

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 4<sup>th</sup> FEBRUARY 2014 IN THE VILLAGE HALL AT 7.30 pm.**

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

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

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

PCSO Julia Bignell

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.30pm and welcomed everyone.
2. **Apologies for Absence:** Cllr J Deacon - work; *apology 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.

*The Chairman brought forward Item 7a) Safer Neighbourhood Team* report, as PCSO Bignell had to leave as soon as possible.

1 reported crime in December: Make off without payment - Pending. No reported crimes in January.

Complaints received about pavement parking in Church Road. PCSO J Adams had been out with SID near the primary school.

Cllrs had no questions and PCSO Bignell was thanked for coming and she took her leave.

4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 7<sup>th</sup> January 2014*  
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.
5. **Matters Arising:** *to report on matters arising from meeting on 7<sup>th</sup> January 2014*  
None that were not itemised on the agenda.
6. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*  
No public present
7. **REPORTS:** *to receive reports (if available) from*
  - a) **Safer Neighbourhood Team:** *see above*
  - b) **County Councillor:** no report available.
  - c) **District Councillor:** no report available.
8. **REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings:** *to receive reports and requests and to take any action deemed necessary.*
  - a) **Planning:** 29/01/2014 meeting had been cancelled as there were no applications.
    - i) **Report on Wind Turbine application** (Pannington, Wherstead)  
Cllr Hawkins and Cllr Stevens went to an open meeting at Pinewood Community Centre where over 200 people attended. Cllr Hawkins read out a report. The Planning Cttee had commented in January with a letter to Babergh DC and the respective parish councils, outlining concerns raised. Report to be taken to next Planning Cttee meeting.
    - ii) **Report on HMS Ganges**  
*Cllr Kirkup reported ...* on 29<sup>th</sup> January 2014 the Secretary of State decided the application should be determined at local level and has not called it in.
  - b) **Village Hall:** *Cllr Keeble reported on 20/01/2014 meeting.*
    - \* Still awaiting an electrical certificate. \* Flat roof at the back to be repaired in the summer.
    - \* More oil to be ordered in February. \* Procurement of hall during recent flood threat was discussed. Cllr Keeble had advised the V Hall Cttee that the Emergency Plan was under review, and of the Parish Council's precept decision. Next meeting 24/03/2014.
  - c) **Footpaths, Trees & Hedgerows:** next meeting 25/03/2014.
    - i) *to consider the Public Sector Mapping Agreement (PMSA) and the Public Sector End User Licence (PSEUL)*  
Cllr J Deacon had looked through the agreement, as suggested at the last PC meeting. He and the Clerk considered that there were significant potential advantages in that it would open up the possibility to use GIS, a mapping data system, to display local data. The PMSA was free and the OS were encouraging parish councils to sign up to the PMSA. Neither a PSEUL or a Contractor's Licence would be required, as members can share data through the PMSA.

**Proposal:** to join the PMSA

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

A verbal complaint had been received about the overhanging ivy on FP4. Cllr Walker to speak with the owner of the garden.

- d) **Playing Field:** *Cllr Hawkins reported ...* the ride-on-mower was going to be serviced; they had decided to keep it but they would be purchasing a new one in the very new future. They were still waiting for the metal plates to be made, which hold the tennis net posts.
- e) **Village Amenities:** No report.
- f) **Village DS Group:** The first draft was nearly complete. Cllr Deacon had arranged for an officer from Babergh DC to attend the next VDS meeting on 26/02/2014 to advise.
- g) **Pin Mill BMCIC:** *Cllr David Cordle reported on 14/02/2014 meeting.*  
 The Clerk had provided copies of all correspondence regarding the foreshore developments dating back to January 2013, plus copies of the CLEUD in question for the Chairman to take to the PMBMCIC meeting on 14/02/2014. Copies had also been sent to Planning at Babergh DC and the Chairman of the PMBMCIC.  
 Cllr Cordle had gone through all the documentation at the meeting. He had been advised that the land was being leased by Babergh DC, to be sub-let to the Company; the lease of which had not yet been received. He gave an outline on the position of the boats at present moored alongside the 'static' jetty, which was being used for maintenance and repair. Residential use was not permitted in this specific area.  
 The Clerk had received a Supporting Planning Statement for the application of the Floating Jetty, which would be taken to the next Planning Cttee meeting on 18/02/2014. These foreshore developments would be on the agenda for further discussion at that meeting.
- h) **Clerk's report:**  
 \**Tennis Club:* The ChelPin Tennis Club had signed two copies of the agreement and a cheque for the 2013 rent and their donation towards the cost of the refurbishment of the courts had been received. £1,710 in total. One copy to be given to the Club.  
**Proposal:** to sign the agreement, as written (2 copies).  
**Proposed:** Cllr David Cordle **Seconded:** Cllr R Kirkup **Vote:** all in favour  
 The Clerk, with Carolyn Dragan of the Club had suggested wording for a Notice to be displayed on the courts. This gave the 'reserved' Club dates and the cost for 'exclusive use' of the courts by the public. At other times the courts are free for use by the residents of the parish. Cllrs Hawkins and Stevens agreed to be booking agents if required.  
 Clerk had suggested that the Club may like to have a contact number displayed but this had still to be arranged.  
 \**Notice Board:* this was now being constructed. It was suggested that it should be sited by the end of the hedge on the post office side.  
 \**Commemoration plaque:* Cllr Hawkins would speak with Mrs Gant about a plaque for the Jubilee Garden. The Community Council had also written with a request (*See Correspondence*).  
 \**Synergy Cafe:* Has accepted the Parish Council's invitation to come to the Parish Meeting in May. They are looking for funding.  
 \**Mobile Phone Survey:* A small survey form written by Penny Clarke, with Stutton and Holbrook Parish Councils, had been distributed to those parishes. They were looking into the possibility of getting a mast erected. A copy had been forwarded to Chelmondiston.  
 Clerk would contact the parishes for further information.  
 \**Pavements:* A report sent to Suffolk CC on 22/01/2014 following further complaints re the stretch of pavement adjacent to the school's playing field and the Main Road and the footway between the Main Road and St Andrew's Drive. They would respond within 21 days.
9. **Correspondence:** *to respond to correspondence received up to the meeting 4<sup>th</sup> February 2014 and to take any action deemed necessary.*
- 9.1 **Babergh DC:** *Core Strategy & Policies (2011-2013) - Inspector's report - Receipt*  
*See Babergh's website (planning ..Local Development Framework .. LDF). BDC's response to the report will be determined through a formal report with recommendations to their Strategy Cttee on 13/02/2014 and to full Council on 25/02/2014.*

- 9.2 Babergh DC:** *New Draft Statement of Community Involvement (SCI)* - setting out how the Councils will consult and involve the community and stakeholders in the planning process. Cllrs need to look through this .. See Babergh's website Local Development Framework. Responses by 27<sup>th</sup> February 2014. Take to next Planning meeting.
- 9.3 Gillian Hughes:** *Meadow Close* - e-mail regarding the concerns of the residents of Meadow Close with Babergh DC's decision to stop any vehicle access to the bungalows, which were built for the elderly and for those with mobility problems. Clerk forwarded to DCllr J Deacon who in turn contacted BDC. Babergh responded to Cllr Deacon saying that this area should not be used as a road and open spaced grassed areas should not be used for parking. Babergh proposes to increase the parking area to provide one space per property and are in discussions with the Highway Authority. In an emergency, ambulances will be able to use the footpath.
- 9.4 Mr S Edevane:** *Pages Common* - e-mail asking whether the Council were aware of trees being cut down. Clerk referred him to Mr Latter and Mr Glazebrook. Mr Latter had previously informed the Clerk regarding the works. Mr Latter and Mr Glazebrook have received a number of compliments on the work that has been done.
- 9.5 Community Council:** *Village Directory* - \*Donation request to go towards the cost reprinting. Agenda for March when the cost of printing may be known.  
\* to consider having a new tree in the Jubilee Garden (replacement) to commemorate Mr Gant. Funding is available if the Council is in agreement. Cllrs felt that an appropriate shrub rather than a tree would be more suitable. Clerk to reply.
- 9.6 Magpas - The Emergency Medical Charity:** *Donation request* (See Circulation bag)
- 9.7 Circulation Bag**  
**SALC:** \**Local Councillor - Magazine* \*LAIS 1362 - *Allotment Disposal*  
 \*LAIS 1363 -*Local Audit & Accountability Act 2014*  
 \**Precepts & Grants to local Councils* - Copy of letter to CEO Babergh  
**Babergh/Mid Suffolk DCs:** \**Town & Parish Council Newsletter* (January 2014)  
 \**Consultation on a new Draft Statement of Community Involvement*- letter  
**Clerks & Councils Direct:** *Magazine.*  
**Magpas:** *Brochure/info*
- 10. Dogs on Playing Field:** *to consider a request to allow dogs on the field*  
 E-mail received from Ms Christine Timms requesting the Parish Council consider their policy of prohibiting dogs being exercised on the recreation ground. She was suggesting that an area of the field could be sectioned off for exercising dogs. Regarding sections 29 and 30 of the Dog Control Orders Regulations 2006, as quoted, the Parish Council and the playing Field Cttee felt that it had been shown to be a necessary and a proportionate response to problems caused by the activities of dogs and those in charge of them. The interests of those in charge of dogs against the interest of those affected by the activities of dogs had been given serious consideration. It was considered that there were numerous footpaths, bridleways and open land within the parish, adjacent to and close to the playing field where dogs could be exercised. The Chairman, complimented Cllr Fox on his written response to Ms Timms, albeit in his own right and not as a Parish Councillor. (Mr Fox had made his position clear in his response). Cllrs were in agreement with his response. As reported by Cllrs Hawkins and Stevens, the Playing Field Cttee were in full agreement not to revoke the ban. The Parish Council supported their decision. Ms Timms was concerned about the rubbish left on the field after football matches and the language of the players and spectators. They had not apparently observed a 2 minute silence on Remembrance Sunday. Cllr Hawkins had subsequently checked with the FA and all teams were instructed to have a 2 minute silence prior to the start of their matches. Ms Timms had answered Cllr Fox's response and although she still felt the ban should be lifted, she did appreciate all the work that Cllrs Hawkins and Stevens did on the playing field. Clerk would respond accordingly.

- 11. Applications for Funding:** *to consider/approve the Application for Funding Form*  
The Clerk had drafted an application form for small grants up to £500, which had been sent to Cllrs. The form was designed as part of the Council's finance management.
- 12. Recycling Centre:** *to consider reports and take any action deemed necessary.*
- i) *Assets of Community Value - update*  
The Clerk had forwarded all relevant information to Babergh/Mid Suffolk DC's Communities Team.
  - ii) *to consider request from Shotley PC to use the site for litter pick rubbish.*  
Clerk had spoken with Alan Nunn who was happy for this to go ahead (No dog waste accepted). Cllrs were concerned as to whether some of the waste may be hazardous. A charge would have to be made depending on the volume of bags deposited. Cllrs suggested having a six month trial.
- 13. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*
- 13.1 Common/Dinghy Park:** *general report ...* The Clerk would be sending out dinghy permit letters/forms to dinghy owners for the 2014-15 season.
- 13.2 Flood Alleviation flaps:** *report and to propose a qualified yearly inspection.*  
Clerk reported ... on 21/01/2014 e-mail received from Renee Waite (RW) reporting that on the weekend of 4/5 January the tidal flap on King's side of the Common had not worked properly, resulting in salt water entering her garden. RW had contacted Steve Halls (SH) at Suffolk CC who had been out to have a look but could find nothing wrong. RW felt that this should be rectified before the February high tides This was looked at by William Agnew (Residents Association) who manipulated and oiled the hinge so that the flap closed and sealed correctly. He suggested having the bolts unfitted, cleaned and greased.  
Clerk had contacted SH who was to speak with Les Cotton (Contractor) to request whether he would send his engineer to make a new assessment of the condition of the flaps.  
Clerk spoke with a fitter/welder who also looked at the flap, which now seemed to be working properly. Clerk made it clear to parties involved that the Parish Council should have been informed straight away.  
E-mail received on 04/02/2014 from SH stating that Les Cotton's crew could not look at the flap, as they were overbooked. SH had forwarded a company name who he considered to be reputable. Clerk considered that as part of a Risk Assessment the flaps should be looked at annually by a bone fide contractor.  
**Proposal:** to contact DC Hunt Engineers for a quotation on carrying out a annual inspection.  
**Proposed:** Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** all in favour
- 14. Chelmondiston Emergency Plan (CEP):** *report and to consider the installation of a telephone in the Village Hall.*  
The Emergency Boxes inspected by Cllrs Walker and Dot Cordle were not in good condition. The contents of the one in the Playschool were very mouldy. David Kelland had offered the use of the Baptist Hall as an accommodation centre. Members of the Emergency Plan group considered that the Hall would make an ideal Control/Evacuation Centre if a land line could be installed. It could also be beneficial to other users of the Village Hall in an emergency, as mobile reception was very poor. Clerk had mentioned this to Pat Lakey. Clerk considered that funding may be available and would make enquires about grants and costs. Risk Assessments need to be carried out on all venues and Cllr Deacon is contacting Sue Herne (Suffolk Resilience) to ask what is involved in the assessment process.  
All to be discussed with the Village Hall Cttee. *Next meeting, 13<sup>th</sup> February 2014.*
- 15. FINANCIAL ITEMS:**
- 15.1 Precept for 2014- 2015** *update (capping) if available*  
No update on capping from the Government. Babergh DC confirmed receipt of the Parish Council's Precept order of £23,951 for 2014-2015, which will be paid in two instalments. The grant of £1,832.25 would be paid in full in April 2014. The Taxbase was 385.03, which gives the Parish a Council Tax Band D amount of £62.21; an increase of 0.53% on 2013-2014.

**15.2 RFO's Monthly Report.**

Clerk commented on the Local Audit and Accountability Act 2014, which received Royal assent on 30/01/2014. It is unlikely that the new External Audit arrangements will apply for 2014-2015. The existing Audit Commission to be abolished. (*See Correspondence bag*).

<b>Lloyds Bank: Interest</b>	1.97	9 Jan
<b>500122.. Chelmo Waste Centre: CASH (6 wks)</b>	134.00	9 Jan
<i>Whip Street Motors (metal)</i>	84.50	9 Jan

<b>BALANCE on 31<sup>st</sup> JANUARY 2014</b>	<u>Ear marked</u>	(included within total credit)
<b>Un-presented chqs:</b>	00.00	1,759.00 Household Recycling Centre
Treasurers Account	1,138.46	6,677.92 Playing Field ( <i>Res-precept</i> )
Business Instant Access Acc.	<u>£45,275.73</u>	<u>3,500.00</u> Mower ( <i>ear marked</i> )
<b>Total (in credit)</b>	<b>£46,606.19</b>	<b>£11,936.92</b>

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

<b>1558 a) Mr S A Meacock: Grass Cutting - Pin Mill</b>		<b>70.00</b>
<b>1559 b) Mrs F Sewell: Expenses-Stationery (paper)</b>	6.49	
<i>Salary (Jan)</i>	<u>648.79</u>	<b>655.28</b>
<b>1560 c) Village Hall: Room hire -1 @ £5; 1 @ £14; 3 @ £17</b>		<b>56.00</b>
<b>1561 d) Mr Bruce Miller: upkeep of Jubilee garden for 2013</b>		<b>250.00</b>
<b>1562 e) Babergh District Council: Litter/dog bin emptying service 2013</b>		<b>749.21</b>

**Proposal:** to approve payment of invoices listed: **a) 1558 to e) 1562**

**Proposed:** Cllr A Fox      **Seconded:** Cllr Dot Cordle      **Vote:** all in favour

*The following invoices arrived after the posting of the agenda*

<b>1563 f) David Hazelwood: Grass cutting - Playing Field (2013)</b>		<b>325.00</b>
<b>1564 g) S Sacker (Claydon) Ltd: Skip hire</b>		<b>507.55</b>

**Proposal:** to approve payment of invoices listed: **f) 1563 and g) 1564**

**Proposed:** Cllr C Keeble      **Seconded:** Cllr R Kirkup      **Vote:** 5 in favour 3 abstentions  
(Cllrs A Fox, M Stevens, J Hawkins)

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

*Cllr Kirkup reported...* term meetings with the Primary School had ceased - e-mails sent to the School both to the Head and the Office had not been acknowledged and it was felt that a formal letter would now have to be sent. Concerns were raised about the *Parish Council Award for Community Involvement*.

**17. THE NEXT PARISH COUNCIL MEETING – Tuesday 4<sup>th</sup> March 2014 in the VILLAGE Hall**

There being no further business the Chairman thanked everyone and closed the meeting at 9.25pm.

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

Date .....*04/03/2014*.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 4<sup>th</sup> March 2014.