

**MINUTES OF THE ANNUAL MEETING OF CHELMONDISTON PARISH COUNCIL  
HELD ON TUESDAY 1<sup>st</sup> MAY 2012 IN THE VILLAGE HALL AT 7:30 pm.**

**Present:** *Chairman:* Cllr David Cordle (for 2011-2012)  
*Councillors:*, R Kirkup, C Keeble, J Hawkins, R Morgan, D Latter, A Fox, J Deacon and Dot Cordle.

**In Attendance:** *Parish Clerk*-Fran Sewell, Suffolk CC David Wood  
1 members of the public, Mrs Beryl Walker

1. **ELECTION OF CHAIRPERSON** - *for 2012-2013* Cllr David Cordle opened the meeting at 7:30pm; welcomed everyone and called for nominations for the position of Chairman.  
**Proposal:** to elect Cllr David Cordle as the Chairman.  
**Proposed:** Cllr R Morgan **Seconded:** Cllr R Kirkup **Vote:** all in favour  
David signed the Acceptance of Office form. He took the opportunity to thank all the Parish Councillors, along with SCCllr David Wood and the Clerk for all their support and help over the last 12 months.
2. **ELECTION OF VICE-CHAIRPERSON** - *for 2012-2013*  
**Proposal:** to elect Cllr Rosie Kirkup as Vice Chairman  
**Proposed:** Cllr D Latter **Seconded:** Cllr J Hawkins **Vote:** all in favour
3. **APOLOGIES:** *apologies were received from* - Cllr M Stevens - family commitment
4. **DECLARATION OF INTERESTS:** *to receive disclosures of personal & prejudicial interests from Cllrs on matters to be considered at the meeting.*  
None declared
5. **MINUTES OF THE MEETING:** *to agree minutes of the meeting held on 6<sup>th</sup> April 2012*  
The minutes were agreed to be a true record of the meeting by those who had been present and were signed by the Chairman.
6. **MATTERS ARISING:** *to consider matters arising from meetings on 6<sup>th</sup> April 2012*
  - 6.1 **Item 5.1 - Mrs Crouch:** *Tree pruning on B1456 near Bylam Lane:* e-mail thanking the Chairman for contacting Mr Mayhew and reporting that the trees have been 'tidied' up.
  - 6.2 **Item 5.2 - Pin Mill Society (J Prosser):** *Remembrance Tree for D.L. Sanders* – letter asking permission to plant a tree on Pin Mill Common. Cllr Fox had not heard from Mr Prosser. Clerk would contact Mr Prosser again.
  - 6.3 **Item 9.2 - Road markings:** *Pin Mill Rd ...* e-mail from resident forwarded to SCCllr David Wood therefore Clerk did not write in support. Cllr Wood confirmed that Highways had been to look. The road had been swept but with the heavy rain, the markings had been covered up in mud.
  - 6.4 **Item 11.1 - Flood Alleviation Project:** *Agreement* with the Residents' Association has been signed by Cllr David Cordle and Malcolm Harding (Chairman of Residents' Assoc.)
  - 6.5 **Item 11.2 - Pin Mill Car Park:** *CCTV...*The Clerk has received no information from Babergh DC. This was discussed at the PMBMCIC meeting but they did not want to be involved.
7. **PUBLIC PARTICIPATION SESSION (Pertaining to the Agenda)**  
Mrs Walker was here for **Item 9.**
8. **REPORTS:** *to receive reports (if available) from*
  - a) **Safer Neighbourhood Team,** No report
  - b) **County Councillor David Wood**  
The Scrutiny Committee will be looking at the Suffolk Circle and the Demand Responsive Transport.  
*Suffolk Circle:* operating at present in West Suffolk. The aim is to increase the level of social interaction between its elderly members and provide help, based on a purchase token scheme costing £5-6. There is annual membership fee of £30. This will operate in South Suffolk this year. The scheme costing £780,000 in total has not met its membership target in its first year.  
*Demand Responsive Transport:* See **Correspondence.**  
*Cabinet:* 17<sup>th</sup> April meeting - announced that Care UK would be the Cabinet's preferred bidder to run the 16 Residential Care Homes and 8 community Wellbeing Centres.  
*Adoption in Suffolk:* Ofsted has rated Suffolk County Council's Adoption Service as "Outstanding"  
*Full Council:* Next meet on 24<sup>th</sup> May 2012 (Annual Meeting)  
Committee Minute papers can be found on the Suffolk County Council website

David informed the meeting that Suffolk Coast and Heaths had put in a submission regarding the planning application for the Butt and Oyster.

- c) **District Councillor John Deacon** began by thanking David Wood for his two year service as Chairman to Babergh DC. Nick Ridley had been appointed as the new Chairman. The new National Planning Policy Framework (NPPF) has caused changes to be made in the BDC Core Strategy, which means that a final draft will not be available for internal discussion before mid-May. It is now expected that there will be a further (6 weeks) round of public consultation (June to mid-July) with finalisation of the report August/September. [Of particular relevance to parishes is the emphasis within the NPPF on Local Plans. The NPPF is clear in stating that the reformed planning system relies upon the use of up-to-date plans, locally adopted, and compliant with the NPPF. Guidance from BDC on creating these local plans is expected later in the year once the Core Strategy has been finalised, but in the meantime parishes should consider their likely (short medium-term) planning needs in terms of what development (if any) they would like to see and where. Plans will ideally need to be in place by April 2013 when the existence of Local Plans will be assumed.]
- Integration and transformation of administration activities with MSDC. The staffing process for Tier 4 has now been finalised, and appointments will start to be made as from early-May.
- Ganges. The latest planning application was received by BDC on 16<sup>th</sup> April. The headline proposals included are as follows:  
285 Dwellings (including affordable housing - numbers and mix of affordable housing to be agreed) - the dwellings are proposed in a mix of conversions and new-build; 60-bed care home; 364m<sup>2</sup> Retail floor space; 796m<sup>2</sup> Class B1 Office floor space; Flexible use building (439m<sup>2</sup> floor space for dentist/doctor/veterinary surgery/retail/offices); Re-use of some of the existing buildings for Commercial and Community based uses, including a café, hotel, offices, dry sports, workshops and unspecified community uses; Preservation of the Mast. The timetable for considering this application has yet to be announced.
- Village Grants - A second round of funding is now open under the **Village SOS** scheme. Operated by the Big Lottery Fund, Village SOS is looking to award grants of £10K-£50K for imaginative community enterprises. Funding opened on 10<sup>th</sup> April for rural villages or small rural towns with populations of no more than 3000 people.  
For details see <http://www.villagesos.org.uk/>  
For a full report see [www.chelmondiston.suffolk.gov.uk](http://www.chelmondiston.suffolk.gov.uk) ..(on the home page)

9. **CO-OPTION:** *to consider the co-option of a member to the Parish Council*  
The Chairman thanked Mrs Walker for applying (her letter had been read out at the previous meeting). No other applications had been received. She was asked to leave the room whilst the application was discussed.  
**Proposal:** to co-opt Mrs Beryl Walker onto the Parish Council  
**Proposed:** Cllr Dot Cordle **Seconded:** Cllr C Keeble **Vote:** all in favour.  
The Chairman called for Mrs Walker to return to the meeting. The Clerk would meet with her to explain procedures and for her to sign the Acceptance of Office form before the next meeting.
10. **ELECTION OF MEMBERS TO COMMITTEES and WORKING GROUPS**
- Planning Cttee:* Cllrs Rosie Kirkup, Alastair Fox, Colin Keeble, John Hawkins, Morley Stevens and David Latter.
  - Footpaths, Trees & Hedgerows Cttee:* Cllrs David Cordle, Rosie Kirkup, Morley Stevens and David Latter with co-opted members Peter Norton, Bruce Miller, and Tree Wardens: Lee Foster and Keith Cooper
  - Advisory Finance Group (Cheque signatories):* Cllrs David Cordle, Rosie Kirkup, John Hawkins and Colin Keeble. The Parish Clerk is also a member of the AFG.
  - Community Emergency Plan:* Cllrs John Deacon, Rosie Kirkup, Roberta Morgan, Dot Cordle and the Parish Clerk
  - Village Amenities Monitors:* Cllrs Colin Keeble, David latter and Roberta Morgan
11. **ELECTION OF REPRESENTATIVES TO VILLAGE COMMITTEES/OTHER BODIES**
- Playing Field:* Cllrs Alastair Fox and John Hawkins
  - Village Hall:* Cllrs Colin Keeble and Alastair Fox
  - Pin Mill Bay Management Company:* The Chairman, David Cordle
  - SALC at Babergh Area Meetings:* Cllr Dot Cordle (open to all Cllrs and Clerks)
  - Shotley Peninsula Parishes Alliance:* Cllr Rosie Kirkup (open to all Cllrs and Clerks)
  - Website:* Cllr John Deacon and the Parish Clerk

**Proposal:** to elect members as discussed and agreed for **Items 10 and 11**

**Proposed:** Cllr David Cordle **Seconded:** Cllr R Kirkup **Vote:** all in favour

**12. REPORTS FROM: Committees/Representatives of other Committees/Groups/Meetings/Clerk.**

*To receive reports/requests and to take any action deemed necessary.*

a) **Planning:** An amendment to the Butt & Oyster 'decking' application. A ramp is to replace the steps from the entrance area to the lower deck. Only 14 days to respond. It was not thought necessary to make any further recommendations. Next meeting 15<sup>th</sup> May 2012.

b) **Village Hall:** no meeting to report

c) **Footpaths, Trees & Hedgerows:** no meeting to report on. Clerk confirmed that James & Lita Edgell had e-mailed to confirm that they were happy for the installation of the new gate on FP7a to go ahead.

d) **Playing Field:** The AGM would be on 14<sup>th</sup> May 2012.

e) **Village Amenities:** no recommendations

f) **Pin Mill Bay MCIC:** *the Chairman reported...* Babergh DC have made no decision to close the public toilets at Pin Mill. Re: CCTV See **Item 6.5**

g) **Flood Alleviation Project:** Clerk had met with Jane Burch (SCC) and had passed on a signed copy of the Agreement with the Residents' Association. The Clerk has also signed, with the agreement of the Chairman, an *Application for Consent for Works Affecting Watercourses and or Flood Defences*, for the Environment Agency. Jane Burch had tried to speak with Mr Webb regarding the installation of a discharge pipe under part of his land but he was unavailable. She would pursue this. It had been suggested that the new discharge pipe would emerge from the 'water meadow' to just below the tidal flap at the top end of the Common. The Clerk confirmed that £10,000.00 had been received from Suffolk CC. (1st instalment).

**Proposal:** a letter to be written requesting Jane Burch to duplicate all information/correspondence regarding the project to the Resident's Association.

**Proposed:** Cllr Fox **Seconded:** Cllr C Keeble **Vote:** all in favour

h) **Clerk: Jubilee Celebrations** - The Community Council had sent out letters to all households to determine how many children would qualify for a celebration mug.

**13. CORRESPONDENCE:** *to respond to correspondence received up to the meeting 1st May 2012 and to take any action deemed necessary.*

**13.1 Suffolk County Council:** *B1456 through Chelmondiston.* Although a resurfacing scheme has been planned for June 2012, they are unable to give the exact details of the extent of the scheme. Due to financial reasons they will not be able to do the whole of the length referred to in the Parish Council's letter of March 2010. They will inform us in due course.

**13.2 Suffolk ACRE, (Billy Morton): Suffolk Links Buzabout..** Suffolk ACRE have been successful in securing the service (put out to tender by Suffolk CC) for the next three years. As from 2<sup>nd</sup> July 2012 the service will operate on Mondays to Saturdays between 7am to 7pm only. The evening services on Fridays and Saturdays, which has been funded by parish councils and Suffolk CC, are not financially viable and will cease on Saturday 30<sup>th</sup> June 2012. Any money left in the pot will be handed back proportionately to the parish councils, which contributed to the scheme.

**13.3 Andrew Sterling: Traffic Calming...** A letter outlining his dissatisfaction with the Parish Council with regard to traffic calming. Cllr Kirkup felt that Mr Sterling had misunderstood the Council. The Council has always been concerned about speeding and had pushed hard for speed restriction on Pin Mill Road with success and also for Lings Lane, which unfortunately was not granted. It was the general consensus that speeding was the responsibility of the police and traffic calming measures, the responsibility of the County Council. The Council did instigate a speed census for Woodlands and along the Main Road with the results that speeding did not appear to be excessive. It was suggested that the Clerk contact; the police, Suffolk CC Highways and Mr Sterling to arrange a date for a meeting so that Mr Sterling can put forward his suggestions.

**13.4 Barry Potts (Firewood Factory Ltd: Peninsula Recycling Centre** a proposal with regard to overseeing refuse disposal. *Taken to Item 14.*

**13.5 Circulation Bag:**

**Suffolk View:** *magazine*

**Clerks & Councils Direct:** *Magazine*

**NALC:** Legal Briefing L06-12... *The Repeal of the Power of Well-Being*

**SALC:** LAIS 1327.1 *National Planning Policy Framework.* LAIS 1327.2 *Traveller sites.*

**SALC:** *The Best Days of Your Life...course*

**Suffolk CC/ Waveney DC:** *Overview & Scrutiny Cttee...* Household Waste Recycling Centres

**Babergh DC:** *HMS Ganges...* briefing note April 2012.

**14. CHELMONDISTON WASTE RECYCLING CENTRE:** *update & to consider further action.*

At a Steering Group meeting on 23<sup>rd</sup> April, Mr Richmond of Collins Skip hire announced that he was unable to carry on operating the site for financial reasons.

On 8<sup>th</sup> May the recycling site will be converted to a 'bring site' for bottles, paper and textiles, open 24 x 7. The gates will be closed and the bins will be placed in front of the gates. The possibility of providing an occasional skip for bulky items was being investigated. Shotley Parish Council have agreed to contribute towards the cost of skips and Cllr David Wood has also offered monies from his Locality Budget. To further support local recycling, a leaflet will be produced indicating where other items, such as batteries, can be disposed of.

Clerk had received an e-mail from a Mr Potts of the Firewood Factory Ltd with a proposal that could possibly allow the site to remain open. The Chairman would endeavour to meet with Mr Richmond to discuss the matter .

**15. ORWELL GARDEN:** *update & to consider payments for work carried out prior/after completion*

Clerk had secured a grant of £1,500 or a percentage of the cost, from Babergh DC with an additional £750 from Cllr David Wood's budget. Quotes had been received and Mr Gant has kindly offered to act as Project Manager. Cllr Hawkins and Cllr Stevens would be working on site with help from some residents.

The Unpaid Work Team would be starting on Sunday 6<sup>th</sup> May with the fencing arriving on the 4<sup>th</sup>. The police had confirmed that they would provide cones to prevent parking in the lay-by.

Mr Cordle would provide a trailer for the 'rubbish'. Clerk had printed out leaflets to put on the cars that used the lay-by. Following a meeting at the primary school with Cllrs Kirkup and Morgan, the children of the 4 'houses' will be allocated an area of the garden to plant. One house has already raised £79 to go towards plants. The Head Teacher, Christine Hayward has suggested that this year the P.C. Community Achievement Shield go to all the houses jointly, as a special recognition of their working together to help establish the garden. The opening ceremony will be held on Friday 1<sup>st</sup> June, as this was the last day of term. Cllr Kirkup had spoken about this to Nina Jillings. Chairman to declare it open, followed by a small party at the school.

**16. THE PARISH MEETING:** *to consider the agenda and publicity*

The Clerk ran through a draft agenda. An item was suggested regarding a Local Plan/ Neighbourhood Planning. Clerk had sent out some of the invites to local groups and the agenda would go up as soon as possible.

**17. FINANCIAL ITEMS:** *Annual Accounts (Annual Return Form.*

**17.1 a) to consider approval of 2011-2012 accounts.**

Copies of the accounts: *Summary of Receipts and Payments, Bank Reconciliation* and the *Reasons for Variance* had been given to all the Cllrs prior to the meeting. The Clerk answered questions.

**Proposal:** to accept the 2011-2012 accounts as written and for the Chairman to sign.

**Proposed:** Cllr R Morgan **Seconded:** Cllr Dot Cordle **Vote:** all in favour.

**b) The Annual Return - to consider approval of Statement of Accounts and Annual Governance Statement.**

Copies had been given to all Cllrs prior to the meeting.

*Section 1:* was approved by the Council and signed and dated by the Clerk/RFO and by the Chairman, Cllr David Cordle (minute ref: 17.1b)

*Section 2:* was approved by the Council, signed and dated by the Chairman and the Clerk/RFO (minute ref: 17.1b)

**17.2 RFO's Monthly Report.**

Clerk informed Council that the Internal Auditor Heelis & Lodge was not able to do the internal audit, as had been expected. She had arranged for SALC to step in and do the audit, which they would start on 14<sup>th</sup> May.

Clerk had instructed the Insurance Co. to upgrade the *Fidelity Guarantee* to £60,000 from 1st May 2012

<i>Monies paid in during April 2012</i>	<b>23,964.07</b>	
<b>500029</b> Dinghy Permits (7)	112.50	4 Apr
<b>Lloyds Bank – Interest</b>	1.63	10 Apr
<b>500030</b> Dinghy Permits (7) paid in via Chelmo' P.O.	112.00	12 Apr
<b>500031</b> Dinghy Permits (4) paid in via Chelmo' P.O.	64.00	17 Apr
<b>BACS Babergh DC - Precept</b> (1st instalment)	13,000.00	17 Apr
<b>BACS HM Revenue &amp; Customs - VAT</b>	551.94	17 Apr
<b>500032</b> Suffolk CC (Flood Alleviation grant)	10,000.00	19 Apr
Dinghy Permits (3)	64.00	19 Apr
<b>500033</b> Dinghy Permits (3)	48.00	23 Apr
Chelmondiston & Pin Mill Community Council	10.00	23 Apr

**BALANCE on 30<sup>th</sup> APRIL 2012****Un-presented chqs:** £00.00

Treasurers Account £2,977.86

Business Instant Access Acc. £57,982.52**Total (in credit) £60,960.38**

Clerk reported: the Parish Council held £5,247 for the Village Hall Management Cttee along with £7,210 for the Playing Field Management Cttee. £10,000 was also being held for the Flood Alleviation Project. These sums could be withdrawn from the Parish Council account at any time.

Transfer from Treasurers Acc to Business Instant Access Acc– £22,000 on 27<sup>th</sup> April 2012

Dinghy permits £48.00 to pay in

**17.3 to consider Payments to and other invoices arriving after the posting of this agenda**

<b>1375 a) Matt's Tree &amp; Garden Service</b> (Pin Mill Grass)		60.00
<b>1376 b) SALC: Annual subscription</b>		333.00
<b>1377 c) Suffolk Accident Rescue Service (SARS)</b>		30.00
<b>1378 d) Home Start Babergh</b>		30.00
<b>1379 e) OPTUA</b>		30.00
<b>1380 f) East Anglia's Children's Hospital (EACH)</b>		30.00
<b>1381 g) St. Elizabeth Hospice</b>		30.00
<b>1382 h) East Anglian Air Ambulance</b>		30.00
<b>1383 i) Headway (Ipswich &amp; East Suffolk)</b>		30.00
<b>1384 j) Suffolk Befriending Scheme</b>		30.00
<b>1385 k) Suffolk Family Carers</b>		30.00
<b>1386 l) The Starfish Holiday Club</b>		30.00
<b>1387 m) Vitalize</b>		30.00
<b>1388 n) AGE Concern Suffolk</b>		30.00
<b>1389 o) St Andrew's Church Chelmondiston</b> (maintenance grant for Churchyard)		150.00
<b>1390 p) Chelmondiston Village Hall: Boiler Maintenance</b> £158.16		
Fire Alarm Service £133.78 Rates £97.32 Electricity £49.49 Anglian Water £103.07		541.82
<b>1391 q) Duncombe Sawmills Ltd: footpath gate</b> (50% cost) ...Donated		82.37
<b>1392 r) Mrs Sewell: Clerk's Expenses</b>		
BT: (15 Feb-14 Mar 2012)	23.40	23.40
Tesco: Stationery (7 Apr) InkXpress: inks (20 Apr)	<u>24.29</u>	<u>3.81</u> <u>28.10</u>
	<b>47.69</b>	<b>3.81</b> <b>£51.50</b>
<b>April (1) Salary</b>		<u>£589.67</u> <b>£641.17</b>
		<b>£2,168.36</b>

**Proposal:** to approve payment of invoices listed: **a) 1375 through to r) 1392****Proposed:** Cllr A Fox**Seconded:** Cllr D latter**Vote:** All in favour**18. PIN MILL: The Common, Dinghy Park, to receive reports and to take any action deemed necessary.**

Clerk reported she had issued 36 permits to date. There were dinghies without permits and she would be issuing warning notices. The Grindle was clear and running well.

**19. LAWN MOWER:** *to consider funds for the purchase of, for the Playing Field.*

Cllr J Hawkins felt that they needed to look for another mower, as a service on the present one would cost over £500 and it was questionable whether it was worth it.

**Proposal:** to allow up to £3,000 should a suitable machine become available.

**Proposed:** Cllr C Keeble **Seconded:** Cllr J Deacon **Vote:** 7 in favour 2 abstentions (Cllrs A Fox and J Hawkins)

**20. ANY OTHER BUSINESS RAISED BY COUNCILLORS AND CLERK**

Due to heavy rains, water was again across the road on the bend of Walnut Tree Farm. Clerk said that the drains had been cleared last year and Highways had been in contact with the owner of the farm. The water did drain away.

**21. THE NEXT PARISH COUNCIL MEETING – Tues 12<sup>th</sup> JUNE 2012 in the Methodist Hall at 7:30pm**

With no further business to discuss the Chairman thanked everyone for coming and closed the meeting at 9:45pm.

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

Date .....*12/6/2012*.....

These minutes were agreed to be a true record and were signed off by the Chairman, Cllr David Cordle, at the meeting held on 12th June 2012.