

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE
VILLAGE HALL ON TUESDAY 4th APRIL 2017 AT 7.30pm**

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

In attendance: Fran Sewell - Parish Clerk

Public: 1parishioner, SCCllr D Wood and DCllr P Patrick.

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. **Election of Chairman:** In the absence of the Chairman, Cllr David Cordle and the Vice-Chairman, Cllr R Kirkup, it was necessary to elect a Chairman for this meeting.
Proposal: to elect Cllr C Keeble to act as Chairman for this meeting only.
Proposed: Cllr Dot Cordle **Seconded:** Cllr M Stevens **Vote:** all in favour
Cllr Keeble accepted and signed the Acceptance of Office form and he took the Chair.
Cllr Keeble opened the meeting at 7.35pm and welcomed everyone.
Apologies for Absence were received from Cllr David Cordle and Cllr R Kirkup and these were accepted. DCllr D Davis sent an 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.*
Cllrs Stevens, Hawkins and Hammond declared a non-pecuniary interest in **Item 13.3 f)**, as they were related to the recipient through a marriage
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 7th March 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* reported briefly on the Arthur Ransome project.
The AONB have awarded grants to a local footpaths group and the Vintage Cinema.
Adnams Brewery are working in partnership with the AONB in sponsoring a cycling route around the villages on the peninsula and at Alton Water. Maps will be available.
Cllr Wood took his leave.
 - b) **District Councillors:** *Peter Patrick* reported that from May, BDC would be operating as a Cabinet Council with a Leader. It was likely that the number of Cllrs would be reduced from 43 to possibly 31; effective from the 2019 elections.
Budget: The Council needs to generate money as funding from central government is being further reduced and a Capital Investment Fund has been set up to help with this.
Cllr Patrick spoke of the A. Ransome activities and the possibility of having a 'river bus' between Woolverstone and Pin Mill.
DCllr Derek Davis sent in a short report. According to the local paper, we live in the 25th best district in the country. 65 council houses are being built. 27 of these are at two sites within the Babergh district. There were concerns around housing with Babergh possibly failing to deliver its 5-year land supply, which would have serious implications on BDC's core strategy with the NPPF taking precedence of Neighbourhood Plans which don't have site allocations included. DCllr Patrick did not consider this to be quite correct.
The Peninsula TAG would be discussing having a children's party with a "We Didn't Mean To go To Sea" theme in which up to 50 children from the peninsula will be allowed to attend on a first book, first served basis.
BDC have been given £189,741 in the first tranche of money given by DCLG towards building social housing. Cllr Davis would be happy to put a case forward for a portion of this funding for a community led initiative.

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 Keeble reported on 04/04/2017 meeting. (See full minutes)

APPLICATIONS

B/17/00412/FHA - Longwood Cottage, 7 Richardsons Lane, Chelmondiston, IP9 1HP

Erection of cart lodge and extension of driveway; alterations to existing cart lodge to provide ancillary ground floor living accommodation.

B/17/00413/LBC - Longwood Cottage, [LBC: Listed building Consent]. Details as above.

The Chairman considered that the application was incomplete as there appeared to be no plans included for the proposed new cart lodge (also missing from the BDC website). A discussion followed.

The Cttee recommended not to support the application, as it was considered incomplete and for the concerns listed:

*alterations to the cart-lodge would amount to there being a new detached dwelling within the site area.

* there was no definitive statement to say that the redeveloped cart-lodge would not be sold off as a separate dwelling or used as a holiday let business. (HS35)

* no assurances to say that the new proposed cart-lodge would not be developed in the same way.

DECISIONS

B/16/01698/FHA- Mill Farm House, Wades Lane, Chelmondiston IP9 1EG - GRANTED

Erection of 2 storey side extension, 1st floor balcony and 2-bay cart lodge with attached gym.

B/16/01081/FUL – White House Farm, Shotley Road, Chelmondiston IP9 1EE - GRANTED

Conversion & extension of redundant agricultural buildings into 2 detached dwelling units. Replacing existing vehicular access with a new access in a new location. Erection of new cart lodge garage.

B/16/01732/FHA – Halcyon, Pin Mill Rd, Chelmondiston IP9 1JN - GRANTED

Erection of front porch & alterations, new windows, recladding of walls, extension to existing balcony & construction of ramp for disabled access.

B/16/01719/FUL – Foresters Arms, Main Road, Chelmondiston IP9 1DY - REFUSED

Erection of 1 no. building comprising of 3 no. terraced dwellings (following demolition of existing building).

B/17/00192/FUL - ‘Samphire’, Shotley Road, Chelmondiston, IP9 1EE - REFUSED

Erection of a two-storey rear & side extension AND alterations to roof form to facilitate loft conversion dormer window.

APPEAL DECISION Ref: APP/D3505/W/16/3156779 – DISMISSED

Little Barnes Nursery, Main Road, Chelmondiston IP9 1EE

Appeal made against Babergh DC’s decision Ref: B/16/00694/OFDW which was refused.

Pin Mill

Onderneming - The BDC Enforcement Officer had been contacted again regarding the mooring of the barge, contrary to the planning condition of the jetty.

Floating Pontoon – Representatives of King’s Boatyard were present and verbal assurances were given to the Planning Cttee that the positioning would be rectified. Clerk would be writing informing BDC.

b) Village Hall: No meeting.

- c) Playing Field:** Clerk had received the survey (forwarded to Cllrs) from Sam Nunn, Chairman of the Playing Field MC, for future play equipment. Clerk and Council commended him on the presentation. Outdoor gym equipment came top of the list. Tenders had been put out and quotes had been received. It was considered preferable to get as much equipment as possible in one go with the addition of a grant. Clerk would consult/work with Sam Nunn and the Cttee. Cllr Hammond suggested that the Cttee should consider having more seating. Cllr Hawkins confirmed there was a new bench by the pavilion.

- d) Footpaths, Trees & Hedgerows:** Clerk reported – RoW had confirmed that gates/fences were prohibited on bridleways unless authority was given to a landowner for the purpose of controlling livestock. The question had been raised by a landowner due to fly-tipping on the bridleway adjacent to the Recycling Centre. The Clerk had confirmed with RoW that the PC would work in partnership with them again with trimming footpaths for 2017.

A resident had asked for overgrown foliage to be cut back on the footpath opposite the Foresters Arms. Clerk had received a letter with photos of trees in Pin Mill Road, which appeared to be in danger of pulling down some electrical cables and damaging the roofs of Chapel Cottages. Cllr Dot Cordle declared an interest, due to ownership of some of the dwellings. The complainant had spoken with BDC and logged it with SCC on their website. Clerk to contact SCC.

- e) Village Amenities:** Asset maintenance – Cllr Barwick reported that most assets were in good functional order. *Main Rd/Woodlands -seat requires work (programmed in with Mr Latter). *Jubilee Garden and Meadow Close seats require work. Clerk to organise.

- f) **Housing Needs - WG:** Update Hastoe Housing Association is still waiting on information on sites from BDC.
6. **Clerk's Report:** *and to consider any actions necessary*
- i) **updates - report from previous meetings**
 *Pin Mill Road hedges – All cut.
 *Millfield – the vacancy has been offered to a local lady.
 *Litter-pick – Cllr Hawkins will take pickers & jackets to the Village Car Park. Clerk will speak with Cllr Kirkup regarding Pin Mill and will purchase black bags.
 Notices have been put up around the village and on the website and Shaun's Shorts Facebook.
- ii) **Defibrillator:** *update on future training.* Sara Hopkinson and the Clerk to demonstrate the defibrillator and CPR with the Over 60s. Cllrs were encouraged to attend the evening session.
- iii) **Pavements – Church Road:** a resident had raised concerns as the pavement slopes towards the road. Difficult for the elderly in particular to walk along and someone had recently fallen. It was understood that the resident had spoken with the District Cllr, who in turn emailed SCC. An inspection had taken place. The BT cover, which was raised was actioned for repair. Clerk will follow up.
- iv) **Community Payback team – projects.** *footways and possible path seating area in Community Orchard*
 Clerk to meet with John Wesley on Thursday afternoon 2pm.
- v) **Open Spaces Survey** – forwarded to Cllrs. A study conducted by Ethos Environmental Planning to be used as part of the evidence base for the new Joint Local Plan and to help make decisions about the future of open spaces and where surpluses and deficits exist. A discussion followed. Clerk to complete.
- vi) **Others – Reminders** – (See Circulation bag and website)
 * **Annual Meeting of the PC:** The purpose of the meeting is to elect a Chairman of the Parish Council, which must be the first item on the agenda - before any other business including apologies. The Chairman must sign a *Declaration of Acceptance of Office*. The meeting must be held in May. Following an ordinary election, it must be held on the fourth day after the election or within 14 days thereafter.
 * **Annual Assembly of a Parish Meeting:** The purpose of this meeting is to provide an opportunity for parishioners to discuss parish affairs, and for village organisations to come together to report and answer questions. **This is NOT a meeting of the Parish Council.** The meeting must be held on any day from 1st March to 1st June and cannot be held earlier than 6pm. Notices must be displayed at least 7 clear days prior to the meeting and 14 days if a matter of its governance is to be decided. (e.g. establishing or dissolving of a council).
 * **Public Participation (PP) in Council Meetings:** The PP session should form part of the meeting and should NOT be held before or after the meeting. It is important to have a clear demarcation both on the agenda and during the proceedings, as to when the public session starts and finishes. Deeming the meeting to be 'closed' is NOT appropriate. The Chairman may invite a comment from the public during other parts of the meeting.
 * **What's On:** 1/ Annual Easter Monday Duck Race - April 10th 2017.
 2/ Arthur Ransome Pin Mill Jamboree – May 13th 2017.
7. **CORRESPONDENCE:** *to take any action deemed necessary on correspondence received.*
- 7.1 **Suffolk CC:** *Notification of Temporary Traffic Order* – Closure of B1456, Main Road – from Pin Mill Rd to Bylam Lane from **Wednesday 3rd May to Friday 5th May** between the hours of **19:00 and 06:00**. Carriageway patching. With a return to site for associated works in May/June/July. Letter advises of alternative route.
- 7.2 **Suffolk CC:** *Notification of Temporary Traffic Order – Speed reduction on 5th April on* B1456 Main Rd, Chelmondiston. **30mph** speed restriction from Bylam Lane for 370m East to existing 30mph zone. *Reason:* Safety of operatives and highway users during urgent road edge repairs.
- 7.3 **Community Action Suffolk:** *Membership renewal* –free of charge.
Proposal: to renew annual membership.
Proposed: Cllr A Fox **Seconded:** Cllr J Deacon **Vote:** All in favour

- 7.4 B/MSDC: ‘Call for Sites’ outcome** – Sites for potential housing or employment development that have been suggested for consideration of the Joint Local Plan land allocation, was published on **3rd April 2017**. Sites have been grouped into settlement areas and provisionally mapped as accurately as possible. A separate planning assessment is being undertaken on these sites. Public comments will be possible later in the Joint Local Plan process. The **‘Call for Sites Submissions’** document can be found on the BDC website. <http://www.babergh.gov.uk/planning/planning-policy/evidence-base/current-evidence/call-for-sites-submissions>
- 7.5 S Coast & Heaths-AONB: Volunteer Practical Work Programme.** Running from April 2017 to March 2018. They are particularly interested in ‘landscape scale’ projects, e.g. a wide tree and hedge planting programme. Project has to meet certain criteria.
- 7.6 Shotley Peninsula TAG: Notes from 7 March meeting**
Arthur Ransome: *Logo - *Information Boards examples shown, which will possibly be erected in early May; [The Studio will have one]. *Trail Leaflets – draft form. *Literary Festival – possibly in October. *Themed School Activity - Day 10th July.
- 7.7 Circulation Bag**
Peninsula Tourism Action Group (TAG): Meeting – 7th March Agenda and Notes of 8th March meeting. Facebook page: www.facebook.com/groups/ShotleyPeninsulaTAG/
SALC: The Local Councillor – Spring Issue. *Public Participation in Council Meetings
 *Annual Meeting of a Council & Annual Assemblies of a Parish Meeting. *Draft model employment contract - circulated by ALCC.
Chelpin: Copy of April article. **What’s On:** Pin Mill April/May. **BDC:** Council Tax Information.
B/MSDC: Town/Parish Council Newsletter – March **BDO:** Audit Information
- 8. Pin Mill Bay Management CIC:** *update if available and to consider a way forward.*
 Clerk had mailed BDC regarding setting a date for a meeting to discuss the Articles of Association. No response received to date.
- 9. Recycling Centre:** *to consider reports and to take any action deemed necessary*
 * **Health & Safety Policy (H&SP)** – *to discuss/approve*
 The Parish Council’s policy was circulated to Cllrs prior to the meeting. A discussion followed and specific additions were made regarding the Peninsula Household Waste Centre.
Proposal: to update with the additional wording as discussed.
Proposed: Cllr D Barwick. **Seconded:** Cllr J Hammond **Vote:** all in favour
 Clerk to update and repost on the website.
- 10. PIN MILL: Dinghy Park/Grindles:** *to receive reports - to take any action deemed necessary*
 i) **Memorial request** – *update.* Clerk had now received confirmation from 2 people who wish to remain on the register. Clerk would contact the other person who had not confirmed again.
 ii) **Maintenance** – Clerk had checked the flood protection flaps. A sand bag had been pushed into the Grindle, preventing one of the flaps from operating properly. This had now been removed.
- 11. FINANCIAL ITEMS:**
11.1 RFO’s Monthly Report: *March Bank Reconciliation
- | | | | |
|--|----------------------|------------------|--------|
| MONIES PAID IN – to Treasurer’s Account [<i>March 2017</i>] | | | |
| Lloyds Bank: Interest | | 2.33 | 09 Mar |
| Babergh DC: Recycling credits- Waste Centre | 375.30 | | |
| | Village Bottle Banks | <u>346.20</u> | 13 Mar |
| | | 721.50 | |
| HM Revenue & Customs: VAT reclaimed | | 1,664.81 | |
| 500228: Peninsula Recycling Centre – Skip Days (Cash) | | <u>210.00</u> | 29 Mar |
| | Total paid in | £2,598.64 | |
-
- | | | | |
|--|------------------|--|--|
| Bank Balance 31st MARCH 2017 | | Earmarked: included within total credit | |
| Un-presented cheques | 0.00 | 4,776.00 | Recycling Centre |
| Treasurer’s Account | 2,914.08 | 6,805.00 | Playing Field (<i>Precept grant</i>) |
| Business Instant Access Acc. | <u>58,364.16</u> | <u>325.00</u> | Tennis courts |
| Total (in credit) In Bank | 61,278.24 | 11,906.00 | |
| <i>Plus Cash (Float for skip days)</i> | 14.00 | | |
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11.2 End of Year Audit & Reserves: *to discuss.* Clerk had received notice of the annual review of accounts for year ending 31st March 2017 from BDO (external auditor). Changes have been made to the Annual Return. These were pointed out. The PC has not been randomly selected as part of this year's 5% selection to undergo an Intermediate Review. Section 1, the Annual Governance Statement must be approved by full council BEFORE Section 2 of the Annual Return. The Exercise of Public Rights will commence on 8th June 2017, after the date of the Accounting Statement being approved, for 30 days to include the first 10 days of July and will end on 19th July. These Statements have to be published on the website with a declaration from the RFO/Clerk stating that they are unaudited and subject to change.

The submission date for all documents to be with BDO has been set for 24th July 2017. (See Circulation bag for copies).

Reserves: information had been received (LCPAS) recommending that parish councils should keep between 50%-150% reserves depending on the size of the council. In any event council should have at least 3 months of what the council would need to financially survive. An *ear-marked reserve* for a project is fluid; it can be moved to another budget heading. A *ring-fenced reserve* is an amount budgeted for and is held under that budget code for that reason. However, all reserves are fluid and can be moved around if required. At the March meeting, Cllrs had been given a breakdown of the reserves. Clerk questioned whether it was appropriate to discuss/commit further without the Chairman, Cllr Cordle and the Vice Chairman, Cllr Kirkup being present, as both were on the Advisory Finance Group. Council agreed and the item was held over.

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

Figures [] = VAT

1893 a) S A Meacock Garden Services:	<i>Pin Mill grass cutting etc.</i>			72.50
1894 b) Mrs F Sewell:	<i>Salary (March)</i>		668.76	
	<i>WH Smith Stationery</i>	8.98	[1.80]	10.78
	<i>Chelmo' P.O. Stamps 100 2nd class. 12 1st class</i>		<u>62.68</u>	742.22
1895 c) HM Revenue & Customs:	<i>Chq made payable to Post Office Ltd</i>			
	<i>Quarterly payment (Jan, Feb, Mar) Employee's Tax; Employer's N Ins</i>			168.66
1896 d) Anglia Foilblocking Ltd T/A P&J Labels:	<i>Dinghy permits</i>	103.75	[20.75]	124.50
1897 e) S. Sacker (Claydon) Ltd:	<i>Skip Hire (General Waste)</i>	640.60	[128.12]	768.72
1898 f) Mr R Carless:	<i>Reimbursement for property damage (Re issue of lost cheque)</i>			100.00
				£1,976.60

Proposal: to approve payment of invoices listed: **a) 1893 – e) 1897**

Proposed: Cllr J Hammond **Seconded:** Cllr J Hawkins **Vote:** all in favour

Proposal: to approve payment of invoice listed: **f) 1898**

Proposed: Cllr Dot Cordle **Seconded:** Cllr J Deacon **Vote:** 4 in favour 3 abstentions

Payment previously agreed

1899 PWS Professional Wiring Solutions LTD:	<i>cabinet for AED installation</i>			
	<i>(Re-issue of cheque as previous invoice had no VAT reg number.)</i>	228.00	[45.60]	273.60

12. Reports of Other Business (not itemised): to be included on next agenda if necessary.
Nothing brought forward.

13. THE NEXT PARISH COUNCIL MEETING – Tues 2nd MAY 2017 in the VILLAGE HALL
Annual Parish Council meeting

There being no further business, the Chairman thanked everyone and closed the meeting at 9.05 pm.

SignedCllr David Cordle.....

Date02/05/2017.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle, at the meeting held on 02/05/2017.