

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 7<sup>th</sup> MARCH 2017 AT 7.30pm**

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

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

**Public:** None

**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. **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. **RoW:** Rights of Way. **TAG:** Tourism Action Group

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 and to receive and consider Apologies for Absence.**

Cllr David Cordle welcomed everyone and opened the meeting at 7.32pm. *An apology* was received from Cllr Kirkup; this was accepted.

DCllr P Patrick was unable to attend. SCCllr D Wood and DCllr D Davis were involved with other meetings but hoped to attend later.

**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.**

Cllrs Stevens, Hammond, Hawkins declared a *non-pecuniary* interest in **Item 11j)** as they were related by a marriage.

**3. Minutes of the Meeting: to agree minutes of the meeting held on 7<sup>th</sup> February 2017**

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: David Wood** – written report: *\*Parking:* Suffolk Police are going to stop policing illegal parking on yellow lines (de criminalising it). It will become the responsibility of SCC. The responsibility will be passed on to the District Councils with a cash initiative. BDC/MSDC have not agreed to participate; Ipswich BC will be responsible for of our area. The transfer of powers will take 2 years. It will still be the responsibility of the Police until then, when instead of being a criminal matter it will become a civil matter.

*\*Holbrook Academy:* 120 places are available for the September intake. 107 places have been allocated leaving 13 still to be taken.

*\*AONB Extension:* Public consultation will not take place until after the elections in May.

*\*Community Transport:* A meeting in Stutton revealed a lot of unhappiness on the Peninsula regarding the new service (or lack of it due to cuts). David is working with others to try to get a survey together to see if they can get a ‘community’ car.

*\*Highway Issues:* These have been reported but not a lot has been rectified. Further problems should be reported to David.

**b) District Councillors: Derek Davis** - written report: *\*Ganges site:* looking to ensure we all work with the developers to keep disruption to a minimum. He will be asking PCs for ideas, or things they particular would like to see or be done to help in this.

*\*Foresters Arms:* He is not aware of any appeal being made following the refusal of Planning Permission.

**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:** No meeting. White House Farm and Mill Farm House have been granted Planning Permission. Little Barnes Nursery - appeal dismissed.

**b) Village Hall:** No meeting.

**c) Playing Field:** *Cllr Hawkins* had reported to the Tree Warden a dangerous branch, which was hanging from a tree in the woodland area. The Cttee has purchased a new picnic bench.

- d) Footpaths, Trees & Hedgerows:** Cllr Cordle confirmed that Philip Stroud had joined the team and would be cutting the footpaths with additional help from Lee Foster if necessary. Clerk confirmed that she had alerted RoW of the broken/missing sign posts, and had written to two residents of Orwell Drive regarding their hedges, as requested.
- e) Village Amenities:** *Asset maintenance* Clerk had forwarded copies of photographs of assets to Cllr Barwick. They would begin monitoring from April for future maintenance.
- f) Housing Needs -WG:** *Update* Hastoe/CAS and the PC had met on 9<sup>th</sup> Feb to discuss the preferred options for development sites. 2 sites were now on the table for discussion with landowners/BDC. The group was not in a position to speak publicly about the sites until after landowners had been approached by Hastoe/CAS. Clerk had asked Hastoe for an update and it was hoped that this would be available for the April PC meeting.
- 6. Clerk's Report: and to consider any actions necessary**
- i) updates - report from previous meetings**
- \*Fly-tipping** - on the Bridleway adjacent to the Recycling Centre. An Environmental Health officer had visited the site [15/02]. Clerk had forwarded details of the landowner, (Steeplwick Farming Company) to BDC.
- \*SpeedWatch: A Sterling (Coordinator)** – Still waiting for Woolverstone PC to forward copies of purchase orders of the equipment in order for the PC to make payment for their share of the cost.
- Re: Item 8.1 Millfield**– the Housing Association is waiting for maintenance work to be finished prior to advertising the vacancy.
- ii) Defibrillator: update on training.** A CPR and a defibrillator training session has been arranged with the Over 60s for Thursday 13<sup>th</sup> April in the afternoon followed by a session for the public at 8pm (Clerk & Sara Hopkinson). The Clerk will be advertising the evening session.
- \*Primary School** – as part of the PC's involvement with the school, *as a competition*, the children are going to make A4 posters advertising the new defibrillator. The winning poster will be displayed around the village.
- Clerk has produced guidelines for the competition and a leaflet, which the children will be taking home with them.
- \*A log book** has been put in the cabinet for custodians to sign when the defibrillator has been checked.
- iii) Other:**
- \*Website** – Clerk is in the process of updating the site.
- Suffolk Cloud** – training courses (£25 each). Clerk and Cllr Deacon both considered it would be sensible to see whether the updated *Silverstripe* system was worth the effort and cost of moving the website to a different server.
- Proposal:** For the Clerk and Cllr Deacon to attend the courses if available.
- Proposed:** Cllr A Fox **Seconded:** Cllr J Hammond **Vote:** all in favour
- \*Babergh East, Police and Parish Forum** – notes from January meeting.
- Sgt. Milbourne purported that every Parish is visited every week at some point.
- SpeedWatch figurers – no returns from Woolverstone. *See* Circulation bag.
- \*Rural Services Network – Police Strategy to Cut Rural Crime** – Clerk has put this on Shaun's Shorts Facebook page. *See* Circulation bag. The strategy is very unclear. Comments can be made on line.
- \*Community Payback Team** - Clerk has been in contact with Pauline McGlynn *Placement Co-ordinator* and has suggested the CPT could be engaged to cut back the verges along the footway between the shops and the turn off to Woodlands along the Main Road. This has been reported to SCC twice. A discussion followed and the Clerk would arrange for a site visit.
- \*Outdoor Gym – Streetscape** has contacted the Clerk regarding a previous order. They offer a service, assisting with an **Awards For All Bid**. The PC doesn't pay for this service. Cllr Fox suggested this is passed to the Chairman of the Playing Field Cttee.
- \*PC Vacancy** – now re-advertising. Have invited a resident to a meeting. Clerk to check certain criteria.

- 7. CORRESPONDENCE: *to take any action deemed necessary on correspondence received.***
- 7.1 Suffolk County Council: Notification of Temporary Traffic Order – Closure of B1456, Main Road – outside of “Byways” (opposite Foresters’ Arms) on **Tuesday 21<sup>st</sup> March** between the hours of **19:30 and 23:30**. Replacement of manhole frame and cover. Letter advises of alternative route. This will affect those living in Shotley.**
- 7.2 Suffolk Coast & Heaths: Landscape Partnership Schemes –** information regarding a bid for lottery funding for a major new project around the Stour and Orwell estuaries. A bid of around £1.8m must be submitted by the end of May 2017. A member would like to talk with the Council to discuss the plans.
- 7.3 PCC - CC Public Meetings: Proposed Dates and SNT Locations –** Ipswich South East: 10<sup>th</sup> May. Ipswich Central: 20<sup>th</sup> September. Ipswich West: 17<sup>th</sup> October. Hadleigh: 15<sup>th</sup> November. Further dates available in other areas. *See* Circulation bag.
- 7.4 Mr A Cook: Pin Mill Road hedges –** A response to letters written from Cllr Kirkup followed by a letter from the Clerk, regarding a hedge bordering Pin Mill Road. [Letters sent as requested by FPs, Trees & Hedgerows Group].
- 7.5 Circulation Bag**  
**Peninsula Tourism Action Group (TAG): Meeting –** 7<sup>th</sup> March Agenda and Notes of 8<sup>th</sup> February meeting. *Facebook pages:* [www.facebook.com/groups/ShotleyPeninsulaTAG/](http://www.facebook.com/groups/ShotleyPeninsulaTAG/)  
[www.facebook.com/Arthur-Ronsomes-East-Coast-180180302451525/](http://www.facebook.com/Arthur-Ronsomes-East-Coast-180180302451525/)  
**PCC-CC Public Meetings and SNT Locations: proposed meeting dates**  
**Wickstead Playgrounds & Hags Playgrounds: Brochures -** Playing Field Cttee  
**Suffolk Coast & Heaths: AONB February Newsletter**      **Clerks & Councils Direct: Magazine**  
**Babergh East, Police & Parish Forum: Notes of 18<sup>th</sup> January meeting**
- 8. Pin Mill Bay Management CIC: *update if available***  
 Clerk had received an email from BDC (Kate Lowe) with an attached draft letter regarding the vacancy on the Board of the PMBMCIC, for someone to represent the Houseboat owners at Pin Mill, following the resignation of Mr David Potter. BDC’s intention was to send this letter from BDC, CPC and the PMBCo to the owners, as soon as possible. A lengthy discussion followed. Council had previously agreed to hold back from involvement with the Company until issues raised regarding the resignations of Directors, and those raised at the February meeting had been addressed. With regard to 22.4 of the Articles of Association, it was understood that BDC and the PC would meet to discuss the ‘method’ of appointments and these discussions had yet to take place. Members were in total agreement that the Council should not be involved with this letter and that the letter should not be sent out at this time. Clerk will respond accordingly.
- 9. Recycling Centre: *to consider reports and to take any action deemed necessary***  
 Mr Nunn had questioned the possibility of opening the site up on a Wednesday. Cllrs felt this would be acceptable, if he was prepared to manage it. Cllr Stevens would not be available to help out. Clerk would talk to Mr Nunn.  
 It was agreed to have a health and safety policy for the site. Clerk to draw up for next meeting.
- 10. PIN MILL: Dinghy Park/Grindles: *to receive reports - to take any action deemed necessary***
- i) Parking: *update.*** ‘No parking’ signs are up on the foreshore. Parking on the double yellow lines has been reported to the police by a resident. Clerk has also reported it to the Police Neighbourhood Team Forums.
- ii) Pest control:** Reports of rats by the toilets and bins. Clerk has contacted BDC. The contractor is now visiting on a more regular basis.
- iii) Memorial request – *update.*** Clerk had written to those on the register. The second person on the register has confirmed they wish to remain on the list. Clerk has mentioned this to the Chairman of the Chelpin Projects. Cllr David Cordle was happy for the Community Orchard (private land) to ‘house’ a memorial seat. A discussion followed. Clerk would speak with Chelpin Projects and Lee Foster, as to the viability of using this area.
- iv) Quote for Dinghy Permit stickers - *to approve.***  
 Quote of £103.75 plus VAT from P& J Labels. Council has been working with this company for many years and the Clerk considers this price to be acceptable.  
**Proposal:** To accept the quote as given.  
**Proposed:** Cllr J Deacon    **Seconded:** Cllr Dot Cordle    **Vote:** all in favour

**11. FINANCIAL ITEMS:**

**11.1 RFO's Monthly Report: \*Feb Bank Reconciliation**

MONIES PAID IN – to Treasurer's Account

<b>Lloyds Bank: Interest</b>	2.70	09 Feb
<b>500227: Peninsula Recycling Centre – Skip Days (Cash-7wks)</b>	312.00	28 Feb
Whip Street Motors (Chq - Metal)	129.40	
Chelplin Tennis Club – annual payment	<u>325.00</u>	
	<b>Total paid in</b>	<b>£769.10</b>

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**1881 PWS: Wiring of AED cabinet. [Cheque returned due to VAT error on invoice](#) 273.60**

**1882 Chelmondiston Playing Field Management Cttee:**  
 Request for monies(grant) held by the Parish Council **£2,000.00** 24 Feb

<b>Bank Balance 28<sup>th</sup> FEBRUARY 2017</b>	<b>Earmarked: included within total credit</b>
Un-presented cheques <b>2,075.00</b>	4,400.00 Recycling Centre
Treasurer's Account 3,853.75	7,155.00 Playing Field (Precept grant)
Business Instant Access Acc. <u>59,361.83</u>	<u>325.00</u> Tennis courts
<b>Total (in credit) In Bank 63,215.58</b>	<b>11,880.00</b>
Plus Cash (Float for skip days) 14.00	

**11.2 Grass cutting quote for Playing Field 2017: to approve**

**Proposal:** to approve Mr Hazelwood's quote (£375) for grass cutting of the Playing Field.  
**Proposed:** Cllr J Deacon **Seconded:** Cllr Dot Cordle **Vote:** 4 in favour, 4 abstentions

**11.3 End of Year Reserves: to discuss**

The Clerk passed around copies showing the monies in the accounts, earmarked amounts and suggested amounts for further earmarking or ringfencing.  
 The Chairman advised Cllrs to consider the suggestions so that a proper discussion could take place at the next PC meeting.

**11.4 Internal Control Statement for year ending March 2017: to approve**

Internal Control had been discussed at the AFG meeting and at the PC December meeting.  
 Brief discussion followed.  
**Proposal:** to adopt/approve (Chairman and the Clerk to sign) the above-named Statement.  
**Proposed:** Cllr C Keeble **Seconded:** Cllr M Stevens **Vote:** all in favour

**11.5 To consider Payments to: and other invoices arriving after the posting of this agenda**  
 Figures [ ] = VAT

<b>1883 a) S A Meacock Garden Services: Pin Mill grass cutting etc.</b>		<b>72.50</b>
<b>1884 b) Mrs F Sewell: Salary (Feb)</b>	668.56	
Stationery	3.71 [0.74]	4.45
Subsistence- 6mnths (Room, heating, broadband, tel)	<u>150.00</u>	<b>823.01</b>
<b>1885 c) Chelmondiston V. Hall: Room hire (Feb/Mar)</b>		<b>34.00</b>
<b>1886 d) Chelmondiston Methodist Church: Room hire (Jan)</b>		<b>12.00</b>
<b>1887 e) Mr B Miller: Jubilee garden maintenance 2016/17</b>		<b>250.00</b>
<b>1888 f) Babergh District Council: Litter/dog bin emptying</b>	639.12 [127.82]	<b>766.94</b>
<b>1889 g) Holbrook Parish Council: Cllr training course</b>		<b>112.53</b>
<b>1890 h) Mr D Hazelwood: Playing Field -grass cutting 2016 season</b>		<b>350.00</b>
<b>1891 i) Chelmondiston Playing Field Management Cttee: Pavilion hire (Planning)</b>		<b>40.00</b>
<b>1892 j) Mr R Carless: Reimbursement for property damage</b>		<b>100.00</b>

**Proposal:** to approve payment of invoices listed: **a) 1874 – i) 1891**

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

**Proposal:** to approve payment of invoice listed: **j) 1892**

**Proposed:** Cllr David Cordle **Seconded:** Cllr A Fox **Vote:** 5 in favour 3 abstentions

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

**13. THE NEXT PARISH COUNCIL MEETING – Tues 4<sup>th</sup> APRIL 2017 in the [VILLAGE HALL](#)**

There being no further business, the Chairman thanked everyone and closed the meeting at 9.08pm.

Signed ...Cllr Colin Keeble.....

Date ...04/04/2017.....

The minutes were agreed to be a true record and were signed by the Chairman, Cllr Colin Keeble at the meeting held on 04/04/2017