

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 3<sup>rd</sup> DECEMBER 2013 IN THE VILLAGE HALL AT 7.30 pm.**

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

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

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

**Public:** SCCllr David Wood

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.33pm. He welcomed everyone and thanked Cllr Kirkup for taking the Chair at the November meeting
2. **Apologies for Absence:** apologies were received from Cllr Fox - car broken down: accepted. PCSO Joanne Adams sent in an apology as she was unable to attend.
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.

**Item 7b)** *brought forward by the Chairman*

*Suffolk CCllr David Wood reported: HMS Ganges...* he congratulated Cllr Kirkup on her presentation to the BDC's Planning Committee. He would work with the PC on any suggested traffic calming measures.

*Holbrook ...* there was a public consultation on the building of 90 houses.

*A14 toll...* Although the new section of the A14 was scheduled to go ahead in 2016, it would not now be a toll road.

*David Wood* gave his apologies as he would not be attending the next couple of meetings. He wished everyone a Happy Christmas and took his leave.

4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 5<sup>th</sup> November 2013*  
The minutes were taken as read and were agreed, by those who had been present, to be a true record of the meeting. They were signed by the Chairman.
5. **Matters Arising:** *to report on matters arising from meeting on 5<sup>th</sup> November 2013*  
None.
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 ...* No reported crimes for November.  
No particular concerns, crime wise throughout the peninsula but a reminder to secure property, empty vehicles and to report anything suspicious during the busy Christmas period.
  - b) **County Councillor:** *see above*
  - c) **District Councillor:** *Cllr John Deacon reported...* *Core Strategy* - Still no date when a report will be available from the Inspector. This delay could give rise to problems with planning applications.  
*Planning Services* - a decision 'in principle' has been made to provide a united approach with Mid Suffolk DC, which when drafted will be subject to public consultation.  
*Shotley Footpath Group* - has been presented with a cheque for £5,000 from the 'Partnership Working' fund in recognition of the work the group has done to install erosion protection to part of Shotley Cliff on the banks of the River Stour at Shotley Gate.  
*Flood Warnings* - New flood maps showing the risk of flooding from rivers and the sea are available on the Environment Agency's website.
8. **REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings:** *to receive reports and requests and to take any action deemed necessary.*
  - a) **Planning:** *to consider a response to HMS Ganges planning decision*  
*Cllr Kirkup reported...* Babergh DC's Planning Committee had passed the application by a vote of 9/4. Woolverstone PC had written to the "Call-in" Manger to request that the Secretary of State call the application in for a more balanced decision. Woolverstone were asking other

parishes for support. Cllr Kirkup, along other parish councillors who attended, were unimpressed as to how the meeting was handled. She had drafted a letter supporting Woolverstone's request, which was shown to councillors.

**Proposal:** to approve the drafted response and send with a copy of Woolverstone's letter to the Call-In Manager.

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

*A brief report on the 19<sup>th</sup> November Planning Committee meeting (See full minutes)*

APPLICATIONS

**B/13/01177/FUL - Floating Jetty, Pin Mill, IP9 1JW**

*Retention of floating jetty and extension to floating jetty.*

Positioned off the end of Harry Kings & Sons Boatyard.

The Committee recommended SUPPORTING the retention of the pontoon, as it is.

BUT they recommended REFUSING the extension of the pontoon to a overall length of 178 metres for the following reasons:

- \* it sits within the Suffolk Coast & Heaths AONB, a Conservation Area and a site of SSSI.
- \* it sits within an area that was designated as one which should be kept clear, and as it is understood, it is in contravention to part of the CLUED determined by Babergh DC in the 1990's.
- \* the extension would restrict small craft movement to the west of the Hard.

**B/13/01240/FHA - 'Blackthorns', 8 Rectory Field, Chelmondiston IP9 1HY**

*Erection of single storey side extension. Erection of raised decking area adjacent to north side of dwelling. Erection of pergola to front elevation. Application of fibre cement cladding to exterior dwelling. Fenestration alterations.*

The Committee recommended SUPPORTING the application

**B/13/01331/FHA - 85 Woodlands, Chelmondiston IP1 1DU**

*Erection of single-storey rear extension*

The Committee recommended SUPPORTING the application

- b) **Village Hall:** Next meeting January 2014.
- c) **Footpaths, Trees & Hedgerows:** Meeting held on 11th November 2013. \**signposts* - some needed attention. \**Hill Farm Lane Bridleway* - repairs to be done. \**Fallen tree* - to be cleared from Baptist Church ground. Clerk would contact owner of Foresters Arms.
- d) **Playing Field:** Nothing to report. e) **Village Amenities:** Nothing to report.
- f) **Village DS Group:** Meeting on 4<sup>th</sup> December 2013. g) **Pin Mill BMCIC:** No report.
- h) **Clerk's report:** \***Suffolk CC:** *Definitive Map & Statement for Former Rural District of Samford...* A corrected map has been provided. Suffolk CC has been contacted re the change in FP numbering and about the licence that the PC holds to print the 'old' map.  
 \**Foreshore Developments at Pin Mill...* Copy of letter from resident (4<sup>th</sup> August 2013) with copy of response from Babergh DC Enforcement (Ben Elvin). Ryan Jones (Corporate Manager for Asset Management) has been asked to look at the case and to arrange a meeting with the Parish Council, the Management Cttee and the resident to discuss the issues raised.  
 \* *Water leak* -Pin Mill Rd ... have contacted Suffolk CC twice and reported by phone as has a resident but no acknowledgement to date.  
 \**Insurance* ... Missing Notice Board cannot be claimed unless a police incident number is provided.  
 \**Babergh Parish Liaison meetings 2013...*Cllr David Cordle and Clerk attended at Hadleigh. Government has published the allocation of 2014/15 Localised Council Tax Support Administration Subsidy to Local Authorities. This is compensation for the local authorities having to administer council tax discounts. Now awaiting taxbase figures, which drive the council tax and precept levels. The *New Homes Bonus* would give the district council about £1,500 per new home built. More homes, more income.  
 Babergh/Mid Suffolk have to make a further £11million joint savings over the next 4 years.  
 \**Hollow Lane* ... complaints about the state of the road re horse droppings and that the banks were being eroded by large vehicles, which was making the road very muddy. A suggestion was made that traffic light should be used during the diversion period. (See **Item 9.1**).  
 \**Affordable Housing* ... Exhibition at Shotley Village Hall on 11<sup>th</sup> December.
- i) **Other:** *Cllr Kirkup reported* on the Travellers' sites meeting. There were 5 sites within Babergh and Babergh DC were creating 2 short term sites for 5-8 vans within the Forest Heath area.

*Cllr Hawkins* told of the passing of Mike Gant. Clerk had mentioned this in the Chelplin and would do so in the In Touch magazine. It was suggested that a commemoration plaque could be fitted at the Jubilee garden Agenda for next meeting.

**9. Correspondence:** *to respond to correspondence received up to the meeting 3<sup>rd</sup> December 2013 and to take any action deemed necessary.*

**9.1 Suffolk CC:** *Temporary Traffic Order - Closure of Pin Mill Road from junction of Hollow Lane to the Main Rd on 16/12/2013 to 17/12/2013 (9 am - 4.30pm) UKPN Pole and cabling works.*

**9.2 Babergh DC:** *Community Achievement Awards 2014 - Posters on boards*

**9.3 Suffolk CC:** *Suffolk Fire and Rescue Service - Integrated Risk Management Plan 2014-2017. Consultation is on Suffolk CC website and runs until 17/02/2014.*

**9.4 Suffolk Coastal Services Ltd:** *Grounds Servicing etc. Details of contractors.*

**9.5 Circulation Bag**

**Babergh/Mid Suffolk:** *\* Under One Roof Newsletter Local Housing Policy news*

**SALC:** *\*LAIS Up2Date (131107) \* Area Meetings - Report Nov/Dec 2013. Minutes for September meeting.*

**SLCC:** *Books for the Local Council sector*

**Police Report:** *October*

**Chelmondiston PC:** *Assets/Insurance register*

**Suffolk Preservation Society:** *Letter from Director*

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

The Club had submitted their response with suggested alterations.

\* Clause 8 to be removed, as the Club did not feel it related to them. Cllrs felt it should remain.

\* The Addendum to be renamed *Memorandum of Understanding* and a new clause inserted showing this.

\* Confirmation given that the Club would be playing during September.

\* A suggestion that the agreement is looked at the end of next season to ascertain whether anything required changing.

\* The Club would contribute £1,710, which included the rent for 2013-14, towards the cost of the refurbishment.

The Club suggested that the PC had proposed to refurbish the posts, which they felt should be done before next season, as they did not think they would last beyond the winter.

Clerk had explained to the Club that the cost of the posts and nets had been included in the grant.

The Club had gone ahead and bought the nets and had decided against purchasing the posts.

Consequently the grant money had been lost for these items.

**Proposal:** to accept the brief with discussed amendments.

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

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

*Clerk reported on ... the finances to date. Cllr Stevens suggested that they could do with a small shed on site for the winter months so that the volunteers could sit out of the cold and rain.*

The container on site was used for storage and was not suitable for sitting in, as the door could not be opened from the inside, which could be a safety hazard. Clerk would check the lease and agenda for next meeting. No further news on the signs being re-erected by Suffolk CC.

New licensing laws were in place with regard to the collection/sale of metal. Cllr Deacon had discussed all information given to him by the Clerk with the Babergh DC licensing department and it had been agreed that all was in order.

*Community Assets Nomination..* Clerk had written to neighbouring parishes for their support. So far, Holbrook had responded positively.

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

**12.1 Flood Alleviation Scheme:** *update*

*Clerk had contacted Mr Harding to enquire whether the owners of Riverside Cottage had moved. He would endeavour to get their signature on the agreement.*

**12.2 The Common/Grindle and Dinghy Park:** *general report*

*Clerk reported... the Grindle and nettles had been cleared and the contractor had flushed the water from the 'pond' through the pipe into the Grindle in the Clerk's presence.*

a) *annual fee for a Dinghy Permit for 2014-15*

**Proposal:** to keep the fees at £16 per permit for the 2014-2015 season.

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

b) *safety rail - seating area*

The contractor was not prepared to get Public Liability for welding, as the cost would be too prohibitive for the amount that he now does. Clerk had checked whether he could be included on the Council's insurance but he would need to go onto PAYE. The weather was not suitable for using foam to fill the pipe as suggested. It was agreed that Duck Tape could be put used as a temporary measure.

**12.3 Commemoration on requests:** *to consider a policy*

Clerk had drafted a policy, this was read out.

**Proposal:** to accept the policy as drafted.

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

Clerk would send policy to all Cllrs.

**13. FINANCIAL ITEMS:**

**13.1 Advisory Finance Group (AFG):** *to discuss the findings of the 'Group' and to take any action deemed necessary with regard to...*

A meeting of the AFG was held on 18<sup>th</sup> November 2013 at the house of David Cordle.

Notes of this meeting to be attached to these minutes *See Paper A.*

Members of the Group all agreed that the notes were a true record and they were signed by Cllr David Cordle

a) **Internal Control and Internal Audit** *and to consider SALC as the Internal Auditor for the Council re the 2013-2014 annual accounts.*

The Clerk went through the notes of the AFG meeting. Clerk wished it to be minuted that a review of the *Effectiveness of the Internal Audit*; its findings and a review of the *Systems of Internal Control* had been undertaken as per the **Accounts and Audits (Amendment) Regulation 2006.**

Council were asked to consider the recommendation of the Group as to the internal auditor for this financial year (2013-2014)

**Proposal:** to remain with SALC, as the Council's internal auditor for 2013-2014

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

b) **Precept** *to discuss the provisional budget as suggested along with grant requests from..*

i) Playing Field, ii) Village Hall, iii) St Andrew's Church.

The Group had considered the budget and were suggesting a provisional amount of between £25,410 and £27,480. If a 2% cap was placed on precepts by the Government then the figure may have to be set around £25,840 which would include the grant provided by Babergh DC.

Babergh DC had not been able to provide the Taxbase prior to this meeting, as was their intention.

**Proposal:** to delay the setting of the precept until all the relevant material had been given to the Council by Babergh DC and the Government. Agenda for January 2014 meeting.

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

The estimated budget figures (Paper B) were given to all Cllrs but would not be attached to the minutes until finalised.

**13.2 RFO's Monthly Report.**

Transferred £1,500 from Instant Access Acc to the Treasures Acc 07/11/2013

<b>500099.. Chelmo Waste Centre:</b> CASH (5 wks)	156.00	7 Nov
Whip Street Motors (metal)	100.50	
<b>Lloyds Bank: Interest</b>	2.19	11 Nov
<b>500100.. Chelmo Waste Centre:</b> CASH (3 wks)	109.00	27 Nov
<i>Ms M King</i> (peppercorn rent for bus shelter)	.50	
	<b>368.19</b>	

<b>BALANCE on 30<sup>th</sup> NOVEMBER 2013</b>		<u>Ear marked</u> (included within total credit)
<b>Un-presented chqs:</b>	25.00	1,400.00 Household Recycling Centre
Treasurers Account	1,251.89	6,677.92 Playing Field ( <i>Res-precept</i> )
Business Instant Access Acc.	<u>£47,171.96</u>	<u>3,500.00</u> Mower ( <i>ear marked</i> )
<b>Total (in credit)</b>	<b>£48,423.85</b>	<b>£11,577.92</b>
To Transfer £900 from Instant Access Acc to the Treasures Acc 04/12/2013		

**13.3 Consider Payments to and other invoices arriving after the posting of this agenda**

<b>1545 a) Mr S A Meacock: Grass Cutting - Pin Mill</b>		<b>70.00</b>
<b>1546 b) Chelmondiston Village Hall: Room Hire (1 @ £14; 1 @ £17)</b>		<b>31.00</b>
<b>1547 c) Holbrook Academy: Endeavour Award</b>		<b>30.00</b>
<b>1548 d) Mrs Edgell: Poppy Appeal (reimbursement for Wreath/donation)</b>		<b>30.00</b>
<b>1549 e) Mrs F Sewell: Salary (Nov)</b>	648.79	
<i>Expenses: Stamps (27/11/13) 20 2nd class</i>	<u>10.00</u>	<b>658.79</b>
<b>1550 f) Mr D Fisher: Grindle clearance/nettles Pin Mill</b>		<b>80.00</b>
<b>1551 g) Mrs B Walker: Cllr course travel/petrol (SALC, Claydon)</b>		<b>12.60</b>
<b>1552 h) Mr C Keeble: Cllr course travel/petrol (BDC, Hadleigh)</b>		<b>16.65</b>

**Proposal:** to approve payment of invoices listed: **a) 1545 to f) 1550**

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

**Proposal:** to approve payment of invoices listed: **g) 1551 to h) 1552**

**Proposed:** Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** 6 in favour 2 abstentions  
(Cllrs Keeble & Walker)

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

*Cllr Kirkup* mentioned that there seemed to be a lot of water crossing over the permissive FP into the Grindle behind Pin Mill car park.

**15. THE NEXT PARISH COUNCIL MEETING – Tuesday 7<sup>th</sup> January 2014 in the METHODIST Hall at 7pm**

There being no further business the Chairman thanked everyone and closed the meeting at 9.15pm.

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

Date .....07/01/2014.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle at the meeting on 7<sup>th</sup> January 2014.

Notes from the meeting of the *Advisory Finance Group (Group)* held on 18<sup>th</sup> November 2013 at the house of Cllr David Cordle (Chairman of the Parish Council)  
To be presented to the Council on 3<sup>rd</sup> December 2013 for consideration.

**Present:** Chairman of the Parish Council, David Cordle, Vice-Chairman, Rosie Kirkup  
Cllr John Hawkins, Cllr Colin Keeble and the *Parish Clerk/RFO* –Fran Sewell

### Internal Control

#### 1. 1.1 To carry out a review of the systems of internal control

- a) *2013-14 accounts:* a copy of the accounts to date with budget was shown to members showing Receipts and Payments and a Bank Reconciliation. The accounts are on the computer using *excel*. Regular backups are made and stored along with paper copies. Copies are circulated to all members quarterly along with a six monthly budget review.
- b) *Finance Management Risk Assessment:* A check was made on the following:
  - \* All invoice amounts were put on the Agenda. They were approved before payment.
  - \* All cheques, invoices and stubs were signed, dated by 2 signatories.
  - \* A monthly report, showing payments, receipts and a bank account summary was minuted. A full copy showing net, VAT and gross payments is attached to the invoices/receipts book.The Risk Assessment has been updated for 2013-14 and will be circulated to all members for a further review in 2014-15 and will be put on a future agenda when necessary.  
Cllr Kirkup, who had set up a security code with the bank to enable her to access the accounts, makes regular checks.
- c) *Banking:* The Council banks with Lloyds Bank (recently changed from Lloyds TSB) at Ipswich Cornhill (North). The Clerk carries out telephone banking with a security code, which allows her to transfer monies between accounts. (Treasurer's and Instant Access Savings Accounts). The Clerk is not keen to have internet banking. Council Deeds are held by the Clerk who is in the process of making an inventory and copies. When completed they will be deposited with a solicitor.
- d) *Assets Register:* Updated in September 2013 to coincide with the Insurance renewal on 1<sup>st</sup> October 2013. This will be circulated to all Cllrs.
- e) *Standing Orders & Financial Regulations:*. Both have been reviewed according to a NALC publication and were adopted on 3<sup>rd</sup> September 2013. Copies were given to all Councillors.  
Council to discuss further amendments issued by NALC in the New Year.
- f) *Dinghy Park Register:* The register, which spanned over a two year period was shown to Cllrs. Previous registers were on file. Permit fees had not been raised for a few years. 2014-2015 fees would need to be resolved by the Parish Council.  
[Agenda for December/January meeting.](#)

#### 1.2 To consider the findings of this review

The *Group* felt that the 'internal control' was most satisfactory for the size of this Council. The accounts were clearly presented and easy to understand and are always available to the public by appointment.

Account details are presented and minuted on a monthly basis, a measure designed to prevent fraud and corruption. The Clerk /RFO, Mrs Sewell is not a bank signatory, which protects her and the Council.

### 2. Internal Audit

#### *Accounts and Audit (Amendment) Regulations 2006*

*The Internal Auditors and the External Auditors (BDO) expect to find documentary evidence to support the regulations within the financial year. These regulations require Parish Councils to:*

#### 2.1 Carry out a review of the effectiveness of the internal audit 2012-13

This review is an integral part of continually improving governance and accountability. This *Advisory Group* judged, to the best of their ability (they are not qualified auditors) that the

internal audit for 2012-2013 was effective and covered all the relevant points, as seen on Page 5 of the Audit Commission's Annual Return Form. The *Internal Auditors*, SALC, were **independent** of the Council. They were considered to be **competent** and there was no evidence that the work had not been carried out ethically, with integrity and objectivity. Members had experience both as parish clerks and internal auditors for other parishes, therefore fully understanding parish councils and the legal framework under which they operate. Their audit report had been shown to the Councillors.

## 2.2 *To consider the findings of the review*

It was determined that the **scope of the internal audit** carried out by SALC along with the report was sufficient for the size of this Parish Council. It was also considered that one internal audit per annum had been and was sufficient for the needs of this Council.

There were no recommendations made by SALC but it was noted that they did not report that the *Fidelity Guarantee* had been increased to £70,000 from £60,000 to cater for the grant from Suffolk CC re the Flood Alleviation Scheme.

## 2.3 *To consider Suffolk Assoc. of Local Councils (SALC) as Internal Auditors for 2013-14*

Council has now used SALC as their *Internal Auditor* for the past two years. The Advisory Group considered that it would be sensible to continue with SALC. **This will need to be agreed at the December 2013/January 2014 meeting and will be put on the agenda.**

An internal audit for the financial year 2013-2014 should be carried out in April/May 2014 (to be arranged) prior to the Clerk/RFO submitting the accounts to the *External Auditor* (BDO LLP).

## 3. Recommendations for the Precept

### 3.1 *Checking the budget for Committees etc:*

The Clerk had explained what amounts had been forwarded so far this financial year to the Village Hall and the Playing Field Committees along with the estimated expenditure for the remainder of the financial year for all committees and the Parish Council.

### 3.2 *Setting the Provisional Precept for 2014-2015: See PAPER B and C*

To date, the government had not given any direction as to whether there would be a 2% cap on precepts or whether a referendum would have to be called if the precept exceeded the 2%.

The grant portion of the precept, which had been brought in for the 2012-2013 financial year was now going to be reduced by 25% year on year over the next 4 years. Consequently there would be no grant available for 2017-2018. This would mean that even with a 2% increase year on year the amount received for 2017-2018 would be less than what was received (with the grant) for this present financial year. This was discussed in full and a **provisional** summary of the calculations for expenditure and income was drawn up.

**Paper C** covered s137 donations to charities and possible other local organisations. It was suggested that the general amount remain the same, as this financial year but that the charities in question be looked at in more detail and donations concentrated on smaller, locally active charities.

**The Group felt that a *provisional* Precept amount, including an increase of 2%, of **£25,840.25 (and inclusive of the allocated grant of £1,889.25) for 2014-2015** should be discussed and considered by Council at their meeting on 3<sup>rd</sup> December 2013, and an amount finalised at the 7<sup>th</sup> January 2014 meeting after receiving the **taxbase** and further information regarding capping and referendums from the government, which may result in altering this proposed amount.**

The requested precept has to be submitted to Babergh DC before the end of January 2014.

## 4. Investments ON HOLD for the present.

The Clerk/RFO did suggest that an annual sum of £1,000, which would include the rent of the tennis courts from the ChelPin Tennis Club should be earmarked, if viable, for future major renovations of the courts. This would need to be approved by full Council.

This paper to be signed at the Parish Council meeting and attached to the 3<sup>rd</sup> December 2013 minutes. The meeting finished at 8.45pm.

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

Dated .....*3/12/2013*.....