

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 8th OCTOBER 2014 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Councillors:* David Cordle, R Kirkup, C Keeble, A Fox, M Stevens and J Deacon

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr David Wood and 1 member of the public

Abbreviations used throughout: Cllr = Councillor. BDC = Babergh District Council.

BDC/MSDC = Babergh District Council/Mid Suffolk District Council (*working together*)

CAS = Community Action Suffolk. PMBMCIC = Pin Mill Bay Management Community Interest Company.

SALC = Suffolk Association of Local Councils. SCC = Suffolk County Council.

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.38pm and welcomed all.
2. **Apologies for Absence:** *received from* Cllr Hawkins, Cllr Chicken, Cllr Dot Cordle and Cllr Walker. Apologies were accepted. PCSO Joanne Adams could not guarantee attendance.
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 2nd September 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 2nd September 2014*
None.
6. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*
The member of the public was here for **Item 10**.
7. **REPORTS:** *to receive reports (if available) from*
 - a) **Safer Neighbourhood Team:** *written report - 1 crime in September*
Burglary - Other building - Shotley Road ... Power tools stolen.
 - b) **County Councillor:** *Dave Wood* had conferred with SCC Highways: *Signs outside of Hollingsworth and the 30mph sign by the hairdressers would not be repositioned.
* Bollards along the Main Road (by Suffolk House). Dave would contact Cllr Chicken.
* Single track sign at top of Pin Mill Road - this will be moved.
* Signs at entrance to Pin Mill car park are the responsibility of BDC.
* Road markings along the Strand would be done shortly. (Machine was out of commission).
 - c) **District Councillor:** *John Deacon* - * *Planning* - requests for applications to be 'called in' for consideration by BDC's Planning Committee must go through the District Cllr and should be done quickly or when recommendations are sent in. BDC's website, planning pages, were in the process of being updated.
* *Call for Sites* - shortly to be put on BDC/MSDC's websites. This will provide the opportunity for landowners/promoters to put forward relevant sites, which may be suitable for potential future development for housing, development or retail use. Local Authorities are required to carry out a Strategic Housing Land Availability Assessment (SHLAA) to assess how much land is available, which has the potential for future housing development.
* *Autumn/Winter leaf fall* - the removal of fallen leaves on public highways and Babergh grounds will be done as part of routine street cleaning.
* *Open and Transparent Council Meetings* - BDC has adopted a new protocol (prompted by the Dept of Communities & Local Gov.) for members of the public who wish to record, film or take photographs at their council meetings. Any of this activity must not interfere with business or misrepresent proceedings.
* *HMS Ganges Mast* - the general state of repair is monitored annually by BDC.
The next inspection is due shortly.
* *Caravan Site at Alton Waters*- despite local opposition the proposed 92 pitch site has been approved by BDC.

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 meeting 16/09/14 (See Full Minutes)

APPLICATIONS

B/14/01023/FHA: Newlands, 1 Richardson Lane, Chelmondiston, IP9 1HW
Erection of detached garage. The Cttee recommended SUPPORTING the application.

DECISIONS

B/14/00865/FHA: Rivendell, Hollow Lane, Chelmondiston, IP9 1HZ
Erection of single-storey front extension. BDC GRANTED permission.

SITE VISITS: to consider the procedure for site visits, as per Standing Orders.

Prior to the meeting, the Chairman of this Planning Committee, Cllr R Kirkup had been consulted.

Re Standing Order 24: Restriction on Councillor Activities

Unless authorised by a resolution no Cllr shall:

- i) inspect any land and/or premises, which the Council has a right or duty to inspect OR
- ii) issue orders, instructions or directions.

With regard to point i) *The Cttee agreed* - "On the mandate of the Chairman of the Planning Committee or in his/her absence, the Vice Chairman, 2 members at least may visit the application site, but only with the prior permission of the landowner. In the case of a very large proposed development, a site visit may be arranged, with the landowner's permission, for the whole Planning Committee".

Wherstead Wind Turbine B/13/01476/FUL: Notification of BDC's Planning Cttee's site visit on 10/09/14 to Pannington Farm. Letter from Chairman of Belstead PC confirming that a few parishes including Chelmondiston have the opportunity to speak for 2 minutes at Babergh's Planning Cttee meeting [possible dates 1st or 15th October in the Guildhall. The Clerk to speak with Cllr Kirkup prior to confirming with Belstead whether a member would speak at the meeting.

***Report on meeting 08/10/2014** (See Full Minutes)

Correspondence: Fence at 23 Collimer Close. E-mail from resident reporting that Babergh Planning had confirmed that planning permission was not required for the fence. The resident had previously contacted the Clerk who had advised consulting a solicitor and BDC for guidance, due to the understanding that all properties on the Collimer and Woodland development were subject to covenants, regarding the open plan structure of the development. The fence was not defined on the original application plans. Members were very concerned that this would set a precedent on the estate. *The Cttee recommended* writing to the Case Officer expressing surprise at receiving notification of this decision from the resident and disappointment at not being contacted by Babergh DC.

APPLICATIONS:

B/13/01476/FUL - Land South of Pannington Hall Lane, Wherstead.

Erection of no.1 Wind Turbine with a maximum overall height of up to 130 metres. New vehicular access from the public highway, on-site access tracks, crane pad, transformer kiosk, control building, underground cabling, and other ancillary works.

Response from applicant to questions posed by BDC Planning (Development Committee) members. Although the Parish Council's planning cttee had supported Wherstead and Belstead, members felt that no further comment was required.

DECISIONS:

B/14/01023/FHA: Newlands, 1 Richardson Lane, Chelmondiston, IP9 1HW
Erection of detached garage. BDC GRANTED permission.

B/14/01024/FUL: Pinmill Studios, Pin Mill, Chelmondiston, IP9 1JN
Erection of replacement roof. BDC GRANTED permission.

B/14/00901/FHA/JP - Shore Cottage, Pin Mill, Chelmondiston IP9 1JR
Erection of a 2-storey rear extension. BDC GRANTED permission.

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 P.P. B/07/01737/FHA. Application WITHDRAWN

Foreshore Developments: It was understood that the Pin Mill Bay Management Community Interest Company were still waiting on further information from BDC (who were looking into the issue) regarding the fixed jetty and the holiday barge Twee Gebroeders (TW) Operation. The website of this operation had been amended to emphasise availability of river trips for guests.

The Cttee agreed to write to BDC to enquire as to the situation and to ask how they consider this not to be a permanent mooring of a holiday barge business.

b) Village Hall: No meeting **c) Footpaths, Trees & Hedgerows:** No meeting

d) Playing Field: The Clerk had written to the Community Council explaining the situation regarding storage in the small container. Although their contents listed on the agreement had

been moved to the large container, there were still a number of items remaining in the small container.

- e) **Village Amenities:** No problems listed.
- f) **PMBMCIC:** See Circulation Bag for copy of minutes.
- g) **Village Design Statement Group (VDS):** No meeting.
- h) **Local Housing Needs Working Group:** Survey packs had been delivered to all houses within the parish. These should have been returned to CAS by the end of September.
- i) **Clerk's Report:**
 - Elections 2015** (See Circulation Bag)
 - Thursday 7th May - *General and Parish Council Elections.*
 - Monday 11th May - *Outgoing Cllrs retire and newly elected Cllrs take office.* (s7 Local Government Act 1972)
 - between 11th and 25th May (to be decided) - *Annual Meeting of the Parish Council.* (s12(para 7) Local Government Act 1972, stipulates the Annual Meeting MUST be held on, or within 14 days after, the day elected Cllrs take office.)
 - Media Course and Clerks' Networking Day:** Report November meeting
 - Snow Gritting of Pavements:** A course is available on 14/10/14 at Needham market. Volunteers must sign a log so that they will be covered by Suffolk CC's Insurance. Clerk will enquire whether Lee Foster is prepared to clear pavements along parts of the Main Road.
 - Parish Council Insurance Renewal:** (Renewal date 1st October 2014). Clerk had e-mailed questions to CAS. Cllrs questioned whether specific items needed to be insured. Cost between £900 and £1,000 depending on whether the Council took on a 3/5 year agreement. Clerk to follow up.
 - Proposal:** to agree to a 5 year premium thus giving a lower rate.
 - Proposed:** Cllr David Cordle **Seconded:** Cllr R Kirkup **Vote:** all in favour

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

- 9.1 **Babergh DC:** *Electoral Services - 2014 Review of Polling Stations.*
In accordance with the Electoral Registration & Administration Act 2013, every council in England & Wales must undertake and complete a review of all the polling districts and polling places in its area. Village Hall to remain the polling station, therefore no change necessary. On Notice Board.
- 9.2 **Donation thank you letters:** Home Start, St Elizabeth Hospice, EACH, East Anglian Air Ambulance, Headway Suffolk, Avenues Group (ex OPTUA)
- 9.3 **Suffolk Age Concern:** *International Day of Older Persons* - Poster has been placed on Notice Board. Asking for nominations for a person/people from the community who has been inspiration to others.
- 9.4 **Community Action Suffolk:** *Funding Fair* - 14th October. Poster on Notice Board.
- 9.5 **Giving Time:** *Strengthening Local Democracy* - Recruiting candidates to Parish Councils. (emailed to Cllrs) 27 Nov at Claydon. Clerk and Cllr Kirkup to attend.
- 9.6 **Babergh/Mid Suffolk DCs:** *Tenant Involvement*
Information packs for tenants, informing them of all the ways in which they can now get involved in working with BDC/MSDCs. They ask the Parish Council to promote these packs in local newsletters etc.
- 9.7 **Suffolk Police & Crime Commissioner:** *Speed Enforcement Procedure*
The policy now requires a strict, proportionate and evidence based approach to enforcement where Killed or Seriously Injured (KSI) data and public complaints are analysed and assessed by a tasking process in order to identify areas, which require police enforcement
 - * Report speeding via the local Safer Neighbourhood Team. [Point of contact re Community Speed Watch.]
 - * Residents can also contact the Commissioner's office. Concerns will be forwarded to the Constabulary.
- 9.8 **Suffolk Constabulary:** *Comprehensive Spending Review* (See Circulation Bag).
Further savings have to be made. £16.4 million by 2018. Posts will be affected.

- 9.9 Climate Energy: Suffolk Energy Action Scheme for Local Communities**
Backed by Suffolk Council. Peter Melhuish wishes to present a 5 minute talk.
It was suggested to keep him in mind for the Parish Meeting in May 2015.
- 9.10 SALC: Annual General Meeting** 12 November 2014 at Henley Community Centre.
Members decided not to put forward a Motion for Debate.
- 9.11 Suffolk CC: Powering up Suffolk ... Community Energy Workshop**
1pm - 4.30pm 13th November 2014 in the John Peel Centre, Stowmarket IP14 1ET
How to develop renewable schemes for maximum community benefit.
- 9.12 P Norton: Footpaths, Trees & Hedgerows**
Resignation letter due to ill health. The Chairman and all the Cllrs were sorry to hear of this. Having retired from the Parish Council, Peter remained on the Trees & Hedgerows Cttee as 'Secretary', and was a valued member of the group. Clerk will respond.
- 9.13 Babergh DC: Town and Parish Liaison Meetings - 6th November 2014.** Neither the Chairman or the Clerk would be available to attend.
- 9.14 Circulation Bag: BDO LLP: Annual Return 2014 - Signed Return and copy of letter**
Surveillance Cameras: Guiding Principles **District News: DCllr John Deacon's Oct report**
Giving Time: Strengthening Local Democracy - Parish Council Recruitment
Suffolk Constabulary: Financial Challenge ..Update **PMBMCIC: Minutes September 2014**
Chelmo PC: Waste Centre.. copy of letter sent to BDC/MSDC requesting assistance with land fill costs and fly tipping.
SALC: Election 2015 data **Chelmo PC: Accounts .. copy of 6 monthly accounts/budget.'**
- 10. PARISH COUNCIL VACANCY: to consider co-option onto the Council**
The Chairman welcomed Mr Barwick who had also attended the previous council meeting. He gave a short account of his life, of his interest in the Parish Council and the community. The Chairman asked him to leave the room in order for a discussions and vote to be taken.
Proposal: to co-opt Mr Douglas Barwick onto the Parish Council.
Proposed: Cllr C Keeble **Seconded:** Cllr David Cordle **Vote:** all in favour
Mr Barwick was invited back into the room where the Chairman welcomed him onto the Council Clerk would contact Mr Barwick with the appropriate paperwork prior to the next meeting.
- 11. RECYCLING CENTRE: to consider reports and to take any action deemed necessary.**
- a) Cllr Deacon and the Clerk reported on a positive meeting held with Chris Fry, *Head of Environment*, at BDC/MSDC with the aim of asking for assistance in lobbying SCC to accept responsibility to pay for, or to contribute towards, the cost of disposal of skipped material going into landfill. Enquiries were also made to *Our Place* at SCC but no further information has been received.
Chris Fry had corresponded with SCC and we had been advised that the fly-tipping could be taken to the SCC site at Foxhall. Mr Nunn/Cllr Stevens had removed two loads.
The Clerk had contacted the Chairman and Cllrs who had agreed that Mr Nunn should be reimbursed for his trouble and petrol. A sum of £50 had been set and this had been paid prior to this meeting.
- b) *Fly-tipping-Waste Carriers Licence:* Mr Nunn removed a further load of fly-tipping but had been advised that he would require a licence if he was to dispose of the fly-tipping from outside of the site. The Chairman considered that we should press BDC further about collecting the fly-tipping.
- c) *CCTV -* Cllr Fox reported that he had been advised that putting up equipment could be achieved. A 12v CCTV system would be available for around £300-£500. Cameras could be run from a leisure battery potentially (additional cost) being charged from the existing wind turbine (if working properly). Cllr Fox and the Clerk to follow through and to acquire quotes.
- 12. PIN MILL: to receive reports/proposals and to take any action deemed necessary.**
Dinghy Park / Common /Grindle
Clerk reported: The clearing of the Grindle was in hand. Peninsula Tree Services had been asked to quote on clearing the Grindle on King's side and for pollarding the willows and elders. This was necessary maintenance.
Proposal: to go ahead with having the Grindles cleared and the trees pollarded where necessary.
Proposed: Cllr David Cordle **Seconded:** Cllr M Stevens **Vote:** all in favour
No further update on whether SCC had inspected the pipes under the bridge. Clerk to enquire.

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

The updated regulations from NALC had been passed to Cllrs for comments to be noted prior to this meeting. The Chairman went through noted items for discussion. Agenda November. Clerk to amend accordingly and to check with insurers re members cheque signatories liability.

14. FINANCIAL ITEMS:**14.1 RFO's Monthly Report: - September - Bank Reconciliation**

Lloyds Bank Interest	1.84	09 Sept
500136 Whip Street Motors (Metal)	140.00	15 Sept
Chelmo Waste Centre CASH (2 wks)	98.50	15 Sept
BACS - Babergh DC Precept (2 nd Instalment) BAC	11,975.50	22 Sept
500137 Suffolk CC Footpath cutting grant	322.60	24 Sept
Dinghy Permit (1)	<u>16.00</u>	24 Sept
<i>Paid in during October</i> £12,554.44		

Transferred from Treasurers Account to Business Instant Access £12,000 on 23/09/14 Cheque 1613 cancelled and re-issued 1620, as written incorrectly - for sprayer

1620 GM-R Sprayers Ltd: Knapsack Sprayer	73.85	14.77	88.62	<u>pd</u>
1621 Mr Nunn: removal of fly-tipping (10/09/14) as agreed by Chairman/Cllrs			50.00	<u>pd</u>

BALANCE on 30th SEPTEMBER 2014	Ear marked	(included within total credit)		
Un-presented chqs:	00.00	2,000.00	Household Recycling Centre	
Treasurers Account	1,415.28	6,905.00	Playing Field (<i>precept</i>)	
Business Instant Access Acc.	<u>57,591.76</u>	<u>325.00</u>	Tennis Courts (<i>ear marked</i>)	
Total (in credit)	£59,007.04	£9,230.00		

See Circulation bag for a copy of the 6 monthly accounts including budget plan. Any queries to be brought to the attention of the Clerk/RFO and to the Council at the November meeting.

14.2 External Audit: Final Report for 2013-14

The Annual Return had been signed/approved by the BDO with no comments. The Clerk reported that she had been contacted by BDO regarding Box 4 - Staff Costs, as the explanation she had given on the *Reasons for Variance* chart was insufficient for them to draw a conclusion. A detailed written breakdown was sent of the increase including the amounts involved e.g. extra hours worked and rates applied along with Tax and Nat. Insurance payments plus with a copy of the relevant minute.

Proposal: to approve and accept the Annual Return for 2013-2014.

Proposed: Cllr J Deacon **Seconded:** Cllr M Stevens **Vote:** all in favour

The Clerk confirmed that copies of the Annual Return had been put on the Notice Boards and on the Website. The Council gave thanks to the Clerk.

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

Transfer from the Business Instant Access to the Treasurers Account £2,500 on 13/10/14

Figures in Green = VAT

1622 a) Mrs F Sewell: Expenses-petrol to Claydon 32 mls @ 45p per mile	14.40			
Salary (Sept)	646.59			
Subsistence - 6 months (in arrears)	<u>150.00</u>			810.99
1623 b) HM Customs & Revenue: <i>Chq made out to Post Office Ltd</i>				
<i>Quarterly payment.</i> (July, Aug, Sept 2014) employee's tax/employer's Nat Ins				138.83
1624 c) Chelmondiston Village Hall: (Room hire July/Aug)			28.00	
1625 d) Peninsula Tree Services: Grass cutting at Waste Centre				30.00
1626 e) S Sacker (Claydon) Ltd: 1) Green skip	262.00	52.40	314.40	
2) Green skip + Gen waste	661.40	132.28	<u>793.68</u>	1,108.08
1627 f) BDO LLP: External auditor	200.00	40.00		240.00
1628 g) Suffolk Assoc of Local Councils: Media Course	25.00	5.00	30.00	
Book: Governance & Accountability	12.00		12.00	
Clerks' Networking Day	15.00	3.00	<u>18.00</u>	60.00
1629 h) Babergh District Council: Brown bin				50.00
1630 i) InkXpress: printer inks				23.00

Proposal: to approve payment of invoices listed: a) 1622 to i) 1630

Proposed: Cllr C Keeble **Seconded:** Cllr A Fox **Vote:** all in favour

1631 j) Business Services at CAS Ltd: Insurance Renewal Policy- See Item 8 i)

Proposal: to approve payment of Insurance Renewal Policy provided that the sum does not exceed £1,000 and after consultation with the Chairman.

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

14.4 Charities: *to consider payments of £30 to Charities as discussed at Parish Meeting*

After a general discussion it was agreed to put the Red Cross, Age UK Suffolk and the Suffolk Befriending Scheme on the agenda for payment in November

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

16. THE NEXT PARISH COUNCIL MEETING – Tuesday 4th November 2014 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.20pm.

SignedCllr Rosie Kirkup..... Date04/11/2014.....

These minutes were agreed to be a true record and were signed at the meeting held on 04/11/2014 by the Chairman of the meeting, Cllr Rosie Kirkup.