

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 6<sup>th</sup> DECEMBER 2016 AT 7.30pm**

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

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

**Public:** SCCllr David Wood, DCllr Derek Davis

**Abbreviations:** Cllr: Councillor. PC: Parish Council. BDC: Babergh District Council. SCC: Suffolk County Council. B/MSDCs: Babergh /Mid Suffolk District Councils. CAS: Community Action Suffolk. PBMBCIC: 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. RoW: Rights of Way

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 opened the meeting at 7.30pm and welcomed everyone. **Apologies for Absence** were received from Cllr R Kirkup, Cllr J Hammond and Cllr J Hawkins. These 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.**  
No interests declared.
3. **Minutes of the Meeting: to agree minutes of the meeting held on 1<sup>st</sup> November 2016**  
These 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. **Public Participation Session: for the public to talk to Cllrs about items on the agenda AND to receive REPORTS (if available) from:**
  - a) **County Councillor:** *Dave Wood* gave a brief account of the *\*Devolution* scheme. Talks would go ahead with the government regarding a possible Suffolk only deal and or with the possibility of joining forces with some North Essex and Norfolk councils.  
*\*High Speed Broadband* - The Better Broadband website had been updated and if he was given a list of phone numbers, he would be able to confirm the situation for those areas.  
*\*Sizewell Consultation* - the proposed works would impact greatly on the AONB; cutting the area in half. The soil and spoil from the workings would reach a height of approximately 35metres. He encouraged Cllrs to have a look at the consultation, which runs until 3<sup>rd</sup> February 2017.  
*\*Highway matters* - the list of required works that the PC had submitted was being looked at. The Chairman asked DW to push for the road markings to be painted in on the newly resurfaced section of road at Woolverstone.
  - b) **District Councillors:** *Derek Davis* confirmed that BDC/MSDC had agreed for their Leader to continue in talks with the government regarding the Devolution plan.  
*\*The Foresters Arms* - matters were still being discussed with Health & Safety.  
*\*Tourism* promotional meetings were open to everyone. The Arthur Ransome celebrations were being discussed. Cllr Chicken confirmed that the Chelpin Projects Group would be organising celebrations for the village.  
**District Councillor:** *Peter Patrick* had sent his apology but had submitted a written report. He had met with the new Headteacher at the Primary School.  
*SCCllr Wood and DCllr Davis left the meeting.*
5. **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:** *Report on 08/11/2016 meeting*  
**APPLICATIONS:**  
**B/16/01423 – Land North of Broomfield Covert, Main Road, Chelmondiston IP9**  
*Notification under Part 16 of the Town & Country Planning (General permitted Development) (England) Order 2015. Erection of 1no. Emerson M35 battery cabinet to be installed within the existing telecommunications compound & installation of a temporary (tow to site) generator in the event of a power failure. This is to deliver the new Emergency Service Network (ESN) for police, fire and ambulance, which will replace the old Airwave system, which is unable to provide broadband data services. The Cttee recommended SUPPORTING the application.*

**B/16/01306/FUL - Longwood Cottage, 7 Richardson's Lane, Chelmondiston IP9 HP***Erection of single-storey side extension.***B/16/01307/LBC - Longwood Cottage, 7 Richardson's Lane, Chelmondiston IP9 HP** (For Listed Building Consent)

The dwelling sits within the Suffolk Coast and Heaths AONB. Cllrs did not consider that this proposed development would impinge on the AONB or on neighbouring properties. The plot was large enough to accommodate this further development. It was noted within the Statement that the Conservation Officer considered that the proposed extension would not affect any of the historic fabric of the main house, as it would be a significant distance away from the main house.

The Cttee recommended SUPPORTING both applications.

**DECISIONS:** Babergh DC have given notice that the following applications for P.P. were GRANTED

**B/16/01151/ROC – Shore Cottage, Pin Mill, Chelmondiston IP9 1JR***Erection of two-storey rear extension without compliance with Condition 2 of B/14/00901/FHA to enable consideration of an amended scheme.***B/16/01186/FUL – Land to East of Lings Lane, Chelmondiston IP9***Installation of a 24m slim line lattice tower supporting antennas & 600mm dishes, & cabinets.***B/16/01197/TCA – Valley Cottage, Pin Mill Rd. Chelmondiston IP9 1JJ***Crown reduction of 1 no. False Acacia tree***B/16/01274/TCA – ‘Saltings’, Orwell Rise, Chelmondiston, Ipswich IP9 1JL***Coppice 1 no. Hawthorn tree and raise crown of no. 1 Ash tree and remove dead wood.***B/16/01123/ - 22, St Andrews Drive, Chelmondiston IP9 1HU***Erection of new oil tank in front garden, (existing oil tank to be removed).*

**Babergh DC have given notice that the following application for P.P. has been REFUSED**

**B/16/001185/FUL – Little Barnes Nursery, Shotley Rd, Chelmondiston, Ipswich, IP9 1EE***Change of Use to Class3 dwelling house.*

These decisions were reported and no comment was deemed necessary.

**Pin Mill Jetty – Enforcement update - re Onderneming,** the Enforcement Officer had confirmed that no further action could be taken until a decision was made on the planning application, B/16/01100 that had been submitted, for a change to vary the condition of use for the jetty. Any action would depend on the decision made. The PMBMCIC had also submitted a recommendation that the application should be refused.

On very recently receiving copies of both the Head-lease between Ipswich BC and BDC and the sub-lease between BDC and the PMBMCIC, it was noted that mooring for residential purposes within the Management Area, which included the jetty, was prohibited. The Clerk had notified both DCllr Derek Davis and the Case Officer (for the application) of these clauses. This information would have been submitted with this Planning Committee's response to the application if they had been given sight of this copy at the time.

- b) Village Hall:** Cllr Keeble advised that there had been no meeting.
- c) Playing Field:** Cllr Barwick reported on the 15/11/2016 meeting. The grant from the precept was discussed. The cttee were very disappointed that a possible telecommunication mast (with associated finance) was very unlikely to go ahead now that planning permission had been granted for a mast near Lings Lane. There were no football games scheduled until the New Year.
- d) Footpaths, Trees & Hedgerows:**
  - i) Pollarding trees on the Common:** Clerk had asked Lee Foster (Peninsula Tree Services) for a quote for pollarding the willow and trimming back the alders adjacent to the Grindle.
  - ii) Footpath grass cutting: to discuss a way forward - volunteers needed.** Mr Cooper had decided to retire from cutting the footpath and from being a Tree Warden. The Clerk had informed Lee Foster, as the other Tree Warden. Clerk to follow up.
- e) Village Amenities: Asset maintenance review/Insurance – update**  
Clerk thanked Cllr Chicken and Cllr Hammond for going through the asset (insurance) register. They had questioned whether it was necessary to insure some of the lower valued assets. Cllrs were asked to look through the register and make any comments. See Circulation bag.
- f) Housing Needs -WG: Update & Review of the VDF - moving forward.**  
Clerk reported that Isobel Wright (Hastoe Housing) had met with the planning people at BDC/MSDC and would be carrying out her own site visits. She would then be in contact.
- g) Other:** Cllr Dot Cordle had attended a SALC/Babergh Area meeting at BDC Hadleigh office. Richard Watson had spoken on the NHS Ipswich & East Suffolk Clinical Commissioning Group Sustainability and Transformation Plan. (See Circulation bag).

Many complained that there was no heating in the venue. Cllr Cordle was not happy to attend again, during the winter months, unless this was rectified. Clerk would write to SALC.

**6. Clerk's Report: and to consider any actions necessary**

**i) updates - report from previous meetings**

\**Police & Parish Forum*: Date for next year 5<sup>th</sup> July 2017 in Village Hall.

\**Websites*: CAS Onesuffolk have now sorted out a glitch with dragging data.

Clerk went to a seminar given by *2commune* who specialise in providing websites to local councils. (They host the SALC site). The aim is to improve communication and save staff time by joining up information and service delivery across local governments. Several of those present at the seminar considered the product to be too expensive for small councils. Information was passed to Cllr Deacon.

\* *SCCllr Wood* had reported that SCC Highways were aware of the list of things that needed attention. However, there was no guarantee as to when the works would be done.

Cllr Deacon reported that the 30mph signs coming into the village from Woolverstone could not clearly be seen at night and should perhaps be replaced.

\* *Pin Mill Notice Board*: Clerk suggested that the painting be carried out in the spring.

\* *Courses*: Clerk had been unable to attend the Health & Safety Course by LCPAS.

She along with Cllr Kirkup had attended the Plans & Business Plans Course at SALC.

*See Circulation bag*. The Clerk considered that the council was covering some of the issues discussed. However, it was becoming more apparent that auditors and grant providers were looking to see evidence of business planning.

**ii) BDC - Arthur Ransome Events** – There would be planned events over peninsula next year. The Chelplin Projects would be hosting an event at Pin Mill.

**iii) Other**: Clerk attended the Chelplin Projects AGM. They would be organising some events and would be writing to the PC for permission to use Pin Mill Common for the celebrations. The November 5<sup>th</sup> Firework Night would very hopefully go ahead next year, as several people had offered their assistance.

\* *Recycling Xmas trees*: Collection point - Collimer Close Car Park. Real trees can be left there on 7<sup>th</sup> and 8<sup>th</sup> January 2017. Posters would be put up.

\**Endeavour Award – Holbrook Academy*: The Chairman had attended the presentation evening. Unfortunately the recipient of the award was delayed (train) and was not able to be present.

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

**7.1 Suffolk Police & Crime Commissioner: Suffolk Local Policing Review** – requesting feedback on how the new model is working. Cllrs considered that they had so little practical experience of seeing a policeman they felt unable to comment. Clerk to respond.

**7.2 SALC: Lobbying - Dependants' Carers' Allowance (DCA)** – should parish Cllrs have the same rights as principle authority Cllrs to be able to claim the DCA in order to attend parish council meetings? Following a discussion, it was considered that Cllrs should be able to claim. Clerk to respond.

**7.3 BDC/MSDC: Street Name & Numbering Service**. In 2010 it was decided that Town/Parish Councils and not the developer, would be invited to suggest road names for new developments. Can Council supply a list of appropriate street names that can be held on file for a new development? Take this to the Parish Meeting in May if possible.

**7.4 Suffolk CC: Suffolk Minerals & Waste Local Plan - Issues & Options Consultation** discusses the proposed changes to be made to the existing minerals and waste policies. Final date 06/02/2017. Includes proposals to close waste sites at Eye/Yaxley, Foxhall, Gt Blakenham, Layham, Sroughton & Thorington. *See Circulation bag*. Council had serious concerns as to the possible removal of the Foxhall site. Any site closure would invite fly-tipping. Clerk to respond.

**7.5 Fresh Start - New beginning: Charity** - request for a donation. *See Circulation bag*.

**7.6 Circulation Bag**

**SALC**: \*2016 December Report to Area Meeting. \* *Babergh Area Meeting* 5<sup>th</sup> Sept. Minutes

**BDC/MSDC**: *Town/Parish Council Newsletter* – November

**Safer Neighbourhood Team Report**: Nov 2016

**Clerks & Councils Direct**: Magazine

**NHS**: *Suffolk & NE Essex - Sustainability & Transformation Plan*

**St Elizabeth Hospice**: Booklet

**Fresh Start - New beginning**: Charity

**Suffolk Coast & Heaths:** *AONB November Newsletter*  
**Suffolk CC:** *Suffolk Minerals & Waste Local Plan - Issues & Options Consultation*  
**East of England Ambulance Service:** *CPAD site - Information booklet etc.*  
**Suffolk & North East Essex Sustainability & Transformation Plan:** *NHS*  
**PC Finance:** *Risk Assessment & Management 2016-17 updated*  
**Asset/Insurance Register:** *Updated - Comments welcome*

**8. Pin Mill Bay Management CIC:** *update on meetings and to discuss a way forward.*

The scheduled meeting for 9<sup>th</sup> November with the PC, BDC and the PMBMCIC had gone ahead without the PC. The PC had been asked to step down as the Company, apparently, was not in a position to meet with the PC. The Company had since forwarded a response to the PC's concerns as raised with BDC at their previous meeting. This had been forwarded to all Cllrs along with a further response drafted by Cllr Kirkup. Council considered that Cllr Kirkup's draft was very much to the point and was very well received. The PC was saddened by the tone of the Company's letter, which was dismissive of the Council's concerns and didn't recognise legitimate worries regarding such things as the breaching of planning regulations and the apparent disagreements between directors. A long discussion followed and it was considered it would not be appropriate or beneficial to meet with the Company without BDC being present.

**Proposal:** to write a further letter to the Company with the points raised in the draft and to press for a meeting with all parties as soon as possible. Copies to be sent to BDC.

**Proposed:** Cllr David Cordle **Seconded:** Cllr A Fox **Vote:** all in favour  
 The letter (draft) to be forwarded to all Cllrs prior to sending for approval.

**9. Defibrillator:** *update*

**9.1 Purchase of external cabinet:** Clerk had been in touch with the Ambulance Service. See Circulation bag. She had sourced on-line suppliers of cabinets, which for a stainless steel lockable cabinet would cost in the region of £600-£700. The V. hall had suggested the front external wall near the porch for positioning, which would be close to an electricity point. The electrics and fittings would be extra.

**Proposal:** to purchase an outdoor cabinet with necessary fittings.

**Proposed:** Cllr Keeble **Seconded:** Cllr M Stevens **Vote:** all in favour

It was suggested that SCCllr D Wood may like to make a contribution from his Locality Budget. Clerk to write.

**9.2 Arrange training:** Cllr Kirkup had confirmed that Sarah Hopkins had offered training. Agenda for another meeting.

**9.3 To consider a Custodian:** Agenda for another meeting.

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

Clerk reminded Council that skip and landfill tonnage costs had increased from 1<sup>st</sup> December. Mr Nunn had reconsidered the purchase of a caravan for the site as he was concerned that it may invite break-ins, so he was reluctant to proceed.

**11. PIN MILL: Dinghy Park/Grindles:** *to receive reports - to take any action deemed necessary*

**i) Parking issues:** *update and to discuss a way forward.*

Clerk had written up some small 'No Parking' notices. Mrs Curtis (King's Boatyard) thanked the PC but they did not feel they were in a position to place these notices on the parked vehicles. They considered that the majority of the vehicles were owned by tradesman working on the boats moored to the jetty opposite Webb's Boatyard.

A discussion followed regarding the positioning of signage. It was pointed out that if restriction were put in place this would mean that boat cradles operated by the boatyards should NOT be left in the area.

Clerk confirmed that there had been several complaints from residents when a very large cradle was left in the area, which made access to the Hard extremely difficult.

Clerk to write to the Boatyards.

**12. FINANCIAL ITEMS:**

**12.1 RFO's Monthly Report:** *\*Nov Bank Reconciliation*

<b>Lloyds Bank:</b> <i>Interest-November</i>	2.71	10 Nov
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Total paid in Nov	<b>£2.71</b>	
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<b>Bank BALANCE on 30<sup>th</sup> NOVEMBER 2016</b>		<b>Earmarked</b> (included within total credit)
<b>Un-presented chqs:</b>	00.00	4,000.00 Household Recycling Centre
Treasurers Account	1,016.49	9,155.00 Playing Field ( <i>grant</i> ) – play equip.
Business Instant Access Acc.	65,953.68	00.00 Tennis Courts
<b>Total (in credit) In Bank</b>	<b>£66,970.17</b>	<b>£13,155.00</b>
Plus Cash (Float for skip days)	14.00	

**12.2 Advisory Finance Group: report of meeting - 28/11/16 and to discuss recommendations**  
 The Clerk distributed information to Cllrs and went through the report.  
 A copy of the Notes from the AFG meeting were included in the Budget Breakdown Packs handed out to all Cllrs.

Notes of the AFG meeting to be attached to the minutes.

As seen in the Notes a review of the System of Internal Control and the Effectiveness of the Internal Audit were reviewed as per the Accounts and Audit (England) Regulations.

**a) Internal Control**

*These notes and recommendations must be considered by Cllrs prior to A Statement of Internal Control for the Year Ending 31<sup>st</sup> March 2017 being agreed by Council and signed by the Chairman. Agenda for February/March meeting.*

As part of the Risk Assessment (*See Circulation bag*) a sealed envelope with bank details and passwords (bank and computer) should be held by 2 Cllrs in case of emergencies and if the Clerk/RFO was away. One envelope is held by the Vice Chairman. The Chairman felt, as he was not computer literate that his sealed envelope should be held by another Cllr.

**Proposal:** for Cllr John Deacon to hold the sealed envelope.

**Proposed:** Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** all in favour  
 Cllr Deacon was happy to accept.

**b) Internal Audit - to consider an Internal Auditor for 2016-17 accounts.**

Clerk advised Council that it had been recommended at a finance seminar to occasionally change the Internal Auditor to have a 'fresh pair of eyes' looking over the business.

**Proposal:** to ask LCPAS to be the Internal Auditor for the 2016-2017 accounts.

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

**c) Provisional Budget 2017-18 - to discuss and consider reserves**

The Clerk explained the budget as it stood to date and how the future *provisional* budget compared. The Advisory Group had suggested amending certain details. Concern had been raised by the grant requested by the Playing Field Cttee, which appeared to be rather high.

A quotation had been received from Mr Meacock for the grass cutting at Pin Mill for 2017 season. Agenda for January.

**d) PRECEPT 2017-18 - to discuss**

The Clerk reminded Council that the government had not yet made a ruling on whether all Parish/Town Councils would be subject to a referendum if the precept was increased by 2% or more. BDC had forwarded the Tax Base, which if divided into the proposed precept would give you the Council Tax Band D figure.

Following a discussion, the Chairman advised that Cllrs should look through the Budget Packs in their own time and then discuss the matter further at the January meeting when a final decision on the precept could be made. This was agreed.

The Chairman and Cllrs wished to minute their appreciation to the Clerk.

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

Figures [ ] = VAT

**1856 a) S A Meacock Garden Services: Pin Mill Grass Cutting etc. 72.50**

**1857 b) Mrs F Sewell: Salary (Nov) 668.76**

**1858 c) Suffolk Assoc. of Local Councils: Training**

*\*Digital by Default £20.00 \* Action/Business Plans (2) £50.00 [14.00] 84.00*

**1859 d) Community Action Suffolk: Onesuffolk website hosting £50.00 [10.00] 60.00**

**1860 e) Holbrook Academy: Endeavour Award (s137) 30.00**

<b>1861 f) Chelmondiston Village Hall: Room hire (2 sessions)</b>		<b>31.00</b>
<b>1862 g) S. Sackers (Claydon) Ltd: Skip Hire</b>	£445.00 [89.05]	<b>534.31</b>
<b>1863 h) Mr Keith Cooper: Footpath expenses</b>		<b>81.50</b>
<b>1864 i) Mrs R Kirkup: Travel expenses to SALC (Claydon) @ 45p a mile</b>		<b>12.60</b>
<b>1865 j) Mr Edgell: (Reimbursement) Wreath for Remembrance Day (s137)</b>		<b>30.00</b>
		<b>£1,604.67</b>

**Proposal:** to approve payment of invoices listed: **a) 1856 to j) 1865**

**Proposed:** Cllr A Fox                      **Seconded:** Cllr D Barwick                      **Vote:** All in favour

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

**14. THE NEXT PARISH COUNCIL MEETING – Tues 10<sup>th</sup> January 2017 in the [METHODIST Hall](#).**

There being no further business the Chairman thanked everyone and closed the meeting at 9.27pm.

Signed .....*Cllr David Cordle*..... Date .....10/01/2017.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 10<sup>th</sup> January 2017.