

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 6th MAY 2014 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Councillors:* David Cordle, R Kirkup, A Fox, C Keeble, M Stevens, B Walker, John Deacon, and Dot Cordle

In attendance: Fran Sewell - Parish Clerk

Public: PCSO Joanne Adams

1. Election of Chairperson for 2014-2015: Cllr David Cordle, as outgoing Chairman welcomed everyone to the Annual Meeting and asked for nominations for Chairman.

Proposal: to elect Cllr David Cordle as Chairman for 2014-2015.

Proposed: Cllr Dot Cordle **Seconded:** Cllr C Keeble **Vote:** all in favour

No other proposals were submitted. David was willing to accept and signed the Acceptance of Office form. He took the opportunity to thank all the Parish Councillors and the Clerk for their confidence, support and help over the last 12 months.

2. Election of Vice Chairperson for 2014-2015:

Proposal: to elect Cllr Rosie Kirkup as Vice -Chairman for 2014-2015.

Proposed: Cllr M Stevens **Seconded:** Cllr B Walker **Vote:** all in favour

The Chairman explained he would need to leave the meeting early and asked the Vice Chair to take over at the appropriate time. This was agreed.

3. Apologies for Absence: *to receive and consider apologies*

Cllr J Hawkins - holiday Cllr S Chicken - away. Apologies were accepted.

SCCllr D Wood sent his apology, as he was unable to attend.

4. Dispensations: *to consider requests AND Declaration of Interests: to receive pecuniary and personal interests from Cllrs on items to be considered at this meeting.*

Cllr Stevens and Cllr Kirkup declared a pecuniary interest in **Item 16.5 f)** and **g)** respectively for expenses and reimbursement.

5. Minutes of the Meeting: *to agree minutes of the meeting held on 1st April 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.

6. Matters Arising: *to report on matters arising from meeting on 1st April 2014*

6.1 - Item 8h) Litter-pick. Not so well attended as in previous years. Cllrs did not come across a great amount of rubbish. Clerk had contacted Babergh again to pick up the rubbish bags from Collimer Close car park.

7. Public Participation Session: *for the public to talk to Cllrs about items on the agenda*

None.

8. REPORTS: *to receive reports (if available) from*

a) Safer Neighbourhood Team: *PCSO Adams reported* on the crime figures for the past 12 months. There were 21 crimes (25 in the previous year). A number of these were thefts from vehicles. Full report will go on the website and will be available at the Parish Meeting. The Suffolk Police Crime Commissioner, Mr Passmore has stated re the Suffolk Contact and Control Room, they would not go ahead with combining services with Norfolk. This might put PCSO jobs at risk.

b) County Councillor: No report

c) District Councillor: *Cllr J Deacon reported*

Core Strategy .. Although approved, a period of time had been set for legal challenges. As none were forthcoming the Core Strategy was now operational.

Rural Housing Policy CS11 .. A draft SPD (within the Local plan) would be sent out soon for consultation with the objective to finalise in July 2014. Cllr Deacon advised Council of the importance of this document, as it would affect housing development within the Core and Hinterland villages.

Site Allocations: Due to insufficient resources, Babergh DC would not complete an Allocations Document for the villages. This increases the importance of villages doing this themselves e.g. a Neighbourhood Plan, Design Statement.

9. ELECTION OF MEMBERS TO COMMITTEES and WORKING GROUPS

The Chairman asked members if they would like to continue as in the previous year. This was agreed.

- a) **Planning Cttee:** Cllrs.. R Kirkup, C Keeble, J Hawkins, M Stevens, A Fox, Dot Cordle
- b) **Footpaths, Trees & Hedgerows Cttee:** Cllrs.. David Cordle, R Kirkup, M Stevens, S Chicken with co-opted members: Peter Norton and Bruce Miller, if agreed.
The Parish Tree Wardens, Lee Foster and Keith Cooper would not be co-opted members but would be invited to comment at the meetings.
- c) **Advisory Finance Group** (Cheque signatories): Cllrs... David Cordle, R Kirkup, C Keeble, J Hawkins. The Clerk, Fran Sewell was not a signatory.
- d) **Community Emergency Plan:** Cllrs.. J Deacon, R Kirkup, B Walker, Dot Cordle along with Keith Cooper and the Parish Clerk.
- e) **Village Amenities Monitors:** Cllr C Keeble and any other Cllr.
- f) **Village Design Statement Group:** Cllrs.. R Kirkup, J Deacon, B Walker and the Clerk with local residents, A Sterling, P Evans, V Mann and N Jillings..

Proposal: to elect members to the above, as suggested.

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

10. ELECTION OF REPRESENTATIVES TO VILLAGE COMMITTEES and OTHER BODIES:

- a) **Playing Field:** Cllrs J Hawkins and A Fox
- b) **Village Hall:** Cllr C Keeble
- c) **Pin Mill Bay Management Company:** Cllr David Cordle
- d) **SALC:** Cllr Dot Cordle ... open to all Cllrs/Clerk
- e) **Website:** Cllr J Deacon and the Clerk.

Proposal: to elect members to **Items 9** and **10**, as suggested by the Chairman

Proposed: Cllr A Fox **Seconded:** Cllr J Deacon **Vote:** all in favour

11. 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 on the meeting of 22/04/2014 (See full minutes).

APPLICATIONS**B/14/00372/ - Pandora, The Barges, Pin Mill, Chelmondiston IP9 1JW**

Application for Certificate of Lawfulness of an Existing Use, continuous use of barge as a dwelling for the past 10 years.

The Cttee confirmed that Pandora has been in that position and in continuous use as a residence for over 10 years and recommended SUPPORTING the application

DECISIONS**B/14/00063/FHA/JP - 83 Woodlands, Chelmondiston IP9 1DU**

Erection of a single-storey rear extension. [Babergh DC have GRANTED permission.](#)

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

Erection of 2-storey rear extension, front porch and single-storey side garage (following demolition of rear extension and single-storey garage), as amended by PW612_02'B'

[Babergh DC have GRANTED permission.](#)

Rural Services: *to consider the impact on possible exemption of small housing schemes from s106 affordable housing requirements - (A Government Public Consultation)*

A Government proposal to introduce a 10-unit and 1,000sq metres gross floor space threshold along with the exclusion of domestic extensions and annexes from s106 affordable housing contributions.

They consider this will help make a scheme, for small scale sites and those wishing to build their own homes, more deliverable.

The Planning Committee responded to the consultation.

Consultation on the Operation of the National Planning Policy Framework: *to consider a response.* A consultation on how the NPPF had worked in practice since it came into operation in April 2012. The Cttee did not feel that it was in a position to give an overall qualified opinion of the NPPF, but they did send to SALC their considered opinions with regard to 'planning for housing'.

Development on Foreshore - Update and to take any action considered necessary

Correspondence from the Planning Enforcement Officer responding to concerns and queries made had been passed to Cllrs prior to the meeting. A copy of a response to the Officer's findings from a local resident, was read out. It was resolved to write to the Officer endorsing the letter sent from the resident.

- b) **Village Hall:** No report; next meeting, AGM 14th May 2014
- c) **Footpaths, Trees & Hedgerows:** No meeting.
- d) **Playing Field:** *Cllr Stevens reported...* New John Deere mower. They proposed to rearrange the storage arrangements. Some residents were taking their dogs on the field, blatantly ignoring the signs. They were having to clear up dog mess again. He requested that Council consider applying for a byelaw to ban dogs from the field. Agenda for next meeting Members agreed for the Clerk to write to known offenders.
- e) **Village Amenities:** *C. Emergency Plan...* Clerk confirmed that she, Cllr Deacon and Patrick Mann had reviewed the Village Hall for use as an emergency /command centre. A copy had been given to the Hall. The V Hall Committee had suggested that the emergency box be kept in the walk-in store cupboard and also if possible the land line telephone point.
Next meeting 07/05/14.
- f) **Pin Mill Bay MCIC:** Meeting had been postponed. Cllr Kirkup reported that the Chair of the Company, Bryn Hurren, had said in public that he did not have a problem with the Parish Council seeing their minutes but he would take it to the next Company meeting for discussion. She asked that Cllr David Cordle mention this at the Company meeting.
- g) **Village Design Statement Group (VDS):** *Cllr Kirkup reported...* She been assured that leaflets had been delivered to all households. Copies of the draft Document were in the Post Office, Hollingsworth, Orwell Stores and in St Andrew's Church porch, along with spare copies of the leaflet questionnaire.
- 12. CORRESPONDENCE:** *to respond to correspondence received and to take any action deemed necessary.*
- 12.1 Suffolk Housing Society:** *5 Mill Field ...* the property was to be re advertised.
Clerk had asked the Society to forward information for the Parish Meeting and had suggested they write a piece for the Chelplin and the In Touch magazine, as it seemed that not everyone was aware of the necessary procedures. Cllr Walker explained the difficulties for some applicants, as bidding for a property has to take place on line, which put some applicants at a disadvantage, as they may not be computer literate or even have a computer.
- 12.2 Babergh DC:** *Street Naming & Numbering Service ...*
- * *Replacement of damaged or dilapidated street signs: notification to Babergh DC.*
No application required. No cost
 - * *Developments, which involve the naming of new roads.*
Parish Councils will be asked for suggestions and not developers. No cost
 - * *Request for a new sign on an existing road or altering an existing street sign.*
Only Town/Parish Councils can make an application. The cost will need to be paid for by the Town/Parish Councils. Cost including installation is approximately £150.
A written agreement to pay these charges is required.
- 12.3 Suffolk CC:** *Notification of temporary traffic order..* Pin Mill Road closure for UKPN overhead line and pole work. Between Hollow Lane and Main Road.
Closed on 13/05/2014.
- 12.4 Lloyds Bank:** *Changes to Account names... Terms and Conditions.*
- * *Business Instant Access:* now becomes **Business Banking Instant Access Account**
 - * *Treasurer's Account:* If the account turnover exceeds £50,000 the Council will cease to be eligible for the Treasurer's Account and will be subject to General Terms & Conditions only and the Business Banking Extra Tariff will be applied. Two months prior notice will be given of any change. Clerk to check.
- 12.5 Suffolk Constabulary Community Watch Liaison Officer:** Scheme 122 does not have a Co-ordinator. Cllr Walker had stepped down from being a Co-ordinator, which she had been doing for a few years, as demand had waned significantly.
The Clerk had suggested to the Good Neighbour Scheme (GNS) that they get in touch with the Liaison Officer to discuss the possibility of being involved, as the Public Liability Insurance for the Community Watch might cover members of the GNS.

The Chairman requested that **Items 16 .1,2,3** were brought forward. This was agreed

16. FINANCIAL ITEMS:

16.1 Annual Accounts (Annual Return Form)

Copies of all the accounts were passed to Cllrs for inspection prior to the meeting.

a) to consider approval of 2013-2014 accounts. Receipts/Payments/Bank Reconciliation

Proposal: for the Chairman to sign acceptance of the **Receipts and Payments** as written.

Proposed: Cllr A Fox **Seconded:** Cllr J Deacon **Vote:** all in favour

Proposal: for the Chairman to sign acceptance of the **Bank Reconciliation** as written

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

b) to consider approval of Statement of Accounts and Annual Governance Statement

Copies of the Annual Return Form were given to Cllrs. The Clerk went through the figures in relation to the *Receipts/Payments/Bank Reconciliation*.

Proposal: to approve Section 1 of the Annual Return, *Statement of Accounts* and for the Chairman and the Clerk to sign.

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

The Clerk reminded Council that Annual Governance was looked at by the Finance Group in November 2013. Their report was presented to Council and minuted at the meeting of 3rd December 2013 (P4 of 5 Sheet no. 316).

Proposal: to approve Section 2 of the Annual Return, *Annual Governance Statement*

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

Clerk would take accounts and associated documents to SALC to carry out the Internal Audit as soon as possible.

16.2 RFO's Monthly Report - April - Bank Reconciliation

Lloyds Bank: Interest	1.83	09 Apr
R Harvey: Bank transfer (dinghy permit)	17.00	11Apr
500125 .. Dinghy Permits: (13)	208.00	15 Apr
500126 .. Chelmo Waste Centre: CASH (3 wks)	169.50	15 Apr
Whip Street Motors (Metal)	173.70	
Babergh DC: BACS... Precept (1st install)	11,975.50	16 Apr
Grant (for precept)	1,832.25	
D Newson: Bank transfer (dinghy permit)	<u>16.00</u>	23 Apr
	£14,393.78	

BALANCE on 30th APRIL 2014

Un-presented chqs:	23.00	2,000.00	Household Recycling Centre
Treasurers Account	1,396.86	5,342.00	Playing Field (<i>Res-precept</i>)
Business Instant Access Acc.	57,881.28	3,500.00	Mower (<i>ear marked</i>)
CASH float	<u>14.00</u>	<u>325.00</u>	Tennis Courts (<i>ear marked</i>)
Total (in credit)	£59,292.14	£11,167.00	

16.3 GRANT APPLICATIONS - to consider requests from:

Monies had been set aside for grants in the proposed budget plan discussed in December 2013. Members considered all applications with the budget in mind.

a) St Andrew's Church, Chelmondiston:

Proposal: to keep to a grant £150 for the maintenance of the churchyard for 2014-15.

Proposed: Cllr C Keeble **Seconded:** Cllr M Stevens **Vote:** 7 in favour 1 against
(Cllr D Cordle)

b) Chelmondiston & Pin Mill Good Neighbour Scheme:

Proposal: to grant £160 to cover the cost of insurance and DBS checks for 2014-2015

Proposed: Cllr R Kirkup **Seconded:** Cllr B Walker **Vote:** all in favour

The Chairman gave his apology and left the meeting., Cllr R Kirkup took the Chair.

c) Suffolk Accident Rescue Service:

Proposal: to grant £30 as per 2013-2013.

Proposed: Cllr B Walker **Seconded:** Cllr A Fox **Vote:** all in favour

Clerk would suggest to applicants that they re apply in November if they wished for further assistance in 2015.

*The Chair requested they return to the agenda **Item 13** before looking at payment (16.4). This was agreed.*

13. AFFORDABLE HOUSING and a LOCAL NEEDS HOUSING SURVEY (LNHS): *to consider reports and possible implementation of a Local Needs Housing Survey*

Cllr Kirkup summarised a meeting held with Babergh DC Housing Officer, Kim Best and colleague, Cllr Deacon, the Clerk and herself. Taking into consideration the information given on the January housing register the Council had been strongly advised to carry out a LNHS to identify needs before any recommendations/decisions could be made. Possible development areas outside of the village envelope are referred to by the NPPF as Rural Exception Sites. These are generally small sites, which abut the envelope.

The Clerk had been advised that the Parish Council now has to contribute towards the cost of a survey, which could run to several hundreds of pounds, depending on the number of households. Community Action Suffolk (CAS) assist with the survey, producing the forms, which need to be delivered to every household. They are confidential and are returned in sealed envelopes to CAS. The importance of filling out the forms must be stressed to the residents if a sensible allocation of housing is to be met.

Proposal: to proceed in principle with a LNHS with a maximum cost of £1,000 and to look for possible funding to assist with the cost.

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

Clerk to contact CAS to discuss further in order to provide information for the Parish Meeting.

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

14.1 Signage.. Suffolk CC had still not reinstated the signage. Clerk would ask SCCllr David Wood to look into this. It was considered that a sign depicting the opening days and times would be advantageous. Clerk to look into.

The possibility of having a camera to catch fly-tippers was discussed. Clerk felt that they needed professional advice on this, as there was no electricity. Clerk would talk with Cllr Chicken and /or take to the Parish Meeting.

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

15.1 Dinghy Park/Common.. to date 28 permits had been applied for.

Concerns had been raised by the Grindle Assoc residents about some of the planking, which supported the bank on King's Boatyard side. This had been looked at by the Clerk, a resident and Cllr Kirkup. Cllr Kirkup has suggested to Mr Harding that their association should speak with the Boatyard, as the planking had been installed by them.

16. continued

16.4 ANNUAL SUBSCRIPTIONS - *to consider renewal of and payments to*

1579 a) Suffolk Assoc of Local Councils: Annual Subscription 350.00

1580 b) Community Action Suffolk: Annual Subscription 30.00

1581 c) Suffolk Preservation Society: Annual Subscription 25.00

Proposal: to renew annual subscriptions as listed.

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

16.5 to consider Payments to and other invoices arriving after the posting of this agenda

1582 a) Mr S A Meacock: Grass Cutting - Pin Mill 72.50

1583 b) Chelmondiston & Pin Mill Community Council: Grant (as agreed) 250.00

1584 c) S Sacker (Claydon) Ltd: Skips (Green waste /General) 736.08

1585 d) Tomlinson Groundcare: Ride on mower 4,320.00

1586 e) Mrs F Sewell: Expenses- PC World: inks Sainsbury's: Stationery 41.46
Hot Off the Press: VDS print 72.00
Salary (April) 646.59 **760.05**

1587 f) Mr M Stevens: Petrol expenses (mower contractors -163 mls at 45p per ml 73.35

1588 g) Mrs R Kirkup: Reimbursement for VDS Draft printout (Hot Off The Press) 64.00

