spoke about the Draft Statement, which had been out for public consultation in various places around the village. Some responses had already been received and they would accept further responses for another couple of weeks. The Statement would then be updated, taking into account the information and suggestions received. The Statement would then go to Babergh DC for approval and hopefully be accepted as part of the planning policy framework.
8. **Affordable Housing and a Housing Needs Survey:** *Kim Best* (Housing Development Team at Babergh DC). Kim works with Parish Councils and Housing Associations in bringing forward Affordable Housing schemes. These small developments, which are built on "Rural Exception" sites, are outside of the village boundary and are kept for local people in perpetuity and can never be sold on the open market. It is preferred that the sites abut the village envelope. The scheme would be protected by a S106 agreement which would set out the letting restrictions. For an Affordable Housing scheme to be considered, the parish would have to undertake a Local Housing Needs Survey to prove that a housing need exists in the village. The survey is conducted by Community Action Suffolk (totally independent) who work with the Parish Council. *The Parish Council has recently resolved to have a survey carried out.* Kim went on to explain that the schemes can include different types of tenure. The rents for social housing, owned by the local authorities, was set at 60% of the local open market value. Housing Associations set their rent at 80% of the open market value, which allows them some finance to invest in further developments. Shared Ownership is an alternative to renting for those who cannot afford to buy outright on the open market. In a Restricted Shared Equity, the occupier initially has a minimum mortgage and pays a rent to the Housing Association (joint owner) on the rest of the value. The share of the equity can range from 25% to 80% the houses would remain in perpetuity with the Housing Association for local people. Kim stressed the importance of those in need of housing to register on the *Gateway to Homechoice* website. Booklets were on table. It is very important to keep checking the site for available properties, which are advertised on a weekly basis. He concluded by saying that 21 households were registered for Chelmondiston; 15 of which had a local connection. Kim considered that this data would give support to 6-8 affordable dwellings. However, this could only be confirmed by a survey.

The Chair suggested it was time for a tea break; to convene in approximately 15-20 minutes.

*To continue the meeting, as some people had to leave early, the Chairman brought forward **Item 11.***

11. **Local Groups:** Written/verbal reports - if available
Playing Field Management Committee: *Viv Gibbings* handed around copies of the financial report. Major costs were: £511.96 servicing the old mower, which was going to be kept for all the rough work, now that the new mower had arrived. £262.80: leaf blower for use around the tennis courts. Extra tree works: £246.50. Cleaning the pavilion: £375.50. Tennis Court maintenance: £184.28. *Closing balance 31/03/2014: £837.13*
The Parish Council had supported their decision in banning dogs on the field for obvious reasons and they were concerned and aggrieved that some residents were openly flouting the ruling and if it continued, further measures may have to be taken.

Village Hall Management Committee: *Patrick Mann* gave a financial report (copies handed around). Lettings remained at last year's levels. They lost the Toddler Group but it was hoped that they were reforming. They had negotiated an agreement with the Sue Ryder Foundation regarding the Synergy Café. The Cttee was grateful for the support from the Parish Council.

Main expenditure came under Maintenance: £3,653.92 followed by Heating oil: £2,374.15

They purchased 50 new chairs, as they were easier to set up and clear away. They continued with the lighting update; replacing the spots with mood lighting. Temporary repairs were made to the flat roof at the rear of the hall and to the heating system. The hall is currently let for some 30-35 sessions per month, topped up with parties on several weekends.

Closing balance 31/03/2014: £19,020.98

2014-15: Replacing a large area of the flat roof and possibly redecorating the main hall.

Patrick concluded by mentioning the library in the Committee Room.

Chelpin Players Drama Group: No report... *Pat Lakey* had mentioned to the Clerk that they were saving up to purchase their own lighting system at a cost of around £700.

Carpet Bowls Club: *Patrick Mann* gave a brief report: They are still the biggest users of the hall. They are always looking for new members. Their eldest player was 92 years old.

Chelmondiston & Pin Mill Community Council: *Nina Jillings* gave a financial report for their financial year, which ran from 1/10/12 to 30/9/13 (Copies available). The Pin Mill Music Day had been a success, netting just under £600. They made a small loss on the Fireworks Night but a good time was had by all. Donations were made to the Playgroup, the Primary School, Chelpin Players and for the tennis court renovations. *Final account: £6,488.49.*

Nina holds copies of the Chelpin, bound into volumes, from the 1st edition, which may be borrowed.

Chelmondiston Community Emergency Group: *Cllr John Deacon* stressed that the *Emergency Plan* exists to complement the efforts of the official emergency services and not to replace them. It highlights local resources that might be useful to the emergency services. The Plan, which has been in existence for 4 years, has now been updated. The leaflet was being revised and would be distributed to all households at the end of the summer.

Over 60's: *Christine Cook* (Secretary) took the floor and reported on their trips and events over the past year. They had a membership of 42 with around 30 of them meeting up every Thursday afternoon in the Village Hall. Their Annual Coffee morning fundraising event raised £630 and £107 was raised on their tombola table at the Pin Mill Music Day. Their eldest member was 98 years of age.

The Good Neighbour Scheme: *Mike Castle* (Secretary) thanked the Parish Council for its donation. They had been in operation for just over 1 year. Their main problem was the mobile phone coverage or lack of it! They have now issued 5 land line numbers to compensate for the lack of coverage. They have 13 members who 'hold' the phone for a 2 weeks at a time and they now have 36 volunteers on their books.

Chelmondiston Women's Institute: *Val Mann* took the floor and complemented the Village Hall Cttee for providing such a clean warm and inviting hall. They now have between 26-30 core members meeting every 2nd Tuesday evening of the month at 7.30pm. Val gave a run down on the interesting talks they have had and their annual fish and chips trip to Aldeburgh.

Mothers' Union: *Wendy Sadler* unable to attend, sent in a brief report. The MU is part of the Anglian family and is recognised as part of the Diocese. It is a Christian organisation, which promotes the well being of families worldwide. The Peninsula branch has a membership of over 30. Meetings mostly take place on the 1st Wednesday of the month at 2pm, generally in St Andrew's Church room. They have interesting speakers and to raise funds they hold a 'bring & buy' stall.

Chelmondiston Horticultural Club: *Enid Funnel* (Chairman) reported that they meet on the last Tuesday of every month. The subscription remains at only £5 per annum. They put on mini shows for members and in November they have an annual dinner. Speakers are invited during the year to give talks. She also complimented the Village Hall Cttee.

The Shotley Peninsula Cycling Campaign ... Ipswich to Shotley Community Path: *Rosie Kirkup* reported that they were concentrating on the Shotley end and the Freston Hill section and were close to submitting planning applications for the latter section.

Pin Mill Sailing Club: *Rick Kirkup (Commodore)* pointed out the benefits of the sailing club and their activities over the past year. The club provides facilities such as a games room with snooker and table tennis. The club has a bar and good catering. It has a terrific atmosphere and membership offers good value. They have now taken over the Christmas Carol and the Morris Dancing events from the Butt & Oyster. Membership is up with younger families joining. They will be holding a few 'taster' sailing trips to encourage people to take up the sport. He reminded the community not to miss the Barge Match and the Smacks & Working Boats race in July.

Pin Mill Society: *Simon Brown (Chairman)* explained that the Society was 50 years old and was originally called the Pin Mill Preservation Society. It had undergone a recent revamp. They make representations on issues that affect Pin Mill such as the purpose of jetties and any proposed new housing with the aim of keeping the character of Pin Mill intact. Membership is free.

9. **Your Chance to Air Your Views:** *John Hawkins set the ball rolling* by voicing his disappointment that only 8 or 9 people turned up for the *Litter Pick*. Clerk confirmed that posters had been put up and it was advertised on the website.

Broadband: Sally Chicken felt strongly that the Parish Council should be putting pressure on BT to improve and replace old wiring, as it was a problem within many parts of the village.

Mobile phone coverage: Both the Chairman and Cllr Fox stressed that when a company wanted to install a mast several years ago the villagers were emphatic that they did not want one. Tony Roberts (District Council) suggested that he would take this to the local MP.

Charitable donation: The Chairman explained that in the past the Council had given small donations to several charities. He read some of them out. The community unanimously agreed that this should continue. For larger donations the Council had adopted a grants policy and an application form. These could be accessed from the website and from the Clerk.

Dogs on the Playing Field: it was questioned who would 'enforce' a by-law if one was put in place. John Hawkins asked whether the 'enforcer' would be legally protected.

Parking and traffic down Pin Mill Road: suggestions were made but there was no positive answer to the problem.

Neighbourhood Watch Scheme: the coordinator for the Church Road area had resigned so if it was to continue then a new coordinator would need to come forward.

10. **Peninsula Community Recycling Centre:**

Clerk confirmed that Babergh DC had registered the site as an Asset of Community Value. If Suffolk CC decide to sell the site and the Parish Council expressed an interest then it cannot be sold within a 6 month period. This would give the Council time to prepare and submit a bid for the asset, if they so wanted.

FLY Tipping... outside of the gate has now become a real issue, as Babergh DC have just informed the Council that in future its removal is the responsibility of the Parish Council, as the leaseholders.

Susannah Bishop remembered that at the open meeting held in Shotley when the site was first scheduled for closure, the community were told that that fly-tipping would be taken care of.

The Parish Council would be following this up with Babergh and Suffolk CC.

The Clerk asked if anyone knew of someone who could advise on a suitable camera set up for the site, bearing in mind the lack of electricity, other than that which could possibly be generated by the small wind turbine.

There being no further business the Chairman thanked everyone for coming and taking part and closed the meeting at 9.10pm.

Signed*David Cordle*.....

Dated05/05/2015.....

Those present at the meeting held on 5th May 2015 authorised the Chairman to sign these minutes, as a correct record.