

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 4th NOVEMBER 2014 IN THE VILLAGE HALL AT 7.30 pm.**

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

In attendance: Fran Sewell - Parish Clerk

Abbreviations used: Cllr = Councillor. PC = Parish Council. 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 Rosie Kirkup (Vice-Chairman)*
The Chairman explained that BDC had confirmed that although Mr Barwick had registered to be on the electoral roll he would not be placed on the new register until 1st December 2014. Unfortunately he could not be co-opted onto the Council until that date.
2. **Apologies for Absence:** *to receive and consider apologies*
Apologies were received from Cllr David Cordle and Cllr John Deacon. They were accepted. SCCllr D Wood sent his apology as he was 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 8th October 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 8th October 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:** *Written report- crimes within the Parish*
Between 15-16 October - Criminal damage - Other Building - Collimer Close Lawn
24 October - Fear of Provocation of Violence - Collimer Close - Pending
Priority Setting Meeting-7.30pm on Wednesday 19/11/2014 at Brantham Leisure Centre.
 - b) **County Councillor:** *No report*
 - c) **District Councillor:** *No report*
8. **REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings:**
to receive reports and requests and to take any action deemed necessary.
 - a) **Planning:** *No meeting* *Pretty Well View Cottage has had a retrospective application REFUSED for fencing and heat source pump.
**Notification from Simon Bailey, BDC Enforcement Officer that an application re the Fixed Jetty at Pin Mill was going in next week.*
 - b) **Village Hall:** *No meeting.* c) **Footpaths, Trees & Hedgerows:** *Meeting still to be arranged.*
 - d) **Playing Field:** *Sign has been amended to say "no unauthorised vehicles"*
Nettles have been cut down on the 'hill' area used for biking.
 - e) **Village Amenities:** **Benches/seats will need maintenance in the spring especially on the Common. * Emergency Boxes (placement of, as Playgroup was closed).*
** Cllr Hawkins had ordered a slate plaque in memory of Mr Gant (still to arrive).*
 - f) **Pin Mill Bay MCIC:** *No report.*
 - g) **Village Design Statement Group (VDS):** *Cllr Deacon had corresponded with BDC and would be speaking further with the Head of Planning, as it seemed that BDC was unlikely to put any real credence on the VDS. (See Circulation bag). This would be discussed further at the next VDS meeting, yet to be decided.*
 - h) **Local Housing Needs Working Group:** *CAS had received 184 Returns approx 36% of those delivered. CAS would report in January/February 2015.*

- i) **Clerk's Report:** *Dates of 2015 meetings - handed to Cllrs.
 *Protocol for Public Participation in Council Meetings - Clerk to draw up for consideration.
 * Filming Protocol - Cllrs Stevens and Keeble to attend a seminar on 05/11/14. Clerk to draw up for consideration.
 *Pin Mill Car Park - BDC are resurfacing -January 2015. It had been reported that maintenance work was already in progress.
Proposal: to write to BDC to enquire why the car park was being resurfaced in the New Year following maintenance in November, and at what cost, when it was apparent that they were not prepared to install CCTV at this crime hotspot, due to affordability.
Proposed: Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** all in favour.
 * Post Office - Rumours/Concerns raised about possible closure.
Proposal: to write to the Postmistress to enquire as to the situation.
Proposed: Cllr R Kirkup **Seconded:** Cllr C Keeble **Vote:** all in favour
 * Primary School meeting: Clerk with Cllr Kirkup will meet on 10/11/2014 1.30pm with Heather Cordle (Chair of Governors) and Beverley Derrett (Acting Head)
 * Advisory Finance Group: Meeting to discuss Precept and 2015-16 budget on 24/11/2014 will be held at David Cordle's.
9. **CORRESPONDENCE:** *to respond to correspondence and to take any action deemed necessary.*
- 9.1 **Holbrook Academy: Presentation Evening 20/11/2014** - Enquiring as to whether the PC will continue to sponsor for £30 the Endeavour Award to celebrate the achievements of the students. Neither the Chairman or the Vice-Chairman were able to attend.
Proposal: to continue with sponsoring the Endeavour Award for £30
Proposed: Cllr C Keeble **Seconded:** Cllr Dot Cordle **Vote:** all in favour
- 9.2 **Suffolk CC: Pin Mill Common Bund Provisional Designation as a Feature for Flood Risk Management - Flood and Water Management Act 2010**
 SCC has provisionally decided to designate the Pin Mill Bund as a flood risk management feature. This means that no one may alter, remove or replace the Bund without the consent of SCC. SCC will make further contact regarding the process and the procedure to follow if the PC wishes to make representations or objections.
 The PC is being asked for further information: The PC does not claim ownership of the actual 'Bund' and therefore does not take responsibility for its maintenance apart from grass cutting. Clerk to inform Residents Association and respond by 17/11/2014
- 9.3 **Babergh/Mid Suffolk DCs: Community Achievement Awards** - Poster has been placed on Notice Board. Asking for nominations for a person/people from the community who has been inspiration to others. Closing date 1/12/2014.
- 9.4 **Suffolk Coastal District Council: Community Infrastructure Levy- Draft Changing Schedule - Public Consultation 6/10/2014 - 17/11/2014**
 See: www.suffolkcoastal.gov.uk/planning/cil
- 9.5 **Quite Lanes Suffolk: Expect and Respect Campaign** - Interim report on Phase 1, which was to find out if Quiet Lanes can be cost effective, was launched in 2014. Fifteen lanes in various areas were designated with the Department of Transport authorised signs at a cost to SCC of under £6,000. Funding has been provided from the Big Lottery and a Suffolk Coast & Heaths AONB grant. Phase 2 of the pilot scheme is forming for 2015. Nine further parishes, some to the west of the AONB, have expressed interest in about a further fifteen lanes being designated.
 Woolverstone PC have shown an interest and a meeting has been arranged at their Village Hall, 12/11/2014.
- 9.6 **Babergh DC: Precept, Taxbase and Grants** - The PC will receive the 2015-2016 taxbase before the end of November. *Table of grants paid: 2014-15 = £1,832.25; 2015-16 = £1,221.50; 2016-17 = £610.75; 2017-18 = NIL (See Circulation bag)
 Precept form has to be completed and with BDC by 31st January 2015.
- 9.7 **Mr D Latter: Bridleway 6 from Pages Common to Sewage Works** - Mr Latter has made Anglian Water aware of the damage their heavy vehicles are doing to the bridleway in an AONB area. Anglian Water plan to make a site survey within the next 2-3 weeks to see what they can do to mitigate this. Mr Latter will keep the PC informed.

- 9.8 Mr P Norton:** Thank you letter to the Council following his resignation from the Footpaths Trees & Hedgerows Cttee.
- 9.9 Circulation Bag:**
BDC: *Town & Parish Council Newsletter *Communities Grants & Funding Newsletter
 *Filming Videoing, Photography, Audio recording & Use of Social Media at Council Meetings - Filming Protocol. *Precept information.
Clerks & Councils Direct: Magazine
SALC: *Annual Report 2013-2014 *LAIS 1369 Oct 14 - Planning Practice Guidance - Housing Assessment. *LAIS 1368 Oct 14 - Transparency Code (£200,00) Update
Suffolk Preservation Society: Suffolk View magazine
Quiet Lanes Suffolk: Interim report
Police: Report
- 10. RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*
 a) *General report* - New sign re Fly-tipping now up. Sackers have asked for a quicker turnaround of skips, therefore, as the green waste skip is used less during the winter months, green waste will be put in the general waste skip in order to keep costs down.
 b) *CCTV:* Mr D Goddard, Lighting Limited has visited site. He will look at all options and come up with a quote.
- 11. VILLAGE CAR PARK:** *hedge-cutting/maintenance and access/right of way*
 * *Hedge cutting:* Friday 7th November. Posters have been put up.
 * *Access to private garden:* concerns raised about large entrance to private garden and the skip in car park.
Proposal: to write to the resident to explain the legal situation regarding vehicular access OVER the car park and to request that the hedge be reinstated, as permission was granted for a pedestrian side gate only and contingent on there being a post office.
Proposed: Cllr R Kirkup **Seconded:** Cllr J Hawkins **Vote:** all in favour.
 * *Height barrier:* this was not thought to be a positive idea.
 * *Resurfacing:* budget for 2015.
- 12. COMMUNITY COUNCIL (CC):** *to consider request to have a container on the Playing Field.*
 Mr Pink had spoken with the Clerk and had e-mailed, asking the PC if they could have a container on the field for the storage of their equipment.
 Although it was considered that the CC is an asset to the community and the PC was keen to assist, concerns were raised about having further storage facilities on the field.
Proposal: Clerk to enquire as to the planning requirements and to ascertain the views of the Playing Field Management Cttee before proceeding further.
Proposed: Cllr B Walker **Seconded:** Cllr A Fox **Vote:** all in favour
- 13. SPEEDING IN VILLAGES:** *to consider the purchase of a Vehicle Activated Speed Sign (VAS)*
 The document had been passed to Cllrs prior to the meeting. Concerns were raised regarding expense, insurance, storage and management of the scheme.
Proposal: to file
Proposed: Cllr A Fox **Seconded:** Cllr S Chicken **Vote:** all in favour
- 14. PIN MILL:** *to receive reports/proposals and to take any action deemed necessary.*
Dinghy Park / Common /Grindle
 * Both Grindles have been cleared. Lee Foster (Tree Warden) will look at trees. Clerk has asked for an estimate.
 * Clerk questioned whether to remove some racks, as suggested last year. Cllr Fox would look at the site.
- 15. FINANCIAL REGULATIONS:** *adoption of*
 Following amendments made at the last meeting, Cllr Kirkup and the Clerk had been through the regulations again and a copy had been forwarded to Cllrs for a final review prior to this meeting.
Proposal: to adopt the Financial Regulations as amended.
Proposed: Cllr R Kirkup **Seconded:** Cllr Dot Cordle **Vote:** all in favour

16. FINANCIAL ITEMS:

16.1 Funding Requests to consider for 2015:

The Clerk requested that the following applications be considered by the Council prior to the Budget meeting on 24/11/2014 in order for them to be considered/incorporated within preparation of the draft 2015-2016 budget.

- a) *St Andrew's Church:* a request for financial aid for the maintenance of the churchyard.
Proposal: to grant £150 towards the maintenance of the churchyard.
Proposed: Cllr A Fox **Seconded:** Cllr C Keeble **Vote:** all in favour
- b) *Good Neighbour Scheme:* a request for financial aid to cover insurance costs.
Proposal: to grant £131 to go towards the Public Liability Insurance.
Proposed: Cllr M Stevens **Seconded:** Cllr B Walker **Vote:** all in favour
- c) *Holbrook Academy:* a request for a grant to go towards upgrading an outside sitting area for pupils at the Academy. The request was for £500.
 Although the PC is not able to grant directly to schools a grant could be considered for the PTA (The Friends of Holbrook Academy). After some debate the Clerk, through the Chairman, suggested to Council that this request be held over until after the budget meeting when available amounts would be known. This was agreed.

16.2 RFO's Monthly Report: - October - Bank Reconciliation

Lloyds Bank Interest	2.15	09 Oct
500138 Whip Street Motors (Metal)	120.80	23 Oct
Chelmo Waste Centre CASH (5 wks)	321.00	23 Oct
Dinghy Permit (1)	16.00	23 Oct

1631 j) Business Services at CAS Ltd: Insurance renewal 2014-15 868.47 - pd

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

BALANCE on 31st OCTOBER 2014	<u>Ear marked</u>	(included within total credit)	
Un-presented chqs:	90.00	1,940.00	Household Recycling Centre
Treasurers Account	1,610.69	6,905.00	Playing Field (<i>precept</i>)
Business Instant Access Acc.	<u>55,093.91</u>	<u>325.00</u>	Tennis Courts (<i>ear marked</i>)
Total (in credit)	£56,704.60	£9,170.00	

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

Figures in Green = VAT

1632 a) S A Meacock: Pin Mill Grass Cutting etc. (2 months @ 72.50)	145.00
1633 b) Mrs F Sewell: Salary (Oct)	646.39
1634 c) Suffolk Assoc of Local Councils: Filming & Social Media 60.00	12.00 72.00
1635 d) Mr D Fisher: Grindle clearance Pin Mill (Webb's side)	60.00
1636 e) Signs For You: Fly-tipping for Waste Centre	45.00 9.00 54.00
1637 f) Peninsula Tree Services: Emergency tree work on Play Field	40.00
<i>Grindle Pin Mill (King's side)</i>	45.00 85.00
1638 g) Holbrook Academy: Annual Endeavour Award (s137)	30.00
<i>s137 payment to listed Charities as agreed at 08/10/2014 meeting</i>	
1639 h) Age UK Suffolk	30.00
1640 i) The Befriending Scheme	30.00
1641 j) British Red Cross (Cambridgeshire Norfolk Suffolk)	30.00

Proposal: to approve payment of invoices listed: **a) 1632 to j) 1641**

Proposed: Cllr M Stevens **Seconded:** Cllr Dot Cordle **Vote:** all in favour

17. Reports of Other Business (not itemised): to be included on next agenda if necessary.
Storage of Emergency Box.

18. THE NEXT PARISH COUNCIL MEETING – Tuesday 2nd December 2014 in the VILLAGE Hall

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

SignedDavid Cordle.....

Date02/12/2014.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 02/12/2014