

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE  
VILLAGE HALL ON TUESDAY 1<sup>ST</sup> MARCH 2016 AT 7.30pm**

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

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

**Public:** SCCllr D Wood, BDCllr P Patrick, BDCllr 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:** The Chairman, Cllr David Cordle welcomed everyone and opened the meeting at 7.30pm. **Apologies for Absence** were received from Cllr Dot Cordle, Cllr J Deacon and Cllr A Fox. Apologies 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.**  
Cllr David Cordle declared a *Pecuniary* interest in **Item 13** as he was part owner of the land being used for the orchard.
3. **Minutes of the Meeting: to agree minutes of the meeting held on 2<sup>nd</sup> February 2016**  
The Minutes were taken as read and were agreed to be a true record by those who had been present. The Chairman was given the authority to sign.
4. **Matters Arising: from meeting held on 2<sup>nd</sup> February 2016**  
None that are not itemised on the agenda.
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:** January reports on Hare Coursing (disputed) and damage to vehicles in Pin Mill Road and St Andrews Drive. Clerk was trying to arrange a Parish Forum meeting in Chelmondiston.
  - b) **County Councillor:** *David Wood reported* SCC would have a £5m shortfall but monies would be taken from Reserves, as thought necessary. The Council would receive a grant of £3.4m for social care. He reported on the Fire Service consultation and concerns raised about the cutbacks. His Locality Budget was to be cut back to £8,000. He would be travelling around the peninsula with Mr Merry from SCC looking at Highway issues.
  - c) **District Councillor:** *Peter Patrick reported* – BDC's budget had been passed and the Tax rate would be increased by £5 on Band D properties. The reduction of central government funding would lead to further cuts and there would be shortfalls of approximately £1m in 2017-18 and a possible £1.8m in 2018-19. They would be able to save some money through the new Homes Bonus. Restructuring of senior officers across BDC and MDSDC was in hand, with some redundancies and retirements.
  - d) **District Councillor:** *Derek Davis reported* – He had attended a consultation on various sites for future housing. He reported on the Ganges s106 agreement. Although sums had been agreed it was pointed out that these were governed by a profit margin set by the government. Therefore, amounts allocated could be reduced. All was being on hold awaiting the outcome of Woolverstone PC's request for Judicial Review.
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:** *Cllr Kirkup reported on Meeting of 01/03/16.* No applications but 2 decisions  
**B/15/01673 - Cote, 2 Main Road, Chelmondiston, IP9 1DS**  
*Erection of garage (following demolition of existing fire damaged garage)*  
Permission has been GRANTED by Babergh DC.  
**B/15/01654 - Land north of 5 Richardson's Lane, Chelmondiston, IP9**  
*Erection of proposed Holiday let accommodation with associated cart lodge*  
Permission has been GRANTED by Babergh DC - with conditions.

**Pin Mill Jetty** – residential/holiday let use

It was noted that the Dutch barge, “Twee Gebroeders” (TW), which is listed as a holiday B&B continues to operate from Pin Mill despite the restrictions of use pertaining to the application B/14/01403/FUL/LJB.

It has also been noted that another boat “Onderneming” is advertising holiday and long term lets and is operating from the same jetty. Again contrary to planning permission for the jetty.

The Cttee resolved to write to BDC Planning and Enforcement again to request a response as to why this jetty is still being used for residential holiday use, against the conditions stipulated when the planning application for the jetty was approved in 2014. A copy to be sent to the PMBMCIC.

- b) Village Hall:** No meeting. Clerk had been contacted re the posts & railings, as one post had collapsed. Peninsula Tree Services had been asked to look and Lee Foster confirmed that several of the posts were unstable. An estimate was given for both soft wood and oak posts. (£1,500 for oak). Clerk contacted the Chairman and all Cllrs, who agreed that oak posts be used. The Village Hall Cttee were concerned as this was a Health & Safety issue and asked that the work could be carried as soon as possible. Clerk has organised Peninsula Tree Services to do the work but she would strive to get 3 estimates for the posts and order them separately. The V. Hall has offered to help with the costs.
- c) Playing Field:**
- i) update on trees from previous meeting** – Clerk confirmed that the Tree Warden had looked around the trees – no immediate action required.
  - ii) grass cutting quotation for 2016 - to consider**  
Mr Hazelwood’s quotation for the 2016 season was discussed.  
**Proposal:** to accept Mr Hazelwood’s quote for the 2016 season.  
**Proposed:** Cllr J Hawkins **Seconded:** Cllr M Stevens **Vote:** all in favour
- d) Footpaths, Trees & Hedgerows:** *No meeting.* SCC with PRoW had constructed the new bridge over the Grindle on FP7A. Clerk to write and thank.
- e) Village Amenities: Assets maintenance**
- i) Quotation for Footpaths notice board – to discuss**  
**Proposal:** to accept the quotation from Mr Latter for the repair of the notice board at the entrance to the Pin Mill car park.
  - ii) grass/general gardening** - Clerk had spoken with a company who had made contact and she had been asked to provide photos of the area. No other enquires.
- f) Pin Mill Bay MCIC:** *report if available* No meeting.
- g) VDF-WG:** *Cllr Kirkup reported* - the final draft had been sent to BDC.
- h) Housing Needs-WG:** *DCllr Davis* - confirmed that the Chelmondiston project had been passed to another planning officer, who would contact the Clerk.
- 7. Clerk's report: actions required from last meeting & to consider any actions necessary.**
- i) Defibrillator:** *Cllr Kirkup* – An offer from The British Heart Foundation had been closed but the BHF would be promoting another offer in the spring/summer
  - ii) PCSOs:** Clerk was still waiting to hear whether other parishes were interested in having a meeting to discuss part funding. The Chairman asked SCC Wood for his views. Cllr Wood considered there would be no benefit in part funding a PCSO.
  - iii) Shared Access:** Clerk had asked for information regarding other sites/groups that the company had worked with. Felixstowe Lawn Tennis Club have just had flood lights installed.  
The Playing Field Management Cttee were keen to proceed. The first stage would be for the company to proceed with a Technical Site Survey (TSS) in order to agree a strategy for the site with the Mobile Network Operators (MNO). However, it was pointed out that the company were still waiting for the MNO to confirm that they definitely wanted to proceed with our site, as they were also looking at other possible locations. A discussion followed. If the survey went ahead, then the PC should ask for written verification of what would be involved prior to moving to a final agreement.  
**Proposal:** to write to Shared Access to confirm the PC’s interest and to ask them to move forward to the next stage with the TSS, if in agreement with the MNO.  
**Proposed:** *Cllr M Stevens* **Seconded:** Cllr David Cordle **Vote:** all in favour
  - iv) Easement Application at Pin Mill:** No update - This was unlikely to be resolved for several months.

- v) **Village Car Park:** *update on signs* – The Chairman asked SCCllr Wood for advice. As the car park belonged to the PC they could determine the conditions. Cllr Wood would make further enquires. The Clerk had circulated Legal Topic notes on the subject.
  - vi) **The Chelplin and Village Directory** – *update* Clerk understood that there had been difficulties in production and distribution due to a change of volunteers within the Community Council. This had hopefully been resolved.
- 8. CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
- 8.1 BDC/MSDC: Infrastructure Team** – A new Team responsible for administering CIL collection and spending and for monitoring s 106 agreements.  
<http://www.babergh.gov.uk/planning-and-building/community-infrastructure-levy-cil-in-babergh-2/>
  - 8.2 Holbrook Academy:** *A thank you* - for supporting the Endeavour Award at the presentation evening in December.
  - 8.3 SALC: PRECEPT** – NALC has advised that there is a possibility that councils may be contacted by the press regarding reports on recent rises in precepts from local councils. The Government has responded advising that Town & Parish Councils should protect their taxpayers from excessive council tax increases. If they fail to do so the government has the option of making them subject to the referendum principles in the future. The limit for principal councils is currently 2%, with an additional 2% to generate new income for social care costs. *See Circulation bag.*
  - 8.4 BDC/MSDC: Suffolk Year of Walking** – May 2016- April 2017 Parishes may apply for a trained *Walk Leader* to lead a walk in the local area. Limited to **one walk** per ward. **Berners Ward** -Erwarton, Shotley, Chelmondiston, Woolverstone, Freston. A minor Arts award of up to £250 is available, which can be used to provide a poet or storyteller for the event.
  - 8.5 Lloyds Bank: Business Account changes** – all credit interest will be paid as gross amount. Immediate clearance of Lloyds Bank cheques between Lloyds banks is being phased out. Therefore, all business cheques will follow the standard clearing cycle. (4<sup>th</sup> working day).
  - 8.6 Waveney Valley Community Archaeology Group:** The First World War Memorial Programme is a nationwide project coordinated by Civic Voice to show local communities how to care for and conserve and where necessary repair their war memorials, for which funding is available.  
Invitation to SALC members to attend a free workshop by Civic Voice at the Pennoyer Centre in Pulham St Mary on 19<sup>th</sup> March. *See Clerk for further details.*
  - 8.7 Spring Clean Babergh: Clean for the Queen** – weekend 4-6 March. The PC would hold the Litter Pick on 19<sup>th</sup> March 2016. Clerk to inform BDC and do posters.
  - 8.8 A Parishioner: Footpath enquiry** – A resident asked whether the gate at the bottom of Rectory Fields (bridleway), leading into the field and the gate on the top path leading into the National Trust plantation could be made more accessible for wheelchair and pushchair users. There is no legal requirement to make footpaths accessible to all and in some cases it is impossible. Clerk has responded. Take to footpaths meeting.
  - 8.9 Circulation Bag**  
LCPAS: *Newsletter* – March 2016  
SALC: *\*Minutes 30/11/2015 \*Babergh Area Meeting- Report for March 2016.*  
*\*Internal Audit – information. \*The Local Councillor – magazine \*Financial update & subscriptions*  
**Babergh East Police & Parish Forum: Minutes - 27/01/2016**
- 9. Recycling Centre:** *to consider reports and to take any action deemed necessary.*  
Sackers Ltd had issued a credit note for a wrong invoice. A new invoice had not been received. Following an altercation at the site an official complaint had been made to the police. Clerk has spoken with the complainant. Nothing further has been said.  
SCC funding – no further update. Clerk will liaise with Cllr Deacon.
- 10. PIN MILL & Dinghy Park:** *to receive reports/proposals-to take any action deemed necessary*
- 10.1 Dinghy Permits:** *to consider methods of payment.*  
After a discussion it was agreed that dinghy owners could pay by bank transfer if they wished. Clerk would amend the Annual Letter *and* Agreement Letter accordingly.

- 11. HMS Ganges:** *to consider request for support as to a challenge to the lawfulness of the decision*  
It was noted that the Chairman of Woolverstone PC had spoken with the Clerk regarding his Council's request. After a lengthy discussion the PC did not feel that they were in a position to support Woolverstone PC, as they were not party to the legal position on which Woolverstone were basing their case for requesting a Judicial Review. Clerk advised that any consideration for funding from the PC should be taken to a public/parish meeting.
- 12. Community Speed Watch:** *to consider a request for part funding with Woolverstone PC*  
Woolverstone had purchased the speed gun and had received training. The PC had always taken the view that speed reporting was a matter for the police and not private individuals. However, it was agreed to take this again to the Parish Meeting in May, as the Council had previously spoken of supporting any group of Chelmondiston parishioners who wanted to set up a Community Speed Watch Group.
- 13. Scattered Orchard Project:** *update and to consider agreement with land owners*  
*Cllr R Kirkup took the Chair (See Item 2).* As the land set aside for the community orchard belonged to R.F. Cordle & Sons it was considered prudent that an agreement was set up stipulating that the land could be used for the planting of fruit trees for the benefit of the community but that the land would remain in the ownership of R.F. Cordle & Sons in perpetuity. The agreement was read out.  
**Proposal:** to sign the agreement as read.  
**Proposed:** Cllr C Keeble **Seconded:** Cllr D Barwick **Vote:** 6 in favour; 1 no vote  
*David Cordle signed for R.F. Cordle & Sons; Cllr R Kirkup signed as Vice Chairman of the PC and Cllr C Keeble also signed as a member of the PC. This was witnessed by the Clerk. Cllr Kirkup stepped down and Cllr Cordle took the Chair.*
- 14. Chelpin Tennis Club:** *to discuss finance & future maintenance.*  
Clerk informed Mr Pink of the Club as to the moss cleaning, which would be carried out before the start of the season. The PC have been asked to look again at the condition of the net posts. This was discussed and Clerk will ask Mr Pink to liaise on site with Cllr Hawkins. The Club Cttee is prepared to contribute to the costs. Clerk has invoiced the Club for the 2015 season.

## 15. FINANCIAL ITEMS:

### 15.1 RFO's Monthly Report: February

i) <u>Bank Reconciliation</u>	<b>Total £1,427.36</b>	<i>Paid in</i>	
Lloyds Bank: Interest-February		2.26	09 Feb
HMRC: VAT reclaim		1,425.10	23 Feb

<b>Bank BALANCE on 29<sup>th</sup> FEBRUARY 2016</b>	<u>Earmarked</u> (included within total credit)
<b>Un-presented chqs:</b> 0.00	3,500.00 Household Recycling Centre
Treasurers Account 2,496.41	7,529.00 Playing Field ( <i>Precept</i> )
Business Instant Access Acc. 55,431.55	650.00 Tennis Courts
<b>Total (in credit) In Bank £57,927.96</b>	<b>£11,679.00</b>
Plus Cash (Float for skip days) 14.00	

### ii) Budget 2015-16:

<i>Monies to be banked:</i> Skip day cash	219.00
Chq from Whip Street Motors for metal	65.15
<i>Credits to come:</i> Waste Centre; Bottle and Paper	278.87
Bottle banks by V Hall	<u>376.24</u> <b>£939.26</b>

**Budget 2016-17:** SALC Internal Audit cost for 2015-16 accounts - £ 191.00 quoted.  
SALC Subscription for 2016 - £375.75

The Chairman questioned the necessity of continuing with SALC, as the cost seemed to be very high. Clerk to consider for next meeting.

### 15.2 Annual Statement of Internal Control: *to discuss & ratify*

Clerk read out the Statement and explained that the conditions/responsibilities had been discussed at the Advisory Finance Meeting in November 2015 and minuted at the 1<sup>st</sup> December 2015 meeting. The statement was required for Audit. All members were in agreement that the responsibilities and controls had been adhered to and the Chairman and the Clerk were authorised to sign.

**15.3 Financial Regulations:** *to discuss 2016 NALC updates and to ratify amendments*

Clerk had copied the revised regulations to Cllrs prior to the meeting, noting in particular the items on credit/debit cards and the new Public Contract Regulations 2015 (no.11). A discussion followed. The Clerk to make enquires about the PC having a credit card.

**Proposal:** to accept changes as discussed.

**Proposed:** Cllr R Kirkup **Seconded:** Cllr David Cordle **Vote:** all in favour

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

Figures [ ] = VAT

<b>1778 a) S A Meacock Garden Services:</b> <i>Pin Mill Grass Cutting etc.</i>	<b>72.50</b>
<b>1779 b) Mrs F Sewell:</b> <i>Salary (Feb)</i>	<b>658.54</b>
<b>1780 c) Mr David Hazelwood:</b> <i>Playing Field -Grass Cutting 2015</i>	<b>350.00</b>
<b>1781 d) Chelpin Players:</b> <i>Donation for lighting (s137) [resolved]</i>	<b>100.00</b>
<b>1782 e) Chelmondiston Village Hall:</b> <i>Room hire (2 @ £17)</i>	<b>34.00</b>
<b>1783 f) Mr B Miller:</b> <i>Jubilee Garden maintenance (2015)</i>	<b>250.00</b>
<b>1784 g) Sackers (Claydon) Ltd:</b> <i>Skip hire (general)</i>	389.58 [77.92] <b>467.50</b>

**\*1785h) Babergh District Council:** *Litter/Dog bin waste (Jan-Dec 2015) 639.12 [127.82]* **766.94**  
**£2,699.48**

**Proposal:** to approve payment of invoices listed: **a) 1778 to g) 1784**

**Proposed:** Cllr J Hawkins **Seconded:** Cllr C Keeble **Vote:** All in favour

**Proposal:** to approve payment of invoice listed (in post): **\*h) 1785** when received/checked for correctness

**Proposed:** Cllr R Kirkup **Seconded:** Cllr David Cordle **Vote:** All in favour

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

**17. THE NEXT PARISH COUNCIL MEETING** – Tues 5<sup>th</sup> APRIL 2016 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.40pm.

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

Date .....*05/04/2016*.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 5<sup>th</sup> April 2016.