

**MINUTES OF THE ANNUAL CHELMONDISTON PARISH COUNCIL MEETING
HELD ON TUESDAY 12th MAY 2015 IN THE VILLAGE HALL AT 7.30 pm.**

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

In attendance: Fran Sewell - Parish Clerk

Public: DCllr Derek Davis

Abbreviations: **Cllr:** Councillor. **PC:** Parish Council. **BDC:** Babergh District Council. **SCC:** Suffolk County Council. **BDC/MSDC:** Babergh District/Mid Suffolk District Councils. **CAS:** Community Action Suffolk. **PMBMCIC:** Pin Mill Bay Management Community Interest Company. **SALC:** Suffolk Association of Local Councils. **CEP:** Community Emergency Plan. **VDF:** Village Development Framework

The Council, members of the public were reminded that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded.

General Election on 7th May 2015. Parish Council elections: All the Cllrs had stood for re-election and were automatically re-elected as Chelmondiston was NOT contested.

Clerk reported that she had received signed Acceptance of Office Forms from all Cllrs.

The outgoing Chairman, Cllr David Cordle, opened the meeting at 7.30pm and wished to record his grateful appreciation to SCllr Dave Wood for his continued help over the past year.

He was very sorry that Cllr John Deacon had stepped down from his District Cllr role, as he had been a tremendous asset. He thanked all the Cllrs for their continued support and hard work over the last year and gave special thanks to the Clerk.

1. Election of Chairperson for 2015-2015: The Chairman called for nominations for Chairman. **Proposal:** to elect Cllr David Cordle as Chairman for 2015-2016.

Proposed: Cllr M Stevens **Seconded:** Cllr B Walker **Vote:** all in favour

No other proposals were submitted. David was willing to accept and signed the Acceptance of Office form for Chairman.

2. Election of Vice Chairperson for 2015-16:

Proposal: to elect Cllr Rosie Kirkup as Vice-Chairman for 2015-2016.

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

No other proposals were submitted.

3. Apologies for Absence: None received. Cllr S Chicken was not present.

4. Dispensations: to consider requests AND Declaration of Interests: *to receive pecuniary and personal interests from Cllrs on items to be considered at this meeting*
None.

5. Minutes of the Meeting: *to agree minutes of the meeting held on 7th April 2015*

These minutes were taken as read and the Chairman was authorised to sign them, as a true and correct record of the proceedings.

6. Public Participation Session: *for the public to talk to Cllrs about items on the agenda*

AND to receive **REPORTS** (if available) from:

a) **Safer Neighbourhood Team:** No report.

b) **County Councillor:** No report.

c) **District Councillor:** *Derek Davis* - introduced himself and the Chairman congratulated him on his election. He had just had his first meeting with BDC so had nothing to report.

Derek gave thanks to Cllr J Deacon and Tony Roberts for their fine job over the last 4 years.

He congratulated the Chair and Vice-Chair and looked forward to working with everyone.

He had also met with Peter Patrick the other DCllr for the peninsula.

7. ELECTION OF MEMBERS TO COMMITTEES and WORKING GROUPS (WG)

The Chairman read out his suggestions, based on the previous year.

a) **Planning Cttee:** Cllrs.. R Kirkup, C Keeble, J Hawkins, M Stevens, A Fox, Dot Cordle and J Deacon.

b) **Footpaths, Trees & Hedgerows WG:** Cllrs.. David Cordle, R Kirkup, M Stevens, D Barwick and S Chicken. The Parish Tree Wardens, Lee Foster and Keith Cooper.

c) **Advisory Finance Group** (Chq Signatories): Cllrs.. David Cordle, R Kirkup, C Keeble, J Hawkins and J Deacon. The Clerk and J Deacon were not signatories.

- d) **Community Emergency Plan:** Cllrs.. J Deacon, R Kirkup, B Walker, Dot Cordle plus a local resident, Keith Cooper and the Parish Clerk.
 - e) **Village Amenities Monitor:** Cllr S Chicken.
Clerk said she would appreciate help with Pin Mill Common.
Pin Mill Common Monitor: Cllrs.. A Fox, D Barwick and S Chicken.
 - f) **VDF WG:** Cllrs.. R Kirkup, J Deacon, B Walker and the Clerk with local residents, A Sterling, P Evans, V Mann.
 - g) **Housing Needs WG:** Cllrs.. R Kirkup, J Deacon, C Keeble and Parish Clerk.
 - h) **Website:** Cllr J Deacon and the Clerk.
- 8. ELECTION OF REPRESENTATIVES TO VILLAGE COMMITTEES and OTHER BODIES:**
- a) **Playing Field:** Cllr Hawkins [M Stevens & D Barwick]
 - b) **Village Hall:** Cllr C Keeble
 - c) **Pin Mill Bay Management Company:** Cllr David Cordle
 - d) **SALC:** Cllr Dot Cordle ... open to all Cllrs/Clerk
- Proposal:** to elect members to **Items 7 and 8**, as suggested by the Chairman
Proposed: Cllr Dot Cordle **Seconded:** Cllr B Walker **Vote:** all in favour
- 9. THE PARISH MEETING:** *a report and to consider any requests received at the 5th May meeting.*
- The Clerk stated that she had written to the young person who came to the Parish Meeting thanking him for attending and for his suggestion regarding free use of the village hall for one off charity events. (She wished it to be recorded that as he was a minor she had contacted his parent to seek permission for her to write.)
- She had received contact details for the East of England Ambulance Service in regard to a de-fibrillator, which she would follow up.
- 10. 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:** No meeting.
 - c) **Footpaths, Trees & Hedgerows:** *FP50* Clerk confirmed that it had been resurfaced.
She understood that Suffolk Coast & Heaths were scheduled to look at the coastal path by the houseboats on 19th May.
 - d) **Playing Field:** *Rabbits* - Cllr Stevens had spoken with the police about shooting rabbits on the field. Clerk had contacted CAS - Insurance. She had advised the Playing Field Management Cttee to do the same. The underwriter had questioned how one could ensure that the field was completely closed off to the public whilst the shooting was taking place. The Council would need to check that the operator had the correct licences and that the police were informed if necessary. Any injury caused by the use of a gun would be down to the operator. They will not accept any liability or damage caused by the use of a firearm. A Risk Assessment is to be provided. Cllr Fox would look into this.
BDC/MSDC are undertaking a major Sports England: Playing Pitch Strategy Review. They have commissioned 4Global, a technical sports consultancy to assist. Under Sport England guidance all pitches, regardless of their ownership type or availability to the community are required to be covered by the strategy. Cllr Stevens and Hawkins met with a representative who gave a good report.
 - e) **Village Amenities:** Community Payback were scheduled to work on the picnic benches and seats on Pin Mill Common on 18th May depending on the weather. Clerk had purchased the materials, as suggested by the organiser.
 - f) **Pin Mill Bay MCIC:** No meeting.
 - g) **VDF-WG:** Next meeting on 21st May 2015.
 - h) **Clerk's report:** **Register of Interests* - all Cllrs are required to fill out new forms. This was going to be done on line. Clerk would advise.
** Election expenses forms to go to BDC* - all Cllrs are required to complete, regardless as to whether they had any expenses. The Clerk had provided forms and Cllrs signed. She would send them to BDC Electoral Services.

Other: Cllr Deacon reported that at the beginning of May two members of the Chelmondiston CEP team met with the representatives from the BDC/MSDC Emergency Planning Team and the Environment Agency to look at possible measures to mitigate occurrences of flash-flooding in Wendy Close. This as part of a pilot project to test the usefulness of a variety of flood-mitigation measures for wider roll-out across the County. A report on next steps is awaited.

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

11.1 Babergh DC: *Community Infrastructure Levy* - notification of submission.

11.2 Babergh DC: *Joint Local Plan for BDC/MSDC* - notification of submission of Joint Development Management Policies I&O [Consultee ref. No. JDMI_00439]

11.3 Babergh DC: *Town & Parish Liaison Meeting* - Thurs 11th June 2015 at 10am OR 6.30pm at Hadleigh United Football Club. Invite to send up to 3 representatives. Confirm by Tue 2nd June.

11.4 PCC Tim Passmore: *Invitation to public meeting* - Hadleigh Town Hall Wed 10th June 2015 at 6.30pm.

11.5 Babergh DC: *Village of the Year* - closing date for application is 22/05/2015.

11.6 St Elizabeth Hospice: *Sponsor a Nurse Campaign* - Funding - See Circulation bag.

11.7 Suffolk CC: *Broadband Rollout* - response from Mark Bee (Leader of SCC) to Council's letter regarding 'better' broadband within the parish. Also displayed at the Parish Meeting.

11.8 Circulation Bag

Clerks & Councils Direct: *Magazine*

Suffolk View: *Magazine*

Play Area Safety Inspection Report

SALC: * LAIS Up2Date 150428 * Training information

NALC: *Finance Topic Note F03-15* Local Audit & Accountability Act 2014 (Commencement Orders)

Safer Neighbourhoods - Babergh East: *Minutes of 25/03/15 meeting*

St Elizabeth Hospice: *Magazine etc.*

12. Recycling Centre: *to consider reports and to take any action deemed necessary.*

There have been 2 recent break-ins. In the first a large quantity of wiring was taken. It seems the perpetrators entered by climbing over the wire and left with the use of a ladder. The second wire cutters were used to gain entrance but it appears nothing was taken. Both were reported to the police.

The Clerk and Cllr Deacon had been advised to contact SCC, Head of Waste to discuss the issue of having to pay a landfill charge and to hopefully get some financial assistance. A response was received and we are waiting to hear further as to a meeting. Clerk/Cllr Deacon will follow up.

13. PIN MILL & Dinghy Park: *to receive reports/proposals and to take any action deemed necessary.*

Clerk reported she had issued 40 permits to date.

14. Affordable Housing and the Local Needs Housing Survey: (WG report) *to consider the way forward.*

Cllr Kirkup reported the scheduled meeting had again been cancelled. They would now submit some questions regarding the survey and to clarify the way forward, with a view to meeting with a member of the Housing Team at BDC. The Executive Summary was displayed at the Parish Meeting with a request for landowners to get in touch with either BDC or CAS, if they were in a position to offer some land. The survey had suggested that 9-10 affordable dwellings were needed within the parish.

15. Village Car Park: *update on private access and possible resurfacing.*

The resident had now erected a solid panelled fence and a single pedestrian access gate to the entrance of their garden.

Proposal: for Cllr Stevens to purchase the required hedging (possibly beech) to go in front of the fence.

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

Car Park maintenance: *Clerk reported* following the response at the Parish Meeting not to tarmac the car park due to the expense. She had received an advisory estimate of £400-£500 for granite chippings. The Chairman had spoken with Askews who had quoted £17 per tonne.

Proposal: to proceed with the resurfacing

Proposed: Cllr David Cordle **Seconded:** Cllr J Hawkins **Vote:** all in favour
Clerk and Chairman to arrange.

16. Playing Field: *to consider a picnic table for the Playing Field and to discuss future Grant for equipment.*

The Playing Field Cttee had been making enquiries into purchasing another picnic table for the playing field. The Chairman of the Cttee had been looking at costings. After a further discussion it was suggested that the Parish Council could donate a bench.

Proposal: to donate a picnic bench to the Playing Field Cttee to the maximum cost of £500.

Proposed: Cllr R Kirkup **Seconded:** Cllr D Barwick **Vote:** all in favour

Clerk to arrange. The type of bench to be decided by the Playing Field Cttee.

Cllr Hawkins spoke of having an outdoor table tennis table. He had seen some metal ones, which he thought appropriate. Clerk suggested that as they were not getting grant from Biffa that perhaps the 'table' could be added to gym equipment when applying for another grant.

The Clerk to follow up with the Chairman of the Playing Field Cttee.

17. FINANCIAL ITEMS:

Copies of all the accounts were circulated to Cllrs at the April meeting. They had also been displayed at the Parish Meeting and no comments had been raised.

17.1 Annual Accounts (Annual Return Form)

a) 2014-2015 accounts: *to consider approval of Receipts/Payments/Bank Reconciliation.* Copies of these were handed to the Cllrs.

Proposal: for the Chairman to sign acceptance of these papers as written.

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

b) Statement of Accounts and Annual Governance Statement: *to consider approval.* Copies were handed to the Cllrs.

Proposal: to approve Section 1 and 2 of the Annual Return and for the Chairman and the Clerk to sign.

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

The Clerk reminded Council that Annual Governance was looked at by the Finance Group in November 2014. Their report (Paper A) was presented to Council and minuted at the meeting of 2nd December 2014 (Pg 4 of 5 - Sheet no. 348).

c) Intermediate Review: *to consider*

The Clerk read out the additional requirements, one of which was to provide 2 sets of minutes showing evidence that a review of the budget had taken place during the year. Clerk was concerned that although balances/earmarked reserves were minuted every month, the auditors would not consider this to be sufficient. Cllrs felt that if there were any major expenses that had not been taken into account this would have been raised and discussed in full.

Clerk would take accounts and associated documents to SALC to carry out the Internal Audit as soon as possible.

17.2 Annual Subscriptions - to consider renewal of SALC & SPS & consider subscription to Local Council Public Advisory Service (LCPAS)

The Chairman felt that the LCPAS should be considered. They seemed to offer a similar service to SALC at a fraction of the cost. The Chair read out some of the training costs of SALC. Clerk explained that the CEO had worked for SALC as the DCEO for a number of years.

Proposal: to renew the memberships with SALC and SPS and to join the LCPAS for this year but to review the situation in 2016.

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

17.4 RFO's Monthly Report - April - Bank Reconciliation

		<i>Paid in</i>	Total	£14,414.66	
500171	Dinghy Permits: (20)		352.00		08 Apr
	Lloyds Bank: Interest April		2.16		09 Apr
	Babergh DC: Precept (50%) £12,215 & grant £1,221.50		13,436.50		10 Apr
500172	Dinghy Permits: (8)		128.00		23 Apr
	Chelmo' Recycling Centre: Skip Days cash		171.00		"
	Tennis Club: 2014-15 Annual payment		325.00		"
BALANCE on 30th APRIL 2015		Reserved	(included within total credit)		
Un-presented chqs:	00.00	3,177.00	Household Recycling Centre		
Treasurers Account	1,451.15	9,291.00	Playing Field (<i>Precept</i>) play equip.		
Business Instant Access Acc.	<u>64,107.16</u>	650.00	Tennis Courts		
		500.00	Housing Needs Survey		
		<u>3,800.00</u>	Village Hall (<i>Precept</i>)		
Total (in credit)	£65,558.31	£17,418.00			

Figures [] = VAT**1678 Silvertown Aggregates Ltd: Gravel for FP50 PAID** 70.00 [14.00] 84.00**17.5 Payments: to consider Payments to and other invoices arriving after the posting of this agenda****1679 a) Suffolk Assoc of Local Councils: Annual Subscription** 359.00
1680 b) Suffolk Preservation Society: Annual Subscription 25.00-----
1681 c) S A Meacock: Pin Mill Grass Cutting etc. 72.50**1682 d) Mrs F Sewell: Salary (Apr)** 658.54
Expenses: Wilkes (maintenance materials) 70.56 [14.13] 84.69 743.23**1683 e) BT Payment Services Ltd: landline installation** 192.08 [38.42] 230.50**1684 f) S. Sacker (Claydon) Ltd: Skip hire (green)** 262.00 [52.40] 314.40
Skip hire (general) 363.50 [72.70] 436.20 750.60**1685 g) Chelmondiston Parochial Church Council: Grant** 150.00**1686 h) Chelmondiston & Pin Mill Good Neighbours: Grant** 131.00**1687 i) Chelmondiston Playing Field: from Precept grant** 1,000.00**1688 j) Chelmondiston Village Hall: Precept grant (full)** 3,800.00**Proposal:** to approve payment of invoices listed: **a) 1679 to j) 1688****Proposed:** Cllr J Deacon **Seconded:** Cllr Dot Cordle **Vote:** all in favour**18. BT Telephone: to consider Direct Debit/Monthly Payment Plan****Proposal:** to set up a Direct Debit for future payment of**Proposed:** Cllr David Cordle **Seconded:** Cllr D Barwick **Vote:** all in favour
Clerk to arrange.**19. Reports of Other Business (not itemised):** to be included on next agenda if necessary.
Agenda De-fibrillator on the next agenda.**20. THE NEXT PARISH COUNCIL MEETING – Tuesday 2nd JUNE 2015 in the [VILLAGE Hall](#)**

There being no further business the Chairman thanked everyone and closed the meeting at 9.10pm.

Signed *David Cordle*.....

Date02/06/2015.....

These minutes were agreed to be a true record and were signed by the Chairman at the meeting held on 02/06/2015.