

MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the VILLAGE HALL on TUESDAY 4th JULY 2017 at 7.30pm

Present: *Councillors:* David Cordle, R Kirkup, J Deacon, C Keeble, Dot Cordle, D Barwick and M Stevens,

In attendance: Fran Sewell - Parish Clerk

Public: DCllr D Davis. 18 members of the public.

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 and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded. *This does not extend to live verbal commentary.*

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.33 and welcomed everyone. He explained that this was not a public meeting but a meeting held in public where there was a section on the agenda (**Item 4**) for the public to raise questions regarding items on the agenda. However, the PC was keen to listen to residents' views, so if anyone wished to speak during the meeting they should raise their hand. If it were appropriate they would be able to speak.
Apologies for Absence were received from Cllrs Fox, Hammond and Hawkins. These were accepted.
SCCllr Dave Wood sent his apology, as he was attending an LGA conference in Birmingham.
DCllr Peter Patrick sent his apology, as he was unable to attend.
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 Dispensations. No Declarations of Interests were declared at this time.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 6th June 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*
The Chairman asked if any members of the public had any questions. A resident requested to speak with regard to planning.
AND to receive REPORTS (if available) from:
 - a) **County Councillor:** *Dave Wood* - sent a brief written report. He was unable to update on Highway issues, raised at the previous meeting, as they had not yet reported back to him. SCC's Chief Executor was leaving the post and a recruitment process would begin next month.
 - b) **District Councillors:** *Derek Davis (DD)* – BDC's first Cabinet meeting had taken place and it was resolved there would be a charge for pre-application planning advice.
**Hedges/verges* – advised people to get in touch with him over uncut hedges/verges as it was not always clear who owned them or where the responsibility lay in cutting them.
**Peninsula TAG group.* He reported on the group.
**Housing* - There is a need for more social housing and housing that is suitable for local needs. He gave praise to the Parish Council who were trying to do the right thing for affordable housing for the community. They had continually been held back due to a lack of cooperation from BDC. Babergh now have a lack of a 5-year land supply, [meaning a lack of housing supply sufficient to cover requirements over the next 5-years]. Consequently, the government has told planning committees to give greater weight to the National Planning Policy Framework when deciding on applications.
Members of the public raised issues over the present infrastructure which was not sufficient to cater for further developments on the peninsula. It was suggested that future development should be built closer to the A12/A14 instead of within the villages.
A lengthy discussion followed.

Peter Patrick – sent a written report. The Chairman summarised the report and noted:
 1/ Both DCllrs had been invited to a meeting of Woolverstone PC on 13th July to explain the problems of the overall shortfall in housing supply within Babergh along with an effort of putting together a new Local Plan. A BDC officer would also be attending.
 2/ The B/MSDC Chief Executive was taking an interest in the affairs of the PMBMCIC. and the Council will maintain a robust stance where they have enforcement responsibilities.

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:** *Cllr Kirkup reported* – The last scheduled meeting had been cancelled as there were no applications. There were some decisions. * *Highlands* on the Main Rd had Planning Permission to build a 4-bedroomed dwelling within the grounds. **Little Barnes Nursery* is appealing against the condition that the house should be tied to the nursery business.

The Chairman asked Mrs Cullen to speak.

Mrs Cullen spoke of the concerns regarding the possible development at the top of Lings Lane, a greenfield site. Cllr Kirkup reminded everyone that no planning application regarding this site had been sent to the PC. A discussion followed and the Council was asked to consider joining forces with other parishes on the peninsula to converse with BDC regarding the lack of infrastructure and how the new and the proposed developments will affect the parishes generally. The Council was asked to agenda this suggestion for a future planning meeting.

DD explained that developments were looked at on an individual basis and not how they related to each other within a local or wider setting. DD considered that it would be prudent for parishes to consider having a Neighbourhood Plan or perhaps a development plan for the peninsula.

- b) **Village Hall:** There had been issues about the V. hall clock and who was responsible for its upkeep. It has now been repaired. Next meeting 10th July 2017. Clerk to circulate minutes.
- c) **Playing Field:** *Report on AGM.* The meeting was attended by 5 members of the Committee and the Parish Clerk, as a member of the public. A very disappointing turn out. It was noted that the football team who used the field was being disbanded and as yet no other team had come forward to use the facility. The play and keep fit equipment was discussed. **See Item 11**
- d) **Footpaths, Trees & Hedgerows:** Some paths had become very overgrown but were now in the process of being cut. The Pykle near the Baptist Chapel was in need of attention.
- e) **Village Amenities:** *Asset maintenance* – nothing to report.
- f) **Housing Needs -WG:** *Update* - Hastoe was trying to arrange another meeting with BDC.
- g) **Website:** *Cllr Deacon* had attended a Suffolk Cloud workshop and suggested waiting to see whether CAS met their commitments and whether the extra functionality offered through Suffolk Cloud was worth considering.

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

- i) **updates** - *report from previous meetings*
- * **Parish Council VACANCY** – NO enquiries to date – will need to advertise further.
 - * **Babergh Alliance of Parish & Town Councils:** they would be happy for a Cllr to attend prior to the PC making a commitment. Cllr Deacon was to attend but meeting was cancelled. Next meeting was on 22nd August. *See* Circulation bag for the draft copy of the groups constitution, and minutes of their last meeting.
 - ***Peninsula Tourism Action Group:** *Next meeting 11th July 2017 at Shotley Marina.*
See Circulation Bag for notes of 6th June meeting.
 - ***Community Orchard** – Volunteer had raked over the area following comments made on the local Facebook page.
 - ***School hedge** - has been cut.
 - * **WIFI – V. Hall:** still looking into.
 - ***Community Payback Team - projects:** footways and possible path seating area in Community Orchard – still on the agenda

- ii) **Safer Neighbourhood Team: Report.** The June report was on the Suffolk Constabulary website and the Parish website. Reports of ASB in Hadleigh, Claydon & Elmsett. Increase in residential burglaries in Hadleigh. *See* Circulation Bag *Babergh East Police & Parish Forum – 5th July 7.30pm at Chelmondiston V. Hall* Notices have been put up around the village, on the website and the local Facebook. The Chairman encouraged people to attend.
- iii) **Clerks' Networking: Report on VAT** – discussed what the PC can and can't claim for. *Fundraising* – Officers from B/MSDC spoke on the availability of grants.
7. **CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
- 7.1 **Local Gov. Boundary Commission: Electoral Review of Babergh: Warding Arrangements**
The Review will recommend new electoral arrangements for BDC.
A public consultation to help draw up a pattern of wards to accommodate 31/35 Cllrs. Each DCllr to represent roughly the same number of electors as others across the district. Views can be put forward on www.lgbce.org.uk Consultation ends on 14th August 2017.
- 7.2 **Suffolk CC: Network Assurance Team** – The Team manages and oversees works and events on the public highway. The Team will no longer email parish councils or County Cllrs copies of legal notices or orders. Information for wards/areas can be tailored to be emailed to the parish directly from the www.roadworks.org Clerk has set up the required alerts on the website.
- 7.3 **Road Signs in Chelmondiston:** A resident (Julian Ackland) has suggested that something needs to be done about the state of road /traffic signs in the village. The resident would be happy to arrange a volunteers' day.
The PC questioned whether SCC would support this action, especially with regard to insurance. Clerk to speak with SCCllr Wood.
- 7.4 **Tiffers Bus Shelter Project: Funding request** –circulated to Cllrs prior to the meeting. The 'Founders' of the project are looking to raise £3,000 to cover the cost of a Launch Event on 28th August. The Clerk had spoken with one of the 'Founders' of this project and confirmed this was NOT a charity but a Community Interest Company. The Bus will be finished and on view. They do not presently have a permanent site for the Bus. Members did not consider that funding would be appropriate at this time
- 7.5 **Webbs Maritime Ltd.:** The Chairman read out this letter informing the PC of an incident between Mr Webb and a Director of the PMBMCIC regarding certain items belonging to Mr Webb, which had been placed on Pin Mill Common land. Mr Webb had tried to contact the Clerk and in her absence, had contacted 2 Parish Cllrs who visited him in order to report the event and to hear an explanation.
The Chairman invited the Secretary/Director of the PMBMCIC to speak.
Mrs Clarke confirmed that she had received a copy of the letter and wished it to be noted that there were some inaccuracies. The Company had a Board meeting in 2 weeks' time when this letter would be discussed.
- 7.6 **Kings Boatyard: Parking issues on Pin Mill Common -**
The Chairman read out the email from Mrs Curtis, who felt that she had not received any response to a previous letter outlining the problems of parking on the area of the Common, which is used as an access for both boatyards, to take out and bring in boats, and how it was affecting their business. The Chairman considered that the PC had responded; notices had been put on vehicles; "No Parking" notices had been installed; the police had been informed of illegal parking on yellow lines. The problem had also been discussed with Mr Curtis at a PC meeting. Clerk to respond.
A member of the public, Mr Richardson raised the issue of the piece of the Common land in front of Webb's boatyard. He was reminded that this was not the area under discussion and neither was this on the agenda for discussion. He questioned the use of the large bins by the toilet and he was advised to contact BDC, as they were BDCs responsibility.

7.7 Circulation Bag

- Babergh East Police & Parish Forum:** * *SNT Report-June*
- AONB:** *Monthly update – June* **Clerks & Councils Direct:** *Magazine*
- Electoral Review of Babergh:** *Warding Arrangements – information on how to get involved.*
- Peninsula Tourism Action Group:** *notes of 6th June meeting*
- DCllr Derek Davis:** explanation of the “five-year land supply”.
- Thank you letters from Charities** **VAT seminar:** Advice/work sheet
- BAPTC:** **Minutes – 25/04/17* **Constitution - Draft* **Agenda- 04/07/17*
- Tiffers - The Bus Shelter:** *Copy of emails – s145 Provision of Entertainments s137*

8. Pin Mill Bay Management CIC: *update if available and to consider a way forward.*
Nothing to report.

9. Recycling Centre: *to consider reports and to take any action deemed necessary.*
Wednesday morning opening was doing well. The Chairman informed the meeting that Morley Stevens had now retired from helping at the Centre. He thanked him for all he had done over the past few years. His help had been very much appreciated.

10. Pin Mill Common: Common/Dinghy Park/Grindles: *to receive reports - to take any action deemed necessary.*
Clerk reported that the Grindle would be cleared of weeds this week. A plank had been removed from the front of the Grindle near the road and left on the Common. This would be removed and if possible reinstated.
Clerk had received reports that on Friday evenings (barbecue night at the Sailing Club), young children were playing with the flood prevention flaps, climbing onto dinghies and jumping in and out the boatyards. It was understood that the parents at the club had been informed.

11. Play /Keep Fit Equipment: *to discuss application for grants and necessary works.*
The Clerk had spoken with BDC officers with regard to funding and had been advised that although the survey conducted via Facebook was acceptable it was not broad enough. It was suggested that we:-
1/ complete a second phase of consultations perhaps getting the schools involved.
2/ get clarification from the community as to what type of fitness equipment they would like e.g. standard, trim trail etc. This could be done visually with pictures of different styles of equipment.
3/ to try for a higher level of funding to upgrade the climbing frame, which may need to be replaced in the near future, at the same time as installing the other equipment.
Members of the public were permitted to contribute. * Ask the parents in the primary school.
* Ask the older children in the senior school. *Consider equipment for older children and teenagers. The Clerk would appreciate anyone coming forward to help.

12. Policy Statements: *to review and update as necessary*
i) Equal Opportunities; **ii)** Recruitment of Ex-Offenders; **iii)** CRB and DBS Code of Practice; **iv)** Secure Storage, Handling, Use, Retention & Disposal of DBS Certs.
The Clerk had forwarded copies of these policies to Cllrs prior to the meeting. A discussion followed.
Proposal: to minute that the Policies listed have been reviewed and no changes were necessary.
Proposed: Cllr D Barwick **Seconded:** Cllr Dot Cordle **Vote:** All in favour

13. Protocols for Public Participation in Council Meetings: *to discuss and adopt.*
The Chairman read out protocol and amendments were suggested.
Proposal: to make amendments as discussed and adopt.
Proposed: Cllr R Kirkup **Seconded:** Cllr J Deacon **Vote:** All in favour

14. FINANCIAL ITEMS:

14.1 RFO’s Monthly Report: **June Bank Reconciliation*

<i>MONIES PAID IN – to Treasurer’s Account [June 2017]</i>	£996.60	Total
500231: Peninsula Recycling Centre – Skip Days (Cash)	415.00	} 02 June (Bag No: 23214499)
Whip Street Motors - Metal	194.77	
Dinghy Permits - 5 permits	90.00	
Lloyds Bank: Interest	2.83	09 June
500232: Peninsula Recycling Centre – Skip Days (Cash)	276.00	} 30 June (Bag No: 23214504)
Dinghy Permits - 1 permit	18.00	

Bank Balance 30th JUNE 2017

Un-presented cheques	40.00
Treasurer's Account	1,272.40
Business Instant Access Acc.	<u>64,672.09</u>
Total (in credit) In Bank	65,944.49
Plus Cash (Float for skip days)	14.00

Cheque Signatories: as agreed at the Annual Parish Council Meeting, Cllr Dot Cordle was to be on the Advisory Finance Group and would be a cheque signatory. Cllr David Cordle, as Chairman, Cllr Rosie Kirkup, as Vice-Chairman signed the necessary bank mandate, which the Chairman had checked prior to the meeting. Cllr Dot Cordle as a new signatory signed her section. Cllr Hawkins was removed as a signatory. Papers would be sent to the bank.

14.2 Financial Regulations: to consider amendments - update

Cllrs had looked through the regulations and a discussion followed.

Proposal: to amend the relevant section as suggested by the Internal Audit and to minuted that the Regulations were fit for purpose.

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

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

Figures [] = VAT

1925 a) S A Meacock Garden Services: Pin Mill grass cutting etc.	72.50
1926 b) Mrs F Sewell: Salary (June)	680.91
1927 c) HM Revenue & Customs: Chq made payable to Post Office Ltd	
Quarterly payment (Apr, May, June) <i>Employee's Tax; Employer's N Ins</i>	128.53
1928 d) Suffolk Assoc. of Local Councils: Website Seminar	25.00 [5.00] 30.00
1929 e) S. Sacker (Claydon)Ltd: Skip hire – (General waste)	546.36 [109.27] 655.63
1930 f) Chelmondiston Village Hall: Room hire (Apr; May; June)	59.00
1931 g) P J Mann (VKM Gardening): V. Hall. Bus shelters etc (Feb-June 2017)	184.50

Proposal: to approve payment of invoices listed: **a) 1925 – c) 1927 & e) 1929 – g) 1931**

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

Proposal: to approve payment of invoice listed: **d) 1928**

Proposed: Cllr R Kirkup **Seconded:** Cllr D Barwick **Vote:** 5 in favour 1 abstention (Cllr Deacon)

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

No further reports.

16. THE NEXT PARISH COUNCIL MEETING – Tues 1st AUGUST 2017 in the Village Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.25pm

SignedCllr David Cordle..... Date01/08/2017.....

The minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 1st August 2017.