

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 6<sup>th</sup> NOVEMBER 2012 IN THE VILLAGE HALL AT 7:30 pm.**

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

*Councillors:* Rosie Kirkup, A Fox, J Hawkins, C Keeble, Dot Cordle and B Walker

**In Attendance:** *Parish Clerk:* Fran Sewell, SCCllr David Wood and PcsO Joanne Adams

**Public:** Mr T Barnes

1. **WELCOME BY CHAIRMAN:** *Cllr David Cordle* welcomed everyone and opened the meeting at 7:30pm.
2. **APOLOGIES:** *were received (and accepted) from...* Cllr M Stevens - family commitment  
Cllr J Deacon - holiday
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.*  
None.
4. **MINUTES OF THE MEETING:** *to agree minutes of the meeting held on 2<sup>nd</sup> October 2012*  
The minutes were taken as read and were agreed to be a true record of the meeting by those who had been present. They were signed off by the Chairman.
5. **MATTERS ARISING:** *to consider matters arising from meeting on 2<sup>nd</sup> October 2012*
  - 5.1 **Item 8f):** *Village Sign* - The Community Council have provided an 'old' Chelplin, which has relevant information. No further news on delivery of Chelplin to all households.
  - 5.2 **Item 9.4:** *Holbrook High School* - presentation of Endeavour Award. This year it was awarded jointly to a boy and a girl by Cllr David Cordle.
  - 5.3 **Item 15:** *Stour & Orwell* - Peninsula Landscape Character Assessment... Clerk has sent information and they have replied with a 'thank you'.
  - 5.4 **Item 16:** *AOB* - Parish Council vacancies... Council can now co-opt for the 2<sup>nd</sup> vacancy. Clerk had received two responses of interest.
6. **PUBLIC PARTICIPATION SESSION (Pertaining to the Agenda)**  
Mr Barnes was attending the meeting to gain insight into how the Parish Council works and to meet members.
7. **REPORTS:** *to receive reports (if available) from...*
  - a) **Safer Neighbourhood Team:** *PcsO Joanne Adams* confirmed that there had been another car broken into at Pin Mill car park (boots stolen). She handed the Clerk an 'advice' notice to be put up in the car park. During the night of 5<sup>th</sup> November, tyres and wing mirrors were damaged on cars in Pin Mill Road.  
Pc Gary Austin was no longer an SNT Officer and had been moved to the Response Team.  
Pc Debbie Tyrrell had taken his place.
  - b) **County Councillor:** *David Wood...* \*Suffolk Fire & Rescue Service proposed merger between the SF&RS and the Cambridgeshire & Peterborough Fire Authority; consultation launched. See <http://www.suffolk.gov.uk/your-council/decision-making/consultations/delivering-the-best-fire-service-to-you/>  
\*Police & Crime Panel (PCP) the election for a Police and Crime Commissioner takes place on 15<sup>th</sup> November. The County Council will be the host of the PCP, which will be made up of Cllrs, DCllrs and two co-opted members who will scrutinise and support the Panel. David confirmed he would be a member with Cllr Jane Chambers, as the permanent substitute.  
\*New Drivers (17-19 yrs). Suffolk CC will subsidise 250 places on a young driver's course to help boost confidence and improve skills and save money. Cost £30, reduced from £150.
  - c) **District Councillor:** No report, as Cllr Deacon was away Clerk would forward to Cllrs when received.

**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/12/01134/FHA - Dwiny Cottage, Pin Mill, Chelmondiston, IP9 1JS**

*Erection of two-storey and single-storey side and rear extensions.*

The Committee recommended REFUSING the application for the following reasons:

- The Cottage sits on a flood plain and there is a projected flood risk. It is not thought to be prudent to build over the Grindle, which could set a dangerous precedent and could cause a major problem for neighbouring dwellings, if the stream under the property became blocked.
- The development is considered to be out of proportion with the neighbouring properties.
- The current and proposed extensions completely dwarf the original cottage.
- The black weatherboarding is NOT traditional for this area. Original weather boarding within the Pin Mill area is painted a light colour, usually cream NOT black.

DECISIONS:

**B/12/00811/FHA/RB - Park View, Pin Mill Road, Chelmondiston IP9 1JN**

*Erection of part 1st floor, part 2-storey & part single storey side & rear extension.*

*Erection of replacement garage (existing garage to be demolished).*

*Erection of replacement retaining wall, as amended by agents e-mail received 04/10/12.*

[Babergh DC gave notice that permission had been GRANTED.](#)

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

*Erection of 2-storey side extension. Erection of porch*

[Babergh DC gave notice that permission had been GRANTED.](#)

**HMS GANGES: Report on Suffolk CC's Highways submission and Update**

The Cllr. Kirkup read out various relevant paragraphs:

\* *Chelmondiston ...* Gateway improvements, "SLOW" markings with buff banding and proposed footway are agreed. The proposed hatching needs further consideration before SCC can agree this will bring a positive benefit. The proposed village hub buff surfacing should be replaced by coloured surfacing, highlighting the pedestrian desire line.

\* *Travel Plans ...* It was recommended that these were reduced to focus on the key sections, as the level of detail made it difficult for any other user to understand how to implement them.

SCC considered that further work was required and they did not feel that it was possible at this stage to make a recommendation on the application.

The Committee questioned again why the community was not consulted before agreements were made, even though letters had been written in the past to suggest this. Clerk would write to SCC Highways.

Babergh have commissioned an Independent Consultant's review of the Environmental Statement.

The report is expected soon, and is likely to require Haylink to address some concerns and resubmit a modified ES. This will mean that the planning application will not be able to be determined until at least the early part of 2013. Clerk has asked Babergh for a copy of the Statement.

NEIGHBOURHOOD PLANNING: Update

Clerk had spoken with Navigus Planning and had received some advice. Cllr Kirkup and Cllr Deacon had received some enquires from parishioners and a meeting had been arranged for 19<sup>th</sup> November in the afternoon to discuss further.

**b) Village Hall:** Next meeting 19<sup>th</sup> November 2012

**c) Footpaths, Trees & Hedgerows:** Next meeting 13<sup>th</sup> November 2012

**d) Playing Field:** Cllr Hawkins reported... Bonfire Night had been a success. Help was needed in clearing up the remains.

*Clerk reported...* regarding the new proposed play equipment, Cllr David Wood had kindly offered £1,000 from his Locality Budget.

Babergh had agreed the s106 money for £7,658 after receiving all quotes along with the grant papers filled out by the Playing Field Cttee and submitted by the Parish Council.

*Cost of project:* £9,999 + £2,700 for safety surface = £12,699

*Grants:* £8,658 leaving £5,041 (Parish Council holds £7,170 for the Playing Field)

The Parish Council now has to open an account with Sutcliffe Play and confirm whether Babergh pass over the grant money before payment is made.

**e) Village Amenities:**

The Village Car Park hedge had been cut. Cllr Hawkins had informed Suffolk CC of a loose kerb stone on St Andrew's Drive.

**f) Clerk's report:** No report

**9. CORRESPONDENCE:** *to respond to correspondence received up to the meeting 6<sup>th</sup> Nov 2012 and to take any action deemed necessary.*

**9.1 Babergh DC: Community Recycling Centre..** Confirmation of deletion of property from Business Rates register. No rates are payable (4/10/2012).

**9.2 Babergh DC: Parish Liaison Meeting..** Thurs 29th November 9am and 6pm.

**9.3 Babergh DC: Dog Fouling..** The Babergh area is covered by an order under the Dogs (Fouling of Land) Act 1996, which makes it an offence to fail to clear up after a dog, if it fouls in a public place. There is a maximum fine of £1,000, if prosecuted in court or £50 'on the spot' fixed penalty notice. The legislation excludes some types of land and if the person has a reasonable excuse. Put on website. ([See Circulation bag](#)).

**9.4 Babergh DC: Leaf Fall..** The clearance of leaves on public highways and Babergh land is included as part of the routine street cleaning and maintenance programme. Additional clearance may be done if leaves are blocking drains, paths or are a safety risk. Leaves are not cleared from private property or from grass areas. Leaves will be cleared from Babergh parks and sheltered housing sites, including grass areas on a weekly basis. ([See Circulation bag](#)).

**9.5 Suffolk CC: Winter Preparation ..** Anyone who clears snow from outside their own or someone else's property would only be liable for third party claims for an accident if their efforts actually made the pavement less safe than it was with the snow and ice undisturbed and as a result someone is injured. If the Parish Council keeps a list of the names of the volunteers then these people will be covered under the terms of the County Council's insurance. Use of grit from Parish bins on private driveways will be regarded as theft. ([See Circulation bag](#)).

It has been suggested that a poster explaining this and giving the Clerks contact details for ordering grit, could be placed on the inside of bins.

**9.6 BDO LLP: Changes to Extranet, IDBs and small bodies..** new web address; advising on new or reminders of key dates and information regarding audits. <http://extranet.bdo.co.uk/sites/Councils/Pages/Default.aspx>

**9.7 Suffolk ACRE Stay Warm..Volunteers needed...** A community oil buying group has been set up. The scheme works by local community volunteers finding out each month, which members need oil and passing the information to Suffolk ACRE who, with other charities across England can negotiate the best price on one massive order. ([See Circulation bag](#)).

**9.8 Suffolk ACRE: Extraordinary General Meeting...** to consider a Special Resolution and two Ordinary Resolutions; re Transforming Local Infrastructure. 26<sup>th</sup> November at Brightspace from 6pm.

**9.9 SALC: AGM 2012 ...** Haughley Park Barn on 12<sup>th</sup> November 4:30pm. AGM at 7pm

**9.10 Sue Ryder: Community Engagement Forum** re local dementia services. 7<sup>th</sup> November at 2:30pm or 7:30pm at Shotley Village Hall. Notices on Boards and website.

**9.11 Peninsula Tree Services: Lee Foster...** A letter informing the council that he is in the process of starting up his own business. Council were concerned that there may be a conflict of interest, as Lee was a co-opted member of the Footpaths Committee, a sub-committee of the Parish Council. Co-opted members of parish council committees have also to abide to the new Suffolk Code of Conduct.

**Proposal:** to write explaining the situation regarding the conflict of interest and that the Council would have to treat him as an equal with other similar businesses.

**Proposed:** Cllr A Fox **Seconded:** Cllr R Kirkup **Vote:** all in favour.

**9.12 Circulation Bag:**

**SALC: Annual Report 2011-12 + minutes for 2011 AGM** **NALC: Precepts Update**  
**Suffolk Hedgerow Survey: Newsletter plus full survey book.**

**Suffolk Coast & Heaths:** *Magazine* (Autumn, Winter)

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

**Suffolk CC:** *Winter Preparation .. info*

**Babergh DC:** *Dog fouling info*

**Suffolk ACRE:** *Community Buying... poster*

**10. PENINSULA COMMUNITY RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*

**10.1 Village Skip Days:** *finance report.* in total £1,278.50 had been taken inclusive of scrap metal. £367.50 was owing from textile and media banks. Shotley PC had contributed £225 toward the cost of the skips. Cost of skips (including two unpaid) £1,793.20. ex VAT. The Chair confirmed that one invoice (yet to be paid) was for £443.20 net whereas previously the cost had been £225. Sackers had mailed saying that this was due to landfill charges and that their quote for skips was for rubble only. Chair would contact Sackers. Once a satisfactory answer was received the invoices would be paid.

**10.2 Lease:** *to consider the lease of the site, as offered by Suffolk County Council.*

Clerk had been to a meeting at Suffolk CC with Mark Deer and legal representative, to go through the proposed lease. As the lease had been 'pared down' the amount offered to the Parish Council for an independent solicitor to look through it, had been reduced from £1,500 to £500. Clerk had mailed the lease to SALC for Pretty's Solicitor to advise. They would be able to review the lease and provide a report with suggested amendments for a fee not exceeding £500. Clerk had asked SCC to inspect the site for any repairs necessary to be listed prior to the Parish council taking on the lease.

The Council felt that the signing of the lease should be held back until the cost of the skips had been settled.

**11. JUBILEE GARDEN:** *update and to consider the maintenance programme, as previously discussed and to take any action deemed necessary.*

Clerk had written to the member of the public who was interested in maintaining the garden and an hourly rate had been suggested to the Clerk. The Council was concerned, as to the number of hours per annum this would amount to. The Chair would speak with the person concerned. Cllr Kirkup was looking into the cost of having slate plaques instead of brass. The school children had decide on bulbs, which Cllr Kirkup would purchase with money donated by the children.

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

**12.1 Flood Alleviation Scheme -**

**a) update on works.** Clerk had contacted SCC, Jeff Horner(JH) and had been told that the project had not yet been signed off. The concrete structure on the Common needed to be raised to the same height as the bund. The section of the Grindle in front of the tidal flaps (on Webb's Boatyard side) was flowing better after being flushed through. Complaints had been sent to JH regarding the low level of water now running past the cottages. Clerk understood that this may be looked at.

**b) Transfer of Licence to Impound Water.** Clerk had received the Licence and had contacted the Environment Agency to discuss the process for transferring it to another party. She had written to and met with Malcolm Harding, as Chairman of the Grindle Pin Mill Residents Assoc. to suggest he discuss the matter with James Edgell, as landowner, to come to an agreement as to who would hold the licence. Clerk had given both parties copies of the Licence. Malcolm had later confirmed that he had written to James Edgell. JH had confirmed that he would inform the Environment Agency when the project was completed.

**c) Transfer of Assets to the Residents Association.** Awaiting completion before transfer.

**12.2 Dinghy Park/Common- Report...** Nothing to report.

**13. CHELMONDISTON TENNIS COURTS:** *to discuss the grant application for resurfacing and the purchase of nets and posts.*

Clerk had met with Francis Madden, of the Tennis Club to discuss the grant application to go to Babergh DC. Clerk had contacted the VAT office to make sure of the position regarding claiming back the VAT. Awaiting decision.

*Project Cost:* = £5,559.60 (£4,633 net) this includes new nets and posts at a cost of £705.60

Grants coming from: Babergh DC = £1,853.60 (not confirmed). Community Council = £500  
Tennis Club have suggested they could donate £3,7066 leaving £500 to find.

#### 14. FINANCIAL ITEMS:

##### 14.1 RFO's Monthly Report:

<b>Bank</b> Credit Transfer.. Mid Suffolk: Village Bottle Banks	427.26	9 Oct
<b>Lloyds Bank..</b> Interest	2.25	9 Oct
<b>500045.. Chelmo Waste Centre: CASH</b> (2wks)	200.00	10 Oct
<b>Dinghy Permits</b> (1)	16.00	10 Oct
<b>Shotley PC:</b> (Village Skip contribution)	225.00	10 Oct
<b>Whip Street Motors Ltd:</b> Metal (skip days)	159.50	10 Oct
<b>500076.. Chelmo Waste Centre: CASH</b> (2wks)	156.00	25 Oct
	<b>£1,186.01</b>	

##### **BALANCE on 31<sup>st</sup> October 2012**

<b>Un-presented chqs:</b> £548.00		<b>Reserved (included within total credit):</b>
Treasurers Account	£2,541.87	9,915.00 from SCC for Flood Alleviation
Business Instant Access Acc.	<u>£61,495.61</u>	7,170.39 held for Playing Field
<b>Total (in credit)</b>	<b>£64,037.48</b>	3,500.00 held for ride on mower
		<u>3,894.76</u> held for Village Hall
		<b>£24,480.15</b>

Monies to pay in: Skip days (2) £108.00, Peppercorn rent for bus shelter 50p

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

<b>1439 a) S.A. Meacock:</b> Pin Mill Common...grass and clearance		80.00
<b>1440 b) Keith Cooper:</b> Footpath strimming 2012 season (with petrol)		122.86
<b>1441 c) Mrs F Sewell:</b> stationery/stamps	15.04	
<b>October (7) Salary</b>	<u>589.67</u>	604.71

**Proposal:** to approve payment of invoices listed: **a) 1439 to c) 1441**

**Proposed:** Cllr C Keeble      **Seconded:** Cllr Dot Cordle      **Vote:** all in favour

**d) S Sacker (Claydon Ltd):** Village Skip Hire (2 invoices) £531.84 and £270      **£801.84**

**Proposal:** to hold payment until the amount has been clarified and then pay on **d) (Sackers)**

**Proposed:** Cllr A Fox      **Seconded:** Cllr J Hawkins      **Vote:** all in favour

#### 15. SNOW CLEARANCE: to consider the purchase of grit bin and equipment

Clerk said that S. Meacock would be putting in a quote for snow clearance for Main Road pavements but his priority would be the Surgeries at Holbrook and Shotley. Cllr Deacon would enquire whether any of the Emergency Team co-ordinators would be prepared to help.

**Proposal:** to purchase a grit bin to be installed near the telephone box on the corner of Church Road.

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

#### 16. COURSES: to consider courses for Cllrs and Clerk.

Both Cllr Dot Cordle and Cllr Beryl Walker were unable to attend the Cllrs' course this year. Clerk had provisionally booked a planning course for 13<sup>th</sup> November (evening) at £25 each. It was agreed that the Clerk and Cllr. Kirkup should attend.

#### 17. ANY OTHER BUSINESS RAISED BY COUNCILLORS AND CLERK

None.

#### 18. THE NEXT PARISH COUNCIL MEETING – Tuesday 4<sup>th</sup> DEC 2012 in the Village Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9:10pm.

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

Date .....4/12/2012.....

These minutes were agreed to be a true record and were signed off by the Chairman, Cllr David Cordle at the meeting held on 4<sup>th</sup> December 2012.