

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 7th APRIL 2015 IN THE VILLAGE HALL AT 7.30 pm.**

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

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr David Wood

Abbreviations: Cllr: Councillor. PC: Parish Council. BDC: Babergh District 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. **SCC:** Suffolk County Council. **CEP:** Community Emergency Plan. **VDS:** Village Design Statement

The Council, members of the public were reminded 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:* *The Chairman, Cllr David Cordle* opened the meeting at 7.30pm; welcomed all and thanked Cllr Kirkup for taking the Chair at the previous meeting.
Apologies for Absence were received from Cllr Deacon and Cllr Fox. 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.*
None.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 3rd March 2015*
These minutes were taken as read and the Chairman was authorised to sign them, as a true and correct record of the proceedings.
4. **Matters Arising:** *to report on matters arising from meeting on 3rd March 2015* - None.
5. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda.*
No public present.

AND *to receive REPORTS (if available) from:*

- a) **Safer Neighbourhood Team:** *Written report* - No reported crimes for March.
 - b) **County Councillor:** *David Wood* - **Leader of SCC* - Mark Bee was to stand down at the end of May. **Ganges* - David would be monitoring County Highways to see what can be arranged for Chelmondiston, Woolverstone and Freston. He reminded people that one could report highway faults on the Suffolk CC website.
Questions raised by Cllrs:
** Speed limit schemes* - residents on 'Shaun's Shorts' were voicing concerns about the speed of traffic on the side roads, e.g. Lings Lane and Bylam Lane, which joined the B1456. After a discussion, Cllr Wood agreed to find out the cost and the procedure of implementing speed restrictions which could be presented at the Parish Meeting on 5th May. *See Correspondence*
 - c) **District Councillor:** *No report.*
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 Ganges, the application for which had been passed by 12:1 at the recent BDC Committee meeting. It had been confirmed to Cllr Deacon that the £113,500 allocated for the highway safety works through Shotley, Chelmondiston, Woolverstone and Freston, had not changed. The Holbrook development and the Halcyon application in Pin Mill had also been approved, 11:2 and 13:0 respectively.*
 - i) **Village Design Statement Group:** *update on 26/03/2015 meeting.*
Cllr Deacon had been in advisory conversations with BDC and it had been suggested the name be changed to the *Village Development Framework*. It is intended to carry out another round of consultation, with a reduced survey form, by means of a door-drop plus a pick-up of the completed survey. BDC would be happy to review the revised draft and suggest possible amendments if necessary.
 - ii) **Housing Survey Report:** *update*
Cllrs were given copies of the Executive Summary (ES). The Working Group hold full copies. The ES would be made available to the public. 37.18% of respondents were in favour of affordable housing. The recommendation for Chelmondiston would be 9-10

dwellings. The Working Group hoped to meet with CAS in the very near future to discuss the way forward.

- b) Footpaths, Trees & Hedgerows Group:** *Update on FP42 & B'way 14 etc.*
FP42 - National Trust had responded. Clerk to mark on a map the worst areas.
B'way 14 etc. - PRoW had responded to the queries raised and had visited the area. Maintenance was in hand.
- i) Pin Mill FP50:** *report on quote/cost of materials*
Peninsula Tree Services had submitted a quote (£75.00 approx.). Gravel would cost approx £90 for 2 tons. It was agreed to proceed.
- c) Village Hall:** *Cllr Keeble reported on meeting on 23/03/2015*
 *Lettings on par with last 3 years. *Discretionary rates to continue for another year. * 3 year deal with EON had been set up for electricity. *Provisional phone access information will be given to group organisers but not to private parties.
 Next meeting 20/05/2015.
- d) Community Emergency Plan:** *update * V. Hall 'phone* - installed. **Rest centre-info* -WI to be contacted. Awaiting final printed copy of plan to place in boxes. Boxes then to be placed in V Hall and Playgroup.
- e) Playing Field:** *Report if available* **i) Outdoor gym:** *report on equipment and grant costing.*
 The grant to Biffa had been submitted. Clerk on advice from Biffa agent had made enquiries with BDC about a grant, if Biffa was unsuccessful. Copies of equipment submitted were shown to Cllrs.
- f) Village Amenities:** *Update on maintenance re Seating/tables (purchase of materials)*
 Clerk would be meeting with the **Community Payback Placement Co-ordinator** after Easter to look at renovating the seating/benches on Common & in the village.
 Council agreed for Clerk to purchase the required equipment.
- g) Pin Mill Bay MCIC:** *Report if available* - Minutes in the Circulation Bag
- h) Clerk's Reports:** **Elections* - Clerk had handed in nomination forms to BDC.
 **Community Council -Storage* - no further news **Litter-pick* - Clerk had put up posters around the parish. It went well in the village but disappointing at Pin Mill with no volunteers
 **Dog bins* - problems reported on Shaun's Shorts with dog litter in St Andrew's Drive. Clerk had 'asked' whether residents would like to have a bin in the area. Few 'yes' comments.
 Would monitor the area.
 **Better Broadband* - Clerk had drafted a letter; shown to Cllrs. Would be sent to the Leader of SCC and CAS.
 **Neighbourhood Planning* - Clerk attended - the practical side of producing a plan.
 Rendlesham: the first in Suffolk to have their plan accepted.
- 7. CORRESPONDENCE:** *to respond to correspondence and to take any action deemed necessary.*
- 7.1 Pensions Regulator:** *Automatic Enrolment Support* - confirmation received of enrolment.
- 7.2 Department for Communities & Local Government:** *VE Day 70th Anniversary* - letter from Rt Hon Eric Pickles MP encouraging councils to support communities in their celebrations.
- 7.3 Lloyds Bank:** *opening time details* - from 1/06/2015 the South Cornhill branch will only be open on a Wednesday.
- 7.4 CAS: Membership Renewal 2015-16** - Resolve to continue membership £25 plus £5 VAT.
Proposal: to renew 2015-16 membership.
Proposed: Cllr R Kirkup **Seconded:** Cllr D Cordle **Vote:** all in favour
- 7.5 Request for Road Signage:** *Resident of Woolverstone* - letter to all Parish Clerks on the Peninsula, regarding the increasing traffic in the side roads linking into the B1456.
 It is suggested that consideration be given to asking SCC to provide warning signs of hazards to be expected so that users will hopefully act appropriately.
 Pass to SCCllr D Wood for Parish Meeting.
- 7.6 Kester Clarke:** *Election* - Hustings at Harkstead V. Hall - invitation
- 7.7 Chelpin Projects:** Letter confirming the summer event: Saturday 5th September on Pin Mill Common

- 7.8 **Suffolk Coast & Heaths AONB: Work Party Volunteers**
Pin Mill dates for footpath repair and foreshore clear up. Tuesday 19th May and Tuesday 11th August respectively. Volunteers wanted.
- 7.9 **Circulation Bag**
Clerks & Councils Direct: Magazine **PMBMCIC: Minutes of 10/02/2015**
BDC/MSDC: Town & Parish Council Newsletter **SALC: Promotional leaflet**
Suffolk Coast & Heaths AONB: Work Party Volunteers
BDO: Auditor's Briefing
Chelmo'PC: End of year Bank Reconciliation (March 2015) with accounts
- 8. **RECYCLING CENTRE: to consider reports and to take any action deemed necessary.**
Spraying and grass cutting required.
- 9. **PIN MILL: Dinghy Park /Grindle/Common - to receive reports/proposals and to take any action deemed necessary**
* 11th April - residents' baby naming celebration *Dinghy permit report. 27 permits to date
- 10. **Village Car Park: update on private access and resurfacing.**
No written response received to first two letters. On advice received, Clerk did not write again as requested at the last meeting but spoke with the resident. Clerk then took the matter to the Chairman who also spoke with the resident. This was discussed further: there was still no sign of any progress, as promised.
Clerk to send letter - to ask for the boundary hedge to be reinstated and the gap reduced to a single pedestrian access by the end of this month (April).
If the work was not completed, the Parish Council will purchase the hedging plants and will arrange for the planting to be done. However, the Parish Council would expect reimbursement.
- 11. **Parish Council Policies: to consider updating as necessary.**
Clerk to update policies as discussed.
- 12. **FINANCIAL ITEMS:**

12.1 RFO's Monthly Report: - *March	<i>Paid in</i>	Total	£2,637.22
500142 Chelmo' Recycling Centre: Skip Days cash		131.00	05 Mar
Lloyds Bank: Interest March		1.96	09 Mar
HM Revenue & Customs [BACS]: VAT refund		1,534.41	12 Mar
Babergh DC [BACS]: Recycling Centre - Glass: £75.41			
	Paper: £106.95	182.36	
	Village - Glass: £297.29	297.29	23 Mar
500143 Chelmo' Recycling Centre: Skip Days cash 4wks		124.00	
Whip St Motors: Metal		102.20	
JMP Wilcox: Textiles		120.00	
Dinghy Permits: (2-2014) (7-2015)		144.00	27 Mar

End of Year Bank Reconciliation:

BALANCE on 31st MARCH 2015		<u>Ear marked</u>	(included within total credit)
Un-presented chqs:	00.00	3,177.00	Household Recycling Centre
Treasurers Account	1,995.80	6,291.00	Playing Field (<i>precept</i>)
Business Instant Access Acc.	<u>51,105.00</u>	<u>325.00</u>	Tennis Courts (<i>ear marked</i>)
Total (in credit)	£53,100.80	£9,793.00	

Dinghy Permits (20) cheques to be paid in £320

***Audit procedures** - Clerk to arrange for Internal audit with SALC

See Circulation bag for Audit Briefing and copies of cash book accounts etc.

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

[VAT] in square brackets

1669	a) S A Meacock:	<i>Pin Mill Grass Cutting etc.</i>			72.50
1670	b) Mrs F Sewell:	Expenses:			
		<i>Ink Warehouse</i>	.93	[1.99]	11.92
		<i>Tesco-Punch pockets</i>	1.50	[0.30]	1.80
		<i>Sainsbury'- envelopes/paper</i>	5.40	[1.08]	6.48
		<i>Subsistence - (6 mths in arrears)</i>			100.00
		<i>Salary (Mar) + Dinghy Warden</i>			731.00
					<u>851.20</u>
1671	c) Suffolk Assoc. of Local Councils:	<i>Clerks' Day</i>	15.00	[3.00]	18.00
1672	d) P & J Labels:	<i>Dinghy Permits</i>	163.50	[32.70]	196.20
1673	e) S. Sacker (Claydon) Ltd:	<i>Skip hire</i>	429.50	[85.90]	515.40
1674	f) HM Customs & Revenue:	Chq made out to Post Office Ltd			
		Quarterly payment. (Jan, Feb, Mar 2015) employee's tax/employer's Nat Ins			198.85
1675	g) Local Council Public Advisory Service :	<i>Neighbourhood Plan seminar</i>			30.00
1676	h) Community Action Suffolk:	<i>Annual subscription</i>	25.00	[5.00]	30.00
1677	i) Chelmondiston Playing Field:	<i>Room hire</i>			45.00

Proposal: to approve payment of invoices listed: **a) 1669 to i) 1677**

Proposed: Cllr R Kirkup

Seconded: Cllr Doug Barwick

Vote: all in favour

13. Parish Village Meeting 5th May: *to discuss agenda*

*VDF *Housing Needs Survey *Broadband *Traffic

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

None.

15. PARISH COUNCIL ANNUAL MEETING – **Tuesday 12th MAY 2015 in the VILLAGE Hall**

There being no further business the Chairman thanked everyone and closed the meeting at 9pm.

Signed*David Cordle*.....

Date*12/05/2015*.....

These minutes were agreed to be a true record and were signed by the Chairman at the Annual meeting on 12th May 2015.