

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 2nd JULY 2013 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Chairman:* Cllr David Cordle

Councillors: R Kirkup, A Fox, C Keeble, J Hawkins, Dot Cordle and B Walker.

In Attendance: *Parish Clerk:* Fran Sewell

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.30pm he welcomed everyone and thanked Cllr Kirkup for taking the Chair at the June meeting.
2. **Apologies for Absence:** *received and accepted ..* Cllr M Stevens - family commitment.
Cllr J Deacon - previous engagement.
Suffolk CCLlr D Wood sent his apologies, as did PCSO Joanne Adams.
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*
Re Item 16.2 (d) Cllr A Fox declared a personal interest, as he was acquainted with the recipient
Re Item 16.2 (h) and (i) Cllr Dot Cordle and Cllr C Keeble declared a prejudicial interest for remuneration of expenses.
5. **Minutes of the Meeting:** *to agree minutes of the meeting held on 4th June 2013*
The minutes were taken as read and were agreed to be a true record by those who had been present. They were signed by the Chairman, Cllr David Cordle.
6. **Matters Arising:** *to report on matters arising from meeting on 4th June 2013*
 - 6.1 **Item 6.1:** *Closure of bridleway* - The Chair advised that electric cables were being placed underground. Diversions signs had been put in place.
 - 6.2 **Item 10.3:** *Pin Mill Residents' Car Park* - Clerk has written but had not received a reply to date from Babergh DC.
 - 6.3 **Item 11:** *Balance Boards* - No further update since submitting the last suggested alterations.
 - 6.4 **Item 15.1 & 2:** *Pin Mill Common* - The 'pulling' wires attached to the flood flaps had been secured (Invoiced for payment).
Clerk had spoken with Mr Meacock who did not feel that he could strim around the dinghies for fear of damage. He had suggested using weed killer earlier in the year at the start of nettle growth.
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 Adams* had sent in a written report...
Chelmondiston had 4 crimes for the month of June.
* 2 thefts of clothing from the Textile bank at the Waste Centre. (1/6/13, 11/6/13)
* Theft of Motor Cycle from Woodlands. (5/6/13)
* Theft from Motor Vehicle parked in Pin Mill car park. (15/6/13)
A stolen transit van had also been found in the residents section of the Pin Mill car park.
PCSO had contacted Verity Line (Police) to advise on security at the Waste Site.
 - b) **County Councillor:** No report
 - c) **District Councillor:** Clerk reported on the award received by Babergh/Mid Suffolk ...
The two councils scooped first prize in the 'Shared Services' category seeing off stiff competition from a number of other bids including that from the Tri Boroughs of Westminster, Kensington & Chelsea and Hammersmith & Fulham councils in London. They are now smaller, smarter and swifter than they were before and they intend to build on these achievements to be even better councils in the future.

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 on the 25th June meeting. (See full minutes)

HMS Ganges Mast .. Clerk had written to Babergh (Ben Elvin, Planning Enforcement) suggesting that the Mast is checked by a qualified professional and should not be linked to the applicant's planning application. BDCllr John Deacon had written agreeing with this committee's concerns and requests. The Enforcement Officer replied (to Cllr Deacon) that he was not in a position to advise on either the condition or what work was required, as that would be for a specialist surveyor to consider. The Officer has been charged with responding to a question raised by Suffolk Cllr David Wood to the Strategy Cttee around this subject and he would be responding to all parties after further discussions.

PLANNING APPLICATIONS:

B/12/00500/FUL - Former HMS Ganges Site, Shotley Gate.

Amendments to application: (i) Response to BDC's formal request for clarification and/or additional information, as part of Environmental Assessment (Reg 22). (ii) Design & Layout changes to Parade Ground. (iii) Changes to sight lines & consequential changes to landscaping. (iv) Re-location of some refuse collection points. (v) Changes to location & design of balancing pond. (vi) Changes to affordable housing provision. (vii) Changes to cycle parking. (viii) Changes to the red line boundary of application site. (ix) Full design of access between site & King Edward VII Drive (and safety audit).

A time extension for recommendations, to 12th July and been agreed by Babergh.

The Env't Impact Assessment: Chapter on Flood Risk and Drainage has been completely replaced.

*Affordable Housing - On the advice of BDC, has been reduced from 57 homes to 43 in order to assist with the uptake of housing by other local providers and to make the project more viable.

Committee resolved to write a response and recommendation, especially regarding the drop in affordable housing and reiterating what has been previously said about the inadequate infrastructure especially with regard to the B1456.

A further letter to be sent to Suffolk CC Highways to strongly request that the parish is consulted on the possible future traffic calming measures.

B/13/00540 - 23 Woodlands, Chelmondiston IP9 1DU

Erection of raised platform with outbuilding (Photos attached). Children's playhouse, with windows and veranda, on legs; already in situ. Prior to this meeting, a resident/s had contacted Babergh with concerns about the height of the playhouse, which towered above the 6' garden fence and the garage by several feet. Babergh (Enforcement) had visited the site. The applicant had responded by letter to the Enforcement Officer. This letter was read out.

Committee resolved to recommend REFUSING the application, as the construction was visually intrusive to adjacent properties, and much higher than the normally accepted height of fences.

PLANNING DECISIONS:

B/13/00431/FHA/JP - 3 Rectory Field, Chelmondiston, IP9 1HY

Erection of single storey rear extension and front porch (following demolition of existing single-storey rear element and front porch). Babergh DC gave notice that permission has been GRANTED.

B/13/00106/FUL/LB - Waldamar, The Barges, Pin Mill, Chelmondiston IP9 1JW

Installation of Jetty. Babergh DC gave notice that permission has been REFUSED.

Awaiting Decisions:

B/12/01123 ...Butt & Oyster ... "Called in" to BDC's Planning Committee on 26th June 2013.

Cllr Keeble, representing this PC Cttee, would speak against the application.

B/13/00309 ... Dwiny Cottage, Pin Mill (no update)

Appeal: B/12/01412 ... The Crow's Nest, Pin Mill .. Appeal date: 06/06/2013 until 18/07/2013

Documentation previously sent to Babergh regarding the application will be forwarded to the Inspector.

Clerk to write further to the Inspector.

PUBLIC CONSULTATIONS:

Core Strategy: *Further Proposed Modifications* Comments to BDC by 4pm 9th July

The Committee had no further comments to make.

'New' Draft Supplementary Planning Document on Affordable Housing. Comments by 4pm 5th July

Next meeting 16th July 2013

b) Village Hall: No meeting.

c) Footpaths, Trees & Hedgerows: Next meeting 8th July 2013. **Tree Survey** (See Correspondence) Overhanging hedging along the Pykle footpath needed seeing to. Suggested contacting John Edwards (St Andrew's Church and another local resident in Chesapeake Close).

d) Playing Field: Cllr Hawkins reported .. Fence repaired yet again at the rear of the field where someone keeps treading it down to cut across the field. They were clearing other areas around the

field of overgrowth etc. Some additional tree work needed doing behind the tennis courts John had spoken to Lee Foster about this.

- e) **Village Amenities:** **Jubilee Garden* Unveiling of the plaque arranged for 15th July at 2.45pm. Patrick Mann was not able to cut the grass near the V. Hall due to illness. Cllr Hawkins had seen to this. May have to reassess for the future.
 - f) **Village Design Statement Group:** Leaflets had been distributed. Cllr Walker has arranged for the collection boxes to stay in place for longer on residents' suggestions.
 - g) **Pin Mill BMCIC:** No questions were raised for the Chairman to take to the next meeting.
- 10. CORRESPONDENCE:** *to respond to correspondence received up to the meeting 2nd July 2013 and to take any action deemed necessary.*
- 10.1 Community Council:** *Pin Mill Music Day* - request to hold an entertainment event on Pin Mill Common on Sat 7th September from approx 12.30pm until 6pm and to erect a marquee for the visiting musicians, a BBQ, some stalls and a beer and wine tent. A license from Babergh DC has been applied for. Clerk to write.
- 10.2 Lloyds Banking Group:** *Changes to Business Accounts* - the Group is preparing part of its business to form a separate bank, which will be known as TSB. The PC account will not be affected.
- 10.3 Peninsula Tree Services:** *Chelmondiston Parish Tree Survey* (including invoice) and a quotation for carrying out the works arising from the survey. Forwarded to Cllrs prior to this meeting. (Not received in time to put on the agenda). The Chair considered the Tree Survey/Risk Assessment to be very thorough and a discussion followed regarding the quotation for the recommended works. *Declaration of Interests...* Cllrs appreciated that Lee Foster (LF) was also the Parish Tree Warden. Initial costs had been compared with other companies advertising on the web. *Cllr Kirkup declared a personal interest, as she was acquainted with LF through the Sailing Club. Cllr Fox also declared a personal interest.* Cllrs considered this quote to be very reasonable. **Proposal:** to accept the quotation of £391- £489, which includes a 15% community discount, for the works, as recommended in the Survey. **Proposed:** Cllr C Keeble **Seconded:** Cllr Dot Cordle **Vote:** all in favour
- 10.4 Circulation Bag:**
SALC: *LAIS 1352* - *Voting Age **LAIS 1353* - Precept Data
Clerks & Councils Direct: *Magazine*
PC Accounts: *First Quarter* - Bank Reconciliation, Summary of Receipts & Payments
- 11. Chelplin Tennis Club:** *update on tenure agreement, maintenance and grants*
Cllr Kirkup reported... she was still waiting to hear from the Club regarding a meeting to discuss the tenure agreement. The refurbishment was complete and it all looked very good. The PC had received £500 from the SCCllr David Wood (Locality Budget). Clerk would be sending invoices to Babergh DC and a letter to the Community Council, who had offered £500 towards the cost.
- 12. Recycling Centre:** *to consider reports and grass cutting quotes and to take any action deemed necessary.*
 Taken in total (including revenue from the Recycling Banks: £1,109 since April. Skips: £755.68 Skip Days had now been running for 1 year. Sacker's were now providing a 20cyd skip for green waste for an all in price of £250. This would be monitored as to its viability. *Grass cutting ...* a quotation was received and discussed. The Chairman did not consider that the grass needed cutting quite so often as quoted for. Clerk was waiting for other quotes. **Proposal:** for Clerk to arrange (with Chairman) for the grass cutting as long as the cost did not exceed £75
Proposed: Cllr A Fox **Seconded:** Cllr J Hawkins **Vote:** all in favour
 It was noted that there was some fly tipping outside of the Centre.

13. Safety Matting: *to discuss purchase of new matting for play equipment.*

The safety matting around the older play equipment had become slippery. Cllr Hawkins had suggested to the Playing Field Cttee Chairman that the mats may need replacing. Clerk suggested that they could be pressured washed. In the meantime Cllr Hawkins had 'sanded' the worst areas. They would be monitored and notices could be displayed if necessary.

14. Notice Boards: *to discuss purchase of board for the village car park and maintenance of others.*

The notice board by the village car park, which held the footpaths map, had been removed by the proprietor of the Red Lion. The Chairman considered that a letter should be written to the proprietor. The Clerk had researched the cost of different types of boards (several hundred pounds). Cllr Hawkins would make further enquiries and Clerk would endeavour to get other local quotes.

15. PIN MILL: *to receive reports/proposals and to take any action deemed necessary.***15.1 Flood Alleviation Scheme:** *Handover agreement - update*

Clerk had heard no further whether all signatures had been obtained. Council was concerned about the delay and considered that each household should sign a separate form, which should then be kept with the 'house' in the event of residents moving. Cllr Walker felt that the document should be sent to each house by registered/recorded mail as soon as possible. The Chair would contact Malcolm Harding and he suggested that he would go to each house and ask the resident to sign if necessary. This was agreed but it was considered that this should be done as soon as possible.

15.2 Dinghy Park/Common: Clerk had checked the Common and had pulled an inflatable dinghy out of the stream and had received a quotation for clearing the nettles around the dinghy racks and for clearing the Grindle of reeds.

Cllr Fox declared a personal interest, as he was acquainted with the contractor.

Proposal: to accept the quotation of £120 for the maintenance, as described.

Proposed: Cllr R Kirkup **Seconded:** Cllr B Walker **Vote:** 6 in favour 1 abstention (Cllr Fox)

16. FINANCIAL ITEMS:**16.1 RFO's Monthly Report.**

Councillors had no questions on the Internal Audit report, which had been in circulation.

500092.. Dinghy Permits: (5)	80.00	5 June
Chelmo Waste Centre: CASH (3 wks)	100.00	
Community Council: Rent (container)	10.00	
Lloyds Bank: Interest	2.25	10 June
500093.. Suffolk CC: Locality Grant (Tennis Court)	500.00	13 June
Dinghy Permits: (1)	16.00	
Babergh DC: Capital Grant (Jubilee Garden)	86.00	19 June
	£794.25	

Transferred £2,200 6th June 2013 FROM Business Instant Access TO Treasurers Account.

BALANCE on 30th JUNE 2013

		Reserved from precepts	
		(included within total credit)	
Un-presented chqs:	254.40	7,677.92	held for Playing Field
Treasurers Account	£1,900.88	3,500.00	held for ride on mower
Business Instant Access Acc.	<u>£49,362.45</u>	<u>4,778.15</u>	held for Village Hall
Total (in credit)	£51,263.33	£15,956.07	

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

1507 a) SALC: New Cllr course for 2		205.80
1508 b) Mr S A Meacock: Grass Cutting - Pin Mill		70.00
1509 c) Anglia Surface Care: Tennis Courts		3,750.00
1510 d) Mr D Fisher: PMC maintenance		30.00
1511 e) Mrs Sewell: Salary (June)	786.73	
<i>expenses:</i> Post Office	1.10	
Hot Off The Press (VDS)	60.00	
Ink Xpress	26.00	<u>873.83</u>

1512f) HM Customs & Revenue:	<i>Chq made out to Post Office Ltd</i>	
	<i>Quarterly payment.</i> (Apr, May, June 2013) employee's tax/employer's Nat Ins	316.38
1513 g) Sacker (Claydon) Ltd:	<i>Skip hire</i>	480.48
1514h) Mrs Dot Cordle:	<i>Cllr travel expenses</i> (4 trips to Claydon-course) 45p a mile	50.40
1515i) Mr C Keeble:	<i>Cllr travel expenses</i> (BDC- Hadleigh) 45p a mile	17.10

Proposal: to approve payment of invoices listed: **a) 1507 to g) 1513**

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

Proposal: to approve payment of invoice listed: **h) 1514**

Proposed: Cllr A Fox **Seconded:** Cllr R Kirkup **Vote:** 6 in favour 1 abstention (Cllr Dot Cordle)

Proposal: to approve payment of invoice listed: **i) 1515**

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

1516 j) Peninsula Tree Services: *Risk Assessment for PC trees* 150.00

Proposal: to pay the invoice (the quote had previously been accepted) from Peninsula Tree Services although it had not been received in time to put on the agenda.

Cllr Kirkup declared a personal interest, as she was acquainted with the recipient through the Sailing Club,

Cllr Fox declared a personal interest, as he was acquainted with the recipient.

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

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

None

18. THE NEXT PARISH COUNCIL MEETING – Tuesday 6th August 2013 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 8.50pm.

Signed*David Cordle*.....

Date6/8/2013.....

These minutes were agreed to be a true record of the meeting and were signed by the Chairman, Cllr David Cordle, at the meeting held on 6th August 2013.