

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 2<sup>nd</sup> APRIL 2013 IN THE VILLAGE HALL AT 7.30 pm.**

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

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

**In Attendance:** *Parish Clerk-*Fran Sewell,

**Public:** SCCllr David Wood, ChelPin Tennis Club members; Francis Madden, Graham Pink and Anna Sterling.

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.30pm and welcomed everyone.
2. **Apologies for Absence:** *to receive and consider apologies...*Cllr B Walker and Cllr A Fox - family commitments. Cllr Kirkup sent an apology, as she would be unavoidably late. Apologies were accepted. PCSO J Adams had sent an apology as she would not be able to attend.
3. **Dispensations:** *to consider any requests...*None
4. **Declaration of Interests:** *to receive pecuniary and personal interests from Cllrs on items to be considered at this meeting...* None
5. **Minutes of the Meeting:** *to agree minutes of the meeting held on 5<sup>th</sup> March 2013*  
The minutes were taken as read and agreed to be a true record by those who had been present. They were duly signed by the Chairman, Cllr David Cordle.
6. **Matters Arising:** *to report on matters arising from meeting on 5<sup>th</sup> March 2013*
  - 6.1 **Item 2 - Balance Boards...** New proof had been circulated..Comments sent off. A member of the parish has also submitted comments. Cllrs had strongly objected to the description of the "the small valley alongside this car park": private land, which was still being advertised and was the only area that had its location pinpointed. With the general theme of the board it was felt to still be encouraging people onto that land.  
SCCllr David Wood informed the meeting that the reference to a 'small valley' would be entirely omitted from the board; also some photos would be changed.
  - 6.2 **Item 9e) - Litter Bin by the bus shelter.** Lee Foster has looked at this and considers it to be un-repairable. Will arrange for the base to be removed.
7. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*  
The Tennis Club members would be invited to contribute to the discussion for **Item 11**
8. **REPORTS:** *to receive reports (if available) from..*
  - a) **Safer Neighbourhood Team:** No report
  - b) **County Councillor:** *David Wood* had little to report. County elections would be held in May. Locality grants that had been approved were still in the pipeline.
  - c) **District Councillor:** *John Deacon* had nothing further to report.
9. **REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings:**  
*to receive reports and requests and to take any action deemed necessary.*
  - a) **Planning:** *Cllr Keeble reported...* [See minutes 12/03/13]  
( B/12/00731/FUL) Waldamar a response from BDC to the letter of 17/12/2012, sent by the Planning Cttee querying Babergh's decision along with the decision making process. It confirmed that a letter from a volunteer of the National Trust had been put on the website in error and had since been removed. Removal of the wrecks was not subject to planning permission and could be done at any time. The jetty, however, did not satisfy requirements of the adopted Local Plan in terms of its overall size and layout.

APPLICATIONS  
**B/13/00162/FHA - Pilgrim House, Lings Lane, Chelmondiston IP9 1HU**  
*Erection of single storey and first floor extension. Conversion of garage to utility and store room.*  
The Cttee recommended SUPPORTING the application.

DECISIONS  
**B/12/01412/FUL - The Crow's Nest, Pin Mill Road, Chelmondiston IP9 1JN**  
*Erection of 3 No. dwellings & garages (following demolition of existing bungalow).*  
*Alteration of vehicular access & construction of private drive. Babergh DC-REFUSED*

**B/13/00046/TCA - Lobs Cottage, Pin Mill Road, Chelmondiston IP9 1JJ**  
*Crown lift Oak Tree Babergh DC-GRANTED*

**B/12/01516/FHA/RB - Halfway House, Main Road, Chelmondiston IP9 1EB**

*Erection of front porch roof extension. Babergh DC-GRANTED*

**HMS Ganges:** *update if received.* Clerk now had photos of the Mast on disc to send to Babergh DC

**Neighbourhood Planning /Village Design Statements:** *update and required funding*

Cllr Kirkup gave a brief outline of the intentions of the working group, which would be taken to the Annual Village Meeting in May and to the Parish Council meeting in April to request some funding.

**Any Other Business:** Several people had raised some concern over the development of the barn behind Suffolk House.

*Report on meeting of 02/04/13 No minutes available.*

**APPLICATIONS****B/13/00309/FHA - Dwiny Cottage, Pin Mill, Chelmondiston IP9 1JS**

*Erection of single storey detached garage, store and playroom.*

Concerns/observations were raised regarding: \*the overall size in context to other similar buildings within the immediate vicinity. [It is close to the size of a bungalow on the Woodlands/Collimer development.]

\*The possibility of using the proposed development as living accommodation.\**Design and Access*

*Statement:* considered to be misleading in that the proposed development was being compared with other neighbouring extensions, which this was not.

It was agreed to write to the Planning Authority with the noted concerns and recommending that the application should be looked at in more detail.

**B/13/00334/FHA - 8 Woodlands, Chelmondiston IP9 1DT...Erection of side extension forming a carport.**

The Cttee recommended REFUSING the application, as it was not felt to be in keeping with the 'open plan,' principle of the Woodlands/Collimer development.

**b) Village Hall: Cllr Keeble reported on meeting of 18/03/13**

Bookings were holding up with mostly private parties. The Toddler Group had discontinued, therefore they would not be replacing the storage shed. Antique Fair held over Easter break had booked again for 9<sup>th</sup> June. County Elections in hall on 2<sup>nd</sup> May 2013. The Cttee was looking into replacing the seats, as there had been a number of complaints re safety (trapped fingers) when opening and closing them. Installation of mood lighting delayed.

Next meeting 15/05/13.

*Cllr Kirkup arrived, gave her apology and took her seat at the table.*

**c) Footpaths, Trees & Hedgerows:** *David Cordle reported...* the Cttee had discussed a Risk Assessment being carried out on PC trees. Peninsula Tree Services had provided the Clerk with a quote for surveying trees on Pin Mill Common, Pages Common and the Playing Field. The Cttee had been shown a similar survey that had been carried out for Shotley PC. The Clerk had checked on the internet for Tree Inspections and had copied off guidance notes and prices for various types of surveys. The price of £150 offered by Peninsula Tree Services was very favourable and the PC had been offered a discount. On completion a report would be submitted advising on any work that needed doing.

**Proposal:** to accept the quote from Peninsula Tree Services.

**Proposed:** Cllr Dot Cordle **Seconded:** Cllr J Deacon **Vote:** all in favour

**d) Playing Field:** *Cllr Hawkins reported...* Morley Stevens and John Hawkins along with D Latter and J Glazbrook had cleared more scrub from the perimeter of the field. One of the football teams was relocating to Shotley and there was a possibility that the Sunday team would finish at the end of the season to allow the pitch to recuperate. To be discussed at the next Playing Field meeting.

The PC suggested that perhaps the Cttee should consider looking for a groundsman to help with the work.

**e) Village Amenities:** *\*Balance Board at Pin Mill - no further comment.\*Jubilee Garden update...* The plaque had been ordered and the Clerk had corresponded with Babergh who had agreed to extend the time limit for the completion of the project to the end of April, as further funds were still available.

**f) Clerk's report:** *Risk Assessments (RA)* needed to be updated and new ones carried out on various locations. As trustees the PC should also see sight of the RAs for the Village Hall and the Playing Field. *Policies* also needed reviewing and new ones put in place.

**g) Pin Mill Bay Company:** *Cllr David Cordle reported...* he had been informed that the Company was definitely not responsible for security at Pin Mill car park and it was not for

them to speak with the police. It had been suggested that if the PC was concerned about this, then the PC should contact both the police and Babergh DC. The Clerk recommended writing to Babergh DC to clarify the situation.

The Company also asked whether there had been any comeback over the accident approx two years ago where someone had slipped on the wet sloping paving area by the Grindle. Clerk to check.

- h) Emergency Plan:** *Cllr Deacon reported ...* Sue Herne (BDC/MSDC Emergency Planning Officer) came out to review the plan with Cllrs Deacon, Kirkup, Walker and Dot Cordle. No significant alterations were needed. It was considered to be an excellent plan. A Risk Assessment of the Village Hall would have to be done in relation to its possible use as an evacuation centre and it was thought that Sue Herne could arrange this. Cllr Deacon would inform the Village Hall Cttee.

**10. CORRESPONDENCE:** *to respond to correspondence received up to the meeting 2<sup>nd</sup> April 2013 and to take any action deemed necessary.*

**10.1 Suffolk CC:** *Parish Grass Cutting 2013 - Parish Public Rights of Way ...* strimming rates: max of 5p per metre on 1.5m wide paths and 7p per metre on 3m wide paths for a maximum of two cuts. Additional cuts are funded by the Parish Council. Footpaths Cttee have agreed to continue with the scheme and Clerk has notified the RoW Officer.

**10.2 St Elizabeth Hospice:** *Open Gardens* between Spring and Summer for fundraising. Will be passed to Horticultural Soc.

**10.3 Suffolk County Council Elections:** nomination papers in to Deputy Returning Officer at Hadleigh by noon Friday 5<sup>th</sup> April 2013. If any election is contested the poll will take place on Thursday 2<sup>nd</sup> May 2013. Posters on boards.

**10.4 SALC:** *Precept for Parish and Town Councils...* (See **Item 14**)

**10.5 Circulation Bag:**

**Suffolk View:** *Magazine*    **Suffolk Vollies:** *Magazine*

**Community Action Suffolk:** *Training Guide plus letters*

**SALC:** *Precept for Parish and Town Councils...* (Agenda Item 14)

**Chelmondiston PC:** Summary of Payments and Receipts for 2012-13

**11. CHELPIN TENNIS CLUB:** *to discuss tenure agreement*

The members were invited to speak, answering questions when possible in an open discussion. For discussion purposes only the Clerk, after having consulted with other Cllrs had forwarded some suggestions for the club to consider at their AGM on 25<sup>th</sup> March. The Club had responded with a follow up paper for the PC. (Circulated to Cllrs prior to this meeting).

Babergh DC (Sports Officer) will send Cllr Kirkup names of other parishes that have courts/clubs. She will contact them in order to determine a fair assessment of charges for a tenure agreement, based on how often the club uses the courts etc.

Anna Sterling (Chair of the Tennis Club Cttee) explained that their main tennis season ran from April to September (18 wks) but they continued to use the courts on Saturdays (every other Saturday during winter months) throughout the year.

The Club members were happy for there to be a joint approach between the Club and the PC with regard to maintenance and rent.

Cllr Kirkup would report at the next meeting her findings and suggestions.

The contractor will do the renovation in two stages. They require payment for the first stage on completion of that stage. They will let Graham Pink know when they want to start.

Clerk asked to be kept informed.

**Proposal:** to purchase new posts and nets for the courts (approx £700 inclusive of VAT)

**Proposed:** Cllr Dot Cordle    **Seconded:** Cllr David Cordle    **Vote:** all in favour

**12. RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*

**12.1 End of Year Report...** *period 14/07/12-23/03/13* Skip hire: £2,414.92 ex VAT (1 skip still in use). Total income: £2,724.25 (including metal, paper, glass, media and textile banks)

Clerk was enquiring with the Environment Agency whether another skip for summer green waste could be put on site. Many thanks were given to Alan Nunn and Morley Stevens for their help in keeping the site going. Thanks were also given to the local farmers who helped push down the waste in the skips. The Textile bank had been raided several times and the police had been informed. Consequently there was a significant loss of revenue. From time to time fly-tipping had occurred.

- 12.2 Signing of lease:** Clerk had received the amended lease from Suffolk CC, along with a photo of the gate and adjacent fencing (re condition purposes). Once the PC had signed Clerk would return the lease for Suffolk CC to sign.  
**Proposal:** for the Clerk to sign the lease and for Cllr David Cordle to countersign.  
**Proposed:** Cllr R Kirkup **Seconded:** Cllr M Stevens **Vote:** all in favour
- 13. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*
- 13.1 Flood Alleviation Scheme:** *Handover agreement and to consider future maintenance*  
 Cllr D Cordle had given the draft handover letter to M Harding (Chair of the Residents' Association). The Residents had subsequently asked for a sentence to be inserted, re the PC's responsibility. This had been shown to Cllrs. The Clerk had spoken with Jane Burch (Flood Management SCC) who suggested using the Land Drainage Act.  
**Proposal:** to add the sentence as discussed and as advised by Jane Burch...  
 "Chelmondiston Parish Council, as is their responsibility, will make all reasonable efforts to maintain adequate water flow below the tidal flaps, by clearing the Grindles, as required in accordance with the Land Drainage Act (1991)."  
**Proposed:** Cllr C Keeble **Seconded:** Cllr J Deacon **Vote:** all in favour  
 Clerk would draw up a new letter and forward to M Harding along with a copy of the Operational Procedures and maps as supplied by Suffolk CC.
- 13.2 Dinghy Park/Common/Grindle- Report**  
 Permits were being applied for at a faster rate than last year. Mr Meacock had agreed to check the Grindle when he cut the grass. He would remove small debris if necessary and if there was a problem he would contact the Clerk.
- 14. PRECEPT REFERENDUM BILL:** *to consider the implications and a response*  
 This bill aims to cap precepts by imposing a referendum on any precept increases of 2% or more. This is a very small amount of money, and effectively takes away the ability of local councils to respond to changes in local requirements that require additional cash to be raised – *for list of possible areas impacted see the bullets in LAIS pamphlet 1350*. It is a very retrograde step and one which threatens the autonomy of local councils. A referendum if called would have to be paid for by the PC.  
**Proposal:** to write, in the strongest terms against the Bill, to the Government and the local MPs  
**Proposed:** Cllr J Deacon **Seconded:** Cllr R Kirkup **Vote:** all in favour
- 15. COMMUNITY ACTION SUFFOLK (CAS):** *to discuss annual membership subscription (£30)*  
 Various associations, voluntary associations and charities such as Suffolk ACRE and SAVO had amalgamated to form CAS. The PC had memberships with both. Cost of the new membership would be reduced.  
**Proposal:** to subscribe to the new organisation.  
**Proposed:** Cllr C Keeble **Seconded:** Cllr J Hawkins **Vote:** all in favour
- 16. VILLAGE DESIGN STATEMENT:** *to consider a report and future funding*  
 Cllr Kirkup reported ...a group of residents had now met three times and it had been decided to put on a small exhibition at the Village Meeting in May. A questionnaire would then be delivered to each household. Funds were needed for setting up/printing costs.  
**Proposal:** to earmark £200 for the future public consultation costs.  
**Proposed:** Cllr J Hawkins **Seconded:** Cllr C Keeble **Vote:** 5 in favour 2 abstentions (Cllrs Kirkup and Deacon)
- 17. ANNUAL VILLAGE (PARISH) MEETING:** *to consider the agenda and advertisement.*  
 Local groups would be invited. A notice would go in the InTouch peninsula magazine and the agenda would be on the notice boards the second week in May

**18. STANDING ORDERS AND FINANCIAL REGULATIONS:** *to discuss a review*  
Clerk reminded Council that a review must take place preferably in June or July

**19. FINANCIAL ITEMS:**

**19.1 RFO's Monthly Report**

<b>500084.. Chelmo Waste Centre:</b> CASH (3wks)	84.00	6 Mar
<b>Lloyds Bank.. Interest</b>	1.70	11 Mar
<b>Babergh DC:</b> s106 recreational grant (BAC)	7,867.54	13 Mar
<b>Mid Suffolk:</b> Bottle Banks	462.32	22 Mar
(Village 353.61 & Waste Centre 108.71)		
<b>HM Revenue &amp; Customs:</b> VAT reclaimed	2,914.97	26/Mar
<b>500085.. Dinghy Permits:</b> (9)	144.00	27 Mar
<b>500086.. Chelmo Waste Centre:</b> CASH (3wks)	80.00	27 Mar
Whip Street Motors (metal)	141.24	<b>£11,695.77 PAID IN</b>

Transferred £2,700 28<sup>th</sup> March 2013 FROM Treasurers Account TO Business Instant Access.

**BALANCE on 31<sup>st</sup> MARCH 2013 End of Financial Year**

<b>Un-presented chqs:</b>	192.00	Reserved (included within total credit):
Treasurers Account	£2,365.79	2,387.92 held for Playing Field
Business Instant Access Acc.	<u>£39,256.83</u>	3,500.00 held for ride on mower
<b>Total (in credit)</b>	<b>£41,622.62</b>	<u>1,894.76</u> held for Village Hall
		<b>£7,782.68</b>

Clerk had received notification of audit from BDO. All information to be with the BDO by 1st July 2013.

\* **Intermediate Audit:** undertaken to obtain audit evidence, where additional risk is identified relating to those with higher levels of activity or expenditure OR those selected as part of a 5% sample of basic audits. Chelmondiston Parish Council has been randomly selected to receive the Intermediate Audit Questionnaire, as part of the 5% sample. This would result in further information being sent to the external Auditors BDO.

See Circulation bag for a copy of Summary of Receipts and Payments for 2012-13.

The Chairman pointed out that Receipts had totalled £73,830.49 compared with £25,691.66 for the previous year. Payments had totalled £70,914.42 compared with £21,052.06 for the previous year. This had amounted to a lot more work for the Clerk and additional work would be necessary to complete both the Internal and External audits.

**Proposal:** for all the extra hours to award the Clerk £600 remuneration.

**Proposed:** Cllr David Cordle **Seconded:** Cllr M Stevens **Vote:** all in favour

The Clerk thanked the Council for its generosity.

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

<b>1474 a) P &amp; J Labels:</b> Dinghy permit disks	119.94
<b>1475 b) Chelmondiston Methodist Church:</b> 3 Room hire (June 2012-March 2013)	36.00
<b>1476 c) Mrs F Sewell:</b> Expenses. Postage: 64.40 FP map 30.99 = £95.39	
Salary March (12) plus Dinghy Warden (7hrs)	<u>£668.67</u>
	<b>764.06</b>
<b>1477 d) HM Customs &amp; Revenue:</b> Chq made out to Post Office Ltd	
Quarterly payment. (Jan, Feb, Mar 2013) employee's tax/employer's Nat Ins	132.85
<b>1478 e) Community Action Suffolk:</b> Annual subscription (if agreed- Item 15)	30.00
<b>1479 f) Chelmondiston Playing Field:</b> 10 Room hire (May 2012-March 2013)	50.00

**Proposal:** to approve payment of invoices listed: **a) 1474 to e) 1478**

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

**Proposal:** to approve payment of invoice listed: **f) 1479**

**Proposed:** Cllr C Keeble **Seconded:** Cllr Dot Cordle **Vote:** 6 in favour 1abstention  
(Cllr J Hawkins)

**20. ANY OTHER BUSINESS:** *on non itemised matters to be included on next agenda if necessary.*  
Concerns were raised regarding a development behind Suffolk House and Cllr Deacon would make enquiries with Babergh DC.

**21. THE NEXT PARISH COUNCIL MEETING – Tuesday 7<sup>th</sup> MAY 2013 (Annual Meeting of the Parish Council) in the VILLAGE Hall**

There being no further business the Chairman thanked everyone and closed the meeting at 9.30pm.

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

Date .....07/05/2013.....

Theses minutes were approved as being a true record and were signed by the Chairman, David Cordle, at the meeting of 7<sup>th</sup> May 2013.