

**MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the VILLAGE HALL on TUESDAY 1<sup>st</sup> AUGUST 2017 at 7.30pm**

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

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

**Public:** SCCllr D Wood, DCllr D Davis, DCllr P Patrick. 7 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 on the entrance door 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 7.33pm and welcomed all. He also advised the public of **Item 4** and confirmed that 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 invited to speak.

**Apologies for Absence** had been received from Cllr Deacon and Cllr Dot Cordle. 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 Dispensations or Declarations of Interests were received.

3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 4<sup>th</sup> July 2017*

These minutes were taken as read and were agreed to be a true record by those Cllrs 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:**

Mrs Clarke, as a member of the public, wished to speak regarding Item 10 of the July minutes and asked for clarification as to the Council's policy regarding naming complainants and those reporting issues. A discussion followed. No further action was taken as this issue had been discussed in previous meetings.

- a) **County Councillor:** *Dave Wood (DW) reported –*

- Interviews for a new Chief Executive would begin in September. To recruit personnel at this level would cost around £30,000.
- Members' Allowance Scheme has been reviewed and updated. *See SCC's Website - Committee Agendas, Reports and Minutes.*
- Natural England are looking at the AONB boundary extensions.
- *Local:* Cats' eyes on Main Road through Chelmondiston – very unlikely to be replaced.
- Verge at junction of Main Road and Pin Mill Road – ownership is being looked at by the SCC's legal department.

*Cllr Barwick* questioned why a section of the Main Road near the shops had been left without the white line markings? Cllr Wood would look into this.

- b) **District Councillors:** *Derek Davis (DD) and Peter Patrick (PP) both reported on the Boundary Review of Babergh and Mid-Suffolk, where proposals for Ward boundary changes had been discussed within Council and these will be submitted to the Boundary Commission. For Babergh, it has been recommended that 31 Cllrs should be elected; a reduction of 12. The idea is to have Wards of approximately 2,500 electorate represented by one DCllr. Wards above this number would be represented by two or three DCllrs.*

Two options for Berners Ward had been proposed:

- 1/ Chelmondiston with Wherstead, Freston, Woolverstone, Harkstead and Erwarton – with Shotley in its own Ward.

2/ Chelmondiston with Wherstead, Freston, Woolverstone, and Tattingstone. Harkstead and Erwarton would then sit with Shotley. See B/MSDCs website. PP reported on the meeting at Woolverstone where a talk was given on the process of the new Local Plan and Babergh's housing situation. The new plan would govern planning for the next 20/30 years.

**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 on the 18/07/2017 meeting. See Full Minutes.

**Applications** - None

**Decisions** - Babergh DC **GRANTED** Planning Permission for the following:

**DC/17/02681 - White House Farm**, Shotley Road, Chelmondiston. IP9 1EE

*Discharge of conditions application for B/16/01081/FUL - Condition 10 (Landscaping)*

**B/17/01118 - 'Highlands'**, Shotley Road, Chelmondiston.

*Erection of 4-bedroom dwelling, detached garage and construction of new vehicular access.*

**B/17/01121 - 75 Woodlands** Chelmondiston. *Erection of single storey rear extension.*

**B/17/00972 - 'Samphire'**, Shotley Road, Chelmondiston. *Erection of 2 storey side/rear ext. & alter. to roof form to facilitate loft conversion with dormer window.*

**B/17/00516 - 4 Main Road**, Chelmondiston. *New vehicular access and off-road parking.*

**APPEAL** Ref: APP/D3505/W/17/3124045 **Little Barnes Nursery**, Shotley Road, Chelmondiston.

*Change of Use from Ancillary Building to Class C3 dwelling house.*

Cllr Kirkup explained that the applicant was appealing against the land being 'tied' to the dwelling sited within the nursery grounds. This Committee had previously recommended the accommodation should remain attached to the business.

A resolution was made to write to the Inspectorate to confirm that the ancillary use should remain unless the plot be exclusively used for Affordable Social Housing to meet the documented community need, given that the PC would likely support a community path linking the village with the nursery site, a new dwelling within the grounds of 'Highlands', adjacent to the nursery site, and the White House Farm barns redevelopment.

**Neighbourhood/Development Plans:** Cllr Deacon had reported on a meeting he attended at Woolverstone PC. See Planning Minutes.

Cllr Deacon had since updated his report and Cllr Kirkup gave a brief overview.

- **BDC has a housing shortfall on its current plans** and has currently planned developments for only just over 4 years' worth (4 x 325) if the current Core Strategy/Local Plan figures are used. Consequently, the National Planning Policy Framework prevails over the Local Plan. This means '*the local authority must approve submitted plans unless it can be demonstrated that the build would have a net adverse effect on the environment, or it is specifically restricted in the NPPF*'. This situation will continue until there is a build-plan in place to cover the houses required over the next 5 years.
- **The Local Plan for both BDC and MSDC are deemed to be invalid**, as they are based on outdated data. A new Local Plan is therefore required asap. Bill Newman has been engaged by B/MSDCs to draft the Plan. It is hoped the Plan will be completed inside 2 years (by 2019). The Draft is expected to be available for public consultation towards the end of August. *3 key questions to address:*
  1. '*Spatial Distribution*' – i.e. Town or Rural?
  2. '*Housing Type*'? – smaller dwellings and how to create 'affordable' housing. Is council housing an option?
  3. '*Infrastructure priorities*'? – woefully inadequate in Suffolk. Where to prioritise? [As pre-work on drafting the new Local Plan there has been an exercise to review infrastructure within all parishes, the results of which need sense-checking with the parishes.]

*The PC would be putting Cllr Deacon's report on their website when finalised.*

Mrs Cullen was invited to speak and a short discussion followed on possible developments. Cllr Kirkup confirmed that PC had still not received an application or any notification of any new developments. There were many concerns over the inadequate infrastructure and the possible closure of Stutton Primary School, especially with further developments being approved.

within the vicinity. The PC were looking into the advantages of joining the Babergh Town/Parish Council Alliance but were keen to work with the more local PCs on the peninsula and had already written to BN with their concerns about the Local Plan.

DW said that the Suffolk Coast & Heaths AONB were looking to recruit an Estuaries Officer and someone to be involved with planning within the AONB area.

**b) Village Hall:** *\*Valuation update. Cllr Keeble reported* – the Hall has been revalued and is now insured for £623,000 (previous valuation: £476,000). Clerk to update the Asset Register. The Cttee are to bring forward a maintenance and decoration programme with some external repairs which is expected to cost approximately £1,320. The Chelplin Projects are using part of the shed for storage (insurance not covered by the Cttee Hall).

**c) Playing Field:** A leak from a skylight on the pavilion had been repaired. Mrs Barnes (present at this meeting) had spoken with the Clerk and written to relay her concerns about an oak tree on the field which had branches overhanging her garden.

**Proposal:** to contact Peninsula Tree Services to assess the tree.

**Proposed:** Cllr A Fox **Seconded:** Cllr J Hammond **Vote:** all in favour

**d) Footpaths, Trees & Hedgerows:** *to consider purchase of 'cutting' machine and contract* Peninsula Tree Services had cut several of the footpaths as requested, which were very overgrown. An extremely good job had been done. A type of machine had been suggested that could be used to do the job more easily than with the machine that the council at present used. Details had been passed around. This would cost around £1700 with an attachment. A discussion followed and it was suggested not to pursue this for the present. The next FPs meeting would be in September. If volunteers could not be found the PC would need to consider contracting the work out or cease working within the SCC FPs scheme.

**e) Village Amenities:** *Asset maintenance – Cllr Barwick reported* - 2 seats were still in need of some maintenance. Clerk will look at.

**f) Housing Needs -WG:** *Update* – Hastoe are still waiting for meeting dates with BDC.

**g) Website:** No Report

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

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

**\* Parish Council VACANCY:** New Notice on Boards. No inquiries to date.

**\*Peninsula Tourism Action Group:** *Report on 11<sup>th</sup> July meeting - See Circulation Bag* – Arthur Ransome Literary Celebration event will be held at Pin Mill Sailing Club on 21<sup>st</sup> October (all day). Griff Rhys Jones confirmed as one of the readers.

**\*Electoral Review:** *Boundary Commission* – consultation closes on 14<sup>th</sup> August. **See Item 4b**

**\*Broadband for V. Hall:** BT has confirmed *Fibre Broadband* is available at speeds of 76.5-80mbps download and 20mbps upload. No installation charge, as the Hall already has a line. **Cost £48.90 per month. (£586.80 pa) Standard Broadband - £39.40 per month.** Costs includes land line charge. 2-year term contract. Landline costs at present amount to approx £72 per quarter (£288 pa). The Village Hall Cttee will discuss further.

**ii) Safer Neighbourhood Team:** July report on the Suffolk Constabulary website.

**Police & Parish Forum:** meeting on 5<sup>th</sup> July was poorly attended by parishioners of Chelmondiston, despite notices around the village, Shaun's Shorts and the website.

There were a number of complaints about speeding and bad driving. The PC did raise the issues again about parking at the top of Pin Mill Road and down at Pin Mill.

**Next meetings:** 30<sup>th</sup> August at *Pinewood Community Centre*. **26<sup>th</sup> October at Stutton**

**Village Hall.** 20<sup>th</sup> December at *Capel Village Hall*

*See Circulation Bag for Minutes; also on the village website*

**iii) Keep Fit/Play Equipment:** Following on from the advice given by BDC, Clerk suggested having a small exhibition at the Primary School Fete in September to gather information regarding what the older age group would like and to get further information as to the type of keep fit equipment people would prefer. Clerk would arrange a meeting with Sam Nunn to discuss quotes and options.

**iv) SpeedWatch:** Andrew Sterling has confirmed the 4 members of the Team had their 'initiation' session with Pc Chris Garrod, using the speed gun. They are sharing the equipment with Woolverstone and intend to rotate the use of this fortnightly which means they only need to do 2 sessions per month. Additional members to the Team would make that even less. The Team are now trained and have the authority to train further volunteers.

**v) Others –**

**Parishioners reports...**

*\*Pavement between Woodland turn and Shops (Main Rd)*

State of surface of the pavement has been reported to SCC previously. An elderly resident had a very bad fall here (reported by a neighbour). Clerk sent in a report to SCC. Response received. SCC have taken into account the severity of the issue but they do not consider that any action was necessary. They will continue to monitor the location. Clerk had sent the response to the resident.

*\*Church Road parking.*

An elderly resident who relies on people visiting /collecting her for appointments and delivery of goods is frustrated with the parking which obstructs vehicles entering her driveway safely. Clerk will report to the SNT.

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

**7.1 The Royal British Legion:** *Centenary of the 1918 Armistice for the Great War - Commemoration County Wide.*

The Chairman of the local RBL is willing to chair a meeting to see what can be done in Shotley and Chelmondiston to commemorate the event. *See Circulation Bag*

The Clerk has spoken with the Shotley Clerk and it is suggested that the RBL should take the lead in putting something together and then discuss the plans with both parish councils. Clerk would contact the Chairman.

**7.2 Mr Fenton** (present at meeting): *Hollingsworth Store* – Mr Fenton was invited to speak.

He confirmed that he had written of his concerns as to how the closure of the stores was affecting the parish and enquired as to what the response of the PC would be if a planning change of use application was submitted. Clerk had forwarded the email to all Cllrs and a response had been sent to Mr Fenton. Following further correspondence, Cllrs were in agreement in writing a polite letter to the owner of the property with a suggestion that a council member would be happy to meet do discuss the situation if it would help.

A response from the owner of the property had not yet been received. A discussion followed. Mr Fenton suggested he could organise a survey to obtain evidence of the need, which Cllr Hammond thought would be very useful. Mr Fenton questioned again whether the PC would support a change of use and Cllrs felt they would not support this.

**7.3 Mr Harding:** a letter to the Chairman in response to a letter from Webbs Maritime Ltd reporting an incident at Pin Mill with the resident, which was presented at the July meeting. The Chairman read out the letter, which refuted the accusations made. Mr Harding's email to Cllr Kirkup received a prompt reply from Cllr Kirkup once the situation had been investigated.

Cllr Barwick and Cllr Stevens confirmed they had spoken with Mr Webb very soon after the incident. Photos were taken and an explanation was given.

**7.4 PMBMCIC:** Letter from the Chairman of the Company regarding the letter received from Webbs Maritime Ltd. about the incident between Mr Webb and a director of the PMBMCIC. The Chairman considers that accusations made were untrue and not evidenced. Although the resident was a director of the Company he was not acting on behalf of the Company at the time of the altercation.

**8. Pin Mill Bay Management CIC:** *update if available and to consider a way forward.*

The Clerk had invited the Chairman to give a report prior to the PC meeting in September.

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

Now open on Wednesdays, which were proving to be quite popular.

**10. Pin Mill Common/Dinghy Park/Grindles:** *to receive reports - to take action deemed necessary.*

Clerk to contact Mr Chicken to request an inspection of the flood prevention flaps.

Cllr Barwick had taken a photo of the area on the front of the Common where the sleeper, which protected the bank, was missing. He was concerned that erosion of the bank would occur unless this was replaced. He had spoken with Mr Webb who had said he would be prepared to replace the sleeper for approximately £60.

**Proposal:** To have the sleeper replaced.

**Proposed:** Cllr D Barwick **Seconded:** Cllr M Stevens **Vote:** all in favour

## 11. Courses: to consider

### 11.1) LCPAS:

- a) *Understanding Planning* - Part 2. Clerk had discussed this course with Cllr Kirkup, as Chairman of the Planning Cttee. They considered it was worth pursuing. LCPAS would present the course at a venue of the PC's choice for £170. Other parishes would be welcome to attend. Clerk would contact local parishes.
- b) *New Data Protection Regulations* – held at Bury St Edmunds £40 per delegate

### 11.2) SALC:

- a) *Reform of Data Protection Legislation* – held at Claydon for £22 per delegate  
Cllr J Hammond to attend course on 5<sup>th</sup> October 2017.
- b) *Introduction to Social Media*. This course was not considered.

*Several members of the public left the room.*

## 12. FINANCIAL ITEMS:

### 12.1 RFO's Monthly Report: \*July Bank Reconciliation

<b>MONIES PAID IN</b> – to Treasurer's Account [ <i>July 2017</i> ]	<b>£505.74 Total</b>
<b>Lloyds Bank: Interest</b>	2.74 10 July
<b>Dinghy Permit: Bank Trans</b> (addition cost)	6.00 20 July
<b>500233: Peninsula Recycling Centre</b> – Skip Days ( <i>Cash</i> )	269.00 } 27 July
<b>Whip Street Motors - Metal</b>	180.00 } (Bag No: 26658044)
<b>Dinghy Permits</b> - 3 permits	48.00 }

**Direct Debit: BT Business Line** - *Village Amenities* (V. Hall) 71.62 [**14.32**] **85.94** (31/07/17)

### Bank Balance 31<sup>st</sup> JULY 2017

	<u>Payments to 31/07</u>	<u>Budgeted to 03/2018</u>
<b>Un-presented cheques</b> 40.00	11,439.96	32,865.00 – 33,075.00
Treasurer's Account 1,410.89	<u>Receipts to 31/07</u>	<u>Budgeted to 03/2018</u>
Business Instant Access Acc. 63,174.83	14,674.94	33,457.00
<b>Total (in credit) In Bank</b> 64,585.72		
<i>Plus Cash</i> (Float for skip days) 14.00		

Lloyds have confirmed that the account signatories have been updated and all can use the account as normal.

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

Figures [ ] = VAT

<b>1932 a) S A Meacock Garden Services:</b> <i>Pin Mill grass cutting etc.</i>		<b>72.50</b>
<b>1933 b) Mrs F Sewell:</b> <i>Salary</i> (July) £680.91 <i>Expenses: Stationery</i>	12.22 [2.44]	<b>695.57</b>
<b>1934 c) Suffolk Assoc. of Local Councils:</b> <i>Clerks' Networking</i>	16.00 [3.20]	<b>19.20</b>
<b>1935 d) Peninsula Tree Services:</b> <i>Footpath cutting</i>		<b>168.33</b>
<b>1936 e) Mr D Fisher:</b> <i>Pin Mill Grindle clearance</i>		<b>70.00</b>
<b>1937 f) Woolverstone Parish Council:</b> <i>SpeedWatch equipment</i> – (Shared)		<b>417.47</b>

**Proposal:** to approve payment of invoices listed: a) 1932 – f) 1937

**Proposed:** Cllr C Keeble **Seconded:** J Hammond **Vote:** all in favour

*Cllr Hammond asked the Chairman if she could make an addendum to Item 10. This was agreed. Cllr Hammond considered that the PC should get 3 quotations for the replacement of the sleeper. This was agreed. Cllr Barwick would speak with Kings Boatyard and make further enquiries.*

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

**14. THE NEXT PARISH COUNCIL MEETING** – Tues 5<sup>th</sup> September 2017 in the Village Hall.

There being no further business the Chairman thanked everyone and closed the meeting at 9.20pm.

Signed .....*David Cordle*..... Date ..... *05/09/2017*.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 5<sup>th</sup> September 2017.