

MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 6th OCTOBER 2015 AT 7.30pm

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

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr David Wood, DCllr D Davis and one parishioner

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:** Cllr David Cordle opened the meeting at 7.30pm and welcomed everyone. **Apologies for Absence.** All members were present. Cllr Walker gave her apology as she would have to leave at 8.30pm.
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 1st September 2015**
These minutes were taken as read and were agreed to be a true record by those who had been present. They were signed by the Chairman, Cllr David Cordle.
4. **Matters Arising: to report on matters arising from the meeting on 1st September 2015**
None.
5. **Public Participation Session: for the public to talk to Cllrs about items on the agenda**
The parishioner was present to observe.

AND to receive REPORTS (if available) from:

- a) **Safer Neighbourhood Team:** Report from PS Gary Milbourne with minutes of public meeting held on 16/09/2015 at East Bergholt High School. (*See Circulation Bag*). This was the last *Priority Setting* meeting, as it was felt they were not an efficient use of police resources. However, the current panel members of these meetings have now agreed to take over the administration so that the meetings could continue. Unfortunately, Officer attendance at PC meetings has been withdrawn. It has been requested that PCs send a representative to the meetings to raise concerns from their parishes. *Next meeting 25/11/2015 at Pinewood Community Centre at 7.30pm.* The Safer Neighbourhood Teams are under review.
- b) **District Councillor: Derek Davis reported** - BDC had submitted their Devolution 'bid' and had been advised to reconsider certain details. If it goes ahead, it is hoped that parishes will have more control. Concerns had been raised by the number of event posters being displayed on grass verges, especially on Freston hill and by the crossroads. He accompanied a parishioner (present) with a Planning Officer from BDC, on a site visit (Millfield) for a possible affordable housing scheme. He also understood that a private property developer was interested in the site. The Clerk and the Council were very surprised that they had not been invited, as is the normal procedure. It was considered that the lack of correspondence/co-operation from BDC about the Housing Needs scheme was very poor. Clerk to contact BDC and CAS. Questions were raised about the Foresters Arms. BDC Enforcement were looking into why development had ceased.
- c) **County Councillor: David Wood reported** - SCC proposed cutting subsidies to rural bus services. This would affect Buzabout. There is a need to cut 500k to the budget over a 4 year period. The Scrutiny Cttee have made recommendations that will go back to Cabinet. He had a meeting with the Project Manager for the Better Broadband Scheme. Chelmondiston would be included in phase 3 of the programme, which could be available late 2016 but more than likely 2017. SCC will give a voucher for a free satellite version. *See Better Broadband website.*

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 06/10/2014 meeting. (See full minutes)

APPLICATIONS

B/15/01094/FUL - Hollingsworth, 1 Church Road, Chelmondiston, Ipswich, IP9 1HS

Change of Use of first floor apartment to A1 retail storage and erection of ground floor shop front extension. [Case Officer: John Pearse]

It had been agreed to view the application in two parts.

1) *Change of Use of first floor apartment to A1 retail storage*

It was noted that the apartment had been on a letting basis for many years. Concerns were raised about the lack of much needed affordable rental property in the area.

The Cttee recommended REFUSING the Change of Use due to losing affordable rental property.

2) *Erection of ground floor shop front extension.*

The end corner: it was recommended that the roof should be cantilevered from the wall rather than using a support pole, which would cause an obstruction when walking around the corner.

Parking: it was recommended that parking restrictions were initiated, as the property sits on the junction with the Main Road. Due to bad parking on the corner, traffic flow is severely restricted at times and hinders pedestrians when crossing Church Road.

The Cttee recommended SUPPORTING the extension - with added observations.

DECISIONS - None

b) Village Hall: No meeting.

c) Playing Field: Cllr Hawkins reported - * AGM - thanks had been given to Viv Gibbings who was handing over the Secretary/Treasurer's role to a new member.

A new compressor had been purchased and they would be buying some matting for the table-tennis area to protect the grass. Clerk to organise.

* *Basic Playground Management* - Clerk had booked Cllr Stevens and Cllr Barwick onto a course by RoSPA at Rushmere-St-Andrew (16/10/2015)

* *Tennis Court Maintenance* - Clerk questioned whether there was a need for a further moss clearance treatment. Information had been received from the company who had restored the courts. This was not considered to be necessary for this season.

d) Footpaths, Trees & Hedgerows:

i) *Volunteers* - update Cllr Chicken's daughter had volunteered to cut the footpaths following the vacancy. This was agreed.

ii) *Horse Chestnut - felling of.* This had been carried out. Residents had been informed that the tree was infected with bleeding canker. It was unsure who owned the land, as it was not listed on BDC's data base.

iii) *Sale of Native Trees* - Clerk had received notice of a sale of native trees. Clerk to look at for beech hedging and fruit trees.

The Chair brought forward Item 11.

Suffolk Coast & Heaths: Scattered Orchard Project - *Update & to consider further action*

The Chairman confirmed that the joint owners of the land, suggested for the project, were in agreement for the PC to take the project forward. Clerk to get forms and proceed.

e) Village Amenities: *Assets maintenance.*

i) *to consider a quotation for maintenance of seat & notice board*

A quotation had been submitted by Mr Latter.

Proposal: to accept the quotation but to ask for the pin boarding to be replaced in all sections of the Notice Board.

Proposed: Cllr Dot Cordle **Seconded:** Cllr R Kirkup **Vote:** all in favour
Clerk to arrange.

f) Pin Mill Bay MCIC: Chair had been unable to attend a meeting.

g) VDF-WG: *update by Cllr Kirkup* - a meeting was held on 28/09/2015. The data from the second public survey had been collated and an analysis of the 8 questions had shown that over 50% of the responders had agreed positively with these questions. Comments raised by the responders would be taken into account prior to submitting the document to BDC for consideration. Cllr Dot Cordle reported that the project had been favourably reported on, at a Babergh Area Meeting.

- h) **Housing Needs-WG: Update-** Clerk reported that communications with BDC/MSDC had not been very forthcoming. She had redone the maps outlining possible sites, including infill sites, and had sent them to the planning officer Alex Scott who had now taken on the case. He said he would arrange a site visit for the Millfield site after having been in talks with the owner and DCllr D Davis. (See DCllr's report, **Item 5b**).
- i) **MP's visit: update** James Cartlidge MP had forwarded briefs on his communications with SCC re Broadband and the Household Recycling Centre along with a copy from the House of Commons Library of a Briefing Paper -*Extending the Right to Buy*. Members at this meeting had questioned how this would affect Housing Associations and affordable housing.
*Broadband - The Project Manager for the *Suffolk Better Broadband Scheme* responded - Chelmondiston would be included in the 2nd contract with BT and new green cabinets would be built to give a superfast service. The timescale for this is currently 2017.

7. Clerk's report: to consider and to take any action deemed necessary.

From Sept meeting. 7.6 BDC/MSDC: Housing Allocation Policy Consultation . Delayed until the end of the year.

- i) **Emergency Plan - First Aid Course.** Both Cllr Walker and the Clerk attended. Possibly need to re think what first aid equipment needs to go in the boxes.
Defibrillator - Speak with Cllr Chicken on availability from East of England Co-Operative Society.

Cllr Walker left the meeting (See Item 1 - Apology)

- ii) **Royal British Legion - Poppy Appeal** - there appears to be no organiser since Nina Jillings. To organise a collection you need to be sanctioned. Brian Ives (Shotley) is the Area Officer.
- iii) **Fly-tipping** - reported near Pages Common. As reported to the Clerk, the offender was given an official caution. The resident had tried to get verification of this, as he had given a statement. He received no response from BDC. Clerk to follow up.
- iv) **PSMA (Public Sector Mapping)** - Event 13 /10/2015 at Duxford. The PC has registered. Clerk will attend.
- v) **Clerk's Networking Day:** 11/09/2015 **Community Warden Scheme* running in Sudbury. Not really appropriate for small parishes but maybe appropriate for a group of parishes. Can be given certain powers to deal with Fly-tipping; Dog Fouling; Traffic Management.
* *Finance Manager* at SALC (new) gave a presentation on *Internal Audit* and *Employment*. Funding for Churches - only permitted for churchyard maintenance. .
* *ICO* (Information Commissioner's Office) - Data Protection. The PC is required to register. There will be a charge. See www.ico.org.uk
- vi) **Parish Council Objectives** To discuss. Agenda for next meeting.

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

8.1 BDC/MSDC: Town & Parish Council Newsletter (See Circulation Bag).

* *The Cities & Local Government Devolution Bill* makes provisions for local authorities & other parts of the public sector to 'bid' to run functions currently delivered centrally, in return for certain agreed outcomes. A Devolution Working Group, set up by the Suffolk Public Sector Leaders, is investigating the level of interest about devolution among public sector organisations. A devolution 'bid' has been sent to Government.

* *Community Achievement Awards-* Nomination forms can be downloaded from BDC website. Deadline for nominations in by 31st December 2015.

* *Town & Parish Liaison Meetings* - Tuesday 3rd November am /pm.

* *University Campus Suffolk & Police looking for survey input* - to understand the public's perception of crime, anti social behaviour and local policing services in their area.

* *Helping Residents 'Green Up Their Street* - A community tree planting scheme has been extended. Cost of £60 per tree.

* *Project Funding Event* - The National Churches Trust, which enables the repair and revitalisation of places of worship for the benefit of all the community.

8.2 BDC (Leader): Request for Short Stay Stopping Sites (SSSS) for the Gypsy and Traveller Community - Calling on landowners and interested parties to suggest sites. The 'Call for Sites' aims to identify land for 3 SSSS, as the County does not have any.

8.3 Suffolk Constabulary: Police attendance at PC meetings - due to savings required by Government, police officer attendance at local meetings is under review. Safer Neighbourhood Teams involvement with the community will remain a priority.

BUT it is unlikely they will attend a meeting unless there has been a major incident or a specific local concern is being discussed. Written local crime reports will continue to be sent out until the Constabulary's new website goes live. (See **Item 5a**).

- 8.4 SCC: Warm Homes Healthy People** - offering support to those most in need of additional help to keep their homes warm. Eligibility criteria apply. Posters up -put on website.
- 8.5 SALC: 12th November 2015 AGM** - Blackbourne Community Centre, Elmswell from 5.45pm. * *Nominations for the Board* - the AGM has the power to elect 2 members to the Board. The nomination must be seconded by another parish. Cllr Dot Cordle to attend.
- 8.6 Revitalise: Respite holidays for disabled people & carers** - Donation request
- 8.7 The Befriending Scheme: AGM** - Wed 21/10/2015 at Sudbury.
- 8.8 Circulation Bag**
- Clerks & Councils Direct:** Magazine
BDC/MSDC: Town & Parish Council Newsletter
Paper Clipping: Affordable Housing
James Cartlidge MP: responses to topics raised at meeting.
Safer Neighbourhoods: Letter + Minutes of 16/09/2015 meeting (East Bergholt High Sch)
Chelmo' PC: 6 monthly Accounts and Budget. Comments for November meeting.
- LCPAS:** September Newsletter
Magpas: Newsletter
Revitalise: Donation request
- 9. Recycling Centre:** to consider reports and to take any action deemed necessary.
James Cartlidge MP had corresponded with SCC Cabinet Member for Environmental Health and Public Protection, who has instructed officers to offer some financial support due to the fall in the value of secondary (recycled) materials. This to be discussed in more detail.
- 10. PIN MILL & Dinghy Park:** to receive reports/proposals and to take any action deemed necessary.. * *Update on maintenance*
 The Grindle on King's Boatyard side has been cleared of weeds. The Clerk to write to King's yard re the leaning of their bank towards the Common.
 The railings by the seating area have been maintained, as discussed at a previous meeting.
- 11. Suffolk Coast & Heaths: Scattered Orchard Project** (See **Item 6d**)

12. FINANCIAL ITEMS:

12.1 RFO's Monthly Report: - SEPTEMBER - Bank Reconciliation & Budget

500179 JMP Wilcox: Textile bank	70.00	03 Sept
Lloyds Bank: Interest-September	2.14	09 Sept
BCT - Suffolk CC: P3 Grant (Footpaths)	322.60	11 Sept
BACS - Babergh DC: Precept (2 nd instalment)	12,215.00	14 Sept
BACS - Babergh DC: Recycling Centre (Glass)	109.17	} 529.27
Recycling Centre (Paper)	73.54	
Opposite Red Lion (Glass)	346.56	
500180 Recycling Centre: Skip Days cash (4wks)	<u>138.50</u>	29 Sept
£13,277.51 Total Paid in		

Bank BALANCE on 30th SEPTEMBER 2015	Earmarked (included within total credit)
Un-presented chqs: 00.00	2,800.00 Household Recycling Centre
Treasurers Account 2,230.36	7,632.00 Playing Field (<i>Precept</i>) - playequip.etc
<i>Business Instant Access Acc.</i> <u>62,819.02</u>	<u>650.00</u> Tennis Courts
Total (in credit) In Bank £65,049.38	£11,082.00
<i>Plus Cash (Float for skip days)</i> 14.00	

Budget papers and the Accounts up to 30th September were placed in the *Circulation Bag* for all Cllrs to see prior to discussions at the November/December meetings.

12.2 Report on Finance Seminar (presented by Accounting Solutions from DCK Beavers Ltd): to consider & take action as deemed necessary.

The Clerk read through her report, which covered the Model Financial Regulations, which is in the process of being updated to cover Contracts over £25,000; Gross Misconduct and Conflict of Interest.

Other topics: Purchase Orders; Electronic Banking; Budgets (required by law); Reserves; Payment of Staff; Investments; Audits (Internal & External) and VAT.

(See *Circulation Bag*). These would be looked at by the Finance Group in November.

12.3 Funding Application: to consider for 2016-17

Clerk reported on an application received. It was agreed to take this to the November meeting.

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

Figures [] = VAT

1737 a) S A Meacock Garden Services: Pin Mill Grass Cutting etc.			72.50
1738 b) Mrs F Sewell: Salary (Sept)		658.54	
<i>Expenses: Travel @ 45p mile-57 mls (Finance seminar)</i>		25.65	
<i>Subsistence (6 mths in arrears)</i>		<u>150.00</u>	834.19
1739 c) Chelmondiston Village Hall: Room hire (2 @ £14)			28.00
1740 d) HM Revenue & Customs: Chq made out to Post Office Ltd			
<i>Quarterly payment. (July, Aug, Sept 2015) employee's tax/employer's Nat Ins</i>			149.33
1741 e) Suffolk Assoc. of Local Councils: Clerk's Networking	15.00	[3.00]	18.00
1742 f) Mr D Fisher: Maintenance - (Pin Mill: Grindle & Railings)			70.00
1743 g) Peninsula Tree Services: Grass Cuts - Recycling Centre			30.00
1744 h) InkXpress: Printer inks (4 black)	19.67	[3.33]	23.00
1745 i) Business Services at CAS Ltd: Insurance (Oct 2015 - Sept 2016)			873.47
			£2,098.49

Proposal: to approve payment of invoices listed: **a) 1737 to i) 1745**

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

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

Cllr Deacon reported that the tree by the railings adjacent to the Jubilee Garden was dead and unsafe. He suggested replanting. Clerk would contact BDC, as it was their property, and speak with Mr Miller, who maintained the garden.

14. THE NEXT PARISH COUNCIL MEETING – Tues 3rd Nov. 2015 in the VILLAGE Hall

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

Signed David Cordle Date 03/11/2015

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting on 3rd November 2015.