

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

**Present:** *Councillors:* David Cordle, R Kirkup, C Keeble, A Fox, J Hawkins, B Walker, J Deacon and D Barwick

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

**Abbreviations:** Cllr = Councillor. PC = Parish Council. BDC = Babergh District Council.

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

**CAS** = Community Action Suffolk. **PMBMCIC** = Pin Mill Bay Management Community Interest Company. **SALC** = Suffolk Association of Local Councils. **SCC** = Suffolk County Council.

**CEP** = Community Emergency Plan.

1. **Welcome by Chairman:** *Cllr David Cordle* welcomed all and opened the meeting at 7.35pm.
2. **Apologies for Absence:** *received from* - Dot Cordle, M Stevens and S Chicken. The apologies given were accepted.
3. **Co-option onto the Parish Council:** The Chairman welcomed *Doug Barwick*. He signed the Acceptance of Office Form - witnessed by the Clerk and he took his place at the table.
4. **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*  
Cllr A Fox declared a *non-pecuniary* interest in **Item 11 b**), as he was a friend of the gentleman who provided a quotation.  
Cllrs Hawkins and Keeble declared a *pecuniary* interest in **Item 16.3 g) & h)** respectively.
5. **Minutes of the Meeting:** *to agree minutes of the meeting held on 4<sup>th</sup> November 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.
6. **Matters Arising:** *to report on matters arising from meeting on 4<sup>th</sup> November 2014.*
7. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*  
No public present.
8. **REPORTS:** *to receive reports (if available) from*
  - a) **Safer Neighbourhood Team:** PCSO Joanne Adams attended with a colleague and reported that there were no crimes in the parish for November. She advised vigilance, as a number of sheds/garages on the peninsula had been broken into and tools stolen. Criminal Damage logged to the football pitch had been finalised. If any information came forward then the case would be looked at again.
  - b) **County Councillor:** *Cllr David Wood reported*
    - \* Sunday bus service was well supported and would be extended until the end of March 2015.
    - \* SCC has to make a cut of £42million out of a £500 million budget next year (2015-16). David encouraged people to participate in the on-line survey.
    - \* A12 re-surfacing - would begin at the beginning of January between Copdock and Capel St Mary. Diversions, if necessary would be along the A137, which may have an impact on the peninsula.
    - \* Dave gave his apology as he would not be able to attend the January and February 2015 meetings.
  - c) **District Councillor:** *Cllr John Deacon - See website for full report.*
    - \* *Community Infrastructure Levy (CIL)* was at the 2<sup>nd</sup> consultation stage. Details on BDC's website. There are incentives to create a Neighbourhood Plan (NP) since more of the CIL money will be available to a parish if an NP is in place.
    - \* *New recycling service comes to Suffolk* - designed to make recycling even easier, went live from 3<sup>rd</sup> November. We can now put food and drink cartons, aerosol cans, books and metal pots, pans and trays into the recycling bin. A full list of acceptable items can be found on the BDC website.
    - \* *Tenant Involvement* - all tenants of BDC/MSDC housing are being given an information pack explaining how they can influence services that they receive, and encouraging them to get involved.

\* *Ganges* - As of end-November, the s106 contribution statement had still not been signed-off, and there is no current indication as to when this will happen. In parallel with this work BDC are reviewing a possible legal challenge against the decision-making process last year.

**9. 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.

**b) Village Hall (VH) :** Cllr Keeble reported - \*Flat roof - repaired. \*Toilet - Emergency repairs carried out. \*Room hire - costs to rise slightly.

\*Telephone Landline - the Cttee was told of the cost (the PC had agreed to pay) and it was suggested that the preference for the siting of the landline socket was the Green Room and not the walk-in cupboard. This would be more appropriate for the CEP team in an emergency situation. The Clerk had received an e-mail from the Chair of the VH Cttee who was unhappy about the situation, as the Cttee had previously agreed that the socket should go in the walk-in cupboard. The Clerk would confer with Cllr Kirkup and Cllr Deacon and then write to the VH Cttee.

\* Precept grant - Cllr Keeble had been asked by the Chairman, Cllr Cordle, to explain to the VH Cttee about the possibility of referendums and the decreasing grant that was given to the PC by BDC and how this might affect their grant in the future.

**c) Footpaths, Trees & Hedgerows Group:** Group to arrange a meeting.

**d) Playing Field:** Cllr Hawkins reported on their annual expenditure. The Cttee had decided against a skate ramp due to cost and for insurance reasons. They were to consider some keep fit equipment.

**e) Village Amenities:** \*Jubilee Garden Memorial plaque . Cllr Hawkins had purchased a slate plaque as a memorial to Mr Gant. he would see to fixing it.

\*CEP update & boxes. The playgroup, which was one of the potential Control Centres and had housed one of the Emergency Boxes, was in limbo at present and was only open at set times. Children had to be accompanied by a parent/adult. They were looking for a new qualified leader. Clerk questioned whether the Emergency Team would be able to have a key. Cllr Deacon and the Clerk would investigate. Cllr Deacon had now been given an Emergency Floodline 'phone number and the new up to date leaflets were ready for reprinting.

**f) Pin Mill Bay MCIC:** A copy of the latest Minutes were in the Circulation bag.

**g) Clerk's Reports:** \* Post Office - (See Correspondence)

\*Primary School - Cllr Kirkup and Clerk had met with the stand-in Head and the Chair of the Governors. A positive meeting and they were keen to continue with the PC.'s Community Achievement Award. They would meet again in the New Year.

\*Pin Mill Car Park - remedial works had been carried out prior to the complete resurfacing scheduled in the New Year.

\*Election Seminar- Cllr Kirkup and Clerk had attended a seminar on the recruitment of parish councillors - covering the use of social media, leaflet drops and possible events to help get the message across.

\*Telephone for Village Hall - Cost: £110 Connection charge. £19 monthly line rental charge. Clerk has put in an order (by phone). See also **Item 9 b)** Village Hall report.

\*Purchase of Local Council Administration (Arnold Baker) approx £65.

**Proposal:** to purchase the latest edition of the Arnold Baker book.

**Proposed:** Cllr R Kirkup **Seconded:** Cllr J Hawkins **Vote:** all in favour.

\* Xmas tree recycling - collection from Collimer Close car park on Monday 12<sup>th</sup> January 2015.

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

**10.1 Mrs Patten:** Post Office/Access- update on the Post Offices' ongoing transformation process and access to the property via the village car park.

**10.2 Babergh DC:** Community Infrastructure Levy (CIL)- Draft (2nd) Schedule Consultation between 10/11/2014 and 24/12/2014. A new charge to allow the Councils to raise funds from developers undertaking new building projects. Once adopted it will replace s106 contributions made by some developers towards infrastructure provision. Charges will be based on the size, type and location of the proposed development.

Chelmondiston is within a 'high' zone, as is most of the Babergh. A proposed charge has been set at £115 per sq metre. Assisted living is excluded.

Where a Neighbourhood Plan is in place the parish proportion of the charge will be an uncapped 25%. Where there is no Plan the amount will be 15% and capped at £100 per existing dwelling.

**10.3 Stour & Orwell Society: Christmas Party 5 Dec 2014** - invitation for the Chairman, who was unable to attend. Clerk had sent an apology.

**10.4 The Befriending Scheme:** letter thanking the PC for donation given.

**10.5 NALC/SLCC: 2014-16 Salary Award** - New pay scales to be implemented from 1<sup>st</sup> January 2015 and a one off payment for employees on SCPs 5- 49 in December 2014. Agenda for January 2015.

**10.6 Circulation Bag**

**SALC:** *Babergh Area Meeting* - \*8<sup>th</sup> September Minutes; \*Nov/Dec 2014 Report.

**Healthwatch Suffolk:** *Discharge of people from care premises in Suffolk* - Summary of report.

**PMBMCIC:** *Minutes* - Nov 2014

**BDC/MSDC:** *Newsletter* - Nov 2014

**CGM Group:** *Landscape maintenance etc.*

**BDC:** *Taxbase chart 2015-16*

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

a) *General report.* Babergh had agreed, (communicated to Cllr Deacon by Chris Fry), to pick up fly-tipping on an occasional basis.

b) *CCTV:* *to consider estimate given.* Damian Goddard, Lighting Limited had e-mailed an estimate amounting to £3,500. Council considered this should be put on hold. Clerk would contact the company and look into getting other quotes.

**12. Community Council:** *Container on the Playing Field - to consider reports requested at previous meeting.*

As a member of the Playing Field Cttee was unable to attend, Cllr Fox suggested that the item be postponed.

**Proposal:** take to the January meeting.

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

**13. Managing Public & Press Reporting at Meetings:** *To consider report from Cllrs and to take any action deemed necessary. See Circulation Bag.*

*Cllr Keeble reported* - the Public Bodies (Admission to Meetings) Act 1960 had been amended to give the public the right to film, photograph, record or report on full council or committee meetings.

This took effect on 06/08/2014.

The public cannot give an oral report during a meeting. NALC has suggested using signage at the entrance/inside venue to confirm the procedure; publish similar information on Council website; a reminder by the Chairman (if public present) of the procedure.

Decisions made by officers must be recorded in writing but must not include 'confidential information' and must be kept for 6 years and any relating background papers must be kept for 4 years from the date of the decision.

Clerk had copied a suggested statement and policy: to be adopted.

**14. Sky Lanterns & Helium-Filled Latex Balloons:** *to consider BDC's report and take any action deemed necessary. See Circulation Bag.*

*Cllr Kirkup reported* - a paper from BDC outlining the problems caused by the lanterns and balloons was suggesting that they should ban them on land owned by the District Council. The paper also suggested that PCs should consider the implications and a possible ban on their use on PC owned land.

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

**Dinghy Park / Common /Grindle**

Clerk had received further enquiries for permits. Re the Bund, it had been questioned who owned it. Cllr Fox thought that it had been put in place during the 1960s along with the tidal flaps. Clerk would make further enquiries.

**16. FINANCIAL ITEMS:****16.1 2015-2016 PRECEPT & BUDGET:** *to discuss the Report & recommendations of the Advisory Finance Group (AFG) and to take any action deemed necessary.*

A meeting of the AFG was held on 24<sup>th</sup> November 2014 at the house of David Cordle. Notes of this meeting to be attached to these minutes. See **Paper A**.

Members of the Group all agreed that the Notes were a true record and they were signed and dated by the Chairman, Cllr David Cordle.

Clerk went through the Notes of the AFG meeting, which had been e-mailed to Cllrs prior to the meeting. Hard copies were available.

**Regulation 6 of the Accounts and Audit (England) Regulations 2011** imposes a duty on local councils to maintain an adequate and effective system of *internal audit* of its accounting records and of its *system of internal control*.

The Clerk wished it to be minuted that a review had been conducted of both by the AFG and both were found to be satisfactory for the size of this Council.

Council would consider continuing with SALC, as the *Internal Auditor* for the 2014-15 accounts, at the January 2015 meeting.

***Setting the Precept for 2015-16***

The Clerk reminded Council that no decision had been made by the Government regarding referendums, if precepts rose above a 2% increase. This had been taken into consideration when discussing the budget at the AFG meeting.

Cllrs were given copies of a 3 year budget plan for 2015 - 2018 with a more detailed breakdown for 2015-16, which took into account the full grant requests from the Village Hall and the Playing Field Management Committees. Included was a 3 year illustration of the possible precept, grant and Council Tax levels based on a 2% yearly increase.

It was noted that the grant provided by BDC (given to them by the Government) would be non existence in 2017-18.

The Taxbase, as provided by BDC, had been re-adjusted slightly since the AFG meeting. The Taxbase divided into the proposed precept would give the amount of council tax payable by each household.

The Clerk suggested to the Chairman that the decision of setting the precept be postponed until the January 2015 meeting, which would give Cllrs time to go through all the figures and raise any queries.

This was agreed.

**16.2 RFO's Monthly Report: - November - Bank Reconciliation**

**Lloyds Bank Interest November** 2.43 09 Nov

13/11/14 - Transferred from the Banking Instant Access to the Treasurers Account - £600

<b>BALANCE on 30<sup>th</sup> NOVEMBER 2014</b>	<u>Ear marked</u>	(included within total credit)
<b>Un-presented chqs:</b> 30.00	2,000.00	Household Recycling Centre
Treasurers Account 968.30	6,905.00	Playing Field ( <i>precept</i> )
Business Instant Access Acc. 54,496.34	<u>325.00</u>	Tennis Courts ( <i>ear marked</i> )
<b>Total (in credit) £55,464.64</b>	<b>£9,230.00</b>	

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

*Figures in ITALIC - VAT*

<b>1642 a) S A Meacock: Pin Mill Grass Cutting etc.</b>	<b>72.50</b>
<b>1643 b) Mrs F Sewell: Salary (Nov)</b>	<b>646.59</b>
<b>1644 c) Chelmondiston Village Hall: Room hire (1 @ £14; 1 @ £17)</b>	<b>31.00</b>
<b>1645 d) Mrs Edgell: Poppy wreath/donation-Reimbursement</b>	<b>30.00</b>
<b>1646 e) Mr B Miller: Jubilee Garden plants-Reimbursement</b> 18.75 3.75	<b>22.50</b>
<b>1647 f) Mr K Cooper: Footpath cutting 2014 + [petrol costs</b> 10.81 <b>2.16</b> 12.97]	<b>134.47</b>
<b>1648 g) Mr J Hawkins: Memorial Plaque Maricraft Slate World-Reimbursement</b>	<b>37.00</b>
<b>1649 h) Mr C Keeble: Travel/Petrol to Elmswell (Course) 62 mls @ 45p a mile</b>	<b>27.90</b>

**Proposal:** to approve payment of invoices listed: **a) 1642 to f) 1647**

**Proposed:** Cllr R Kirkup **Seconded:** Cllr J Deacon **Vote:** all in favour

**Proposal:** to approve payment of invoices listed: **g) 1648 and h) 1649**

**Proposed:** Cllr A Fox **Seconded:** Cllr B Walker **Vote:** 6 in favour 2 no vote  
(Cllrs Hawkins & Keeble)

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

Concerns raised about the flower bed projecting onto the pavement by the Red Lion.

Cllr R Kirkup gave her apology in advance, as she would be unable to attend the January meeting.

**18. THE NEXT PARISH COUNCIL MEETING – Tuesday 6<sup>th</sup> January 2015 in the VILLAGE Hall**

There being no further business the Chairman thanked everyone and closed the meeting at 9.35pm.

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

Date .....06/01/2015.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 6<sup>th</sup> January 2015.