

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 3rd SEPTEMBER 2013 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Chairman:* Cllr David Cordle

Councillors: R Kirkup, C Keeble, M Stevens, J Deacon, A Fox and B Walker.

In Attendance: *Parish Clerk-* Fran Sewell

SCCllr David Wood

1. **Welcome by Chairman:** *Cllr David Cordle* welcomed everyone and opened the meeting at 7.30pm.
2. **Apologies for Absence:** *received from-* Cllr J Hawkins -away. Cllr Dot Cordle - away. Apologies were accepted.
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.*
None.
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 6th August 2013*
The minutes were agreed to be a true record of the meeting by those who had been present and were duly signed by the Chairman.
5. **Matters Arising:** *to report on matters arising from meeting on 6th August 2013*
 - 5.1 **Item 8c Pykle hedging...** Lee Foster has pruned some overhanging greenery.
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:** *PCSO Joanne Adams* had sent her apologies. A colleague was due to attend if possible but was unable to be present. Written report given ...
20/08/2013 *Theft from motor vehicle outside of church:* handbag taken.
26/08/2013 *Burglary - other building:* damage to church door. Small amount of money taken. Crime has increased over the last couple of months. The increase is similar to that experienced by other villages over the Babergh area. They intend to increase their patrols.
 - b) **County Councillor:** *Cllr David Wood* was very unhappy with the state of affairs regarding policing on the peninsula, as the detection rate was zero. He would be taking the matter with the PCC.
Fire Service... There was a possibility of a national strike over pensions and pay.
Broadband ... The scheme was rolling out slowly: slight improvements were expected next year.
 - c) **District Councillor:** *John Deacon* reported on the Core Strategy: the Inspector had demanded another day of enquiries for 25th September 2013 on a single issue; that of a large proposed housing development at Brantham.
8. **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...* 27th August meeting (*See Planning minutes*)
HMS Ganges: *DCllr T Roberts...* has asked Babergh's planning officer for Ganges, to allocate time for him to speak on the application, when it goes before the Planning Committee for approval. He will be requesting the Planning Committee, should they approve the Ganges application, stipulate that approval be subject to the Developer and Suffolk County Council Highways Department implementing an inclusive traffic plan for the villages affected by the increase in traffic using the B1456. This plan to include daily public transport, cycle paths, pedestrian paths, and pedestrian crossings in the villages, which are sited along the B1456.
Letters in response to the amended application, from Shotley, Chelmondiston and Woolverstone Parish Councils have been printed in the Shotley Notice Board news letter.
PLANNING APPLICATIONS:
B/13/00869/FHA- 1, Bank House, Main Road, Chelmondiston, Ipswich IP9 1DZ
Erection of two-storey side extension/porch
The Cttee recommended SUPPORTING the application with the proviso that the extension is entirely of brick, to be in keeping with the rest of this well established house and the adjacent (semi detached)

property. White timber boarding on the western end is not in keeping and would be highly visible from the road.

PLANNING DECISIONS:

B/13/00504/FHA/CLD - 4, Rectory Field, Chelmondiston IP9 1HY

Erection of part single-storey & part two-storey rear extension. Babergh has GRANTED permission.

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

Erection of raised platform with outbuilding. Babergh has REFUSED permission.

Application WITHDRAWN

B/13/00799/FUL - The Foreshore, The Hard, Pin Mill - Retention of floating jetty and extension to floating jetty. The Clerk has written to the planning officer for further information.

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Cllr Kirkup explained to the Parish Council that the Planning Cttee would benefit from having another elected member.

Proposal: to consider the election of Cllr Dot Cordle to the Planning Committee if she was in agreement.

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

- b) **Village Hall:** No meeting. c) **Footpaths, Trees & Hedgerows:** No meeting.
- d) **Playing Field:** *Cllr Stevens reported...* New showers had been fitted in the pavilion and the floors painted. There were concerns about people putting their garden rubbish on the bonfire. Cllr Stevens would be keeping an eye on things and they may decide to burn it before bonfire night.
- e) **Village Amenities:** Nothing to report.
- f) **Village Design Statement Group:** Next meeting would be in October.
- g) **Pin Mill BMCIC:** No meeting.
- h) **Clerk's report:** **Security at Pin Mill car park.* No reply from Babergh DC. Cllr Deacon agreed to follow this up with Babergh.
 - *CCTV:* Government has published a statutory *Surveillance Camera Code of Practice (See Circulation Bag)*
 - *Playing Field Trees:* A resident had raised concerns about the trees near her garden. Clerk had explained that a Risk Assessment had recently been done and maintenance work had been carried out accordingly. Lee Foster, as the Tree Warden, will have a look and speak with the resident.
 - *Good Cllrs Guide:* 10 booklets tabled.
 - *Suffolk Coast & Heaths-Balance Boards:* Confirmed that they should go at the car park entrance. They will be upright and not angled.

9. CORRESPONDENCE: *to respond to correspondence received up to the meeting 3rd September 2013 and to take any action deemed necessary.*

- 9.1 Viridor:** *Masons Materials Recycling Facility* - Adult visits; maximum number at any one time is 10. Register to go on their list and you would be invited to make up the numbers for a tour. Cllr Deacon would put on the website.
- 9.2 Fat Yanni's Mobile Ice Cream & Catering:** *Looking to secure business from.. fêtes, corporate events, private functions etc.* Poster on board.
- 9.3 SSAFA:** *Soldiers, Sailors, Airmen & Families Assoc.* Poster on board.
- 9.4 Mrs Chicken:** *Broadband* - a request to the PC to consider how the community can work together to get faster broadband. Clerk has replied with information of the Broadband scheme.
- 9.5 Mrs Saunders:** *Household Waste Site:* e-mail of complaint regarding alleged verbal abuse by the volunteer at the site to her husband and about a scheme purportedly being run by Lawford PC.

Clerk had contacted Essex County Council for information, as the Lawford site was not run by the parish council. Cllr Stevens had been present at the time and had reported what he knew of the situation and about a previous encounter with the same resident. It was agreed that the Clerk should write to Mrs Saunders to explain the situation and to Mr Nunn, who had sent his apologies to the council, relaying that he had the full support of the Council.

9.6 Suffolk ACRE Insurances: *Year 2013-2014 - 5th year of Long Term Undertaking.*

Total Annual Premium £899.22 + £100.87 carried forward from 25/01/2013 to 30/09/13 + £51.07 Premium Tax = £1,051.16.. **PC to pay £946.04** in October.

Clerk would check through the assets register but she reminded Council that they would need to add to this, the tennis courts and the Waste Centre.

9.7 Suffolk CC: *Footpaths Map - Working copy of recorded Public RoW derived from the definitive map for the former Rural District of Samford. the Chairman would take it to the next Footpaths meeting.*

9.8 Circulation Bag:

SSAFA: *Soldiers, Sailors, Airmen & Families Assoc.*

NALC: *Legal Topic Notes - *LTN 19 Unauthorised Parking on Private Land.*

**LTN 31 Section 137 Local Gov Act 1972. *LTN 53 Protection of Common Land*

SALC: *The Local Councillor*

Surveillance Camera Code of Practice (part of a government paper)

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

The Club had reviewed the draft agreement from the Council and had corrected/clarified a few points and included a general maintenance plan, as advised by the contractor.

This draft was further considered by the Council and additional amendments were made. Cllr Kirkup would clarify the dates with the Club. The maintenance plan, to be an addendum to the agreement.

The Playing Field Cttee (PFC) had not, as yet, invoiced the Club for the annual £60 for the use of the pavilion, as they were waiting on further instruction from the Council. The Chairman of the PFC, Sam Nunn, (by e-mail) considered that the PFC should still receive this annual fee, which would help cover the cost of cleaning and services. Cllr Kirkup had suggested that a contribution could be provided by the PC; possibly from money that was "ring fenced" for the courts. Clerk thought that money for services was provided through their precept grant.

Proposal: to adopt this amended draft subject to a clear agreement of the exact number of sessions that the Club will be having.

Proposed: Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** 7 in favour 1 abstention (Cllr David Cordle)

The Clerk reported on the finance; all grant money was now in. Cost of project: £4,045 + £809 VAT
Grants received: Babergh DC: £1,335; Community Council: £500; Suffolk CC David Wood: £500
This left £1,710 to be covered. Clerk reminded Council that VAT could not be reclaimed on any portion of the money given by the Tennis Club.

Proposal: the Parish Council to cover the VAT that is not reclaimable.

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

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

11.1 Grass trimmer: *to consider the purchase of*

Clerk had acquired prices from the internet around the £150 mark. Cllr Stevens considered that we should be looking at a more heavy duty machine; possible around £300. It was questioned whether one could be borrowed from the Playing field. After a further discussion the Clerk suggested that Council ask Lee Foster (quote of £30) to cut the grass when necessary for the remaining financial year and that it be budgeted for next year. This was agreed.

11.2 DCllr Roberts had suggested that the Council should consider designating the site as an Area of Special Community Interest. He understood that this would mean the PC would be given the option of purchasing the site, should Suffolk CC decide to sell off the land. Babergh DC's Community Officer might be able to advise.

12. Standing Orders: *to consider the adoption of, as amended.*

Additional points: add to No. 22, d) *records will be retained for the relevant period, as specified in the separately agreed Records Retention Policy for the parish.*

Nos. 30a and b, the figure to read £60,000

Proposal: to adopt the **Standing Orders** for Chelmondiston Parish Council as amended.

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

- 13. Financial Regulations:** *to discuss/make necessary amendments and to consider adoption of*
Noted additions in particular: pre authorising the Clerk to use her credit card for internet 'Council' purchases that are cheaper on line and increasing the *extreme urgency* fund that the Clerk can use, from £350 to £2,500 (as advised by SALC).

Proposal: to adopt the **Financial Regulations** for Chelmondiston Parish Council as amended.

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

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

The Clerk had tried to contact the Sales representative of Realise Futures for an updated quotation but to no avail. She had subsequently e-mailed but had received no reply. She would endeavour to obtain a quote from another source.

- 15. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*

- 15.1 Flood Alleviation Scheme:** *Handover agreement - update*

No further information.

- 15.2 Dinghy Park/Common** * *to consider removal of 1 or 2 dinghy racks*

Clerk was being asked whether one of the racks could be removed to cater for those people who could not manage to get their dinghies in the racks. She suggested the first rack. This to be looked at. Nettles were still a problem. The Chairman offered to spray them.

- 16. FINANCIAL ITEMS:**

- 16.1 RFO's Monthly Report.**

500096.. Chelmo' Community Council: Grant (Tennis Courts)	500.00	7 Aug
Lloyds Bank: Interest	1.87	9 Aug
Babergh DC: Capital grant ... (Tennis courts)	1,335.00	28 Aug
500097.. Chelmo Waste Centre: CASH (5 wks)	231.00	29 Aug
<i>Whip Street Motors (metal)</i>	102.00	
<i>JMP Wilcox (textile bank)</i>	128.00	
	<u>2,297.87</u>	

BALANCE on 31st August 2013

Un-presented chqs:	00.00	(included within total credit)
Treasurers Account	£2,557.16	7,677.92 Playing Field (<i>Res-precept</i>)
Business Instant Access Acc.	£38,166.24	3,500.00 Mower (<i>ear marked</i>)
Total (in credit)	£40,723.40	<u>2,335.00</u> Tennis Courts (<i>grants</i>)
		£13,512.92

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

1526 a) Mr S A Meacock: Grass Cutting - Pin Mill	70.00
1527 b) Peninsula Tree Services: Oak Tree Playing Field	30.00
1528 c) Mrs F Sewell: Salary (Aug)	627.67
<i>The following arrived after the posting of the agenda</i>	
1529 d) Playing Field Management Cttee: from their precept	1,000.00

Proposal: to approve payment of invoices listed: **a) 1526 to d) 1529**

Proposed: Cllr C Keeble **Seconded:** Cllr R Kirkup **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 1st October 2013 in the VILLAGE Hall**

The Clerk left the meeting.

- 19. To propose:** under the *Public Bodies (Admission to Meetings) Act 1960*, the public be excluded from the meeting on the grounds of confidentiality in order to consider the Clerk/RFO's employment review.

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

There being no further business the Chairman thanked everyone and closed the meeting at 9.50pm.

SignedDavid Cordle.....

Date01/10/2013.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 1st October 2013