

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 3rd JULY 2012 IN THE METHODIST HALL AT 7:30 pm.**

Present: *Chairman:* Cllr David Cordle
Councillors: R Kirkup, C Keeble, M Stevens, J Deacon, Dot Cordle, R Morgan
and B Walker

In Attendance: *Parish Clerk-*Fran Sewell,
Mark Deer, Suffolk CC, PcsO Joanne Adams, PcsO Melissa Cohen and 1 member of public

1. **WELCOME BY CHAIRMAN:** *Cllr D Cordle* opened the meeting at 7:32pm and welcomed all.
 2. **APOLOGIES:** *apologies received and accepted...* Cllr D Latter & Cllr J Hawkins - holiday.
SCCllr David Wood - family commitment
Cllr Fox phoned during the meeting; he was unable to attend due to work.
 3. **DECLARATION OF INTERESTS:** *to receive disclosures of personal & prejudicial interests from Cllrs on matters to be considered at the meeting.*
None
 4. **MINUTES OF THE MEETING:** *to agree minutes of the meeting held on 12th June 2012*
The minutes were agreed to be a true record by those who had been present and were signed by the Chairman.
 5. **MATTERS ARISING:** *to consider matters arising from meeting on 12th June 2012*
 - 5.1 **Item 5.2..A Sterling (Traffic Calming)-** Clerk has suggested August for it to be on Agenda; awaiting confirmation from SCCllr D Woods who is speaking with the relevant Highways person. Cllr D Wood was not present; the item to be deferred.
 - 5.2 **Item 9.3 ..Suffolk Coast & Heaths: Stour & Orwell Estuaries Forum 2012...** Friday 13th July, 9:30am at Shotley Shipwreck, Shotley Gate. The Chairman and Clerk booked to go.
 - 5.3 **Item 9.10.. Suffolk ACRE: AGM and Conference...** 18th July 2012 at Kesgrave Community Centre. Cllr wishing to attend should book as soon as possible.
 6. **PUBLIC PARTICIPATION SESSION (Pertaining to the Agenda)**
No comment from public.
 7. **REPORTS:** *to receive reports (if available) from*
 - a) **Safer Neighbourhood Team:** *PcsO Adams reported...* 3 crimes over June. Theft from dwelling; theft from a shed; theft from vehicle left unlocked.
Traffic cones would now have to be ordered from Suffolk CC giving a deposit of £100. Parish councils could purchase cones from Suffolk CC.
 - b) **County Councillor:** *Written report from David Wood...*
The Scrutiny Cttee.. Discussed many aspects of how the County Council deals with monitoring the care provided in Suffolk, particularly important considering that the County Council is in the process of outsourcing its care homes. 9 Care Home contracts are currently suspended. Reasons for suspension were due to investigations by the Police, Fire, Environment Agencies, and complaints made through the Council.
Cabinet.. The next Cabinet meeting takes place on the 10th July (open to public).
On the Agenda:
 - Bramford to Twinstead Transmission Line –underground or overground.
 - 2011–12 Outturn for Revenue and Capital spending
 - Concessionary Bus Pass Scheme
 - To consider proposals for revisions to the home to school transport policy for 2013-14.
 - Future of back office requirements of Suffolk County Council.
 - Annual report from the Local Children’s Safeguarding Board to the Children’s Trust Board.
- Full Council..* Next meeting 19th July. The public are able to attend and ask questions to the portfolio holders.
- Education..* As a result of Suffolk GCSE results lagging 4% points below the national average, an independent commission has been launched to look into the educational attainment, aspiration and employability in Suffolk.
- Free Insulation for Suffolk Homes..* Councils and businesses across Suffolk are working together to help provide free cavity wall and loft insulation to homes in Suffolk.

Flooding.. Suffolk County Council have launched a consultation seeking views from both people and businesses about proposals to tackle local or flash flooding both now and in the future.

- c) **District Councillor:** *John Deacon reported...* (full report on www.chelmondiston.suffolk.gov.uk *Integration of administration of BDC with MSDC.* The new integrated management team is now in place. There is now a single integrated team of 46 managers serving both Babergh and Mid Suffolk compared with 81 previously working in the two councils. It is anticipated that the total ongoing savings from these changes over the last year will be in the region on £1.2m across the two councils. In the longer-term, both councils need to find a further £3.5m of structural savings each over the next three years.

BDC Core Strategy... Following finalisation of the review of the draft strategy against the new National Planning Policy Framework (NPPF) the revised document was approved by Council on 19th June. A public consultation covering the main changes will be held during the period 9th July – 24th August. [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.]

Grass-cutting trial... In order to encourage more wildlife diversity, and particularly to support pollinating insects, BDC is experimenting with leaving grass uncut (except once each year) under trees. In line with Suffolk Wildlife Trust's, Suffolk Living Landscape project, a pilot project is currently being run in Long Melford and Lawshall, which if successful, and subject to community comments, will be extended to other parts of the District. [BDC wish to emphasise that this is not a cost-cutting exercise, and any money that is saved here will be spent on other work.]

*The Chairman suggested bringing **Item 10** forward and invited Mark Deer to give a report.*

10. PENINSULA COMMUNITY RECYCLING CENTRE: Update & Village Skip Day.

The Clerk confirmed that the Skip Day had been set for 14th July. Posters had gone out to all peninsula parishes and notices had been sent to the local magazines. More posters would be put up. Clerk had obtained quotes from Companies but Sackers was the best. The Chairman had spoken with Alan Nunn who had agreed to man the site. He suggested to Mark that he contact Alan Nunn with regard to what was required.

Mark had forwarded a Health and Safety policy (from SCC) and John Deacon had done a Risk Assessment. Clerk had contacted the Insurance Company who confirmed that the council's Public Liability Insurance would be adequate cover (along with Shotley PC).

Clerk would arrange for a cash float.

The Chairman considered the draft *Lease Document* for the site to be very complex. Cllr Kirkup brought up several queries. Mark Deer suggested speaking with Suffolk CC legal department but confirmed that Suffolk CC would cover the legal cost up to £1,500. Clerk would consult with Cllr Kirkup prior to contacting Suffolk CC. The Tenancy at Will had been signed last August by the Chairman. *The Chairman thanked Mark and Mark took his leave.*

8. REPORTS FROM: Committees/Representatives of other Committees/Groups /Meetings to receive reports and requests and to take any action deemed necessary.

- a) **Planning:** See full minutes 26th June 2012

DECISIONS:

B/12/00369/FUL - Red Lion Inn, Main Road, Chelmondiston IP9 1DX

Erection of 2-storey rear extension to provide additional staff area and storage and first floor studio flat for staff accommodation. Erection of a single storey side extension and conversion of existing flat into 2no. flats. WITHDRAWN

(This was discussed at the meeting held on 12th June 2012)

B/12/00489/FHA - Inglenook, Main Road, Chelmondiston IP9 1DY

Installation of upvc cladding (retention of) GRANTED

B/12/00358/FHA/NC - Dion's Cottage, Pin Mill Road, Chelmondiston IP9 1JF

Erection of detached single garage GRANTED

B/11/00349/FUL/DB - The Foresters Arms, Main Road, Chelmondiston IP9 1DY

Change of Use, extension and alterations to form 3 no. residential units(first floor). GRANTED

CORRESPONDENCE:

Belstead Parish Council: *Wind Farms in Babergh District...* Note from the Chairman, David Cobbold of Belstead PC, which has received a proposed planning application for the erection of Wind Turbines. He writes on the problems that Kessingland (Waveney District) has been experiencing with noise from the turbines. It is understood that the 1997 national guidelines on noise do not protect residents and there were no restrictive condition on the planning permission. He considers that there is a legal precedent for restrictive conditions but it would require pressure from parish councils to ensure they were applied. He is proposing that parishes, hopefully with assistance from SALC, consider having a meeting in July/August where a common approach could be discussed with a view to establishing criteria for judging applications that would be less weighted in favour of the applicant. If there were a meeting someone from the Council would try to attend.

PLANNING APPLICATIONS:**B/12/00500/FUL - HMS Ganges site, Shotley Gate, IP9**

The full and partial demolition of buildings associated with the redevelopment of the site to provide: 285 dwellings; a 60 bed nursing home; 400 sq. m convenience retail; a building containing 400 sq. m flexible dentist/doctor's surgery/veterinary surgery/retail offices (B1/A2 or D1 uses); and 600 sq. m of offices (B1 use); the use of Nelson Hall for estate offices, changing rooms, dry sports, workshops (use class B1B/C), community use & cafe; the use of Vincent House, as a hotel (C2 use) together with parking and landscaping to form a linear park and landscaped gardens together with associated further landscaping and lighting.

B/12/000501/CAC - HMS Ganges site, Shotley Gate, IP9

Application for Conservation Area Consent - The full and partial demolition of buildings associated with the redevelopment of the site to provide 285 dwellings.

The Committee looked at various plans and several queries were raised. It was agreed that the main concern to Chelmondiston would still be the amount of traffic on the B1456.

Cllrs would ask members of the community for suggestions as to the type of traffic calming that they would like to have on the Main Road, through the village. Cllr Kirkup suggested that the Committee should push for Babergh DC to appoint an independent consultant with regard to the s106 agreements. Clerk confirmed that extensions had been granted and the applications would be on the next agenda when a response could be formulated.

Cllr Kirkup told Council that the Committee would be formulating a response at the next Planning meeting on 17th July.

b) Village Hall: *Cllr Keeble reported on meeting held on 25th June*

Pat Lakey elected as Chairperson; Patrick Mann, as Secretary. The Village Hall Cttee as previous. Trustees elected: Messrs Cook, Catchpole, Mann, Jowett and Lakey.

Cllr Keeble was confirmed as the representative from the Parish Council.

Maintenance: * One more coat of floor polish to be applied. * 2,000 ltrs of heating oil to be ordered. * Investigating cost/possibility of rewiring the hall. this has been prompted by the insurers with regard to electrical certificates. Total funds as of 1st April 2012 £14,847.84
Next meeting 24th September 2012.

c) Footpaths, Trees & Hedgerows: No meeting**d) Playing Field:** *Cllr Stevens reported...* they would be installing a concrete ramp up to the large container to enable the new lawnmower (yet to be purchased) to be housed inside.

Cllr Morgan said that Mothers and Toddlers/playgroup would be carrying out a survey on play equipment. Clerk said that Babergh DC would require confirmation that the public had been consulted, as to the type of play equipment that was needed prior to forwarding any s 106 monies.

e) Village Amenities: *Jubilee Garden...* Plaques still to be purchased. It was agreed to have 4 House plaques 4"x2" e.g. *Spring display by Spring House, Chelmondiston Primary School.* £33 each

1 Main plaque . It was considered that the 5"x3" size (£53) was too small. It was agreed to have a larger size at a cost of approximately £75. *Jubilee Garden renovated by the Parish Council and the Community 1st June 2012.* All plaques would be brass.

f) Community Council: *Jubilee weekend report...* Expenditure £2,184.51 Income £1,998.22**g) Clerk's report:** *Collimer Close Car Park* wall has been repaired

Cllrs are advised to check **Health & Safety Guidelines and Procedures:**

COSHH....*Control of Substances Hazardous to Health*

RIDDOR.... *Reporting of Injuries and Dangerous Occurrences Regulations 1995*

The Parish Council, as an employer must report any work-related deaths, injuries, cases of disease, or near misses involving employees wherever they are working.

Any work-related deaths and injuries to members of the public and self-employed people on our premises, and dangerous occurrences (some near miss incidents) that occur on the premises must be reported.

Risk Assessments: the following should be updated...

- Pages Common.. when working there. (Clerk has advised Cllr Latter that he should be keeping a book of when he works there and what he does there etc.)
- Pin Mill Common
- The Playing Field and the Play Equipment (in conjunction with the PF Cttee.
- The Jubilee Garden
- The Office
- The Waste Site

Freedom of Information: we now have to publish Cllrs' Register of Interests on the website. Clerk has contacted BDC to see whether they are going to publish all Cllrs forms from around the district and if so whether we can put in a link to their site.

Predetermination: Cllrs must ensure that they come to a discussion/meeting with an open mind. Particularly relevant to Planning meetings.

Cllrs can now act on issues that they have campaigned on and care about and they may take part in discussions and vote on issues at P.C. meetings. *See Localism Bill*

Pin Mill Road: large lorry caught a big branch on tree overhanging road by Baptist Chapel. It was left dangerously hanging. EDF were contacted because of overhead wires. Clerk spoke with resident of cottage and contacted Lee Foster who managed to remove the branch. The Yellow 'No Parking' lines have now been done.

Allotments: Dave Cook is retiring and Keith Cooper is taking over the management.

9. CORRESPONDENCE: *to respond to correspondence received up to the meeting 3rd July 2012 and to take any action deemed necessary.*

9.1 Babergh DC: *Babergh Core Strategy & Policies* (Submission Draft)... Consultation on (main modifications) changes, which will form the first part of the new Babergh Local Plan (2011-2013) consultation from **9 July-24 August 2012**. Put on next Agenda

9.2 The Landscape Partnership: commissioned to produce an independent *Environmental Statement* that assesses the impacts of heath land/forests of the Suffolk Sandlings restoration on the environment and those who use it for recreation. P.C. is invited to attend drop in sessions... Forwarded to Cllrs.

9.3 Babergh DC/Mid-Suffolk DC: *Integrated Management Team* now completed with a few exceptions. A single integrated team of 46 managers who will serve both districts compared with 81 previously working within the two councils. The team comprises of: the Chief Executive, Strategic Directors, Heads of Service and Corporate Managers. It is thought that the changes have saved around £1.2m over the last year. Each of the councils need to find further savings of £3.5m over the next 3 years.

9.4 Sarah Wardley: *Memorial bench enquiry...* on Pin Mill Common. Clerk has responded.

9.5 SPCC: *Comments on Ganges Planning Application* - Clerk to take to next planning meeting.

9.6 Suffolk CC: *Lease for Chelmondiston Waste Centre.. See Item 10*

9.7 Circulation Bag:

Community Council: *Jubilee Weekend* expenditure **Chelmo PC:** *Quarterly accounts*
SPCC: *Annual Accounts 2011-12* **Babergh DC:** *What to do with your waste*
St Elizabeth Hospice: *Summer Newsletter*
Suffolk Flood Risk Management Partnership: *Brochure* (Public Consultation)
Suffolk ACRE: *Directors' and Financial Report, AGM July agenda. Mins for AGM 2011*
Babergh/Mid-Suffolk DCs: *The new Integrated Management Team*

11. THE SUFFOLK LOCAL CODE OF CONDUCT: *to consider adopting the new Code*

Clerk had sent copies of the proposed code to Cllrs.

Proposal: to adopt the New Suffolk Local Code of Conduct, as dated from the 3rd July.

Proposed: Cllr C Keeble **Seconded:** Cllr J Deacon **Vote:** all in favour

Clerk would send out new Members' Register of Interests forms electronically to Cllrs. She reminded members that these must be completed and received by Babergh DC within 28 days from this date.

12. PIN MILL: *to receive reports/proposals and to take any action deemed necessary.*

12.1 Flood Alleviation Scheme - up date. Council was required to apply for an Impounding Licence and a Full Transfer or Impounding Licence (Water abstraction) from the Environment Agency [at no cost to the parish council]. Clerk has met with Steven Hall of Suffolk CC to sign papers and to look at site. The acceptance of quotation letter had been sent to Les Cotton Contractors. Jeff Horner (SCC) is to arrange a pre-construction meeting, which will include all design information, survey requirements, Health & Safety issues, welfare facilities, compound set up, along with a construction programme, neighbour contacts for access etc

12.2 Dinghy Park- Report..* contractor's reference.

Proposal: to write a reference for Mathew Clarke who would be leaving for Canada in August.

Proposed: Cllr R Kirkup **Seconded:** Cllr R Morgan **Vote:** all in favour

Clerk understood that Mr S Meacock was taking over the contract from Matt for the grass cutting of the Common for the remainder of the season. Clerk had not, as yet, spoken with Mr Meacock Clerk had contacted the Unpaid Work Team for clearing weeds from the Grindle. They would advise when they were free.

13. FINANCIAL ITEMS:

13.1 RFO's Monthly Report:

500036 Dinghy Permits (6)	96.00	13 June
Lloyds Bank – Interest	2.62	11 June
500037 Dinghy Permits (4)	64.00	21 June
	<u>£162.62</u>	

BALANCE on 30th JUNE 2012

Un-presented chqs:	£343.72
Treasurers Account	£1,607.39
Business Instant Access Acc.	£53,386.96
Total (in credit)	£54,994.35

Transfer from Business Instant Access Acc to Treasurers Acc – £1,500.00 on 4th July 2012

Chqs to pay in Suffolk CC Locality Budget £750 (Jubilee Gdn) Dinghy... £16 plus £16 cash
First quarter accounts in See Circulation bag

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

1406 a) Matt's Tree & Garden Service (Pin Mill Grass)			60.00
1407 b) David Fisher: Gate installation			220.00
1408 c) Orwell Stores: Jubilee Garden (electricity, water, sundries)			72.50
1409 d) Eastern Contractors Plant Hire: Jubilee Gardens (Fencing, Wacker plate)			355.20 **
1410 e) M Gant: Jubilee Gardens (Tools & Consumables)	221.95	4.39	226.34
1411 f) Mrs F Sewell: Clerk's Expenses			
BT: (17 May-14 June 2012)	7.00		7.00
Rymans: Stationery (21/06/120)	11.64	2.33	13.97
Nelson Potter (Dodnash) Ltd (Gate fastener)	10.60	2.12	12.72
	29.24	4.45	33.69
June (3) Salary			<u>£589.67</u> 623.36
1412 g) HM Customs & Revenue: Chq made out to Post Office Ltd Quarterly payment. (Apr, May, June 2012) of employee's tax/employer's Nat Ins			235.68

Invoice arrived after posting of agenda

1413 h) Nelson Potter (Dodnash) Ltd: Garden Seats	163.00	32.60	195.60
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Clerk informed Council that Mr Gant had questioned the invoice of Eastern Contractors (d) and was expecting a revised, lower invoice to be submitted.

Proposal: to approve payment of invoices listed: **a) 1406 to h) 1413 with the proviso that d)** was revised and approved by Mr Gant prior to payment.**

Proposed: Cllr R Kirkup **Seconded:** Cllr M Stevens **Vote:** all in favour

14. FOOTPATH TRIMMER: *to consider the purchase of a new trimmers*

One trimmer had broken down completely. Clerk had checked prices on internet and confirmed with Keith Cooper. Hayter Power Trim Push Wheeled trimmer Ref: HA 407E was recommended. Price wise, middle of the range.

Bartram Mowers would be able to have one in stock within a couple of days. They would deliver and invoice direct. Cllr Stevens recommended ordering two, as the second trimmer was not in good condition and he thought it very unlikely that it would last another season.

Proposal: to purchase two trimmers, as recorded above for £433 each (inclusive of VAT).

Proposed: Cllr C Keeble **Seconded:** Cllr M Stevens **Vote:** all in favour

15. WASTE/DOG BINS: *to consider the purchase of new & replacement bins*

Cllr Stevens confirmed that the bin from Jubilee Garden was with him. Mr Gant had said he would reinstall it if it was in good condition. Clerk would check. A new Topsey 2000 bin from Glasdon would cost £140. A new dog waste bin was needed to replace broken one on post by the garden.

Proposal: to purchase a new Fido 25 dog waste bin from Glasdon.

Proposed: Cllr B Walker **Seconded:** Cllr J Deacon **Vote:** all in favour

16. HOLBROOK HIGH SCHOOL: *to consider a request for funding for a cricket pitch*

The Peninsula Sports Centre is looking to raise funds of between £2,500 -£3,000 from the local parishes to go towards a new cricket pitch for the Peninsula Cricket Club.

The Chair would speak with Mr Hall to get further information.

Proposal: to grant £500 towards the cost of a pitch.

Proposed: Cllr R Kirkup **Seconded:** Cllr J Deacon **Vote:** 7 in favour 1 against (Cllr Keeble)

17. ANY OTHER BUSINESS RAISED BY COUNCILLORS AND CLERK

Cllr Keeble: Considered the branches on small trees in grass area near Millfield housing were too near the ground thus causing problems for grass cutting.

Cllr Kirkup: Complaints received regarding amount of horse droppings down Hollow Lane. Chair will mention to the Stables.

Cllr Dot Cordle: Asked whether EDF had come back to the Clerk regarding overhead wires through the trees down Pin Mill Road. Clerk said "No".

18. THE NEXT PARISH COUNCIL MEETING – Tuesday 7th AUGUST 2012 in the Village Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9:20pm.

SignedR Kirkup.....

Date31/7/2012.....

The minutes were taken as read and were agreed to be a true record of the meeting and were signed off by the Chairperson, Cllr Rosie Kirkup at the meeting held on 31st July 2012. (The meeting was brought forward from 7th August due to holiday arrangements of Cllrs).