

**MINUTES OF THE ANNUAL CHELMONDISTON PARISH COUNCIL MEETING
HELD ON TUESDAY 7th MAY 2013 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Councillors:* David Cordle, Rosie Kirkup, C Keeble, M Stevens, Dot Cordle, Beryl Walker
In Attendance: *Parish Clerk-*Fran Sewell,

1. **Election of Chairperson:** *for 2013-2014.* Cllr David Cordle opened the meeting at 7:30pm and welcomed everyone and called for nominations for the position of Chairman.
Proposal: to elect Cllr David Russell Cordle as the Chairman for 2013-2014
Proposed: Cllr M Stevens **Seconded:** Cllr R Kirkup **Vote:** all in favour
No other proposals were submitted.
David signed the Acceptance of Office form. He took the opportunity to thank all the Parish Councillors and the Clerk for their confidence, support and help over the last 12 months.
2. **Election of Vice Chairperson:** *for 2013-14*
Proposal: to elect Cllr Rosie Kirkup as Vice -Chairman for 2013-2014.
Proposed: Cllr C Keeble **Seconded:** Cllr M Stevens **Vote:** all in favour
3. **Apologies for Absence:** *apologies* were received from Cllr J Hawkins - holiday
Cllr J Deacon - holiday and Cllr A Fox - work but would endeavour to attend later.
Apologies were accepted.
4. **Dispensations:** *to consider requests AND Declaration of Interests: to receive pecuniary and personal interests from Cllrs on items to be considered at this meeting.*
Cllr Kirkup declared an interest in **Item 17.3 r)** as she was the recipient for re-imbusement for costs of plants.
5. **Minutes of the Meeting:** *to agree minutes of the meeting held on 2nd April 2013*
The minutes were agreed to be a true record by those who had been present and were signed by the Chairman.
6. **Matters Arising:** *to report on matters arising from meeting on 2nd April 2013*
None. Items that may have arisen under M.A. were itemised.
7. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*
No public present.
8. **REPORTS:** *to receive reports (if available) from*
 - a) **Safer Neighbourhood Team:** No report
 - b) **County Councillor:** Not present
 - c) **District Councillor:** Not present.

Clerk highlighted points from Babergh/Mid Suffolk's April Newsletter. Successful creation of *single officer structure* to serve the two councils had led to a reduction in management posts by 50%. They were now in the process of creating a single officer team. This structure will be organised in Operational Delivery Teams (ODT). They were now in the process of recruiting staff to these teams, which would hopefully be in place June/July. The ODTs would work alongside elected Members to 'engage' with Town and Parish Councils. Newsletter in Circulation bag.
9. **VILLAGE DESIGN WORKING GROUP:** *to consider a Group to work towards having a VDS.*
Clerk had consulted with SALC who considered that the best way forward was to set up a VDS Working Group. The Group would come under the umbrella of the Parish Council and would report to the Council. The necessary funding could then be supplied by the Council who in turn could apply for grants if thought necessary. At present a group of residents, consisting of 3 parish Cllrs and 5 parishioners had been meeting to set the scheme in motion.
Proposal: to set up a Working Group for the VDS.
Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** all in favour
10. **ELECTION OF MEMBERS TO COMMITTEES and WORKING PARTIES**
The Chairman read through the list for Cttees and Working Parties as follows.
 - a) **Planning Cttee:** Cllrs.. R Kirkup, C Keeble, J Hawkins, M Stevens, A Fox

- b) **Footpaths, Trees & Hedgerows Cttee:** Cllrs.. David Cordle, R Kirkup, M Stevens with co-opted members: Peter Norton and Bruce Miller, if agreed.
The Parish Tree Wardens, Lee Foster and Keith Cooper would not be co-opted members but would be invited to comment at the meetings.
 - c) **Advisory Finance Group** (Cheque signatories): Cllrs... David Cordle, R Kirkup, C Keeble, J Hawkins. The Clerk, Fran Sewell was not a signatory.
 - d) **Community Emergency Plan:** Cllrs.. J Deacon, R Kirkup, B Walker, Dot Cordle and the Clerk.
 - e) **Village Amenities Monitors:** Cllr C Keeble and any other Cllr.
 - f) **VDS Group:** Cllrs.. R Kirkup, J Deacon, B Walker and the Clerk with A Sterling, P Evans, V Mann and N Jillings. Others would be welcome.
- Proposal:** to elect members to the above, as suggested by the Chairman
Proposed: Cllr R Kirkup **Seconded:** Cllr David Cordle **Vote:** all in favour

11. ELECTION OF REPRESENTATIVES TO VILLAGE COMMITTEES and OTHER BODIES:

- a) **Playing Field:** Cllr J Hawkins and Cllr A Fox
 - b) **Village Hall:** Cllr C Keeble
 - c) **Pin Mill Bay Management Company:** Cllr David Cordle
 - d) **SALC:** Cllr Dot Cordle ... open to all Cllrs/Clerk
 - e) **Shotley Peninsula Parishes Alliance:** Cllr R Kirkup ...open to all Cllrs/Clerk
 - f) **Website:** Cllr J Deacon and the Clerk.
- Proposal:** to elect members to the above, as suggested by the Chairman
Proposed: Cllr M Stevens **Seconded:** Cllr B Walker **Vote:** all in favour

12. 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..*Next meeting on 14th May where modifications to the Butt & Oyster application and an application for a jetty for Waldamar would be discussed.
- b) **Village Hall:** *Cllr Keeble reported..*AGM on Thursday 16th May. Clerk questioned why the V. H. grant money from the precept was held by the PC and not passed to the V.H. until requested; usually in instalments. Cllr Keeble would enquire.
- c) **Footpaths, Trees & Hedgerows:** The Footpaths Map had been laminated and would be passed to Keith Cooper to put in the village car park notice board.
- d) **Playing Field:** *Cllr Stevens reported ..* Electrical appliances had been PAT tested. All electrics had been tested. They would be having a new fuse box.
- e) **Village Amenities: *Jubilee Garden** - siting of plaque.. *Cllr Kirkup reported ..*Mr Kirkup had kindly offered to install the new plaque. A short ceremony would be held to unveil the plaque. School children would attend on Friday 24th May (time to be confirmed).
Invitations to go to Mr Gant and all those who had helped and worked on the project.
Mr & Mrs Crouch along with Cllr Kirkup had planted more bedding plants. Tracy Fletcher had agreed that a water butt could be installed in her yard and the Chinese Takeaway proprietors would also be asked whether a butt could be placed at the end of their property. The butts and watering cans would be paid for, from funds raised by the school children.
- f) **Pin Mill Bay MCIC:** Next meeting 14th May 2013. Clerk had written to Babergh with a copy to the Chair of the Company regarding security in the Pin Mill car park.

Suffolk CCllr David Wood arrived. He apologised for being late for the meeting and the Chairman and the Cllrs congratulated him on being re-elected, holding his seat for the Peninsula. The Conservatives retained their position in the county but with a much lower majority. Mark Bee, the Leader of the Council, suggested that it would now be a very different Council.

- 13. CORRESPONDENCE:** *to respond to correspondence received up to the meeting 7th May 2013 and to take any action deemed necessary.*
- 13.1 Suffolk CC:** *Flood Risk Management Partnership* - booklets in Circulation bag. Will put out at Village Meeting.
- 13.2 Suffolk CC:** *Sue Herne Emergency Planning Officer*
 Requesting whether the PC had any objections to the publishing of *Chelmondiston's Emergency Plan* on either the SRF controlled part of the website or the *Get Prepared Now* website. This was to make sure that the Emergency Services were aware of the plan in order for them to make contact when necessary.
 Cllr John Deacon had confirmed by e-mail to the Clerk that he had no objections to this but wished it to be brought up at the P.C. meeting.
Proposal: to publish the *Chelmondiston's Emergency Plan* on the SRF controlled part of the website and on the *Get Prepared Now* website once approved by all parties concerned and with confidential information redacted.
Proposed: Cllr C Keeble **Seconded:** M Stevens **Vote:** all in favour
- 13.3 Suffolk Coast & Heaths:** *Positioning of Balance Board at Pin Mill*
 Option 1: to place board on the right hand side of the entrance to the car park .
 Option 2: to place board on the left hand side of the entrance to the car park.
 Option 2 was agreed upon.
- 13.4 Suffolk CC:** *Temporary Closure of Public RoW - 25/06/13 - 18/07/13 Bridleway 10*
 Between Pin Mill Road and Hill Farm Lane.
 The Chairman had contacted SCC for clarification, as the bridleway was private land.
- 13.5 Suffolk CC:** *Locality Budget.* Letter confirming the grant of £500 for the tennis court maintenance.
- 13.6 Circulation Bag:**
Clerks & Councils Direct: *Magazine* **Babergh/Mid Suffolk:** *April Newsletter*
Flood Risk Management: **Managing Flood Risk; *What to do.....*
SALC: **Precept Referendum Bill. *The Local Councillor *Briefings:* Village Hall;
 Cllr Refresher; Saving Money.
- 14. CHELPIN TENNIS CLUB:** *to discuss tenure agreement*
 Cllr Kirkup was awaiting further information from the Suffolk LTA. Cllr Deacon had been approached by a member of the club who felt that the club had been forced to give up their control of the courts by the PC and if anyone was allowed to play for nothing then there would be no point in joining the club. Cllr Deacon suggested that the club, jointly with the PC could circulate a letter to their members explaining the full situation.
- 15. RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*
- 15.1 General report and Signing of lease** (2nd part).
 Cllr Deacon and the Clerk had met with 2 people from the Environment Agency on site to discuss the possibility of having extra skips. They had agreed that 50cubic metres of waste could be held on site; allowing the PC to have another skip for green waste and possibly another for cardboard. The Chairman would enquire with local companies for prices.
 The Lease signed (Sealed) by Suffolk CC had been returned but without the signatures of the Clerk and the Chairman.
 The Clerk and Cllr David Cordle signed PC's copy of the lease.
- 16. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*
- 16.1 Flood Alleviation Scheme:** *Handover agreement - update*
 Malcolm Harding, Chair of the Residents Assoc. had not been able to get all the signatures of the owners of the cottages, as some were still away. Council considered that all the owners of the properties concerned should sign before the document was signed by the Council. Clerk had forwarded the drawings and the operations document to Malcolm Harding.

16.2 Dinghy Park/Common: Dinghy Permits were still being applied for. Clerk had checked the Grindle and had also checked the tidal flap, which was working. Water was flowing through albeit it slowly.

17. FINANCIAL ITEMS: *Annual Accounts (Annual Return Form)*

17.1 a) to consider approval of 2012-2013 accounts. *Receipts/Payments/Bank Reconciliation* Copies of the full accounts along with the Summary of Receipts and Payments, Bank Reconciliation and the Reasons for Variance had been given to all the Cllrs prior to the meeting. The Chairman had checked all balances.

Proposal: to accept the 2012-2013 accounts, as written and for the Chairman to sign.

Proposed: Cllr Dot Cordle **Seconded:** Cllr Beryl Walker **Vote:** all in favour.

b) The Annual Return - to consider approval of Statement of Accounts and Annual Governance Statement.

Copies had been given to all Cllrs prior to the meeting.

Proposal: to approve the **Statement of Accounts 2012-2013** (Section 1 of the Annual Return) as written and for the Chairman and the Clerk/RFO to sign (Minute ref: **17.1 b)**

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

Annual Governance Statement. The Chairman read out the statements to Council.

Proposal: to approve the **Annual Governance Statement 2012-2013** (Section 2 of the Annual Return), as written and for the Chairman and the Clerk/RFO to sign (Minute ref: **17.1 b)**.

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

c) To consider approval of the Intermediate Audit Questionnaire

The Clerk went through the document but was unsure of what was required for Q04 b).

It was agreed that Clerk would seek advice from SALC and present the document for approval at 4th June 2013 meeting.

The Accounts to be despatched after 4th June meeting; to be with BDO by 30th June 2013

17.2 RFO's Monthly Report.

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

Grants/donations as approved, as per the budget (in principle) by Council on 5th Feb 2013

a) -l) **£30 each**

1480 a) Suffolk Accident Rescue Service (SARS)	1481 b) Home Start South Suffolk & District	
1482 c) OPTUA	1483 d) East Anglia's Children's Hospital	
1484 e) St. Elizabeth Hospice	1485 f) East Anglian Air Ambulance	
1486 g) Headway (Ipswich & East Suffolk)	1487 h) Suffolk Befriending Scheme	
1488 i) Suffolk Family Carers	1489 j) The Starfish Holiday Club	
1490 k) Vitalize	1491 l) AGE Concern Suffolk	

1493 m) St Andrew's Church Chelmondiston: *grant for Churchyard maintenance* 150.00

1493 n) Anglia Surface Care: *Tennis Courts* (pressure cleaning) 1,104.00

1494 o) SALC: *2013-14 Subscription* (based on electorate number 869) 341.00

1495 p) Mrs Sewell: *Salary* (April) 786.73

1496 q) Mr S A Meacock: *Grass Cutting* - Pin Mill 70.00

1497 r) Mrs R Kirkup *reimbursement of plants for Jubilee Garden* (part of agreed grant) 64.00

~~s) Sackers (Claydon) Ltd: *Skip Hire*~~

Proposal: to pay grants and invoices as listed a) 1480 to q) 1496

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

Proposal: to pay invoice as listed r) 1947

Proposed: Cllr C Keeble **Seconded:** Cllr M Stevens **Vote:** 5 in favour (Cllr R Kirkup..abstained)

18. Reports of Other Business (not itemised): to be included on next agenda if necessary.

19. THE NEXT PARISH COUNCIL MEETING – Tuesday 4th JUNE 2013 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.20pm

Signed ...Rosie Kirkup (Vice Chairman)..... Date4/6/2013.....

These minutes were agreed to be a true record and were signed off by the Chairman of the meeting, Cllr R Kirkup, held on 4th June 2013.

