

MINUTES of the CHELMONDISTON PARISH COUNCIL MEETING held in the VILLAGE HALL on TUESDAY 5th December 2017 at 7.30pm

Present: *Councillors:* David Cordle (Chair), C Keeble, J Deacon, D Barwick, M Stevens, Dot Cordle and (from 7.37pm) A.Fox,

Public: SCCllr D Wood (DW) and 2 residents of the parish

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 7.30pm and welcomed all.
Apologies for Absence : The following Cllrs had sent their apologies due to prior commitments: Cllr R.Kirkup, Cllr J.Hammond, Cllr J.Hawkins and DCllr Patrick.
2. **Position of Clerk/RFO:** The Chairman warmly welcomed Jill Davis as the new Clerk/RFO. Jill takes up her position as from 11th December. The Chairman asked it to be minuted that the Council is very grateful to Cllr R.Kirkup for her work as 'Acting Clerk' during the 6 weeks that the Council has been without a permanent Clerk.
3. **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 Interest were received at this time.
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 7th November 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.
5. **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:** DW reported: (see website for full report)
 - **SCC Council Budget (2018-19):** increased by 4.99% following a 7-year freeze. A funding gap of almost £27m means that savings totalling £24m will have to be found, including the following cuts:
 - **Adult & Community Services:** £11m
 - **Health, Wellbeing & Children's Services:** £0.25m
 - **Fire & Public Safety:** £0.17m
 - **Resource Management:** £0.25m
 - **The 'West Meadows' Gypsy and Traveller site:** this has been sold to current residents.
 - **Completing the White Lines on the B1456 in the village:** confirmation still awaited.
 - **Ownership of the verge at the top of the Pin Mill Road:** issue still being pursued.
 - b) **District Councillors:** DCllr Patrick sent a report which is being circulated to Cllrs and will then be placed on the 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:**
 - **Applications and Decisions: 7.1 DC/17/05308 (opp)White House Farm, Shotley Road, Chelmondiston. IP9 1DY:** Erection of 7 dwellings plus garages: Recommendation to REFUSE.
 - b) **Village Hall:** There had been no meeting.
 - c) **Playing Field:**

Tennis Court maintenance. The Moss clearance company said it was too late (after October) to do the work. They have received a formal request from us and will contact the Clerk in the spring to arrange a time to come then.

Play Equipment. Cllr Deacon reported that following contact with the Chairman of the Playing Field Cttee a brief report on the requirement and costs has been drafted and is being used for initial contacts with organisations that may provide a grant to assist purchase of the equipment - 3 pieces of keep-fit equipment, a zipwire, and a climbing frame. Total cost is estimated at just over £30K; £10K is currently available from ear-marked reserves, leaving £20K to find.

Pavilion. Cllr Stevens reported that vandalism of the toilets and heaters will require repairs to be made. Cllr Stevens to action.

d) Footpaths, Trees & Hedgerows: There had been no meeting. The head teacher of the school has been contacted regarding the school field edge hedge along Woodlands which overhangs the path. Agreed that the hedge will be trimmed when the maintenance gang are next present.

e) Village Amenities: Asset maintenance/ War Memorial Cllr Barwick is still pursuing possible grant for repair and cleaning the War Memorial.

f) Housing Needs -WG: No new information.

g) IT support: Recent problems with the PC laptop computer have highlighted the need for the provision of standby technical assistance in case of need. Tony Gould of Woolverstone had provided emergency assistance and spent considerable time making the PC laptop useable. Cllr Kirkup proposed we pay for the time he spent on this and asked TG to send an invoice for the PC to consider. Further to discussion of this recommendation: Proposal to support by Cllr Fox; Seconded: Cllr Stevens.

g) Data Protection: Cllr Hammond reported that some self-teach courses have been identified; action to find others continuing.

7. Clerk's Report: and to consider any actions necessary -

i) updates - report from previous meetings There was nothing to report other than mentions elsewhere in these Minutes.

ii) Broadband – to discuss options for the Village Hall ; discussions with Mrs Lakey ongoing.

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

8.1 Oak-tree trim in Collimer Close: the Council has received a letter of thanks for organising.

8.2 Boundary Commission Report: Letter from Woolverstone PC received asking if the Council intends to comment as part of the official consultation. Following a brief discussion it was decided not to comment.

8.3 Data Protection: The Information Commission has requested updated contact details; agreed that Jill Davis will be listed as contact.

8.4 External Audit Fees: An external auditor has been appointed - PKF Littlejohn LLP.

9. Data Handling: Following investigation of problems with the PC laptop (see 6G above), it is now evident that a replacement version of MS Office software is required in order to make the machine fully operational, since the existing copy cannot be re-installed; cost is in the order of £90. Purchase agreed. *Proposed: Cllr Fox; Seconded: Cllr Stevens*

10. Pin Mill Bay Management CIC: update if available. No new information.

11. Neighbourhood Plan (NP). Insufficient interest has been shown by neighbouring parishes to make a cohesive area for which to produce a joint NP. Additionally, advice to the Planning Committee suggests that it would be much quicker to create an NP for our Parish alone, rather than in collaboration with others. Based on this input, the Planning Committee is now recommending that we should engage a consultant to assist us in creating an NP, using our Village Deign Framework as base data. Initial indications are that costs would be in the region of £12/15K, but with probably £9K of that recoverable via a Government grant; costs to the PC therefore expected to be in the region of £5K. It is hoped/expected that this work would be completed before end-2018. Following discussion, including some scepticism regarding the weight that an NP carries in the planning process, it was agreed that creating an NP is the only way forward to provide any input at all to the planning process, and that Cllrs supported the approach. The Planning Committee hopes to have some more detailed cost figures to present at the next PC meeting.

12. Recycling Centre: to consider reports and to take any action deemed necessary. As of the end of November, operating costs for this activity are showing a small overall loss for the current financial year (c£125), but this is more than offset by the grant from BDC. Fly-tipping inside the

site has been a problem these last few days, and the site manager (Alan Nunn) requests that any suspicious activity at the site should be reported to either himself or the Clerk.

13. Pin Mill Common: Common/Dinghy Park/Grindles: to receive reports - to take any action deemed necessary on maintenance.

a) Tidal flap maintenance. Cllr Barwick reported that Gus Curtis has mended the flaps, and that they are now in working order. The Chair requested that thanks to Gus Curtis are minuted.

14. FINANCIAL ITEMS:

14.1 RFO's Monthly Report: -

November Bank Reconciliation: As at 30 Nov. 2017:

Treasurer's Account: £1,074.69 (1x unrepresented cheque: 1953 £806.78)
Business Instant Access: £72,385.79

Monies paid in 31 Oct – 30 November:

(to Treasurer's Acc.): £176.00 on 30.11.17 (**Skip Day cash**)

(to Business Instant Access Acc.): £3.07 on 09.11.17 (**interest**)

Monies Transferred: from Business Instant Access to Treasurer's Account : £1,500 on 04.12.17

RBL wreath payment £40: payment agreed - Proposed: Cllr Dot Cordle; seconded: Cllr Barwick.

Appoint LCPAS as auditor: Agreed: Proposed: Cllr Dot Cordle; seconded: Cllr Barwick.

Grass Cutting Quote from Steve Meacock @ annual costs of £150 (hedge cutting) and £720 grass cutting: Agreed: Proposed: Cllr Keeble; Seconded: Cllr Barwick.

14.2 Advisory Finance Group:

a) Grant Applications: Applications received for 2018:

i) V. Hall. ii) St Andrews Church iii) Good Neighbour Scheme iv) Playing Field
To be discussed in January at the next PC meeting.

b) Precept: The Precept and Budget discussion of the Finance Committee on 23/10 was reviewed. The Finance Committee have recommended a small (1.03%) rise in the precept to £24,750. Agreed: Proposed: Cllr Fox; seconded: Cllr Stevens

14.3 PAYE: to consider contracting out to SALC. Agreed: Cllr: Keeble; seconded: Cllr Barwick.

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

a) 1960 S A Meacock Garden Services: Pin Mill grass cutting etc.	72.50
b) 1961 Mrs F Sewell: Final Salary (to 09 November 2017)	353.76
c) 1962 Holbrook Academy Endeavour Award	30.00
d) 1963 St. Andrew's PCC Room hire on 12 th October 2017	12.50
e) 1964 Rosie Kirkup Travel to and from SALC Finance course (+JD)	7.20
f) 1965 Tony Gould Fault diagnosis on PC laptop and repair work	35.00
g) 1966 Sackers Recycling centre skip charges [VAT 156.04]	936.24

Resolution to pay the above a) – g)

Proposed: Cllr D Cordle

Seconded: Cllr Stevens

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

Cllr Stevens reported that the car park in St Andrews Drive has had a lot of vegetation in it for a considerable time. Cllr Stevens to contact authorities to remove.

16. THE NEXT PARISH COUNCIL MEETING – Tues 9th January 2018 in the Methodist Hall

There being no further business the Chairman thanked everyone and closed the meeting at 8.50pm

Signed Date.....