

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 2<sup>nd</sup> OCTOBER 2012 IN THE VILLAGE HALL AT 7:30 pm.**

**Present:** *Chairman:* David Cordle

*Councillors:* Rosie Kirkup, M Stevens, J Hawkins, C Keeble, Dot Cordle, D Latter and J Deacon

**In Attendance:** *Parish Clerk:* Fran Sewell, SCCllr David Wood

1. **WELCOME BY CHAIRMAN:** *Cllr David Cordle*
2. **APOLOGIES:** *were received from (and accepted)...Cllr B Walker . family commitment. Cllr A Fox - ill. PcsO Joanne Adams - work*
3. **DECLARATION OF INTERESTS and DISPENSATIONS:** *to receive disclosures of personal & prejudicial interests from Cllrs AND any dispensations received by the Clerk on matters to be considered at this meeting.*  
**Item 14k)** *Reimbursement of materials.* Cllr M Stevens declared an interest.
4. **MINUTES OF THE MEETING:** *to agree minutes of the meeting held on 4<sup>th</sup> September 2012*  
The minutes were taken as read and were agreed, by those who had been present, to be a true record. They were signed off by the Chairman.
5. **MATTERS ARISING:** *to consider matters arising from meeting on 4<sup>th</sup> September 2012*
  - 5.1 **Item 8:** *Community Engagement* - A reminder for Cllrs to consider participating in the survey.
  - 5.2 **Item 10.2:** *Zurich Insurance* - Clerk has updated the Asset Register and has reduced the cost of insurance, as quoted last month, by £89. *See Payments.*
  - 5.3 **Item 11.2:** *Waste Carrier Licence* - Clerk had made enquiries and had discussed it further with the site operator who felt that it was not viable.
6. **PUBLIC PARTICIPATION SESSION (Pertaining to the Agenda)**  
No public present.
7. **REPORTS:** *to receive reports (if available) from*
  - a) **Safer Neighbourhood Team:** No Team present.
  - b) **County Councillor:** *David Wood ... \*Broadband:* The Cabinet voted to take the *Better Broadband for Suffolk* to the next stage. BT have won the bid and by 2015 all areas of Suffolk will be receiving a guaranteed 2.5MBs (it could be higher). Those areas with poor or no reception will be amongst the first. There will shortly be a website available where you can put in your post code and you will be able to find out when it will come to you and the speed you should receive.  
*\*Concessionary Fares:* The Cabinet will look again at their decision to provide only the statutory minimum free travel following the Committee voting 7:3 to send the decision back to the Cabinet to be considered. *\*The Cabinet confirmed the Council's commitment to sign up to the Suffolk Armed Forces Community Covenant.*  
In partnership with Suffolk Roadsafe, SCC have launched the *Grand Driver Scheme*, which aims to provide support to the elderly drivers on the road thus assisting the continuation of safe driving.  
*\*Ganges:* SCC's Highways submission report... they did not feel that it was possible to make recommendations. David Wood would e-mail the report to the Clerk.
  - c) **District Councillor:** *John Deacon... \*Community Engagement:* this exercise is ongoing and residents, businesses and parish councils are encouraged to participate in the survey, which will help Babergh/Mid-Suffolk DCs to understand what the communities can do with regard to the reduced resources in the longer term. Some of the emerging issues are; hidden deprivation, fuel poverty, youth unemployment, health care for the growing population of the elderly and affordability of housing.  
*\*Review of Local Council Tax:* Arrangements for deciding council tax discounts are changing; additionally there will be some 10% less money available. BDC now needs to work out what size of council tax discounts to give to different groups, using the smaller pot of money that the Government has made available. A survey can be found on the BDC website..

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

**a) Planning: Cllr Kirkup reported...**

**Applications**

**B/12/01059/FHA - 1 Lings Lane, Chelmondiston, IP9 1HJ.**

*Erection of two storey side extension. Erection of porch*

The Committee proposed to recommend SUPPORTING the application.

**B/12/01079/FHA - 2 Lings Lane, Chelmondiston, IP9 1HJ**

*Erection of first floor extension*

The Committee proposed to recommend SUPPORTING the application.

**Decisions:**

**B/12/00266/FUL - Butt & Oyster Inn, Pin Mill, Chelmondiston IP9 1JW**

*Erection of decking to front of Public House* [Application withdrawn](#)

**Matters raised by Cllrs:**

Reports had been heard that the Pin Mill Bay Community Interest Management Co. was to construct/lengthen the jetty, which was in front of Pin Mill Common to accommodate a further barge, which may be used for business purposes. No notification had been received by the Parish Council. Questions were being asked why the Waldamar application had not yet been determined although the statutory expiry date for a decision had passed (03/09/2012) the date. The Parish Council had received the application for recommendations in July 2012. Clerk would enquire.

- b) Village Hall:** Electrical fuse boxes to be replaced and the strip lighting at a cost of approximately £2,500. Next meeting 19<sup>th</sup> November 2012
- c) Footpaths, Trees & Hedgerows:** No report
- d) Playing Field:** s106 money has been agreed by Babergh DC. The Committee have received compliments on the quality of the football pitch.
- e) Village Amenities:** Waste bin still to be replaced on the Jubilee garden. The bridleway, Church Lane...hedges need cutting back.
- f) Clerk's report: Village Sign...** Nina Jillings, The Community Council have questioned who is responsible for the upkeep of the Village Sign. It stands in the primary school grounds but it is doubtful whether it is covered under the schools insurance and she feels that the base should be checked and it may be in need of painting. Clerk would check.  
*The Chelpin...*enquiries have been made, as to whether the Chelpin could be delivered to each house. At present one pays a subscription cost, with an extra cost for opting in for the monthly draw, to join the Community Council, which entitles you to a copy of the magazine. One has to question whether people would bother to join the Council if the magazine was distributed free of charge. However, it would mean that everyone in the parish would be kept informed of council business along with events in the parish. Clerk has spoken with Nina, who will take it to the next Community Council meeting.
- g) PMBCIMC:** Cllr David Cordle was unable to attend the last meeting. He would ask whether another representative of the council could attend meetings in his absence.
- h) Other.. SALC Area Babergh meeting:** Cllr Dot Cordle reported that some parish councils were having problems with Cllrs using mobile phones to send and receive text messages, sometimes between themselves, during meetings!
- 9. CORRESPONDENCE:** to respond to correspondence received up to the meeting 2<sup>nd</sup> Oct2012 and to take any action deemed necessary.
- 9.1 Babergh DC:** Community Achievement Awards.. Closing Date 30<sup>th</sup> November 2012
- 9.2 Suffolk CC:** Road Traffic..Road Closure. Diversion Woodlands, Collimer Close, Hollow Lane and Pin Mill Road. A 10mph speed limit along Main Road from Woodlands turn to just past Hill Farm Lane. From 1st Oct to 5th Oct 2012 overnight from 8pm-5pm.
- 9.3 Atkins Ltd:** Highway Agency.. A12 Hughes Corner, Stratford Hills Farm and Squirrels Drey Gap. Permanent closures of 3 central reservation gaps.

- 9.4 Holbrook High School: Prize Giving Evening..** Monday 22<sup>nd</sup> Oct. The Parish Council Endeavour Award. The Chairman will attend and present the prize.
- 9.5 Suffolk CC & District Councils: Community Support and Funding Roadshow** Wed 24<sup>th</sup> Oct at Bildeston. Notice on board.
- 9.6 SAVO: AGM 2012..** Proposals to merge with several of the other VCS infrastructure organisation in Suffolk (including Suffolk ACRE)
- 9.7 Ecosystems Tree & Ground Care: potential contractors...** Clerk will ask for a quote for Pin Mill Common.
- 9.8 Circulation Bag:**  
**SALC: LAIS 1342:** Council Tax. **LAIS 1343:** Rural Statement 2012.  
**LAIS1344:** Section 106. **LAIS Up2Date (120928).** **The Local Councillor: Magazine**  
**Suffolk CC: Suffolk Local Broadband Plan.** **Clerks & Councils Direct: Magazine**  
**Chelmo PC: Asset Register (for Insurance etc).** **Accounts: 6 monthly**
- 10. PENINSULA COMMUNITY RECYCLING CENTRE: to consider report and to take any action deemed necessary.... Village Skip Days... update**  
 The Clerk had been in correspondence with the Environment Agency, who had agreed that no extra permissions or permits were necessary for the site, as it was being run at the present. A strong e-mail had been sent to J.M.P. Wilcox regarding the emptying and revenue of the *Textile and Media banks...* to date no revenue had been received although both banks had been emptied several times. Payments would be made directly to the Parish Council bank account.  
*Business Rates...* The valuation office had confirmed that the site had now been delisted. Babergh DC would confirm by letter. Clerk had regular meetings with Alan Nunn, who was doing a splendid job. He had on occasions been subjected to verbal abuse. Shotley PC had forwarded the cost of one skip (*See Finance*).  
*The proposed lease...* this was still to be sorted out. Clerk was waiting for Suffolk CC to arrange a meeting.  
*Total income...* up until 29<sup>th</sup> Sept = £761 cost of skips = £1,125. Shotley PC contribution £225 leaving £139.00 in debit. The revenue for scrap metal and the recycling banks yet to be received. Cllr Kirkup proposed that it was minuted that the council give thanks to the Clerk for all her work involved in this enterprise. This was seconded by the Chairman with all Councillors in agreement.
- 11. JUBILEE GARDEN: update re plaques etc, and to take any action deemed necessary.**  
*Cllr Kirkup reported...* Although plaques had been discussed before it appeared that the previously suggested sizes would be too small. Cllr Kirkup suggested having one or two 7x5 plaques. She would look further at web sites and get some quotes.  
*Maintenance...* it had been suggested that the council approach a resident to see whether they would maintain the garden on a regular basis.  
**Proposal:** to write to the resident as discussed.  
**Proposed:** Cllr R Kirkup **Seconded:** Cllr Dot Cordle **Vote:** all in favour  
*Bulb Planting...* the school children were raising money for bulb planting (discussed at school meeting), which the children will be planting. Cllr Deacon still had the irises that were on the site originally and he would replant them. Clerk reminded members that the remaining grant money allocated by Babergh DC was still unclaimed.
- 12. PIN MILL: to receive reports/proposals and to take any action deemed necessary.**
- 12.1 Flood Alleviation Scheme - up date.** Work had begun. Machinery was being kept on Mr Edgell's field. Clerk has informed the Safer Neighbourhood Team. Cllr Latter had spoken with the foreman with regard to the bridge that would be needed to go over the ditch near where the culvert was being built in the top field. This was being looked at. Monies from the Environment Agency as yet had not been forwarded. Clerk would attend a photo shoot on Monday 8<sup>th</sup> Oct at 2pm
- 12.2 Dinghy Park/Common- Report.** 3 new permits, 2 at a reduced winter price (*See Finance*) Clerk had asked Mr Meacock for a grass cutting quote for the 2013 -2014 season.

**13. THE JOURNAL OF LOCAL PLANNING:** *to consider an annual subscription*

Clerk had forwarded a sample copy to Cllrs on a few occasions. Cllr Kirkup and the Clerk has looked at this before and Cllr Kirkup had conversed with a resident who knew of the company.

With the possibility of having a Neighbourhood Plan or a Village Design Statement it was thought that for a £50 annual subscription it would be worth having.

**Proposal:** to order an annual subscription; to be reviewed on an annual basis

**Proposed:** Cllr R Kirkup **Seconded:** Cllr D Latter **Vote:** all in favour.

**14. FINANCIAL ITEMS:****14.1 RFO's Monthly Report:**

500042..Suffolk CC: P3 Grant	322.60	6 Sept
Chelmo Community Council: <u>Donation</u> for FP gate	456.75	6 Sept
Lloyds Bank – Interest	2.17	9 Sept
500043..Chelmo Waste Centre: CASH (2wks)	183.00	13Sept
Babergh DC.. Precept (2 <sup>nd</sup> instalment)	13,000.00	19 Sept
HM Revenue & Customs: VAT reimbursement	999.40	25 Sept
500044.. Chelmo Waste Centre: CASH (2wks)	189.00	27Sept
Dinghy Permits (2)	22.00	27 Sept
	<b>£15,174.92</b>	

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

Treasurers Account	£2,115.14	9,915.00	Reserved (included within total credit):
Business Instant Access Acc.	<u>£63,493.36</u>	7,170.39	from SCC for Flood Alleviation Scheme
<b>Total (in credit)</b>	<b>£65,608.50</b>	3,500.00	held for Playing Field
		<u>3,894.76</u>	held for ride on mower
		<b>£24,480.15</b>	held for Village Hall

*Chqs to pay in:* Dinghy permit...£16.00 Shotley PC ...£225.00

*Transferred from Instant Access to Treasurer's Account £2,000 on 02/10/2012*

**14.2 External auditor's report:** *to consider and take any action deemed necessary.*

Clerk had received the Annual Return back from BDO and everything was in order. Notices for the Conclusion of Audit have been displayed on the notice boards.

**Proposal:** to accept and approve the Annual Return for the year 2011-212, as signed by the external auditor BDO LLP

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

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

1428 a) Chelmondiston Village Hall: Room hire (2 @ £14; 1 @ £5)	33.00
1429 b) Shotley Peninsula Cricket Club: Grant (as agreed)	500.00
1430 c) Signs for You: Playing Field gate (No dogs allowed)	36.00
1431 d) Suffolk Assoc of Local Councils: Clerks' Networking Day	18.00
1432 e) HM Customs & Revenue: <i>Chq made out to Post Office Ltd</i> <i>Quarterly payment.</i> (July, Aug, Sept 2012) of employee's tax/employer's Nat Ins	264.28
1433 f) Mrs F Sewell: Clerk's Expenses Post Office: postage/stationery and subsistence payment: home/office expenditure (Apr-Sept 2012)	154.19
Salary September (6) Salary plus Dinghy Warden (March-Sept 2012)	<u>656.87</u> 811.06
1434 g) Suffolk ACRE Services: Zurich Insurance for 2012-13 (Oct - Sept)	710.75
1435 h) BDO LLP: External Auditor (2011-2012 accounts)	342.00
1436 i) Holbrook High School: Endeavour Award	30.00
1437 j) S Sacker (Claydon Ltd): Village Skip Hire (2 invoices)	540.00
1438 k) Mr M Stevens: Cllr reimbursement B&Q: Hasp/Staple/Padlock	19.94

**Proposal:** to approve payment of invoices listed: **a) 1428 to 1437j)**

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

**Proposal:** to approve payment of invoices listed: **k) 1438**

**Proposed:** Cllr J Deacon **Seconded:** Cllr R Kirkup **Vote:** 7 in favour 1 no vote (M Stevens)

**15. THE STOUR & ORWELL SOCIETY: *Shotley Peninsula Landscape Character Assessment to consider a request for detailed information***

A request had been received for information. members answered the questions, as best they could. Clerk would inform the Stour & Orwell Society.

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

Two names were mentioned with regard to the Parish Council vacancy. It was suggested that those interested should come to the meetings to get an idea of what was involved.

The meeting of the Finance Group was arranged for Monday 19<sup>th</sup> November.

**17. THE NEXT PARISH COUNCIL MEETING – Tuesday 6<sup>th</sup> NOV 2012 in the Village Hall**

There being no further business the Chair thanked everyone and closed the meeting at 9.04pm.

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

Date .....6/11/2012.....

These minutes were agreed to be a true record of the meeting and were signed by the Chairman at the Parish Council meeting held on 6<sup>th</sup> November 2012.