

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 4th MARCH 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, John Deacon

In Attendance: *Parish Clerk-* Fran Sewell

Public: PCSO Joanne Adams and colleague. 1 member of the public.

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.30pm and welcomed all.
2. **Apologies for Absence:** Cllr Dot Cordle - unavailable. Apology accepted.
SCCllr David Wood sent in his apology as he 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.
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 4th February 2014*
The minutes were taken as read and were agreed to be a true record by those who had been present. They were signed off by the Chairman.
5. **Matters Arising:** *to report on matters arising from meeting on 4th February 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*
A member of the public was attending for **Item 10**.
7. **REPORTS:** *to receive reports (if available) from*
 - a) **Safer Neighbourhood Team:** *PCSO Adams reported* - February crime figures.
Theft From Motor ... Shotley Road ... Catalytic Converter stolen
Assault Occasioning ABH ... St Andrews Drive ... *Detected*
Driving Motor Vehicle TWC ... St Andrews Drive ... *Detected*
4 people had been caught in the west of the county regarding Catalytic Converter thefts
Questions were raised about how to manage parking on the foreshore. The police can only enforce on public land. Clamping was suggested but this is not possible due to tides. The area although part of the Common (registered as a Village Green), comes under the management of the Pin Mill Bay Management Company.
The Police were thanked and they took their leave.
 - b) **County Councillor:** No report
 - c) **District Councillor:** *John Deacon reported* - **Core Strategy**
Babergh's Local Plan (Core Strategy) has been adopted by the Council covering the period 2011 - 2031. Development in rural villages should be '*at a scale appropriate to the locality*', 60% of the development will be in urban areas, (Sudbury, Hadleigh and Pinewood,) with the rest spread around larger villages in the District. Additional planning policy documents to provide detailed guidance in support of the Local Plan are to be drafted. Included will be design guidelines for housing development, affordable housing, rural growth, sustainability, gypsy and traveller transit/short stay provision and design guidance, and policies on wind turbines and solar farms. The latest document can be found on Babergh DC's website under planning.
Council Tax Levels and Rents for 2014/15: 1) No increase in the Babergh part of local Council Tax bills; 2) A transitional discretionary housing support fund set up to help those tenants most affected by a 7.5% increase in Council house rents; 3) A transformation fund set up with funding from the New Homes Bonus to support new ways of working that will in turn result in longer term savings, new income streams and/or better community outcomes.
Babergh's Performance v/s Targets: Strategy Committee discussed the half year performance figures from April to September 2013. The following targets are being met:
1) Collection of business rates; 2) Percentage of major planning applications determined within 13 weeks; 3) Percentage of household waste collected, recycled and composted (43%);
4) Increase the number of garden collection (brown bin) customers (>20%); 5) Average time to re-let council houses. The following targets are not being met: 6) Percentage of minor planning

applications determined within 8 weeks, but this is improving and there is only a small difference between the target and the actual outcome; 7) Average time taken to process new housing and council tax benefit claims (delays often due to lack of complete information).

Solar Power for council properties

BDC is investigating available options, but no firm decision has yet been reached.

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 R Kirkup reported on 18/02/2014 meeting. (See Minutes)

APPLICATIONS:

B/13/01507/FUL - Red Lion Inn, Main Road, Chelmondiston, IP9 1DX

Change of Use and conversion of outbuilding into holiday accommodation.

An application previously passed had elapsed.

The Committee recommended SUPPORTING the application.

B/14/00062/FHA - Lark Cottage, Pin Mill, Chelmondiston, IP9 1JS

**Erection of garden room & extensions to existing garage. *Installation of oil tank.*

**Cladding to front of 2-storey extension. *Erection of front canopy. *Alteration to existing windows.*

Lark Cottage, within the Conservation Area can be seen from various view points:

Pin Mill Road, FP 50/51 and Bridleway 6 (Cycle Route B). Members were in appreciation of the applicant's proposal to reinstate more traditional windows.

The Committee recommended REFUSING the application due to the following observations:

* The proposed BLACK cladding will make the property extremely prominent from all view points and is totally out of keeping with other properties within this vicinity, which mainly have exposed brickwork and colour rendering. The exception within this group is River View Cottage, purported to be 'listed', which has traditional CREAM cladding.

* Although not in the Conservation Area, the proposed large Garden Room with flat roof and again with black cladding, is considered to be of an inappropriate design in relation to other neighbouring outbuildings.

* The possibility that a change to residential use may be applied for in the future.

B/14/00063/FHA - 83 Woodlands, Chelmondiston, IP9 1DU Erection of single-storey rear extension.

The Committee recommended SUPPORTING the application.

DECISIONS:

B/13/01368/FHA - 2 Rectory Field, Chelmondiston IP9 1HY - Application WITHDRAWN Development on Foreshore - Update

A Supporting Statement (SS) for the Floating Jetty application B/13/01177/FUL, as presented by the Corporate Manager-Asset Management, Babergh DC, acting as agent for the PMBMCIC. The application had been reported (with a written Report) to Babergh DC's Planning Cttee, as the agent was a member of staff. The Report (found on the website) was a recommendation for Babergh's Planning Cttee to grant permission at their 5th February 2014 meeting. Clerk was concerned that the PC had not been informed that the application had been 'called-in', as there would have been an opportunity to speak. The SS and the Report are at times ambiguous and misleading, as both fail to make perfectly clear that there are two jetties within the location. There are conflicting statements within the application and the SS to the proposed use of the floating jetty. The Report states that the floating jetty is within the area included in the CLEUD issued in 1995. This is incorrect, as the floating jetty is positioned opposite the entrance to King's Boatyard from a slipway made by and used by King's Boatyard. Some of the statements within the Report, are factually incorrect. The PC and it's Planning Cttee had not received written responses to concerns and queries raised over the past year.

Clerk to draft a letter to Babergh, copied to the CEO. The Draft sent to Cllrs for approval prior to posting.

Statement of Community Involvement: Planning Issues - Consultation draft. Relevant points and suggestions made by the PC had been included.

b) Village Hall: Next meeting 24/03/2014

c) Footpaths, Trees & Hedgerows: Next meeting 25/03/2014 Cllr Walker had spoken with a resident about the overhanging ivy on footpath beside the old school site of St Andrew's Churchyard. (West end of Pykle). It was in hand.

d) Playing Field: Football season had finished and reseeded of goalmouths would be carried out. Metal plates for tennis posts had been made and these would be fitted as soon as possible. A new No Dogs notice had been put up by another entrance to the field.

e) Village Amenities: i) *Emergency Plan (CEP) update.* Meeting in February confirmed that Keith Cooper would take on the role of overall coordinator. Various amendments had been agreed.

The Clerk was to approach the V. Hall about the possibility of installing a telephone land line in the hall. Still to purchase new emergency boxes. Will take to Parish Meeting to encourage more volunteers. Next meeting 03/04/2014.

ii) *Jubilee Garden: plaque.* Mrs Gant was in agreement with having a memorial plaque.

A suggestion had been made that the Community Council and the Horticultural Society may like to donate a shrub. Cllr Kirkup to follow up.

f) Village DS Group: *Cllr Kirkup reported on meeting 26/02/2014*

The meeting was to discuss with Peter Freer (Enabling Officer Community Planning & Design - Mid Suffolk DC, the first draft VDS. The adoption process of a VD Statement may be changing as the new regime comes into force. The importance of continuing consultation was stressed as being of major importance in ensuring that a VDS is truly representative of the local community's views. It is then more likely to be recognised by the local planning authority as a document they should consult when considering developments for the parish.

Further stages of consultation were discussed: a summary of the VDS would go out to all households prior to the Annual Parish Meeting with full draft displayed at that meeting.

Next meeting 20/03/2014.

g) Pin Mill BMCIC: *Next meeting 11/03/2014*

h) Clerk's report:

* *Tennis Club: Agreement document-* Signed copy given to the Club. Notice for the courts has been agreed. Awaiting for confirmation on contact details to go on the Notice.

* *Notice Board for map:* Now finished. Clerk has spoken with the owner of the Red Lion who is happy with the suggested site. Clerk to arrange with D Latter to install.

* *Mobile Phone Survey:* Clerk to contact Stutton/Holbrook.

The Good Neighbour Scheme is failing due to lack of signal within this village.

* *Pavements:* Suffolk CC have confirmed that they are seeking to resurface the footway from the school down to the shops and the link footway up to St Andrew's Drive. Hopefully this financial year although that may not be possible due to time constraints.

Bruce Miller has taken a petition with photographs to Suffolk CC (Steve Merry) regarding the footway between St Andrew's Drive and the Main Road. Clerk has since spoken with SCCllr David Wood, who has said that he will be taking Mr Merry around various locations that require maintenance.

* *Request Bus Stops:* a resident complained that they were told to use the bus stops near Meadow Close and walk along the Main Rd to/from Ash Tree Cottages, which for many years had been a request stop. Clerk had corresponded with the bus service who disputed that the request stop had been removed. Their policy is that they will pick up on request, in rural areas, as long as it is safe to do so.

* *Annual Litter Pick:* Saturday 12th April 2014. Meeting at Pin Mill Common and the Village car park at 10am. Clerk to put notice in InTouch and Church magazine. Notice on boards.

* *LAIS 1365:* Access to Local Council Meetings and Documents all part of the proposed new Audit and Accountability Act 2014, which it is understood comes into force at the end of this month. *See* Circulation bag. This Act would permit recording/filming of meetings by the public.

* *VAT Consultation:* A European Commission consultation, which could affect the ability to reclaim VAT. Deadline extended to 25th April 2014. Clerk would look at this to consider a response. *See* Circulation bag. Agenda April.

* *Primary School:* Mrs Heather Cordle is now the Chairman of Governors.

* *Clerk's Networking Day:* SALC Thursday 6th March. Clerk to attend.

* *Toddler Group:* restarting group and were looking for funding. There are criteria which have to be observed before the PC can grant funding to anybody. Clerk to look out a policy.

9. Correspondence: *to respond to correspondence received up to the meeting 4th March 2014 and to take any action deemed necessary.*

9.1 Suffolk Housing Society (SHS): Millfield - A tenant is ending their tenancy on 28/02/2014. The property has been advertised on Gateway to Homechoice.

The PC will be kept informed.

A resident had spoken with the Clerk at her disappointment at not being permitted to bid.

Clerk had advised that this was a matter for Babergh DC and the housing associations.

- 9.2 SALC: Precept/Referendums** - The Government has not determined principles for local precepting authorities in 2014-15. They are putting on notice that they are prepared, if necessary, to apply referendum thresholds to larger Town and Parish Councils from 2015 to 2016 onwards.
Council Tax Supports schemes: part of the funding paid to the billing authorities for the support schemes should be passed down to Town and Parish Councils to help mitigate any reduction in the taxbase due to this scheme. The Government expects the authorities to justify to their council taxpayers if the funding is not passed down.
- 9.3 Babergh DC: Community Right to Bid ..** receipt of nomination of an Asset of Community Value. Relates to the Peninsula Household Waste Centre. If the property is not put up for sale, designations as Assets of Community Value remain for 5 years
If the nomination is successful the Parish Council will be notified by 31/03/2014.
- 9.4 DAB (Ipswich Disabled Advice Bureau): South Suffolk Outreach Service based at Brantham** - Looking to continue the service after government funding ceases. They are seeking further funding from parish councils.
- 9.5 Community Action Suffolk (CAS): DBS Service** - The registration for DBS at CAS is now operational and so SAVO Enterprises has been deregistered.
- 9.6 Customer Service Direct (CSD): Cessation of partnership** - From 1st June 2014 the CSD will cease to provide services for Suffolk CC and Mid Suffolk DC. Services and the associated transactions will be managed by the individual councils directly.
- 9.7 Community Action Suffolk (CAS): Insurance re the Emergency Plan** - Confirmation that Zurich Insurance will insure volunteers providing they are working under PC's direct instructions.
- 9.8 Babergh DC: Babergh Core Strategy & Policies (2011-2031) Part 1, Local Plan Document: Adoption Statement** - Fully adopted on 25th February 2014 with immediate effect.
- 9.9 Circulation Bag**
SALC: *Report to Area meetings, March * LAIS 1364 - VAT Consultation *LAIS 1365: Access to Local Council Meetings and Documents (Audit and Accountability Act 2014)
Suffolk Preservation Society: Newsletter
Customer Service Direct (CSD): Cessation of partnership
Realise Futures: Eco Services - information letter
Community Action Suffolk (CAS): Insurance-Emergency Plan
VDS: update report
Babergh DC: Babergh Core Strategy & Policies (2011-2031) Part 1, Local Plan Document: Adoption Statement
- 10. Parish Council Vacancies:** to consider an application and co-option.
The Chairman welcomed the applicant and invited him to give a short résumé about himself. The applicant was asked to leave the room, whilst co-option was considered.
Proposal: to co-opt the applicant onto the Parish Council.
Proposed: Cllr C Keeble **Seconded:** Cllr M Stevens **Vote:** all in favour
The Chairman welcomed Mr Chicken onto the Parish Council. Clerk would confirm by letter.
- 11. Recycling Centre:** to consider reports and take any action deemed necessary.
There had been further fly-tipping. There was now a metal skip on site.
- 12. PIN MILL:** to receive reports/proposals and to take any action deemed necessary.
- 12.1 Common/Dinghy Park:** general report letters would be going out for permit renewals.
- 12.2 Flood Alleviation flaps:** report and to discuss quotation for qualified yearly inspection
Clerk had received a quote from a recommended contractor for an annual maintenance inspection of the flaps for £360 which after further correspondence had been reduced to £315 plus VAT.
Proposal: to carry out further research for better quotes
Proposed: Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** all in favour

Mr Chicken, as a qualified engineer said he would be happy to look at the tidal flaps and give a qualified opinion. Clerk would follow this up.

13. FINANCIAL ITEMS:

13.1 RFO's Monthly Report.

500123.. Chelmo Waste Centre: CASH (4 wks)	93.00	7 Feb
<i>Whip Street Motors</i> (metal)	95.00	
<i>JMP Wilcox</i> (textiles)	108.00	
<i>Chelvin Tennis Club</i> (donation/rent)	1,710.00	
Lloyds Bank: Interest	1.98	9 Feb
HM Revenue & Customs: VAT repayment (BACS)	1,384.96	27 Feb
BALANCE on 28th FEBRUARY 2014	<u>Ear marked</u> (included within total credit)	
Un-presented chqs: 00.00	1,600.00	Household Recycling Centre
Treasurers Account 1,916.38	6,677.92	Playing Field (<i>Res-precept</i>)
Business Instant Access Acc. <u>£45,277.71</u>	<u>3,500.00</u>	Mower (<i>ear marked</i>)
Total (in credit) £47,194.09	£11,777.92	

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

Cllr Hawkins declared a pecuniary interest in 13.2 e)

1565 a) Mr S A Meacock: Grass Cutting - Pin Mill		70.00
1566 b) Mrs F Sewell: Expenses- Stationery (stamps)	64.40	
CEP Zip bags	9.96	
Salary (Feb)	648.79	723.15
1567 c) Village Hall: Room hire -2 @ £17		34.00
1568 d) Mr David Latter: Notice board		215.00
1569 e) Mr Hawkins: petrol expenses 80mls @ 45p per mile		36.00

Proposal: to approve payment of invoices listed: **a) 1565 to d) 1568**

Proposed: Cllr B Walker **Seconded:** Cllr J Hawkins **Vote:** all in favour

Proposal: to approve payment of invoice listed: **e) 1569**

Proposed: Cllr J Deacon **Seconded:** Cllr C Keeble **Vote:** 7 in favour [no vote Cllr Hawkins]

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

Cllr Kirkup reported - The Pin Mill Society were holding their AGM at the Sailing Club on 21st March. DCllr Bryn Hurren was to speak on the PMBMCIC.

Cllr Fox asked the Chairman whether he could make an additional proposal to Item12.2

This was agreed.

Proposal: for the Clerk to check with SALC the legality of the Parish Council paying a member of the Parish Council to carry out certain works.

Proposed: Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** all in favour

15. THE NEXT PARISH COUNCIL MEETING – **Tuesday 1st April 2014** in the **VILLAGE HALL**

There being no further business the Chairman thanked everyone and close the meeting at 8.52pm.

Signed*David Cordle*.....

Date*01/04/2014*.....

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 1st April 2014.