

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 1st JULY 2014 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Councillors:* David Cordle, R Kirkup, A Fox, C Keeble, M Stevens, John Deacon, J Hawkins, Dot Cordle and S Chicken

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr David Wood

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting and welcomed everyone.
2. **Apologies for Absence:** *to receive and consider apologies.* Cllr B Walker sent an apology, which was accepted. PCSO Joanne Adams was also unable to attend.
3. **Dispensations:** *to consider requests* AND **Declaration of Interests:** *to receive Pecuniary and Non Pecuniary 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 3rd June 2014*
The minutes were taken as read and agreed to be a true record by those who had been present. They were signed by the Chairman, Cllr David Cordle.
5. **Matters Arising:** *to report on matters arising from meeting on 3rd June 2014*
None.
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:** No crimes reported for June.
 - b) **District Councillor:** *John Deacon* spoke briefly about the application for a camp site adjacent to Alton Waters at Holbrook.
Better Broadband - John organised a meeting of Peninsula District Cllrs with the people managing Better Broadband in Suffolk to a) press for action and b) to better understand what developments are in the pipeline. A new bid for funding has been submitted and hopefully by end-July it will be known whether the bid was successful.
 - c) **County Councillor:** *David Wood* spoke about Suffolk CC's new website. He would be able to track repairs to highways through the website.
 - * The cabinet has approved county wide that parents can be fined for taking their children out of school without approval.
 - * The safeguarding and child protection policy and guidance that agencies must follow to keep children safe in the county is available on the website under Suffolk Local Safeguarding Children's Board.
 - * Better Broadband. It was hoped that the new contract would be revealed in September if the bid was successful.
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 on the 24th June meeting. (See full minutes)*
APPLICATIONS
B/14/005540 - 37 St Andrew's Drive, Chelmondiston IP9 1HU
Erection of 2-storey rear extension & extension of front porch
The Committee recommended SUPPORTING the application.
Draft Supplement Planning Document on Rural Housing Policy and Core Strategy Policy CS11. Consultation This had been passed around to Cllrs prior to the meeting.
Responses were given.
DECISIONS
B/13/01177/FUL/NC - Floating jetty, Pin Mill, Chelmondiston IP9
Retention of floating jetty & erection of extension to floating jetty. GRANTED by Babergh.
B/14/00428/ FUL - Land adjacent to Meadow Close, Chelmondiston IP9 1HQ
Change of Use of soft landscaping area to hard surfaced area to provide enlarged car parking area. GRANTED by Babergh.

Paperless Parishes- Going electronic: *Report on Babergh DC's decision to change over to e-Consultations on planning applications.*

The Clerk and the Chairman attended a workshop. The aim is to do away with paper applications/documents, saving money and postage. Parish Councils would need to have screens, laptops and projectors to enable viewing of documents at meetings. Clerk had put forward that Babergh should consider bulk buying of the necessary equipment for the parishes. The lack of Broadband would also be a problem for many parishes. Babergh had proposed to put this in motion from 1st July 2014 with full implementation by the end of the year but the start has now been postponed until the Autumn. Babergh seemed reluctant to provide funding and it seems they are expecting the councils to apply for funding from various sources.

HMS Ganges: Still awaiting s106 confirmation.

- b) **Village Hall:** No meeting.
- c) **Footpaths, Trees & Hedgerows:** No meeting.
- d) **Playing Field:** A small repair to the new mower was carried out under guarantee by the supplier.
- e) **Village Amenities:** No problems reported.
- g) **Pin Mill Bay MCIC:** Cllr Cordle reported that the Company had agreed for the Parish Council to receive the minutes of their meetings.
- f) **Village Design Statement Group (VDS):** *Cllr Kirkup reported* the number of written /e-mail responses to the Draft Statement were disappointing. The responses however, were positive. Because there is a need to show evidence that the community has been fully involved and responsive, Cllr Deacon and Cllr Kirkup have decided to carry out some interviews with groups and or individuals.
- g) **Clerk's report:** *Clerks' Networking Day:*
 - * *Training* - very strongly encouraged, including training for Chairmen and refresher courses.
 - * *Safeguarding Public Money* - Governance and Accountability for Local Councils - A Practitioners' Guide (England 2010 Appendix 11)
Repeal of s150(5) of the Local Government Act 1972. Council may take advantage of modern payments but must protect public assets in the councils' care i.e. safeguards must be put in place and the Council/Cllrs have a Corporate/legal responsibility in safeguarding public assets. See *Circulation Bag*.
 - * *Standing Orders and Financial Regulations* - NALC have issued revisions. Will agenda for August/September.
 - * *s106 Local Government Finance Act 1992* requires a Cllr with 2 months or more Council Tax arrears to disclose this at the start of any meeting discussing the precept, the budget or any decision affecting this. The legislation precludes any such Cllr from voting on any aspect of the precept and related decisions.
 - * *Disruptive and undermining Cllr conduct* - at meetings and within the community. Some parish councils were experiencing problems.
 - * *Communication* -It had been suggested that councils should consider/decide on a protocol for communicating with the press.
 - * *Monitoring Officers* - from Babergh/MidSuffolk discussed the Code of Conduct and Registering Interests. See **Item 13**

Filming and reporting at meetings. Cllr Walker had forwarded her statement, which was read out. *Tree Works* at Pin Mill Car park now completed. One tree had fallen (prior to the works starting) completely blocking the residents' car park. This had since been cleared away.

9. CORRESPONDENCE: *to respond to correspondence received and to take any action deemed necessary.*

9.1 Stour & Orwell Forum 2014: *Invitation* - Suffolk Food Hall 17th July 9.30-1.30pm.

9.2 Steve Shaw, Local Works: *Empowering Parish Councils to sell Electricity* - asking whether the PC would consider submitting a proposal under the Sustainable Communities Act asking for the Government to give all Parish /Town Councils the right to sell electricity that they generate from local schemes. No action.

- 9.3 Suffolk CC: Suffolk Energy Action** - Suffolk CC and 7 District and Borough Councils that collectively form part of the 'Suffolk Climate Change Partnership' have been awarded £5.6 m in order to help residents save money on their energy bills. The scheme will provide free/subsidised assessments on energy performance of homes, identify potential improvements and provide options and advice for funding. Representatives of the scheme will be leafleting households and knocking on doors.
- 9.4 Babergh DC: Lights Out - commissioned by 14-18 NOW.** World War One - an invitation for everyone to turn off their lights from 10pm to 11pm on 4th August, leaving on a single light or candle for a shared moment of reflection.
- 9.5 Suffolk Accident Rescue Service:** Letter thanking the PC for their donation.
- 9.6 Circulation Bag**
 SALC: * *The Local Councillor* * *Clerk's Information & Networking*
 St Elizabeth Hospice: *Magazine* Safeguarding Public Money: *info*
 Standards Complaints Procedure Note Code of Conduct and Precept Setting
- 10. THE COMMUNITY EMERGENCY PLAN:** *to consider ratification of the updated plan*
 Cllrs had reviewed and discussed the plan (Version 2) prior to the meeting.
Proposal: to adopt the Community Emergency Plan (Version 2) as discussed.
Proposed: Cllr S Chicken **Seconded:** Cllr C Keeble **Vote:** all in favour
- 11. RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*
 The Clerk gave a brief report on the fly tipping. Cllr Deacon had been in correspondence with officers at Babergh/MidSuffolk requesting they continue to pick up the fly tipping and work with the Council. Lee Foster had cut all the grass and strimmed around the perimeter inside and out. Cllr Fox offered to contact someone who may be in a position to offer advice on CCTV cameras.
- 12. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*
12.1 Dinghy Park/Common Clerk had contacted owners who still hadn't paid and was going to place notice on dinghies within the near future.
- 13. SUFFOLK CODE OF CONDUCT:** *to discuss and consider adoption of amended Code*
 Clerk read through the amendments, as forwarded by SALC.
Proposal: to adopt the amended Suffolk Code of Conduct, as discussed.
Proposed: Cllr A Fox **Seconded:** Cllr Dot Cordle **Vote:** all in favour
- 13.1 Register of Interests and Dispensations - to discuss**
 Clerk distributed packs to Cllrs with information about declaring *Pecuniary and Non-Pecuniary Interests* at meetings and a Dispensations Form.
Dispensation Policy Statement ... Disclosable Pecuniary Interests (DPI)
 Members may apply in writing before the meeting to the Clerk for a dispensation. The Policy Statement delegates authority for this to be determined by the Clerk, in consultation with the Chairman of the Council or the Chairman of a Committee (or Vice Chairman if the Chairman is applying for a dispensation) so that a decision can be made before the start of the meeting.
Proposal: to adopt the Dispensation Policy Statement as discussed/written
Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** all in favour
- The Clerk had informed the Chairman that co-opted members on Committees, who were not members of the Parish Council, are required to complete a Register of Interest Form.*
 This would affect those on the Footpaths Committee. It was subsequently suggested that the Footpaths Committee, as it only met 3 to 4 times a year be disbanded and a Working Group be formed in its place.
Proposal: to disband the Footpaths Trees and Hedgerows Committee and form a Working Group which would report to the Parish Council, with those people who had been members of that Committee.
Proposed: Cllr R Kirkup **Seconded:** Cllr S Chicken **Vote:** all in favour
- 13.2 Data Protection Act - to discuss and to take any action deemed necessary.**
 The Clerk had researched the ICO website as to whether the Council needed to register as a Data Controller for the purposes of the Data Protection Act 1998 (as had been suggested at the Clerk's Networking Day). As the Clerk understood it, personal information that was held in relation to the Dinghy Park was for records and accounting purposes only.

Members Register of Interests Forms were available on Babergh DC's website (BDC is a Data Controller). Babergh DC has been asked for advice.

- 14. RURAL HOUSING POLICY REVIEW:** *to discuss questionnaire for Parish Councils*
Appropriate boxes were ticked. Clerk would submit on-line.
- 15. THE INFRASTRUCTURE LEVY:** *to discuss consultation paper.*
The paper had been circulated prior to the meeting for comments. Clerk would submit on-line

16. FINANCIAL ITEMS:

16.1 RFO's Monthly Report: - June - Bank Reconciliation

| | | |
|--|----------------|---------|
| 500130 .. Dinghy Permits (3) | 48.00 | 05 June |
| JMP Wilcox Co Ltd (Textiles) | 80.00 | |
| Lloyds Bank Interest | 2.20 | 09 June |
| 500131.. Chelmo Waste Centre CASH (6 wks) | 251.00 | 18 June |
| JMP Wilcox Co Ltd (Textiles) | 120.00 | |
| Whip St Motors (Metal) | 97.75 | |
| Dinghy Permits (1) | 16.00 | |
| | <u>£614.95</u> | |

BALANCE on 30th JUNE 2014 Ear marked (included within total credit)

| | | | |
|------------------------------|-------------------|------------------|--------------------------------------|
| Un-presented chqs: | 000.00 | 2,000.00 | Household Recycling Centre |
| Treasurers Account | 1,464.67 | 5,342.00 | Playing Field (<i>Res-precept</i>) |
| Business Instant Access Acc. | 48,585.74 | 325.00 | Tennis Courts (<i>ear marked</i>) |
| Total (in credit) | £50,050.41 | £7,667.00 | |

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

| | |
|---|---------------|
| 1597 a) Mr S A Meacock: Grass Cutting - Pin Mill | 72.50 |
| 1598 b) Suffolk Assoc. of Local Councils: Clerk's Networking | 18.00 |
| 1599 c) Peninsula Tree Services: Grass cut at Waste Site | 52.50 |
| 1600 d) Mrs F Sewell: Expenses- Tesco-Stationery | 3.60 |
| Salary (June) | 646.39 |
| | <u>649.99</u> |
| 1601 e) HM Customs & Revenue: Chq made out to Post Office Ltd | |
| <i>Quarterly payment.</i> (Apr, May, June 2014) employee's tax/employer's Nat Ins | 138.83 |

Proposal: to approve payment of invoices listed: **a) 1597 to e) 1601**

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

- 17. Reports of Other Business (not itemised):** *to be included on next agenda if necessary.*
None

18. THE NEXT PARISH COUNCIL MEETING – Tuesday 5th August 2014 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 8.45pm.

SignedDavid Cordle

Date05/08/2014.....

These minutes were agreed to be a true record and were signed by the Chairman at the meeting held on 5th August 2014.