

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 6<sup>th</sup> AUGUST 2013 IN THE VILLAGE HALL AT 7.30 pm.**

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

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

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

SCCllr David Wood

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.40 pm and welcomed everyone.
2. **Apologies for Absence:** *to receive and consider apologies* Cllr A Fox - ill Cllr J Deacon - personal engagement. Apologies accepted. PCSO Joanne Adams had sent in an apology (Annual leave).
3. **Dispensations and Declaration of Interests:** *to receive dispensation requests and pecuniary and personal interests from Cllrs on items to be considered at this meeting.*  
**3.1** - Item 15.2 (i) Cllr J Hawkins declared a pecuniary interest, as he would be the recipient of travel expenses. Cllr Stevens also declared a pecuniary interest, as he was the brother-in-law of Cllr Hawkins.
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 2<sup>nd</sup> July 2013*  
 The minutes were taken as read and were agreed to be a true record by those who had been present. They were duly signed by the Chairman.
5. **Matters Arising:** *to report on matters arising from meeting on 2<sup>nd</sup> July 2013*  
**5.1** - Item 9 (c) Footpaths - the Pykle: Clerk had been informed that the overgrown hedging on the church boundary had been seen to. The overgrown hedging belonging to a resident in Chesapeake Close had not been cut. Clerk would enquire.
6. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*  
 None.
7. **REPORTS:** *to receive reports (if available) from:*
  - a) **Safer Neighbourhood Team:** *Written report...*

Burglary from shed - Hollow Lane	Outboard motor stolen
Burglary from barn - Hill Farm	Tools stolen
Burglary from shop - Hollingsworth	Cigarettes stolen
Theft from textile bank	Clothes stolen
  - b) **County Councillor:** *David Wood* - \* *Stour & Orwell Management Plan:* out for consultation.  
 \* *Suffolk Coast & Heaths Management Plan:* adopted - to be launched in September.  
 \* *AONB:* area south side of the River Stour is to be reviewed by Natural England.  
 \* *Raising the Bar:* School consultation.  
 \* *Flood Alleviation:* by the Orwell Bridge. A £3.5 million scheme with the Environment Agency.  
 \* *Suffolk CC Budget:* £156 million to be cut from the budget over the next 3 years.  
 Cllrs raised concerns as to how the County Council could possible keep up front line services with these cuts.  
 \* *Babergh Core Strategy:* Adoption of the plan, at present with the Inspectorate, has been delayed due to a major planning proposal for 600 houses at Brantham. The Inspector will hold a special hearing before taking this into account.
  - c) **District Councillor:** John Deacon - *written report (See circulation bag and Parish Council website).* \* *Transformation Enquiry Groups (TEGs)* have been formed in the hope to ensure that both councils can continue to thrive as separate sovereign bodies run by their own elected councillors, but with a fully integrated and very different type of staffing structure serving them.  
 \* *The Statement of Community Involvement (SCI)* sets out the framework for consultation and engagement with the community in making planning decisions. Babergh and Mid Suffolk have existing SCIs adopted in 2006. In response to recent legislative changes it is necessary to prepare a new, updated Statement of Community Involvement (SCI). As part of the first stage of preparing a new SCI, views are being sought about the future approach to community engagement in planning.

Clerk informed the meeting that this had been discussed at the planning meeting and the committee would be responding.

\* *Timing of council meetings:* The Strategy committee and Full Council have agreed to experiment with meeting times alternating between morning and late afternoon starts, in the hope that the public and the younger/working people will take more of an interest. Other committees will retain their 09.30 time slots for now.

\* *Dementia-Awareness project on the Shotley Peninsula:* formally coming to an end but the Synergy Café, remains in place. Contact Carmella Miller ... Carmella.miller@sueryder.org

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

**a) Planning:** See 6<sup>th</sup> August planning minutes.

Babergh/Mid Suffolk: *Newsletter*.. commenting on contentious planning proposals such as wind turbines and solar parks. [Put in main circulation bag.]

Babergh/Mid Suffolk: *Development Frameworks - Statement of Community Involvement - Pre-Draft Consultation.* Clerk would submit answers as discussed to consultation questions.

**APPLICATIONS**

**B/13/00783/FHA - 23, Collimer Close, Chelmondiston, Ipswich IP9 1HX**

*Erection of single-storey rear extension (following demolition of existing garage)*

The Committee recommended SUPPORTING the application on confirmation of the second garage being part of the property. Cllrs to check and inform Clerk, prior to sending off recommendations.

**B/13/00799/FUL - The Foreshore, The Hard, Pin Mill, Chelmondiston IP9 1JW IP9**

*Retention of floating jetty and extension to floating jetty*

The Committee recommended SUPPORTING the application

**Wind Turbines:** *Report from Belstead meeting.* The report was put in the main circulation bag.

**HMS Ganges:** *update* A letter had been sent to Haylink regarding the Ceremonial Mast. The application was likely to go before Babergh's Planning Committee in the autumn.

Next meeting: 27<sup>th</sup> August.

**b) Village Hall:** *Cllr Keeble reported on 22<sup>nd</sup> July meeting ...* \* Gutter and flat roof inspection with maintenance if required prior to winter. \* bookings running smoothly and numbers being upheld. \* Synergy Café (Dementia) may move to a Monday. \* Unsafe electrics on the stage area have been removed. \* New stacking chairs have arrived. \* The board advertising functions/plays will in future be hung over the railings by the car park. \* Treasurers report: Bank balance: £15,406 Their auditor had advised that they adopt a policy with regard to the use of Village Hall debit cards held by two members.

**c) Footpaths, Trees & Hedgerows:** Overgrown footpaths have been reported and Lee Foster was seeing to some hedges. s

**d) Playing Field:** *Cllrs Hawkins and Stevens reported...* \* Lawnmower repaired and serviced. \* Football team has painted the goal posts.\* Peninsula Tree Services has completed the tree works according to the risk assessment and has quoted £246 for the extra work asked for by the Playing Field Cttee. The PFC would follow this up and sort out the payment.

**e) Village Amenities:** \*Jubilee Garden some of plants suffering due to lack of rain. \* Dog Waste Bin at entrance to Rectory Fields - post rotten; repaired by David Latter.

**f) Village Design Statement Group:** Next meeting 8<sup>th</sup> August to discuss the results of the survey.

**g) Pin Mill BMCIC:** *The Chairman reported ...* The toilets at Pin Mill were still under discussion. Certain legalities would have to be taken into consideration if another party (other than Babergh DC) was to take on the responsibility of running them.

**h) Clerk's report:** \* *Pin Mill Car Park /Waste Centre - Security advice*

*Pin Mill car park:* A letter sent to Babergh DC in May and another in June regarding security, had still not been answered. Verity Line (Crime Prevention Officer) had been in touch again and agreed that a CCTV system would be hugely beneficial. A dummy CCTV camera would not be supported by the police.

The possibility, suggested previously, was for the Parish Council to provide the Broadband link and upkeep of the camera if Babergh supplied it. Clerk had questioned whether a recording device could be used instead of Broadband. As the car park belonged to Babergh and they

benefited from the revenue from both the public and residents areas then as the major players it should be their responsibility and not the Parish Council's. The PMBMCIC monitored parking and issued tickets for which they also benefited from a portion of the revenue.

DCllr John Deacon had agreed to follow this up.

A sign had been installed in the car park advising people to lock up and take valuables with them. Clerk had been copied in to mail from Babergh to resident regarding pigeon droppings on cars.

An officer would be looking at the trees.

*Waste Centre:* Verity Line has provided a list of companies who provide Secured by Design approved CCTV systems (not wireless). She had suggested moving the textile bank inside the compound. Clerk and Cllr Keeble would check out further.

\* *Oak Tree:* Mrs Long had contacted the Clerk to thank the Parish Council for seeing to the oak tree that was overhanging her garden. She was extremely pleased. Peninsula Tree Services has submitted an invoice for £30.

\* *Disclosure & Barring Service:* Cllr Stevens and Cllr Hawkins now had forms to fill out.

\* *In-Touch magazine:* Deadline for submitting articles changed to the 10<sup>th</sup> of the month.

\* *Risk Assessments:* updates needed for Pin Mill Common. As Trustees, the Parish Council should have sight of the risk assessments for the Village Hall and the Playing Field.

\* *Good Councillors Guide:*

**Proposal:** to purchase 10 copies from SALC at a cost of £18.50

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

**9. CORRESPONDENCE:** *to respond to correspondence received up to the meeting 6<sup>th</sup> August 2013 and to take any action deemed necessary.*

**9.1 NALC:** *Employment Briefing - 2013-2014 National Salary awards. Agenda for September*

**9.2 Peninsula Tree Services:** *Trees identified during a risk assessment - All items identified for action have been completed. T4, T10, T16 and T18 will be periodically checked, as agreed. T17 on Pin Mill Common: ropes and swing judged not to be causing any significant harm to the tree, so have been left in place. Ropes are of reasonable size although not to "CE" standard for play equipment.*

**9.3 Suffolk Coastal District:** *Local Plan Core Strategy & Development Management Policies Development Plan Document (Core Strategy) - Notice of Adoption [Regulation 26 & 35] Formally adopted on 5<sup>th</sup> July 2013.*

**9.4 Suffolk Housing:** *Re-letting of Homes - a request to remind residents of the conditions of the s106 agreement and encouraging them to register for housing with the local authority so that vacancies do not arise. Chelplin/In Touch/Church magazines.*

**9.5 Waste Disposal Site:** *Woolverstone resident - looking to commercially rent space for selling garden furniture. Due the conditions of the lease with Suffolk CC this would not be viable.*

**9.6 Babergh DC:** *Pre DRAFT Statement of Community Involvement Consultation(SCI) This was discussed at the planning meeting along with a response to the consultation.*

**9.7 Circulation Bag:**

**Babergh/Mid Suffolk DCs:** *Town and Parish Council Newsletter. Councils may comment.*

**Babergh/Mid Suffolk DCs:** *Affordable Housing News - Rural house prices in rural areas have nearly doubled in 10 years, from £126,016 to £228,742*

**SALC:** \*LAIS 1355 - Spending Review. \*LAIS 1356 - Rewiring Public Services.

\*LAIS 1357 - Renewable Energy Planning Guidance.

**Financial Regulations. ...** Agenda for September meeting.

**10. Chelplin Tennis Club:** *update on tenure agreement, maintenance and grants*

*Cllr Kirkup had been unable to arrange a meeting with the Tennis Club so had written a draft agreement for the Council's consideration.*

**Proposal:** to accept *in principle* the draft with minor adjustments; to be sent to the Tennis Club and the Playing Field Management Committee for their comments.

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

**11. Recycling Centre:** *to consider reports and to take any action deemed necessary.*

Clerk gave an update on the financial situation. The skip for Green Waste was now in situ. Local farmers were helping by compressing the waste in the skips. Cllr Stevens suggested that the Council should purchase a grass strimmer for use on the site. Chairman suggested they get prices and agenda it for the next meeting.

**12. Standing Orders/ Financial Regulations:** *to review new orders and corrections suggested with a view to adopting.*

*Standing Orders:* A revised copy, as set out NALC had been e-mailed to Cllrs for their comments prior to the meeting. Deletions and inclusions were discussed. Clerk would prepare a final draft for ratification and adoption for the September meeting.

*Financial Regulations:* The Clerk highlighted certain sections for review. The Chairman suggested that these were looked at in September. This was agreed.

**13. Notice Boards:** *to discuss*

Cllr Hawkins had received a quotation from Realise Enterprises for £90 inclusive of VAT. Clerk had contacted the company to see how much the extra cost would be for having shatterproof Perspex. The Company would be in touch. The Chair suggested they also quote for the posts.

**14. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.***14.1 Flood Alleviation Scheme:** *Handover agreement - update*

Clerk had forwarded the original agreement to the Cllrs prior to the meeting.

The Clerk had written to Malcolm Harding but to date nobody had signed the letter. He was waiting for some of the residents to return to Pin Mill sometime in September. Several Cllrs were not happy with the situation and were concerned about whether responsibility for the flood defence system would fall back onto the Council. The Chairman and the Clerk both reminded Cllrs that Mr Harding, as Chair of the Residents Association had signed the original agreement stating that the responsibility of the assets and their management would transfer to the Residents' Association on completion of the project.

**14.2 Dinghy Park/Common:**

*The Footbridge:* Clerk had received a report from a resident that the railings on the bridge were unstable. Martin Williams Suffolk CC has arranged for their blacksmith to look at it, to make a repair. However, he considers that the structure forms part of the culvert, which is almost always within the ownership of the landowner. In future it will be for the Parish Council to repair.

*Parking:* the Clerk had received complaints from some of the dinghy owners who were having difficulty in getting their dinghies off and onto the Common due to people parking in front of the bridge. Council was reluctant to install another 'No Parking' sign. Cllr Stevens was in the process of repairing both signs that stood on the Common for the Dinghy permits and the Bylaws.

**15. FINANCIAL ITEMS:****15.1 RFO's Monthly Report.**

<b>500094.. Chelmo Waste Centre:</b> CASH (4 wks)	195.00	3 July
Whip Street Motors (metal)	82.00	
JMP Wilcox (textile bank)	120.00	
<b>Lloyds Bank: Interest</b>	1.92	10 July
<b>500095.. Chelmo Waste Centre:</b> CASH (3 wks)	207.00	23 July
Whip Street Motors (metal)	127.30	
Mrs T Fletcher (Donation re bench Jubilee Gdn)	<u>100.00</u>	£833.22

*Transferred £5,200 4<sup>th</sup> July 2013 FROM Business Instant Access TO Treasurers Account.*

**BALANCE on 31<sup>st</sup> JULY 2013**

<b>Un-presented chqs:</b>	00.00	Reserved from precepts (included in total credit):
Treasurers Account	£1,733.97	7,677.92 Playing Field
Business Instant Access Acc.	<u>£44,164.37</u>	3,500.00 ride on mower
<b>Total (in credit)</b>	<b>£45,898.34</b>	4,778.15 Village Hall
		<u>500.00</u> Tennis Courts (grant)
		£16,456.07

**15.2 Annual Return:** *to consider approving and accepting the Annual Return with the Issues Arising Report from the external auditor.*

The Clerk/RFO presented the Annual Return, as signed by the external auditor BDO LLP to the Council and the auditor's report, which pointed out that the Box 11 (if applicable) on Section 1 had not been ticked. This was taken into consideration and was considered to be a minor oversight of the Clerk.

**Proposed:** to approve and accept the Annual Return as signed by BDO LLP along with the issues arising report.

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

The Clerk would put up the Notice of Conclusion, which will be displayed for 14 days.

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

1517	a) Mr S A Meacock: Grass Cutting - Pin Mill	70.00
1518	b) Mr D Fisher: PMC maintenance (clearing dinghy park and the Grindle)	120.00
1519	c) Chelmondiston Village Hall: Room Hire (May/June) 3 @ £14	42.00
	Outstanding monies for 2013-14 Precept = 4,778.15	4,820.15
1520	d) PJ Mann (VKM Gardening): Jan/June 2013 Gen garden/mowing/litter around bus shelters/V hall/Car park/B banks	195.00
1521	e) BDO LLP: External Audit 2012-2013	360.00
1522	f) Mrs F Sewell: Salary (July)	627.67
1523	g) Sacker (Claydon) Ltd: Skip hire	771.46
1524	h) Peninsula Tree Services: Completed Risk Assessment work	489.00
1525	i) Mr J Hawkins: reimbursement for mileage 43 ml @ .45p a mile(meeting/n boards)	19.35

**Proposal:** to approve payment of invoices listed: a) 1517 to h) 1524

**Proposed:** Cllr R Kirkup **Seconded:** Cllr M Stevens **Vote:** all in favour

**Proposal:** to approve payment of invoices listed: i) 1525

**Proposed:** Cllr C Keeble **Seconded:** Cllr Dot Cordle **Vote:** 5 favour 2 abstentions (Cllrs Stevens, Hawkins)

**16. Reports of Other Business (not itemised):** *to be included on next agenda if necessary.*  
None

**17. THE NEXT PARISH COUNCIL MEETING – Tuesday 3<sup>rd</sup> September 2013 in the [VILLAGE Hall](#)**

There being no further business the Chairman thanked everyone and closed the meeting at 10.10pm.

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

Date .....03/09/2013.....

These minutes were agreed to be a true record of the meeting and were signed by the Chairman, Cllr David Cordle.