

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 4th JUNE 2013 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Councillors:* R Kirkup, A Fox, C Keeble, M Stevens, J Hawkins, J Deacon, Dot Cordle and B Walker.

In Attendance: *Parish Clerk-*Fran Sewell
Suffolk CCLlr D Wood

1. **Welcome by Chairman:** *Cllr R Kirkup, Vice Chairman,* took the Chair in Cllr David Cordle's absence and opened the meeting at 7.30pm and welcomed everyone.
2. **Apologies for Absence:** *received from Cllr David Cordle - hospital... and accepted*
3. **Dispensations:** *to consider requests*
None
4. **Declaration of Interests:** *to receive pecuniary and personal interests from Cllrs on items to be considered at this meeting*
Cllrs R Kirkup and M Stevens both declared an interest in **Item 16.3 h)** and **i)** respectively, as they would be the recipients of reimbursements.
5. **Minutes of the Meeting:** *to agree minutes of the meeting held on 7th May 2013.*
The minutes were taken as read and were agreed to be a true record by those who had been present and were signed by the Chairman of this meeting Cllr R Kirkup.
6. **Matters Arising:** *to report on matters arising from meeting on 7th May 2013*
 - 6.1 **Item 13.4:** *Closure of bridleway - No further news.*
 - 6.2 **Item 14:** *Tennis Club - It was agreed that Cllr Kirkup would arrange an informal meeting with some members of the Tennis Club and the Playing Field Cttee to discuss the matter further prior to considering a formal agreement.*
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:** *PCSO Joanne Adams* gave a brief report: 2 crimes in May - clothes stolen from the Textile bank at the Waste Centre. (Clerk has asked JMP Wilcox for a lockable bin but as yet this has not arrived.) She warned that there was an organised gang/s carrying out house and shed burglaries in daylight around Suffolk.
 - b) **County Councillor:** *David Wood reported-* they had their first meeting under the new Chairman, Guy McGregor. Better Broadband was being rolled out and would give those on the peninsula some improvement. The 1st Cabinet meeting was scheduled for 11th June. The Suffolk Coast & Heath's Management plan was due for ratification.
 - c) **District Councillor:** John Deacon reported - Babergh Council is now consulting on the resulting changes of the Core Strategy. The public consultation period regarding the changes (only) is now open, and closes on Tuesday 9th July 2013.
 - **Community Engagement ...* The information from the public consultation (last year) has been used to inform the definition of Council Vision and Priorities.
 - **Vision & Priorities ...* Babergh (BDC) and Mid-Suffolk(MSDC) have recently agreed a vision, priorities and outcomes for the future. There are now 6 working groups deriving new ways to deliver services in the following areas: Strong & Healthy Communities; Housing; Economy & Growth; Environment; Customer Access; Back Office.
 - Berner's Ward: **Solar Park ...* A decision on the proposed Solar Park near Tattinstone, due for consideration at the BDC Development Committee in May, postponed ('till 12th June) pending confirmation on managing the required archaeological survey.
 - **Ganges ...* A response from the developers (Haylink – Galliard Homes) to Environmental Impact questions is expected to be made available for public consultation soon.
 - **CEP Workshop ...* At a recent workshop organised by Babergh/Mid-Suffolk Emergency Planning Team, the work done so far by Parishes in the District was recognised through the award of grab-bags of emergency-readiness kit in a presentation by local MP Tim Yeo.

10 BDC/MSDC parishes were commended for their work, including two from Berners Ward – Chelmondiston and Shotley. Well done everyone! The event was also aimed at encouraging more communities to get involved in this work, so please spread the word. Full report on Parish Council 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:** *Cllr Kirkup reported* - The meeting just prior to this PC meeting was held mainly for a member of the parish to present plans for a car port, as advised by the Babergh planning department. No recommendation could be given at this stage.
Belstead and Pinewood PCs, along with Action Group SIT have invited members to a meeting on 24th July, to discuss the proposed application of two 430' wind turbines, close to residential housing. Cllr Hawkins would try to attend.
There were no Applications or Decisions.
To consider ratification of the Planning Committee's Terms of Reference
The Chair gave a report of the suggested changes.
Proposal: to ratify and sign the Planning Committee's Terms of Reference.
Proposed: Cllr J Deacon **Seconded:** Cllr B Walker **Vote:** all in favour
The paper was duly signed by the Chairman, Cllr R Kirkup.
- b) Village Hall:** *Cllr Keeble reported* - meeting held on 15th May. Next meeting on 22nd July.
- c) Footpaths, Trees & Hedgerows:** No meeting.
- d) Playing Field:** *Cllr Hawkins reported* - They had dug out the goal mouth areas and laid new turf. They were considering buying a portable goal. The net on the netball ring had been torn off. Some trees needed looking at. Clerk suggested they speak with Lee Foster who was conducting a Risk Assessment of all PC trees, prior to doing any work.
- e) Village Amenities:** **Jubilee Garden* - Cllr Kirkup was looking into how to fix the slate plaque to the 'sleepers' as the back of it was very uneven.
**Notice Boards* - the Village Car Park board had been removed by the owner of the Red Lion, as it was considered to be rotten. Clerk would get prices for a new board.
- f) Village Design Statement Group:** *Cllr Kirkup reported* - the questionnaire could be printed at a cost of approx £60 for 500. This would be distributed to every house by Nina Jillings's team of volunteers.
- g) Pin Mill BMCIC:** No report
- h) SALC:** Cllr Cordle gave her apology as she was unable to attend the Area Meeting.
- i) Training Courses:** Cllrs Walker and Dot Cordle considered the course to be extremely helpful and both felt more confident within their role as councillors.

10. CORRESPONDENCE: to respond to correspondence received up to the meeting 7th May 2013 and to take any action deemed necessary.

- 10.1 Department of Communities and Local Gov:** *Precepts Referendums Bill* - receipt for letter sent to Sec of State, Eric Pickles. The Private Members Bill was introduced via a 10 Minute Rule Motion on 19th March. The Bill has now fallen following the prorogation of Parliament on 25th April, the day before the Bill was scheduled to have its Second Reading. It is open to the MP (Kris Hopkins) whether he wishes to reintroduce the Bill.
- 10.2 Suffolk CC:** *Footpaths Service Cutting Order* - 1st cut between 1st May and 21st June (dates given to landowners). 2nd cut after 1st July with all cuts finished by 30th August. Additional cuts are paid for by the PC.
- 10.3 Mr D Webb:** *Pin Mill Residents' Car Park* - Resident is asking if the PC can put any pressure on Babergh DC to do something towards alleviating the pigeon problem in the car park; droppings from which are damaging his and other residents' cars. He has attached correspondence sent to Babergh with their replies.
Cllrs suggested writing to BDC to request that they look at the problem when carrying out their maintenance programme.
- 10.4 SO ACTIVE CIC and Mentis Tree CIC:** Donation request. *"How I Feel"* - a service supporting 11-24yr olds in Suffolk with their mental and emotional health through early intervention and prevention. Discuss in November for the 2014-2015 budget.

- 10.5 Starfish Holiday Club:** letter from the Bursar of Stutton Primary School thanking the PC for their donation. Unfortunately the Club has ceased to exist due to lack of funding and an inability to recruit members for the Management Committee. Cheque returned.
- 10.6 Donation receipts:** letters of appreciation from the various charities that the PC donated money to, including St Andrew's Church.
- 10.7 Community Action Suffolk:** *Disclosure & Barring Service* - the Update Scheme will be launched on 17th June 2013. An individual will be able to reuse their DBS certificate with multiple organisations providing the work is of a similar type. Organisations will be able to check certificates on-line. (*See Circulation Bag*). Inform Tennis Club.
- 10.8 Shotley Peninsula Cricket Club:** Donation request - to increase the quantities of playing and coaching equipment and to improve facilities for development of youth player skills. Discuss in November for the 2014-2015 budget.
- 10.9 Babergh DC:** *Core Strategy Examination* - The Inspector invites comments on any new implications for the CSE of *Household Interim Projections (2011-2021)* Response o BDC by 9th July 2013.
- 10.10 Circulation Bag:**
SALC: *Babergh Area Meeting*- Minutes- March 2013. Report- May/June 2013
Community Action Suffolk: *Disclosure & Barring Service Checks*
SALC: *Accounts 2012-13* - Internal Auditor's report
PC: *Precept Referendums* - Copy of letter sent to Eric Pickles (Sec of State)
- 11. Suffolk C & H's Balance Boards:** *to consider approval of 2 boards*
 Clerk had received revised copies just before the meeting. Chair suggested passing them on to all the Cllrs who could then forward any comments to the Clerk. Concerns were raised, as the boards are large, that space must be adequate for the public to stand off the road and the entrance to the car park in order to read them, as this area becomes congested with traffic during the summer months. Cllrs were aware that the project would be going ahead but did not feel that they could endorse it.
Proposal: to write regarding the concerns over Health & Safety, along with any errors noted.
Proposed: Cllr A Fox **Seconded:** Cllr J Hawkins **Vote:** 5 in favour 2 abstentions (Cllrs Walker and Deacon)
- 12. Chelplin Tennis Club:** *update on tenure agreement*
Proposal: for Cllr Kirkup and the Clerk to have a face to face meeting with some of the committee members of the Tennis Club and the Playing Field, to discuss the options prior to the PC confirming an agreement.
Proposed: Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** all in favour
- 13. Recycling Centre:** *to consider reports and to take any action deemed necessary.*
Clerk reported - written confirmation received from the Environment Agency; up to 50m³ of waste permitted to be stored for up to 3 months. This would allow the PC to have another skip for green waste. Clerk suggested that she organise quotes for grass cutting the area outside of the barrier: this was agreed. Mark Deer had now left Suffolk CC and had been replaced by Adam Smith in a supporting and advising role for groups of the former Household Waste Recycling Centres. Clerk to contact. Cllr Walker mentioned fly-tipping both outside of the Centre and in the Collimer Close car park. Clerk would arrange for it to be removed.
- 14. Summer Holiday Activity Provision:** *to consider a proposal by Babergh/Mid Suffolk*
 Encouraging PCs to run their own activities within the village with the help of BDC/MS.
 Black Youth Bus /White Van: one youth worker and one sports coach free of charge set up on an agreed date for a turn up and play session. Clerk had forwarded to the Playing Field Cttee. They can also provide a mobile skate park. Pass to Primary School.
- 15. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*
15.1 Flood Alleviation Scheme: *Handover agreement - update*
 Clerk had contacted Mr Harding. Some residents were still away so she suggested he get as many signatures as possible. Clerk to check the Agreement. Clerk had checked the 'pulling' wires attached to the flood flaps on the Common. The pulley wheel for one was broken.

She raised the concern that the wires could be left lying on the ground or thrown into the Grindle.

Proposal: to arrange to have it looked at and mended.

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

- 15.2 Dinghy Park/Common:** Clerk felt that something was needed to suppress nettle growth around the dinghy racks. She would contact Mr Meacock who cuts the grass. Cllr Fox suggested the possibility of matting being laid. Clerk noticed that there was little flow of water coming from the 'pond' and from the small stream running past the cottages. Weed growth in the Grindle was not too bad but may need clearing within the next couple of months.

16. FINANCIAL ITEMS: *Annual Accounts*

16.1 a) to consider approval of 2012-2013 ... Intermediate Audit Paper

Clerk read through the Audit Paper. She had asked advice from SALC regarding one question. The Paper with relevant material would be sent with the Annual Return Form to BDO LLP.

Proposal: for the Clerk to sign the Audit Paper.

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

- b) to consider the Internal Auditor's Report (SALC)... and to take any necessary action**
See Circulation bag... The Clerk asked Cllrs to look through the report and to bring any questions to the next PC meeting. She pointed out that the Auditor had confirmed the Fidelity Guarantee had been increased to £60,000 BUT had not noted that it had been increased to £70,000 in November last year.

No requests to date from residents had been received to view the accounts.

16.2 RFO's Monthly Report.

500090.. Dinghy Permits: (6)	96.00	8 May
Lloyds Bank.. Interest	1.96	9 May
500091..Chelmo Waste Centre: CASH (4 wks)	190.00	17 May
Whip Street Motors (metal)	163.60	
Wilcox (Textile/Media banks)	43.00	
Dinghy Permit (2) cash	32.00	
Dinghy Permit (1) Bank transfer	15.00	20 May

BALANCE on 31st MAY 2013

Un-presented chqs:	210.00	Reserved (included in total credit):
Treasurers Account	£1,553.91	7,677.92 held for Playing Field
Business Instant Access Acc.	<u>£51,560.20</u>	3,500.00 held for ride on mower
Total (in credit)	£53,114.11	<u>5,469.76</u> held for Village Hall
		£16,647.68

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

1498 a) SALC: 2012-13 Internal Audit		254.40
1499 b) Mr S A Meacock: Grass Cutting - Pin Mill		70.00
1500 c) Sackers (Claydon) Ltd: Skip Hire		426.34
1501 d) Staples UK Ltd: Stationery		13.69
1502 e) Chelmondiston Village Hall: Room hire	17.00	
Reimbursements: Standing charges (2012-13)	238.04	
Boiler/fire alarm/rates	459.57	714.61
1503 f) Realise Futures: (Whitehouse Enterprises) Waste Bin		330.00
1504 g) Mrs Sewell: Salary (May)	786.73	
expenses: AVG computer security 2yrs	50.99	
Stationery (Tesco)	8.80	846.52
1505 h) Mrs R Kirkup: reimbursement VDS photo exhibition		20.88
1506 i) Mr Stevens: reimbursement post box for HW Centre		12.99

Proposal: to approve payment of invoices listed: **a) 1498 to g) 1504**

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

Proposal: to approve payment of invoices listed: **h) 1505**

Proposed: Cllr C Keeble **Seconded:** Cllr B Walker **Vote:** 7 in favour 1 abstain (Cllr R Kirkup)

Proposal: to approve payment of invoices listed: **i) 1506**

Proposed: Cllr A Fox **Seconded:** Cllr B Walker **Vote:** 7 in favour 1 abstain (Cllr M Stevens)

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

The Chairman commented on the Emergency Plan (See Cllr Deacon's report) and thanked him for all his work in steering it through. Cllrs all agreed.

Cllr Hawkins asked whether there had been any response from Babergh DC regarding the jetty and holiday barge. Clerk confirmed she had received nothing to date.

18. THE NEXT PARISH COUNCIL MEETING – Tuesday 2nd JULY 2013 in the VILLAGE Hall

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

Sign*David Cordle*.....

Date02/04/13.....

These minutes were agreed to be a true record of the meeting by those who had been present and were signed by the Chairman, Cllr David Cordle at the meeting held on 2nd July 2013