

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 4th DECEMBER 2012 IN THE VILLAGE HALL AT 7:30 pm.**

Present: *Chairman:* David Cordle

Councillors: Rosie Kirkup, A Fox, J Hawkins, C Keeble, M Stevens and B Walker

In Attendance: *Parish Clerk-*Fran Sewell, SCCLlr David Wood

Public: 1 member

1. **Welcome by Chairman** and to receive **Apologies for Absence:** the Chairman opened the meeting at 7:37pm and welcomed everyone. Apologies were sent by Cllr Dot Cordle - operation recovery and Cllr J Deacon - family commitment. Apologies were accepted by Council. PcsO Adams and Pc Tyrell also sent their apologies for non attendance.
2. **To consider the delegation to the Clerk, the power to decide dispensations where the Council are inquorate** (*with regard to the setting of the Precept*) (LGA 1972 s101).....
Proposal: to delegate to the Clerk, the power to decide dispensations with regard to the precept and budget.
Proposed: Cllr David Cordle **Seconded:** Cllr M Stevens **Vote:** all in favour
3. **Dispensations:** *to consider any requests.*
The Clerk has received written dispensation forms from all parish councillors with regard to the budget/precept. The Clerk granted a full dispensation to all Cllrs for their remaining term of office with regard to the budget and the setting of the precept.
4. **Declaration of Interests:** *to receive pecuniary interests from Cllrs on items to be considered at this meeting.*
All Cllrs declared a pecuniary interest in **Item 15.1**(dispensations granted).
Cllr Stevens declared a pecuniary interest in **Item 15.2 h**), as Mr Rees was his son-in-law.
Cllr Hawkins declared an interest, as he is connected, by marriage to Mr Steven's family.
5. **Minutes of the Meeting:** *to agree minutes of the meeting held on 6th November 2012*
The minutes were agreed to be a true record by those who had been present and were signed off by the Chairman.
6. **Matters Arising:** *to report on matters arising from meeting on 6th November 2012*
None.
7. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*
The member of the public attended out of interest.
8. **REPORTS:** *to receive reports (if available) from...*
 - a) **Safer Neighbourhood Team:** *Written report*
November : 3 vehicles...theft of glass from wing mirrors and a punctured tyre.
Gas Bird Scarer damaged whilst left in field near B1456.
Numerous thefts from vehicles on the peninsula. Police are urging people to take all items with them. Thieves have also gained access to the boots of cars.
 - b) **County Councillor:** *David Wood...* * *Preparing for Winter:* Suffolk CC have launched a new web page with advice and updates, as to the latest news around the County.
* *County Council 2013 Budget:* A further reduction of £24.9m, as part of a two year programme, to reduce the budget by £50m. The main savings of £9.7m will come from improving efficiency and removing unnecessary processes across the organisation and a reduction of £7m in Adult and Community Services. There are concerns about the number of services that are currently divested and how these contracts will be monitored.
* *Cabinet 11th December:* Papers to be discussed... *Decision on whether to enhance Concessionary Fares, as a result of a consultation. * Procurement of Highway Services; decision on awarding the contract to Balfour Beatty Living Places. * Suffolk Rail Strategy; creation of a rail prospectus for Suffolk, which is aiming for hourly services between Ipswich and Peterborough, and the new inter-city rolling stock.
 - c) **District Councillor:** *Written report*
BDC & MSDC – Integration of Administrative Services: Work is ongoing.

Berners Ward - Community Path: There is now support from the County Highway Authority for the section of proposed community path between Shotley Street and the foot ferry at Shotley Gate. At the Wherstead to Freston section of the path, most of the route also looks reasonably settled.

Ash Dieback (Chalara) Babergh has produced an information sheet about identifying the disease and what to do if you see it.

Home Start. *Home Start Babergh* has changed its name to *Home Start South Suffolk and District*. Home-Start offers one to one, personalised support for parents with at least one child under five years of age. *Full report in circulation bag and on our website.*

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

- a) **Planning:** Meeting cancelled. Next meeting, 11th December 2012
- b) **Village Hall:** Cllr Keeble was unable to attend their meeting, as he was present at the Advisory Finance Group meeting.
- c) **Footpaths, Trees & Hedgerows:** No report.
- d) **Playing Field:** More dog notices required. It was suggested that the Playing Field Cttee could arrange this.
- e) **Village Amenities:** Waste bin at the Jubilee Gardens still to be installed.
- f) **Clerk's report:** **Baptist Church..* (Pin Mill Road) wall knocked down by car.
**Xmas bin collection dates:* will be in the Chelpin; will put on boards/website
**Recycling Xmas trees:* to be collected from Collimer Close car park; date to be confirmed.
**Waste bin at bus shelter:* has come away from its base (possibly kicked over). Not sure that it is repairable. Will get it looked at. Put on January agenda.
Patrick Mann has tied it up by the bus shelter. Cllrs felt that it should be at the bottom of the steps as before.
**Notice Board:* Right hand door is broken (possibly by wind). David Latter has repaired. Will submit an invoice for approx £20.
**Footpath Map in car park:* Have contacted Anthony Cullen, who will advise.
**Grit bin:* will order approx cost £180 to go by the telephone kiosk.
**Snow Clearance:* Mr Walker (Church Road) and David Latter (Collimer Close) have volunteered to do what they could in their area.
- g) **Pin Mill Bay MCIC:** David Cordle attended the last meeting. Cllrs raised concerns about jetty extensions, as to their knowledge, no planning permission had been sought and about the yellow painted posts and whether the remaining rubbing posts were also to be painted. Clerk would contact the Secretary to request the agenda and a copy of the minutes to enable Cllrs to forward their questions/concerns to David so that he could take them to future meetings.
- h) **Other:** *Cllr Kirkup and the Clerk attended the Babergh Town & Parish Council Liaison Meeting.*
There were ongoing pressures on the present and future public spending with a growing demand for services especially for older people. Savings of £3.5m had to be made over the next 3 years. The integration with Mid-Suffolk had brought about shared savings of £1.2m during this financial year. They talked about the continuation and the analysing of the feedback from the Community Engagement scheme. Questions were asked about the precept: would parishes receive what they asked for? The impression was that they would but they were uncertain as to what the government percentage rise would be, which may force parish/town councils to hold a referendum.
Questions were asked about Neighbourhood Plans and whether the planning authority would seriously take into account Village Design Statements, which for many parishes would be a more favourable and much cheaper option.

- 10. CORRESPONDENCE:** *to respond to correspondence received up to the meeting 4th Dec 2012 and to take any action deemed necessary.*
- 10.1 Holbrook High School:** **Prize giving evening.. Thank you to Cllr David Cordle for presenting the Endeavour Award to Alexander Reid and Rochelle Mackenzie-Spooner * Exhibition of Year 8 and Marjoke Henrichs Abstract Paintings... invite for Chairman to attend. 11th Dec.*
- 10.2 Babergh DC:** *Submission of Core Strategy and Policies 2011-2031..Submission Draft including Main Modifications. The document has been submitted to the Government / Planning Inspectorate for examination. A Planning Inspector has been appointed, although examination hearing dates have not yet been announced.*
- 10.3 Babergh DC:** *Litter and Waste Bin Emptying Service.. Revised charges. Annual charge for weekly emptying:
Litter bin ...£30.17 + VAT per bin Dog Waste Bin ... £40.33 + VAT per bin*
- 10.4 Norfolk & Suffolk Probation Trust:** *Community Payback Cost Recovery.. from 1st Jan 2013, the NSPT will be asking for £75 per day for all projects. The revenue will contribute towards the cost of purchase and maintenance of equipment and transporting and supervising the offenders. The budget received from the government will be reduced in line with the revenue received.*
- 10.5 Suffolk CC:** *Suffolk Fire and Rescue Service - Stakeholder Consultation .. The proposed full merger between Suffolk and Cambridgeshire Fire and Rescue Services. (See C. Bag)*
- 10.6 Woodland Trust:** *Community Woodland.. for local groups who are keen to develop woodland in the area. Passed to Tree Wardens. Discussed at FP's meeting some time ago but no suitable land was available.*
- 10.7 Mrs Edwards:** *Allotment Hedge, Pin Mill Road.... requesting to cut part of the hedge at their own expense. Clerk advised that they contact the manager of the allotments, as the hedge was not the responsibility of the Parish Council. The Clerk said she would assist if the manager wished to ask the Community Payback Team to cut the remaining portion. Part of the hedge has now been cut.*
- 10.8 Circulation Bag:**
SALC: *Area Meeting..Minutes for 12 /9/12. LAIS 1345 (Local Council Precepts).
LAIS 1346 (Improving Local Government Transparency - Consultation)*
NALC: *LTN 79 (Staff Pensions) SAVO: Suffolk Vollies (magazine)*
Babergh/ Mid Suffolk DC: *Under One Roof (housing news)*
Shotley Peninsula Cycling Campaign: *Newsletter No 9*
Local Works: *Sustainable Communities and the Localism Act (note from Steve Shaw re the difference)* **District News:** *Nov Report.. Cllrs J Deacon and T Roberts.*
Suffolk CC: *Suffolk Fire and Rescue Service - Stakeholder Consultation*
- 11. PENINSULA COMMUNITY RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*
- 11.1 Village Skip Days:** *Cllr David Cordle has spoken with Sackers and it was suggested that we should use an 8cu yd skip for a flat rate charge of £175 plus VAT for general waste. Clerk would arrange. Sackers also confirmed that we could have several 8 cu yd skips for segregated materials such as cardboard/paper, green waste, rubble/hardcore etc with no additional tonnage costs. The Clerk had contacted the Environment Agency about whether this was possible but as yet had not received a reply. JMP Wilcox had been invoiced for the revenue on the Textile bank and the Media bank (£367.50) but no monies have been received. Clerk gave a financial report. Alan Nunn was praised for his continuing support.*
- 11.2 Lease:** *to reconsider the lease of the site, as offered by Suffolk County Council.*
 Clerk had sent a copy of the lease to all Cllrs. Several points had been picked out that gave concern; the main one being the clause about fly tipping.
 Council do not see how they can be expected to have any control or be held responsible over fly-tipping on 'neighbouring' land. All they can do is put up a notice on all four

sides of the surrounding fence to say 'No fly tipping'. *Neighbouring*, however could mean several 100 yds away, if the fields are large, which they are.

Clerk has asked Suffolk CC about these issues but has been told that these points are standard, as they would be the case for any site where waste is handled.

Prettys Solicitors have confirmed that they will review the lease for under £500, which Suffolk CC have agreed to pay. Clerk would instruct them to continue.

12. JUBILEE GARDEN: *update re maintenance/purchase of plaques.*

A yearly amount for the gardening the area was discussed .

Proposal: to allow £250 per annum for gardening.

Proposed: Cllr J Hawkins **Seconded:** Cllr M Stevens **Vote:** all in favour

Clerk will contact the resident who has offered his services.

Cllr Kirkup had sourced information and prices for plaques made of different materials.

Proposal: to purchase the Slate plaque, A4 size. Cost approximately £100.

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

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

13.1 Flood Alleviation Scheme -

a) update...Jeff Horner (JH), Suffolk CC has confirmed the final account from Les Cotton will be £22,218 + VAT. Additional labour costs due to the location of the buried service cable and associated accommodating works. SCC would be covering the shortfall, as originally agreed.

The Parish Council hold funds of £9,915 (£85 being spent on the planning application).

As the Environment Agency has failed to forward their portion of the grant, SCC would also cover this. On receipt of a purchase order from SCC, Clerk would invoice them for the extra amount required. Council considered that they could pay £10,000 on receipt of invoice from Les Cotton, as a good will gesture, before receiving the rest of the funding. In total, there is a shortfall of £12,303 not including the VAT, which the Parish Council covers and then reclaims.

JH has looked at the stream to the south, which now has a reduced flow. Although the flow could be returned/increased it could increase the flood risk. Therefore, SCC will take no action to return the flow. JH confirmed that the channel to the south of the Common had been flushed out, which cleared some debris and it is functioning. He suggests that it is left and periodically observed for potential blockages.

Handing over the scheme to the Residents Association: JH is awaiting confirmation of the raising of the BT cover (on Pin Mill Common) and completion of the Health & Safety file.

When complete he will arrange a meeting to discuss the scheme and future maintenance.

Malcolm Harding (MH), Chairman of the Residents Assoc, has e-mailed JH about concerns over the height of the left bank of the diversion channel, which borders Albert Cottage. If the water in the 'water meadow' rises too much it could flow into the garden of Albert Cottage. MH has complained about the top section of the Grindle, on the Common, now slow flowing, being clogged up, which in his opinion could jeopardise the scheme.

b) Transfer of Licence to Impound Water: MH has signed the transfer papers and James Edgell is happy for him to hold the licence. The Environment Agency has confirmed that they have received the papers and the transfer should be completed within 56 days, if not before.

13.2 Dinghy Park/Common/Grindle- Report...

Common: Grass Cutting quotes... Council discussed 3 quotes for the 2013-14 season.

Proposal: to accept the quote from Steve Meacock for next season.

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

Grindle: Clerk had arranged for the Grindle to be cleared out. This had been done. Weeds/debris have also been cleared from the grill over the entrance to the water pipe in the 'water meadow', on two occasions. (The grill would become the responsibility of the Residents Assoc. on completion.) The Clerk was present after the grill was cleared and confirms that the water flowed through at a fast rate.

Mrs Waite e-mailed, asking whether the Council would consider putting down some matting and rubble in the top section of the Grindle (the bottom had been dug out many years ago), as she had been informed that this would help alleviate silt collecting there. Council felt that as water was running freely, albeit slowly in this section, they should wait to see how the new scheme settled before doing any major works.

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

This grant had been discussed at the Finance Group meeting and it was suggested that Council could consider purchasing the posts and nets. Members were concerned, as to whether they could grant public money to a private club. The question arises as to what the benefits are for the local tax payer who may not be able to afford the subscription rates of the club. Clerk would check with SALC.

Proposal: to write to the club explaining the situation and to ask whether they would be prepared to consider any concessions for local residents, such as open access at times when the courts are not in use by the tennis club.

Proposed: Cllr D Cordle **Seconded:** Cllr J Hawkins **Vote:** all in favour

15. FINANCIAL ITEMS: *RFO's Monthly Report:*

15.1 PRECEPT and INTERNAL CONTROLS: *to discuss the findings of the Advisory Finance Group & to take any action deemed necessary.*

Internal Controls:

The Clerk went through the notes of the *Advisory Finance Group* meeting (See [PAPER A](#)) held on 19th November 2012. Clerk wished it to be minuted that a review of the *Effectiveness of the Internal Audit*; its findings and a review of the *Systems of Internal Control* had been undertaken as per the *Accounts and Audits (Amendment) Regulation 2006*.

Council were asked to consider the recommendations of the Group for the internal auditor for this financial year.

Proposal: to remain with SALC, as the Council's internal auditor for 2012-13

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

Precept: The Group had considered the budget and were suggesting a precept of £22,500.

As precept papers do not have to be with Babergh DC until the end of January 2013, the Chairman suggested that the Cllrs look through the figures and report back at the 8th January meeting, when a decision would be made.

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

Invoice paid as agreed on 6/11/12	1442 S Sacker (Claydon) Ltd. 2 skip invoices	801.84
1443 a) S.A. Meacock: Pin Mill C. grass cut Oct..£60 Nov...£60 car park Hedge	£120	240.00
1444 b) Suffolk Association of Local Councils: 2 courses		90.00
1445 c) Chelmondiston Village Hall: Room hire:£53.00 Precept 2012-13 request	2,000.00	2,053.00
1446 d) Chelmondiston Playing Field: Precept 2012-13 request		250.00
1447 e) Mrs F Sewell: Clerk's Expenses (stationery/travel) £48.60 Salary Nov	£629.47	678.07
1448 f) Mrs Edgell: Poppy Day Appeal Wreath and donation		30.00
1449 g) D Fisher: Pin Mill Common clearance of Grindle		50.00
1450 h) Iwan Rees: Footpath clearance 2012		297.00

Proposal: to approve payment of invoices listed a) 1443 to g) 1449

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

Proposal: to approve payment of invoice listed h) 1450

Proposed: Cllr A Fox **Seconded:** Cllr R Kirkup **Vote:** 5 in favour 1 abstention (Cllr Hawkins)

16. GOOD NEIGHBOURS SCHEME: *to consider a grant to help with set up costs*

Letter received from the Community Council asking whether the Council would consider offering a grant if it was found to be necessary.

Proposal: to write and offer the Council's support if required and if possible.

Proposed: Cllr R Kirkup **Seconded:** Cllr C Keeble **Vote:** all in favour

17. COUNCILLOR REPORTS: *on non itemised matters to be included on next agenda if necessary.*

None

18. THE NEXT PARISH COUNCIL MEETING – Tuesday 8th JAN 2013 in the [METHODIST Hall](#) at 7:30pm.

There being no further business the Chairman thanked everyone and closed the meeting at 9:35pm.

SignedD Cordle..... Date8/01/2013.....

These minutes were agreed to be a true record of the meeting and were signed off by the Chairman at the meeting held on 8th January 2013

Notes from the meeting of the *Advisory Finance Group (Group)* held on 19th November 2012 at the house of Cllr David Cordle (Chairman of the Parish Council)
To be presented to the Council on 4th December 2012 for consideration.

Present: Chairman of the Parish Council, David Cordle, Vice-Chairman, Rosie Kirkup
Cllr John Hawkins, Cllr Colin Keeble and the *Parish Clerk/RFO* –Fran Sewell

Internal Control

1. 1.1 To carry out a review of the systems of internal control

- a) *2012-13 accounts:* a copy of the accounts to date, was given to all members showing Receipts and Payments and a Bank Reconciliation. The accounts are on the computer using *excel*. Regular backups are made and stored along with paper copies. Copies are circulated to all members quarterly.
- b) *Finance Management Risk Assessment:* A check was made on the following:
 - * All invoice amounts were put on the Agenda. They were approved before payment.
 - * All cheques, invoices and stubs were signed, dated by 2 signatories.
 - * A monthly report, showing payments, receipts and a bank account summary was minuted. A full copy showing net, VAT and gross payments is attached to the invoices/receipts book.The Assessment has been updated for 2012-13. A copy will be circulated to all Cllrs and will be put on a future agenda when necessary. Cllr Kirkup who had set up a security code with the bank to enable her to access the accounts, makes regular checks.
- c) *Banking:* The Council banks with Lloyds TSB at Ipswich Cornhill (North). The Clerk carries out telephone banking with a security code, which allows her to transfer monies between accounts. (Treasurer's and Instant Access Savings Accounts). The Clerk is not keen to have internet banking. Council deeds are held by the Clerk who is in the process of making an inventory and copies. When completed they will be deposited with a solicitor.
- d) *Assets Register:* Updated in September 2012 to coincide with the Insurance renewal on 1st October 2012. This is being circulated to all Cllrs.
- e) *Financial Regulations & Standing Orders:* The latter has been affected by governmental changes as the Standards Board has been abolished. The Council has adopted the new Suffolk Code of Conduct. Both the FR and the SO as suggested by NALC are in the process of being reviewed and Council will discuss them in the New Year.

1.2 To consider the findings of this review

The *Group* felt that the 'internal control' was satisfactory for the size of this Council. The accounts were clearly presented and easy to understand and since being computerized are always available to the public.

Account details are presented and minuted on a monthly basis, a measure designed to prevent fraud and corruption. The Clerk /RFO, Mrs Sewell is not a bank signatory, which protects her and the Council.

2. Internal Audit

2.1 To consider Suffolk Assoc. of Local Councils (SALC) as internal auditors for 2012-13

Due to Heelis & Lodge ceasing to be in business, the Clerk had to arrange very quickly for another auditor to inspect the accounts and the general workings of the Parish Council for the financial year 2010-2011. SALC were in a position to offer this service and the Clerk felt it was prudent and in the Council's best interests to go with them. All Councillors were informed.

The Advisory Group considered that it would be sensible to continue with SALC for 2012-13. An internal audit for the financial year 2012-2013 will be carried out in April/May 2013 (to be arranged) when the Clerk/RFO will submit the accounts. A review of this audit will then be considered.

This will need to be agreed at the December 2012/January 2013 meeting.

Accounts and Audit (Amendment) Regulations 2006

The Internal Auditors and the external Auditors (BDO) expect to find documentary evidence to support the regulations within the financial year. These regulations require Parish Councils to:

2.2 Carry out a review of the effectiveness of the internal audit 2011-12

This review is an integral part of continually improving governance and accountability. This *Advisory Group* judged, to the best of their ability (they are not qualified auditors) that the internal audit for 2011-2012 was effective and covered all the relevant points, as seen on Page 5 of the Audit Commission's Annual Return Form. The Internal Auditors, SALC, were independent of the Council and members had experience both as parish clerks and internal auditors for other parishes. Their audit report had been shown to the Councillors.

2.3 To consider the findings of the review

It was determined that the scope of the internal audit carried out by SALC along with the report were sufficient for the size of this Parish Council. It was also considered that one internal audit per annum had been and was sufficient for the needs of this Council. Recommendations made by SALC have been taken into account.

3. Recommendations for the Precept

3.1 Checking the budget for Committees etc:

The Clerk had explained what amounts had been forwarded so far this financial year to the Village Hall and the Playing Field Committees along with the estimated expenditure for the remainder of the financial year for the committees and the Parish Council.

3.2 Setting the Precept for 2013-2014: See PAPER B and C

This was discussed in full and a summary of the calculations was drawn up. The *Group* were very conscious of the economic situation within the country and felt that the precept should be reduced for this financial year. Money had been put aside this year in case the council had to take over the running of the public toilets at Pin Mill. This would not now be the case and the cost of the Flood Alleviation Scheme was being funded by Suffolk CC and the Environment Agency. The Council would get the Tax Base, which determined the amount payable by the council tax payer, in December. The requested precept would not have to be with Babergh DC before the end of January 2013.

The *Group* felt that a Precept amount of £22,500 (twenty two thousand five hundred pounds) for 2013-14 could be considered by council at their meeting on 4th December 2012 and finalised at the 8th January 2012 meeting after receiving the Tax Base and further information from government.

4. Grants in Process update and effect on 2012-2013 budget

4.1 Flood Alleviation Scheme..... Draft invoice £22,218.00 plus **£4,443.60** VAT = **£26,661.60**
[Estimate **£18,870.00** + **£3,774.00** VAT] Remaining grant money NOT received from Environment Agency. Suffolk CC have said they would cover this.

4.1 Playing Field ...Play equipment order has gone in. Another order required for the safety matting £2,700 + VAT

4.2 Tennis Courts...Resurfacing. VAT NOT claimable on the Clubs portion of expenditure

The VAT goes towards the projects therefore the PC have to cover it until it is reclaimed.

5. Investments

5.1 To consider future investmentsON HOLD
(Cambridge Building Society)

SignedD Cordle.....

Dated8/01/2013.....