

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON  
TUESDAY 2<sup>nd</sup> SEPTEMBER 2014 IN THE VILLAGE HALL AT 7.30 pm.**

**Present:** *Councillors:* David Cordle, C Keeble, A Fox, M Stevens, Dot Cordle, B Walker and S Chicken.

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

**Public:** SCCllr David Wood and 1 member of the public

1. **Welcome by Chairman:** *Cllr David Cordle*
2. **Apologies for Absence:** Cllr Kirkup and Cllr Deacon - orchestral appointment. Cllr Hawkins - away. Apologies were accepted. PCSO Joanne Adams had sent an apology, as she would not be present.
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*  
The Chairman declared a non pecuniary interest in **Item 15 d**).
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 5<sup>th</sup> August 2014*  
These Parish Council minutes were taken as read and the Chairman was authorised to sign them, as a true and correct record of the proceedings.
5. **Matters Arising:** *to report on matters arising from meeting on 5<sup>th</sup> August 2014*  
None.
6. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*  
The member of the public did not wish to speak; he was here to observe.
7. **REPORTS:** *to receive reports (if available) from*
  - a) **Safer Neighbourhood Team:** *written report...*
    - 04/08/14 Theft Boat from Boatyard at Pin Mill
    - 10/08/14 Burglary Other building - Hill Farm Lane
    - 10/08/14 Burglary Dwelling - Hill Farm Lane
    - 10/08/14 Burglary Other building- Hill Farm Lane
    - 10/08/14 Burglary Dwelling- Hill Farm Lane
    - 10/08/14 Produce controlled drug - Cannabis- Hill Farm Lane
    - 18/08/14 Burglary Other building
    - 19/08/14 Interference with motor vehicle - Pin Mill Road

The crimes committed on the same night are linked. Offenders entered properties, stables and outbuildings. A variety of items were taken including tools, head collars and a vehicle.  
A Babergh East Priority Setting Meeting to be held at Hadleigh on 17/09/14 at 7.30pm.
  - b) **County Councillor:** *Dave Wood reported .. \*Gypsy/Traveller Short Stay Sites Public Consultation, had been closed. Further sites had been suggested/offered so matters would be reconsidered before being sent out again for public consultation.*
    - \*Road markings along the Strand were under review. He thought it unlikely that cat's eyes would be fitted on B roads
    - \* *Overgrown Hedges* Dave suggested that the Parish Council write to the offending property owners and then to Suffolk CC if matters were not sorted.

\* PC Fulcher arrived in place of PCSO Adams and reported on the recent speeding through Woolverstone, where a number of cars were caught. He answered questions and took his leave.
  - c) **District Councillor:** *Written report ( See Circulation Bag and website for full report).*
    - \**Review the planning process* - the objective is to speed-up the whole process, so that low-complexity applications (the majority) can be passed on a predominantly 'tick-box' basis, unless there are local objections. For more complicated applications there will be increased emphasis on pre-application activities and local consultation. A new software system will accompany the new processes, the main impact being that all consultation will be done on an electronic (rather than a paper) basis. We expect that prints of plans will still be available on request but details have still to be worked out. There is no published definitive timescale for all of this but an announcement of the revised processes is expected by end-2014.
    - \**'Back to basics' review of activities* - to assess the extent to which current activities contribute to the recently identified priority BDC outcomes, and if these activities could be done more effectively /efficiently. Results expected during late-Autumn.

*\*Council Offices Accommodation Review* - being undertaken at present, recommends in general terms what should happen to the existing buildings (Hadleigh and Needham Market), but there is a lot of other work still to be done after that, e.g. looking at impacts on the local economy of any change, what new office facilities are required to support contact with the local population as well as back-office activities, as well as knock-on impacts of the above.

*\*Freston Cross Roads* - Freston Parish Council have organised a public meeting to discuss Freston cross-roads, on Friday 5<sup>th</sup> September. Cllr Graham Newman- Cabinet Member for Roads, Transport & Planning at SCC has kindly agreed to attend a meeting to discuss this topic. The meeting will start at 19.00 in Freston Village Hall (open from 18.40) for tea/coffee.

*\*Benefit & Money Talk* - Ipswich CAB are giving a series of talks this autumn about benefit entitlements. Of interest to our ward is the session on Friday 17<sup>th</sup> October (10:30-12:00 in Chelmondiston Village Hall).

**8. REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings:**  
to receive reports and requests and to take any action deemed necessary.

**a) Planning: Report on 26/08/2014 meeting (See full minutes)**

APPLICATIONS

**B/14/00807/FHA:** Greenacres, Lings Lane, Chelmondiston, IP9 1HJ  
*Alterations to the roof, roof lights, windows and internal layout to the former bungalow extended under planning permission B/07/01737/FHA.*

The Committee recommended SUPPORTING the application.

**B/14/00865/FHA:** Rivendell, Hollow Lane, Chelmondiston, IP9 1HZ

*Erection of single-storey front extension.*

The Committee recommended SUPPORTING the application.

**B/14/00901/FHA:** Shore Cottage, Pin Mill, Chelmondiston, IP9 1JR

*Erection of a two-storey rear extension.*

Observations discussed:

- the property is within the Conservation Area of a renowned Suffolk landmark and the AONB (*see Policy CN08*);
- gross overdevelopment in both scale and inappropriate non-matching window design;
- viewed from the R. Orwell proposed extension will tower above the original 'old' cottage and its later extensions;
- it is not seen to make a positive contribution to the character of Pin Mill (*see Policy CS15*);
- main issue: the proposed extension, can be construed as a new, two-storey dwelling attached to the existing property; described in the Design and Access Statement, as an *'outbuilding with an internal link to the cottage'*;
- continued promotion of the use of black weatherboarding.

The Committee recommended REFUSING the application

The Committee also considered and agreed with Babergh DC's Conservation Architect's original observations that the proposal "had the potential for overdevelopment, creating a third block appended to the existing and its more recent extension." He was concerned, as was the Committee, of a possibility to sub divide at a later date. The Committee did NOT agree with the Architect's later comment (after further consideration of the plans) that the "proposed extension would be subservient to the host dwelling and read as a *linked outbuilding* for which he would support the proposal.

**B/14/01024/FHA: Pin Mill Studios, Pin Mill, Chelmondiston, IP9 1JN**

*Erection of replacement roof [Case Officer: John Pearce]*

The Committee recommended SUPPORTING the application.

DECISIONS:

**B/14/005540** - 37 St Andrew's Drive, Chelmondiston IP9 1HU

*Erection of 2-storey rear extension & extension of front porch* Babergh DC GRANTED permission.

**B/14/00764/TCA** - Pin Mill Sailing Club

*Prune no 1 Oak tree (Crown lift)* Babergh DC GRANTED permission.

**HMS Ganges:** It was understood that if an agreement was not reached between all parties over the phasing of the planned development and the s106 funding then the application would be returned to Babergh DC's Planning Committee for reconsideration and a new vote.

- b) Village Hall:** Cllr Keeble reported ... \*Oil topped up. \*Hall redecorated for £1,620. \*Flat roof still to be repaired. Next meeting; 01/12/2014
- c) Footpaths, Trees & Hedgerows:** Meeting to be arranged.
- d) Playing Field:** Cllr Stevens has spoken with Mr Pink re storage for the Community Council in the small container. The items listed on the original agreement have been moved to the large container. The Playing Field Committee require the small container for storage of the

second ride on mower. Mr Pink requested that the Parish Council write a formal letter to the Community Council.

**Proposal:** to write to the Community Council with an explanation and a request that they please remove their remaining property within 3- 4 weeks.

**Proposed:** Cllr C Keeble **Seconded:** Cllr Dot Cordle **Vote:** 5 in favour 2 abstentions (Cllrs Fox and Stevens).

- e) **Village Amenities: Jubilee Garden Plaque** - Cllr Hawkins had obtained some quotes but these were not satisfactory. Clerk to make further enquiries.
- f) **Pin Mill Bay MCIC:** next meeting on 09/09/2014
- g) **Village Design Statement Group (VDS):** next meeting September/October
- h) **Local Housing Needs Working Group:** Cllrs to deliver Surveys
- i) **Clerk's Report including:**
- 1) *Consultations on Highway Area Offices and Our Place (SALC)* - Clerk to fill out the consultation forms. *Short Stay Stopping Sites for Gypsy & Travellers* - cancelled
  - 2) *Purchase of "Governance & Accountability (2014) - NALC"* - Clerk to purchase.
9. **CORRESPONDENCE:** *to respond to correspondence and to take any action deemed necessary.*
- 9.1 **Wilcox & Co Ltd: Books and Media Bank** - due to a declining market for used media, from 1<sup>st</sup> September 2014 there will be no rebates.
- 9.2 **Suffolk CC: Notice of temporary traffic order** - closure of path from St Andrew's Drive to Main Road for reconstruction 15/09/2014 to 17/10/2014
- 9.3 **Suffolk CC: Consultation of Children's Centres Services** - reply to PC's concerns. Results of the consultation will be analysed in October.
- 9.4 **Babergh DC: Infrastructure Levy Consultation** - Workshops Wed 10/09/14 10.30 - 12.30am, Hadleigh. 11/09/14, Needham Market.
- 9.5 **Freston Parish Council: Freston Cross Roads** - Public meeting on Friday 05/09/2014 7pm in Freston Village Hall to discuss road safety issues.
- 9.6 **Sudbury & District Citizens Advice Bureau: AGM** - invite to AGM on Tuesday 23<sup>rd</sup> September 2014.
- 9.7 **Circulation Bag**  
**SALC:** \*Local Councillor; \*LAIS 1367; \*LAIS Up2Date 140717.  
 \*LTN 5-Parish/Community Council Meetings. \*LTN 1- Council Powers to Discharge Their Functions. \*Legal Briefing LO2-14-Amendment to NALC's Standing Orders.  
**Babergh DC:** Community Caretaker Scheme
10. **RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*
- a) **Fly-tipping:** A Shotley resident had been fined £60 by Babergh DC for putting general household waste into the Textile Bank. Another member of the public had removed his waste from outside of the site after being warned that he would be fined. Clerk to send a letter of appreciation to Alan Nunn.  
**Proposal:** to have a large sign made up to discourage fly-tipping outside of the perimeter fence when the site was closed.  
**Proposed:** Dot Cordle **Seconded:** Cllr A Fox **Vote:** all in favour
- b) CCTV and c) solar panels/wind turbine. *Cllr Fox reported ... he had asked a colleague to look at the site and he would report back as soon as possible.*
11. **HIGHWAYS:** *to discuss issues with signage and take any action deemed necessary*  
*Cllr Kirkup* had noted: some of the highway signs in the village would be better placed elsewhere. A suggestion, which had been brought up following the circulation of the draft Village Design Statement was to consider extending the 30mph area to just past Bylam Lane going towards Woolverstone. Concerns had also been raised over the flooding on the corner by Walnut Tree Farm. Clerk to send Cllr Wood a list, as he would be touring the area with SC Council Highways in the near future.
12. **PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*  
**Dinghy Park / Common /Grindle** Clerk reported that the request to Suffolk CC to check the drainage pipes under the bridge had been passed to the relevant department. As yet no action had been taken. Cllr Wood was aware of this.

**13. FINANCIAL REGULATIONS:** *to review/amend/adopt, as suggested by NALC*

It was agreed that his item would be postponed and would be raised at the October meeting.

**14. COMMUNITY CARETAKER SCHEME:** *to consider and take any action thought necessary.*

Babergh DC are looking into a scheme, which would offer grant funding to enable councils to employ someone for litter clearance and general tidying up duties instead of Babergh using their contractors. The scheme was already being deployed in Mid Suffolk. Clerk questioned whether the person could be self employed and whether the funding could be put towards the fly-tipping being removed if this became necessary.

Clerk to fill out the questionnaire.

**15. FINANCIAL ITEMS:**

<b>15.1 RFO's Monthly Report: - August</b>	<u>Paid in</u>	
Lloyds Bank Interest	2.18	11 Aug
<b>500134 JMP Wilcox Co Ltd</b> (Textiles)	124.00	13 Aug
<b>500135 Chelmo Waste Centre CASH</b>	238.00	28 Aug
JMP Wilcox Co Ltd (Media)	4.50	28 Aug

*Bank Reconciliation*

<b>BALANCE on 31<sup>st</sup> AUGUST 2014</b>		<u>Ear marked</u>	(included within total credit)
Un-presented chqs:	000.00	2,000.00	Household Recycling Centre
Treasurers Account	1,375.87	5,342.00	Playing Field ( <i>Precept</i> )
Business Instant Access Acc.	<u>46,589.92</u>	<u>325.00</u>	Tennis Courts ( <i>ear marked</i> )
<b>Total (in credit)</b>	<b>£47,965.79</b>	<b>£7,667.00</b>	

**15.2 External Audit:** *Query/report* BDO had wanted a more extensive breakdown of the Clerk's earnings and PAYE. Clerk had provided this and had heard nothing further. BDO's report should be received during September.

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

<b>1610 a) Mr S A Meacock:</b> <i>Grass Cutting - Pin Mill</i>		72.50
<b>1611 b) Mrs F Sewell:</b> <i>Expenses- Salary (August)</i>	5.00	6.00
		<u>646.39</u>
<b>1612 c) S. Sackers (Claydon) Ltd:</b> <i>General waste</i>	391.40	78.28
<b>1613d) Holly Bush Farm:</b> <i>Knapsack Sprayer</i>	73.85	14.77
		88.62

**Proposal:** to approve payment of invoices listed: **a) 1610 to c) 1612**

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

**Proposal:** to approve payment of invoices listed: **d) 1613**

**Proposed:** Cllr Dot Cordle      **Seconded:** Cllr B Walker      **Vote:** 4 in favour 3 abstentions  
(Cllrs David Cordle, M Stevens, A Fox)

**15.4 Charities:** *to consider payments of £30 to Charities as discussed at Parish Meeting s137 payments as supported by residents at the Parish Meeting in May 2014*

<b>1614 a) Home Start South Suffolk &amp; District</b>	30.00
<b>1615 b) Avenues East [OPTUA]</b>	30.00
<b>1616 c) East Anglia's Children's Hospital (EACH)</b>	30.00
<b>1617 d) East Anglian Air Ambulance</b>	30.00
<b>1618 e) St Elizabeth Hospice</b>	30.00
<b>1619 f) Ipswich &amp; East Suffolk Headway</b>	30.00

**Proposal:** to approve payment of invoices listed: **a) 1614 to f) 1619**

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

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

**17. THE NEXT PARISH COUNCIL MEETING – Wednesday 8<sup>th</sup> October 2014 in the VILLAGE Hall**

There being no further business the Chairman closed the meeting at 8.25pm.

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

Date .....08/10/2014.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 8<sup>th</sup> October 2014.