

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 1st APRIL 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,
Dot Cordle and S Chicken

In attendance: Fran Sewell - Parish Clerk

Public: Suffolk Cllr David Wood and 1 parishioner

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.35pm. He welcomed everyone with a special welcome to S Chicken as a new Cllr. Clerk requested that it be minuted that Cllr Chicken had signed his *Acceptance of Office* form and had filled out his *Register of Interests*, a copy of which had been sent to Babergh DC.
2. **Apologies for Absence:** *to receive and consider apologies*
PCSO Joanne Adams sent 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.*
Cllrs Fox, Stevens and Hawkins declared a non prejudicial interest in **Item 13.2 h**) as they were members of the Playing Field Management Cttee.
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 4th March 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 March 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 comments. Parishioner was there to observe.
7. **REPORTS:** *to receive reports (if available) from*
 - a) **Safer Neighbourhood Team:** no report available.
 - b) **County Councillor:** *David Wood* ... following the introduction of new government policies he agreed to take forward a proposal for Lings Lane to be considered for a 20mph restriction.
 - * Potholes: report any substandard repairs to him.
 - * Holbrook Academy: now out of Special Measures. They would be having extended hours from September 2014.
 - c) **District Councillor:** *John Deacon*... (*See PC Website for full report*)

Broadband: Suffolk CC are currently making a bid for additional funding with the objective to ensure that all villages and housing clusters are included within a plan to achieve a broadband speed of 2MBps, which is the minimum Government target.

Ganges: The draft S106 document has been distributed to Parish Councils. As time progresses (and this may be several/many years) it will be important for Parishes to maintain a role in determining how the money eventually agreed is spent, to ensure that it provides maximum benefit to the community.

District Council Candidate Required: Next year, May 2015, sees District Council elections, and the Liberal Democrats are seeking a new candidate to represent Berners Ward. To find out more about the roll of a District Councillor contact Babergh DC or Cllr Deacon.

Core Strategy Implications: Hinterland villages, of which there are 3 in Berners (Chelmondiston, Shotley and Woolverstone) should expect to receive some new small-scale new build during the period 2011-2031. A total of 1,050 houses is planned to be built in the 10 Core and 43 Hinterland villages, and whilst there is no expectation that these will be shared equally between the settlements, large skewing is not expected either. Freston and Erwarton are classed as 'Rural' and therefore not designated to necessarily accommodate more building.

The Core Strategy states that the amount of employment (and housing) to be accommodated in any one Core or Hinterland village will take account of a number of factors, including:

 - * Capacity to accommodate growth.
 - * Role and function of the settlement.
 - * Views of the community.
 - * Local Housing needs.
 - * Capacity of the infrastructure existing/planned.
 - * Environmental constraints.

It is expected that site allocations will be made - via a process yet to be determined - although these will not necessarily be comprehensive in nature.
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 (See Planning Minutes for 01/04/2014)*

Public Forum: A parishioner present brought to the attention of the Parish Council reports that 22/24 houses were being considered for the site between Millfield affordable housing and Richardson's Lane. The parishioner had spoken with the Affordable Housing Department at Babergh DC who confirmed that they were in talks with a landowner.

APPLICATIONS:

B/14/00176/FHA - Pretty Well Cottage, Pin Mill Road, Chelmondiston IP9 1JN

Installation of stand-alone air source pump to south east of dwelling [RETENTION OF]

Erection of retaining wall & picket fence to front of property [RETENTION OF]

The Committee recommended that hedging/greenery should be reinstated, as was proposed in the previous applications and consideration given to reducing the noise from the pump.

B/14/00257/FHA - 2 Rectory Field, Chelmondiston IP9 1HY

Erection of 2-storey rear extension, front porch & single-storey side garage (following demolition of rear extension & single-storey garage)

The Committee recommended REFUSING the application on the following grounds:

- * Intrusion to the neighbouring property from windows on the southern elevation.
- * The proposed garage is now very close to the boundary of the neighbouring property.
- * Overdevelopment

B/14/00262/FHA - 8 Rectory Field, Chelmondiston IP9 1HY

Erection of single-storey extension; raised decking adjacent to north side elevation; erection of pergola to front elevation; alterations and garden shed. The previous application had been granted.

The Committee recommended SUPPORTING the application

APPEAL DECISIONS

B/13/01154 - 8 Woodlands *erection of fence*

The Appeal is allowed and [Planning Permission has been GRANTED](#)

B/13/01161 -7 Woodlands *repositioning of fence*

The Appeal is allowed and [Planning Permission has been GRANTED](#)

- b) Village Hall:** *Cllr Keeble reported* on 24/03/14 meeting.
Electrical Certificate .. still chasing. Synergy Group .. now staying at Village Hall
Total assets .. £18,851 Toddler group .. start delayed in order to set funding in place.
Stop cock to be repaired. Phone Line .. generally agreed but at the PC's expense.
CEP box storage discussed. AGM .. 14/05/2014. Meeting on 21/05/14 at 7pm.
- c) Footpaths, Trees & Hedgerows:** *Cllr Kirkup reported ...* Paths surveyed all in good condition. Machinery was in good order. Defective signposts had been reported to RoW.
- d) Playing Field:** Football season has finished. Leaves cleared from around the courts. Nets and post were in situ. Still having a problem with rabbits.
- e) Village Amenities:** i) *Emergency Plan (CEP) update.* Cllrs Walker and Cordle had started to go through the boxes in order to replace out of date and damaged equipment.
Next meeting 03/04/14
ii) *Jubilee Garden: plaque/etc update* Clerk had spoken with the Horticultural Society who would discuss the idea of contributing towards a new shrub. Clerk to enquire whether the PC can have a brown bin for the garden waste.
- f) Village DS Group:** *Update and to consider funding for printing.*
Cllr Kirkup reported .. They nearly had a draft document in place, which would be put in various places in the parish in the hope they would get responses in for the Parish Meeting in May. They would be doing a leaflet drop to all houses shortly. In order for the document to be accepted it was very important to show and document public participation.
Proposal: to earmark £200 for the cost of production.
Proposed: Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** 7 in favour 3 abstentions (Cllrs Kirkup, Deacon, Walker)
- g) Pin Mill BMCIC:** *Cllr David Cordle* was unable to attend their last meeting.
Cllr R Kirkup reported on the Pin Mill Society meeting, which the Chairman of the PMBMCIC, Bryn Hurren, spoke at. He personally felt that there was no reason why the minutes of their meetings could not be made available to the PC and would bring it up at the next board meeting. The meetings were not open to the public as they were directors' meetings.
- h) Clerk's report:** *Annual Litter Pick ..* one group at the Village Car Park and another at Pin Mill Common. Cllr Kirkup and Cllr Hawkins to organise. Babergh DC will pick up the rubbish bags if left in Collimer Close car park.

9. CORRESPONDENCE: *to respond to correspondence received up to the meeting 1st April 2014 and to take any action deemed necessary.*

- 9.1 Suffolk Housing Society (SHS): 7 Mill Field ...** An applicant wishes to proceed with the property. Family members have lived in the village for over 20 years.
- 9.2 Suffolk Housing Society(SHS): 5 Mill Field ...** SHS has received notice from the current tenants ending their tenancy from 30th April 2014. The property will be advertised on Gateway to Homechoice
- 9.3 Suffolk CC: Notification of temporary traffic order..** Church Road closure for stop tap repair 28/04/14 to 30/04/14.
- 9.4 Foresters Arms: The owner ...** in response to mail sent by PCSO Adams regarding break in suggests that concerned residents should dial 999 if they detect any activity within the property or in the grounds. He has resisted boarding up the property on the grounds of visual amenity but considers that this may now be the only course of action.
- 9.5 SALC: Repeal of S150 (5) of Local Government Act 1972 ...** approved by Parliament. A Legislative Reform Order will be made repealing the statutory requirement for 2 elected members to sign cheques and other orders for payment. This will give councils the opportunity to review how they control their money and if they wish, can take advantage of new technology such as internet banking. Once this LRO is in force any council that wants to take advantage of it must follow “proper practices” in line with the Governance and Accountability Guide for Local Councils (2010), this has been updated in light of this change. *See new Appendix 11, Safeguarding Public Money.* The guidance states that the two signature rule must not be abandoned until a council has put in place safe and efficient arrangements in accordance with the guidance. It is essential that councils “*maintain robust controls on payments as an integrated part of their overall financial control system*”.
NALC are in the process of drafting new model Financial Regulations.
- 9.6 Tim Passmore (SPCC):** seeking views over a series of proposals that could change the face of policing in the county. Proposals with Norfolk include a joint Contact and Control room sited in Norfolk and a combined Shared Services Partnership, which aims to bring a number of support functions together in one location in Suffolk. The Chairman asked for views and invited SCCllr David Wood to contribute. It was considered that local knowledge was extremely important.
Proposal: to write expressing concerns with this proposal, as it is considered that a single Contact and Control room located in Norfolk would not service Suffolk adequately.
Proposed: Cllr David Cordle **Seconded:** Cllr J Hawkins **Vote:** all in favour
- 9.7 Steve Shaw: Local Works - Sustainable Communities Act ...** a proposal has been submitted by Sevenoaks TC. " That the Government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth."
Proposal: to support the proposal.
Proposed: Cllr A Fox **Seconded:** Cllr C Keeble **Vote:** all in favour
- 9.8 Babergh DC: Community Right to Bid (CRB)...** Babergh has accepted the nomination, (under the CRB) to list the Peninsula Household Waste Centre as an Asset of Community Value. This means that a local land charge has been made relating to the property and a restriction placed at the Land Registry. If Suffolk CC wish to dispose of the property they will have to inform the Council and a moratorium period will be triggered before a sale can take place.
- 9.9 Babergh/Mid Suffolk DCs: Community Road Show...** Stutton Village Hall 17/5/2014
A day of talks, forums and activities. Posters on boards Places to be booked.
- 9.10 Resident:** Letter from resident reporting the fly tipping on the foreshore (plasterboard, wiring, rubbish etc), which has also been reported to Babergh DC, has now been tidied up. Resident considers that the National Trust or the Parish Council should manage the area, between the car park of the Butt and Oyster and the National Trust woodland, as the area is being used as a car park and dumping ground.
Cllr Fox explained that this along with another matter had come up at the Planning Meeting and a response was in hand.

9. 11 Circulation Bag

SALC: *Clerks' Networking Day ...* *Protocols for Public Participation in Council Meetings. *Audits. *Governance & Accountability *Safeguarding Public Money*

District News: *March report from Cllr Deacon*

SCC, BDC, Police CC: *General report from each* **BDC:** *Becoming a Councillor*

Clerks & Councils Direct: *Magazine* **BDO:** *Notice of Annual Audit for 2013-14*

Chelmondiston Parish Council: *Accounts 2013-2014*

10. GRANTS POLICY:

10.1 to discuss and consider adoption of the Draft Grants Policy

The Clerk had passed a draft to Cllrs prior to the meeting.

Proposal: to adopt the policy with amendments as discussed.

Proposed: Cllr R Kirkup **Seconded:** Cllr J Deacon **Vote:** all in favour

10.2 to discuss and consider submitted funding applications

Community Council: a request for funding to help with the printing costs of the revised Village Directory, last printed 5 years ago. The PC had contributed to the cost of the previous Directory.

Proposal: to grant £250

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

Clerk had not received the application form from the Good Neighbour Scheme Cttee. A request for funding would be looked at during the next meeting, if forms were received.

11. RECYCLING CENTRE: to consider reports and take any action deemed necessary.

11.1 Weed control: Cllr David Cordle would arrange for spraying around the compound.

11.2 Fire precautions: A letter had been delivered to the compound. SCCllr D Wood agreed to look into this.

The Clerk was concerned that Sackers had just informed her that they were unhappy about the length that their skips were remaining on site and had proposed that they deliver 2 10cu yd skips in place of the 20cu yd skips, or remove them. Clerk was concerned that this would not be cost effective. The skips were scheduled to be turned around on Wednesday 02/04/14. The Chairman said he would speak with Sackers.

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

12.1 Common/Dinghy Park: general report. Permits renewals were now being applied for.

As the ground had been so wet over the winter months it was suggested and agreed to postpone the removal of the first set of racks and look at the situation again in the autumn.

12.2 Flood Alleviation Tidal flaps: report and to discuss yearly inspection

Dr Stephen Chicken, PhD, MSc, BSc, Eur Ing, Chartered Engineer accompanied by Cllrs Stevens and Hawkins had inspected and greased both tidal flaps and he had confirmed in writing that they were in good working order. He suggested they should be greased annually. This work had been carried out on a voluntary basis. As volunteers under the direction of the Parish Council they were covered under the PC's insurance.

As suggested at the previous meeting, the Clerk had checked with SALC the legality of paying a Cllr for work carried out. Cllrs cannot be paid for positions held within the Council e.g. Works Manager, Grounds Manager. They can be paid for an independent job. The Council should be open and get other quotations and insurance would have to be in place. A Cllr would need to declare his disclosable pecuniary interest and should not be present when the issue came up on the agenda.

12.3 Designation of Pin Mill Tidal Defence Bund: as a flood risk management feature, under the Flood & Water Management Act Schedule 1, Risk Management: Designation of Features

In order to reduce the risk of flood in the Pin Mill area, Suffolk CC wishes to designate **Pin Mill Tidal Defence Bund** as a flood risk management feature, under the Act (above).

The effect of this will be that no one may alter, remove or replace the Bund without the written consent of Suffolk CC. This would hopefully give the Bund some legal protection over the years, at no cost to the Parish Council.

Proposal: to accept Suffolk CC's proposal in having the Bund designated as a flood risk management feature.

Proposed: Cllr S Chicken **Seconded:** Cllr C Keeble **Vote:** all in favour

13. FINANCIAL ITEMS:**13.1 RFO's Monthly Report.*** *External Audit timetable:* Copies in the Circulation Bag* *End of year summary:* Accounts to be presented to Council at May 2014 meeting.

Mid Suffolk DC: recycling banks. Chelmo - bottles	348.48		<i>Paid in</i>
(Aug-Jan) Waste Centre - bottles/paper	<u>153.87</u>	£502.35	05 Mar
Lloyds Bank: Interest		1.74	10 Mar
500124.. Chelmo Waste Centre: CASH (7wks)	258.00		
JMP Wilcox (Textiles, Media)	141.00		
Dinghy Permits: 8	<u>128.00</u>	£527.00	27 Mar

1570 Chelmondiston Playing Field: from reserved precept (2013-14) £1,000.00 10 Mar

BALANCE on 31st MARCH 2014 Ear marked (included within total credit)

Un-presented chqs:	00.00	2,000.00	Household Recycling Centre
Treasurers Account	1,567.58	5,342.00	Playing Field (<i>Res-precept</i>)
Business Instant Access Acc.	<u>£44,579.45</u>		3,500.00 Mower (<i>ear marked</i>)
		<u>325.00</u>	Tennis Courts (<i>ear marked</i>)
Total (in credit)	£46,147.03	£11,167.00	

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

1571 a) Mr S A Meacock: Grass Cutting - Pin Mill			70.00
1572 b) P & J Labels: Dinghy Permits			123.54
1573 c) Chelmondiston Methodist Church: Room hire (Jan)			12.00
1574 d) InkXpress: printer inks			23.00
1575 e) Suffolk Assoc. of Local Councils: Clerk's course			18.00
1576 f) Mrs F Sewell: Expenses- Storage boxes (CEP)		14.98	
Salary (March) + Dinghy Warden (Apr-Mar)		707.99	
Subsistence (6 mths)		<u>100.00</u>	822.97
1577 g) HM Customs & Revenue: Chq made out to Post Office Ltd			
Quarterly payment. (Jan, Feb, Mar 2014) employee's tax/employer's Nat Ins			166.16
1578 h) Chelmondiston Playing Field Committee: Room hire 10 @ £5			50.00

Proposal: to approve payment of invoices listed: a) 1571 to g) 1577

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

Proposal: to approve payment of invoices listed: h) 1578

Proposed: Cllr J Deacon **Seconded:** Cllr C Keeble **Vote:** 7 in favour 3 abstentions
(Cllrs Hawkins, Stevens, Fox)

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

15. THE NEXT PARISH COUNCIL MEETING – Tuesday 6th May 2014 in the VILLAGE HALL

There being no further business the Chairman thanked everyone and closed the meeting at 9.10pm.

SignedDavid Cordle.....

Date06/05/2014.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 6th May 2014