

MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 1st SEPTEMBER 2015 AT 7.30pm

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

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr David Wood, DCllr D 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. **LCPAS:** Local Council Public Advisory Service **CEP:** Community Emergency Plan. **VDF:** Village Development Framework

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

1. **Welcome by Chairman:** *Cllr David Cordle* welcomed everyone and opened the meeting at 7.30pm. **Apologies for Absence** were received from Cllr R Kirkup and Cllr J Deacon and were accepted.
2. **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.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 4th August 2015*
These minutes were taken as read and were agreed to be a true record by those who had been present and the Chairman was authorised to sign them.
4. **Matters Arising:** *to report on matters arising from the meeting on 4th August 2015*
None.
5. **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:** PCSO Joanne Adams was unable to attend. No crime report was available. The Clerk reminded Council of a *Priority Setting Meeting* on 16th September at East Bergholt High School at 7.30pm.
The minutes of their last meeting noted that Shotley residents were very unhappy with the lack of policing in their area. *See Circulation bag*
 - b) **County Councillor:** *David Wood* said he would be attending the East Bergholt meeting. Due to the cutbacks there would be less of these meetings in the future. The Council Tax for policing had been increased this year but it was questionable where it was being spent.
 - * *The Holbrook Academy:* 69% of students achieved 5 or more passes at A*- C, including English and Maths. Suffolk generally however, was still lagging behind other counties.
 - * *Broadband:* David would be meeting shortly with officers at SCC.
 - * *Recycling Centre:* David would be talking with the Portfolio holder. It was noted that there had been an increase in fly-tipping in Suffolk.
 - c) **District Councillor:** *Derek Davis reported*
 - * *Fly-tipping:* BDC were very keen for residents to report incidents in order to prosecute. Clerk confirmed that she had put a piece in the Chelplin about fly-tipping.
 - * *Village of the Year:* Shotley had won the Babergh round and had made the Suffolk 'final three'
 - * *HMS Ganges:* the Shotley Marina apparently are going to agree with the s106 for some part of the works, so the development will then go ahead.
Following questions from Cllrs - Derek confirmed that the Marina had already paid out some of the s106 monies (e.g. the new road along the front). He understood, the Marina only plan to build 15 homes initially. They have permission to build 70 in the first phase. They are asking for conditions to be lifted restricting them using Bristol Hill for the second phase, when they will build the extra 80 holiday homes, making a total of 150. Cllr Fox stressed the importance of repairing the Mast, a Listed Monument. Derek confirmed that it had been agreed that this would be carried out after a specified number of houses had been built.

- * *Policing*: Derek had met with the Police Commissioner and it was apparent that national crime was at the fore front and local crime was way down the priority list. It was unlikely that residents would receive a visit from the police if they had been burgled.

Clerk reported that DCllr Peter Patrick had been in contact and had offered his apology for not attending.

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

- a) **Planning Cttee:** No meeting.
- b) **Village Hall:** No meeting.
- c) **Playing Field:** * *new equipment/bench*
Picnic bench - the Clerk showed pictures of 2 benches; the smaller was not thought to be appropriate and Cllr Hawkins would check the size of the larger before an order was processed.
Keep Fit Equipment - Clerk reiterated that a survey would need to be carried out if applying for a grant. She had received information (a brochure) from another parish which had installed equipment following a survey. Cllr Fox offered to produce a survey form. The favourability of the scheme was in question.
Cllr Stevens reported - the Management Cttee now had a new member who would take over from Viv Gibbings.
- d) **FOOTPATHS, TREES & HEDGEROWS:** *The next meeting - 9th November 2015*
 - i) **FP -7A-** *to consider report & responsibility of maintenance*
Clerk reported - she had spoken with Mrs Edgell about the collapse of the path by the Grindle. Lee Foster had reinstated the fencing; by-passing the hole thus moving the footpath away from the area. It is thought that it is officially the landowner who has the responsibility of the path. Clerk to contact the RoW officer, as grants may be available. It was also suggested that Anglian Water should be informed.
 - ii) **Volunteers** *for cutting 2016 season.* Mr Rees was not able to continue cutting the footpaths next season. *See Correspondence.* Mr Cooper had said he would continue with his paths and would take on the other paths until a volunteer was found.
 - iii) **Trees Risk Assessment Report:** *to consider & take any action deemed necessary .*
The Clerk had forwarded the report by e-mail to Cllrs prior to the meeting. The Chairman considered it to be a very thorough report. A discussion followed.
Proposal: to accept the quotation for maintenance to be carried out as per the report.
Proposed: Cllr C Keeble **Seconded:** Cllr J Hawkins **Vote:** all in favour
- e) **Village Amenities:** *Assets maintenance report*
Cllr Chicken reported - **Seat* at Church Road and the **Notice Board* required attention. Clerk to arrange. Railings at Pin Mill *See Item 9*
- f) **Pin Mill Bay MCIC:** *The next meeting - 8th September 2015*
The Chairman would not be able to attend and Cllr Fox was asked and he agreed to attend in place of the Chairman. The Chairman to arrange.
- g) **VDF-WG:** *Cllr Kirkup* had sent in a report. There was a 48% return of questionnaires, which is more than enough to convince BDC that we have the support of the community. The 254 residents who returned their forms, showed an overwhelming support of the 8 listed objectives. *Next meeting - 17th September 2015.*
- h) **Housing Needs-WG:** *Update* DCllr Davis said someone with land to sell has offered BDC the opportunity to buy it, or at least work with a housing association, in order to build 10 affordable houses. The landowner also wishes to build a house to live in themselves. The Clerk had been in contact (emails) with BDC Housing enablers to enquire what was happening, as information regarding possible sites had been submitted to CAS, who in turn had sent them to BDC/MSDC some time ago. No information had been forthcoming. Council questioned why they had not been informed. Clerk will follow up.
- i) **Clerk's report:**
 - * *MP visit-update/agenda:* Meeting on 18th September in the Methodist stable room at Noon. After a discussion Clerk would agenda; Broadband; Affordable Housing Policy (Right to Buy) and the Peninsula Recycling Centre.
 - * *Footway repair:* Between St Andrew's Drive and the Main Road has been completed.

The railings at the St Andrew's Drive entrance had been removed to allow for wheelchair and mobility scooter access. Cllr Stevens commented on the mess that had been made of the grass area in the Drive.

- * *Jubilee Garden:* A WI committee member had arranged for a donation of £150, to be spent for the benefit of the village, from the WI Fund for Brightening and Improving Communal Gardens. It had been suggested having lots of bulbs, which would bloom next year, close to Mothers' Day and Women's World Day of Prayer. It was considered to be a wonderful idea. Clerk to respond with the Council's gratitude and to speak with Mr & Mrs Miller.

7. CORRESPONDENCE: *to take any action deemed necessary on correspondence received.*

- 7.1 Donation Thank You letters:** *EACH; The Befriending Scheme; DAB.*
- 7.2 Suffolk CC:** *Temporary Closure of Part of Footpath BR10 - Between Pin Mill Rd & Hill Farm Lane. Closed for maintenance, (Anglian Water).. 2nd to 4th September 2015.*
- 7.3 Suffolk Coast & Heaths:** **Volunteer Work Parties - looking for suitable projects in the AONB. The Chairman thought that if the Scattered Orchard project went ahead, clearing the area would be a suitable project.
* Saltmarsh Conference - 08/10/2015 Cllr Deacon will attend.*
- 7.4 BDC/MSDC:** *Annual Canvass - taking place during September, October and November. Aiming to get everyone on the Electoral Register for 1st December 2015. All Registers will be sent out by e-mail - encrypted.*
- 7.5 BDC/MSDC: Public Realm Service - Litter & Dog Waste Bin Emptying.** *The style and positioning of bins to be agreed with BDC, prior to installation. 50% of the actual cost of the service is charged to the PC and the other 50% is covered by the DC. The 50% charge is currently £30.88 + VAT per year per LITTER bin and £41.29 + VAT per year per DOG waste bin. The charge is reviewed annually in November. The contents are disposed of at the Energy from Waste facility at Great Blakenham. This disposal is paid by SCC.*
- 7.6 BDC/MSDC: Housing Allocation Policy Consultation .** *Discussions have arisen, as to how affordable dwellings are allocated following the introduction of the Core Strategy, Policy CS11 and the development of numerous Neighbourhood Plans. 3 options have been considered and they are seeking views on their preferred option. In Babergh their thoughts are to recommend the policy to cover Core and Hinterland villages. Existing schemes with a s106 in place will not be affected.*
- 7.7 Mr I Rees:** *Footpath strimming. Mr Rees will be unable to continue cutting the footpaths next season. It was agreed to write thanking him for all his work.*
- 7.8 Parking Complaint:** *Unknown writer - letter complaining about unreasonable parking. Council cannot consider action on issues when written anonymously. Clerk has forwarded a copy to PCSO Adams who responded: Highway Code recommends (guideline only) vehicles should not be parked less than 10m from a junction. Tickets could only be issued if the vehicle/s were causing a danger/obstruction to other road users, if there are no yellow lines.*
- 7.9 CEP Conference:** *13th November at Stowupland Village Hall.*
- 7.10 SALC:** *Courses - *Clerk's Networking Day 11th September and *Accounts & Financial Regulations 22nd September (£75). Council suggested Clerk should attend if she considered the course worthwhile.*
- 7.11 Lloyds Bank:** *cancelled cheque - confirmation of cancellation of cheque 001694 to SALC dated 02/06/2015, as lost. To be reissued. See Item 12.3*
- 7.12 S. Sacker (Claydon) Ltd:** *General notification of price increases. See Item 8*
- 7.13 BDC/MSDC: Licensing Act 2003 Locally Policy (20016-21) - *Consultation runs from 24th August 2015 until 19th October 2015 and can be viewed on the BDC website. Pass to Village Hall and the Community Council. See Circulation bag.***
- 7.14 Circulation Bag**
 - Suffolk Community Resilience:** *Newsletter* **CEP Conference:** *Details*
 - BDC/MSDC:** *Affordable Housing Newsletter* **LCPAS:** *August Newsletter*
 - SALC:** ** June-Minutes of Babergh Area Meeting. *Report to Area Meeting*
 - BDC/MSDC:** *Licensing Act 2003 Locally Policy (20016-21) - Consultation*

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

The Leader of SCC, Colin Noble has responded (e-mail dated 28/008/15) to the PC's letter asking for a contribution towards the cost of landfill. The Cabinet Member for Environment and Public Protection is considering the issue and will respond within two weeks.

9. PIN MILL & Dinghy Park: *to receive reports/proposals and to take any action deemed necessary. Grindle; Seats /Railings.*

The Chairman, with the Clerk, looked at the broken seat on the Common and 2 quotes were obtained for the repair [£110 and £75 + VAT]. The Chairman had agreed for the Clerk to proceed and the seat was reinstated for the Bank Holiday weekend by Webb's Maritime Ltd. *Railings in front of the seating area:* One section was highlighted as requiring maintenance in Cllr Chicken's report. The Chairman had also looked at the railings. After a discussion it was decided to carryout remedial repairs, as was previously suggested. The Clerk to organise. Cllr Fox suggested that a full repair/replacement should be considered in next year's budget. A small section of the Grindle on King's Boatyard side had to be cleared of weed growth. Clerk to arrange.

10. Defibrillator for phone box: **Community Heartbeat Trust - to consider further action*

Information had been circulated last month. Cllr Chicken thought that the East of England Co-Operative Soc. would provide the apparatus at no cost. The Clerk reported that she had been told by the Community Partnership Manager for the Ambulance Service that there were no cabinets available and he had suggested going through the Community Heartbeat Trust. Cllr Chicken would make further enquiries. Questions were asked about maintenance and who would be responsible for the apparatus. Maintenance was provided for the life of the machine.

11. Suffolk Coast & Heaths: *Scattered Orchard Project - Update & to consider further action.*

Clerk confirmed that both Tree Wardens were interested and willing to help. Further discussions were in hand with the owner of the land. The Clerk would obtain the necessary forms and make further enquiries before any decision was made.

12. FINANCIAL ITEMS:

12.1 RFO's Monthly Report: - August - Bank Reconciliation	£342.76	Paid in
Bank Transfer: Dinghy Permit: (1)	16.00	06 Aug
Lloyds Bank: Interest August	2.36	10 Aug
500178: Whip Street Motors: Metal	86.40	27 Aug
Recycling Centre: Skip Days cash (5wks)	238.00	

BALANCE on 31st AUGUST 2015	Reserved (included within total credit)
Un-presented chqs: 42.00	2,572.00 Household Recycling Centre
Treasurers Account 1,663.43	7,632.00 Playing Field - play equip.etc
Business Instant Access Acc. 52,316.88	650.00 Tennis Courts
Total (in credit) £53,980.31	£10,854.00

12.2 External Audit Report: *to consider approval /acceptance of Annual Return and to take any action as deemed necessary.*

The **Annual Return** had been signed by the auditor BDO LLP.

The **Issues Arising Report:** It was noted that additions or replacements of fixed assets in the year had been included in Box 9 of Section 1 with the VAT, which made the assets look over valued. This was discussed and the Assets Register would be amended as necessary. Box 9 should also be amended on the Annual Return for 2015-16.

Proposal: to approve and accept the Annual Return and the Issues Arising Report as signed by BDO for 2014-15.

Proposed: Cllr David Cordle **Seconded:** Cllr S Chicken **Vote:** all in favour

12.3 to consider Payments to: *and other invoices arriving after the posting of this agenda* [VAT]

1728 a) S A Meacock: Pin Mill Grass Cutting etc.		72.50
1729 b) Mrs F Sewell: Salary (Aug)		658.34
1730 c) BDO LLP: External Audit	200.00 [40.00]	240.00
1731 d) Babergh District Council: Brown bin		45.00
1732 e) S. Sackers (Claydon) Ltd: Skip Hire (Green £262; Gen. £303.50) [113.10]		678.60
1733 f) Suffolk Philharmonic Orchestra: Donation (s137)		10.00

1734 g) Webbs Maritime Ltd: Bench repair (Pin Mill Common)	75.00	[15.00]	90.00
1735 h) Peninsula Tree Services: Risk Assessment			150.00
1736 i) Suffolk Assoc. of Local Councils: Internal audit		[re-issue due to lost chq.]	222.00

Proposal: to approve payment of invoices listed: **a) 1728** to **i) 1736**

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

13. MINUTES: *to consider placing DRAFT minutes on the Website.*

The Clerk suggested that the DRAFT minutes, in particular those for Planning, could be put on the website. Although planning meetings were scheduled for every third week, of late there had been few applications; consequently minutes were not signed off for 2-3 months.

Clerk considered this to be legal, as long as each page was marked as DRAFT. However, she would check the legality.

Proposed: to put the draft minutes on the website providing it was legal and correct to do so.

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

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

None.

15. THE NEXT PARISH COUNCIL MEETING – Tues 6th October 2015 in the Village Hall at 7.30pm.

There being no further business the Chairman thanked everyone and closed the meeting at 9.12pm.

Signed*David Cordle*.....

Date06/10/2015.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 06/10/2015