

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 3rd FEBRUARY 2015 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Councillors:* David Cordle, R Kirkup, A Fox, J Hawkins, M Stevens, J Deacon, B Walker, Dot Cordle and D Barwick

In attendance: Fran Sewell - Parish Clerk

Abbreviations: Cllr = Councillor. PC = Parish Council. BDC = Babergh District Council.

BDC/MSDC = Babergh District/Mid Suffolk District Councils (*working together*)

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.

1. **Welcome by Chairman:** *Cllr David Cordle* opened the meeting at 7.30pm and welcomed all.
2. **Apologies for Absence:** *apologies received from Cllr Keeble and Cllr Chicken* - these were accepted.
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.*
Cllr Stevens declared a pecuniary interest in **Item 15.3 h** - as the recipient was the son-in law.
Cllr Hawkins declared a non-pecuniary interest in **Item 15.3 h** - as he was related by marriage to Cllr Stevens.
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 6th January 2015*
These Parish Council minutes were taken as read and the Chairman was authorised to sign them, as a true and correct record of the proceedings.
5. **Matters Arising:** *to report on matters arising from meeting on 6th January 2015*
None.
6. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*
None.
7. **REPORTS:** *to receive reports (if available) from*
 - a) **Safer Neighbourhood Team:** *Pcso Joanne Adams (JA) reported*
There were no recorded crimes in Chelmondiston for January.
Harkstead Lane - 2 vehicles and sheds were broken into. JA advised people of the following
 - * door to door selling of chainsaws and other equipment from a rented Enterprise van.
 - * Robberies from small post offices, elsewhere in Suffolk.
 - * The Playing Field - JA would be 'keeping an eye' on matters.
 The Chairman thanked JA, who then took her leave.
 - b) **County Councillor:** No report
 - c) **District Councillor:** *John Deacon - See full report on PC website.*
 - * *Planning Policies Review* - public consultation from 19th January - 12th March. See BDC website. For the Peninsula the main point of interest is the set of Development Management Policies (DMP). The purpose of which is to summarise all the extant policies from the 2006 Local Plan - the 100+ policies will be summarised in around 25 policy statements. The emphasis of this document - as guided by the NPPF (National Planning Policy Framework) - is to define general principles of good design (in our area), rather than specify in great detail for lots of specific geographical areas what can/cannot be done.
 - * *Community Infrastructure Levy (CIL)* - There is a further focussed public consultation looking only at levy rates which is on-going to 13th February. See BDC website
 - * *BERNERS* Achievement awards. Richard Davies, Treasurer for Shotley and Erwarton Good Neighbours, has been selected for an individual award, and The Shotley Stour and Orwell Footpath Group have been selected for a Group award. Congratulations are due to both!
 - * *Sunday bus service* - the 202 service between Ipswich and Shotley, which runs four times a day every Sunday has been extended until at least the end of March 2015.
 - * *Debt Problems* - Many people don't realise that they can borrow money from the Credit Union in Suffolk at very reasonable rates. Recently renamed "Eastern Savings and Loans" they have opened premises in Ipswich at 58 Westgate Street.

BDC/MSDC are sharing the costs of employing two people on fixed term contracts to help tackle some of these issues with people on low incomes. There will be a pilot scheme on the Shotley Peninsula (details to come).

* *Mobile Signals* - the Government announced a new £5 billion project to extend mobile phone coverage in rural areas such as ours. SCC (through the contractor who builds mobile masts) are expecting a number of Suffolk 'not spots' to be covered by new masts. It is not known for sure whether the Peninsula is one of these sites.

8. REPORTS FROM... Committees/Representatives of other Committees/Groups/Meetings:
to receive reports and proposals/requests and to take any action deemed necessary.

a) Planning: Cllr R Kirkup - on 27/01/15 meeting. See full minutes.

APPLICATIONS

B/14/01550/FUL - Halcyon, Pin Mill Road

Erection of replacement dwelling. [Case Officer: John Pearce]

Although the property is technically just outside the Conservation Area of Pin Mill, it is within the Suffolk Coast & Heaths AONB. It was considered that CR04 and CN08 were extremely relevant as it is a very sensitive area

CR04: Development proposals in Special Landscape Areas will only be permitted where they:

- maintain or enhance the special landscape qualities of the area, identified in the relevant landscape appraisal; and
- are designed and sited so as to harmonise with the landscape setting.

CN08: requires that proposals for development within or near a Conservation Area should preserve or enhance the character of the Conservation Area or its setting and be appropriate in its form, scale and detailed design to harmonise with its setting.

The very bold contemporary design of the proposed building is not in any way in keeping with the style and character of anything else in Pin Mill, with the exception of the Black House in Pin Mill Road (which is sited within the Conservation Area), and which has apparently set a precedent which, if followed by more buildings, will totally change the nature of the hamlet.

As with the Crow's Nest B/12/01412/FUL, concerns were raised about possible subsidence and surface water run off, which could seriously affect the cottages below. These cottages have retaining walls within their gardens, a necessity, as the site slopes towards them and ground movement has occurred in the past. The Cttee would like to see appropriate expert reports on how such potential threats to other properties will be avoided.

With regards to the proposed 1.8m fence along the ridge line of the garden, it is not clear how prominent it will be. Can this be clarified? Will it be seen from the road?

The Cttee recommended writing saying that although there were no major objections to a rebuild the concerns raised should definitely be looked into prior to any decision being made.

DECISIONS

B/14/01403/FUL - Pin Mill Jetty: *update on application See Paper on BDC's website.*

The application was going to Babergh's Planning Committee on 28th January 2015.

The Case Officer was recommending approval. Attention had been drawn to the use of the jetty for a holiday barge.

HMS Ganges: *The Case Officer had informed: re s106, the developers are accepting of the terms originally approved in November 2013. The viability claw-back mechanism seems to be the only outstanding issue.*

The Case Officer has since informed that the application is going to be reported back to BDC's planning cttee, possibly towards the end of February or the beginning of March.

* *Permitted development:* possible breach of planning at property on the Main Road and at rear of cottage in Church Road have been reported to Babergh Enforcement.

b) Footpaths, Trees & Hedgerows Group: Report on 19/01/15 meeting.

Minutes of the final meeting of the FT&H Cttee had been signed off. Cllr Kirkup would take on the roll of secretary.

* *Bridleway 6* - resident confirmed that Anglian Water had raised the condition of the bridleway leading towards the sewage works at a central meeting, in order to get some works carried out.

* *Pages Common* - the 3 year plan for coppicing the hazel in the centre of the Common has been completed by 2 local residents. They now plan to coppice the blackthorn opposite Longwood Cottage, as it has reached the power lines. They will be planting a few new trees in place of those which have not grown.

- * *Bridleway 27*- reports had been received of it being very narrow at the junction of Richardson's Lane. Cllr Kirkup would look into.
 - e) **Village Hall:** *Report from meeting if available* - No report.
 - d) **Playing Field:** *Report* - *Update on grant for Outdoor Gym - Clerk had been working with the Chairman of the Playing Field Cttee and Biffa had now accepted the application from the PC. It was hoped that the PC would know in April whether a grant would be forthcoming.
*Quote for grass cutting - Mr Hazelwood had submitted a quotation for grass cutting for the 2015 season. It was agreed to accept the quotation of £400.
 - e) **Village Amenities:** *CEP boxes.* Cllr Deacon had spoken with the new leader of Chelmondiston Playschool and she was happy to store an emergency box there and for the building to be the primary control centre. To be confirmed whether or not a key will be available for the CEP team. The V. Hall to act as a back up Control Centre.
 - f) **Pin Mill Bay MCIC:** *Report if available* - No meeting. The Chairman was given no matters to take to the next meeting.
 - g) **Clerk's Reports:**
 - * *PC Elections:* 7th May 2015 - If there are more candidates than the number of seats available on this council (11) there will be an election. Certain criteria must be met and candidates will need to complete a nomination paper, which has to be signed by two parish electors. The completed papers must be **delivered by hand** to BDC from Monday 23rd March and no later than 4pm on Thursday 9th April. Poll cards will be sent out in early April. If residents have not registered they will not receive a poll card.
The deadline for registering with BDC to vote, is Monday 20th April (which can be done on line). The deadline for applying for a postal vote is 5pm on Tuesday 21st April.
 - * *Tel-V. Hall:* an Open Reach engineer inspected the premises on 27th January but was unable to install a land line. Clerk would be contacted.
 - * *Community Council (CC):* See Item 11, 06/01/15. A response to the letter from the PC had been received from the CC regarding the request for a storage container on the playing field. Clerk confirmed with the Playing Field Cttee Chairman, as to their decision. Clerk would contact the CC with suggestions of further sites.
 - * *Chelplin Projects - Pin Mill Common festival:* See Item 15, 06/01/15. A response to the letter from the PC confirmed that the PC would be contacted when a date was set. Insurance was in place and a Temporary Events Notice would be applied for from BDC and relevant parties (Police, Environment Protection Team at BDC) would be informed.
 - * *Consultations:* responses to Parish Polls and Automatic Precept Referendums had been completed as per Item 14, 06/01/15. See Circulation bag for a copy of the responses.
 - * *Housing Survey* - CAS confirmed that they would be collating the data during February.
 - * *External Audit Briefing (SALC & BDO):* 02/03/2015 Clerk to attend.
9. **CORRESPONDENCE:** *to respond to correspondence and to take any action deemed necessary.*
- 9.1 **Quiet Lanes:** *update on Shotley Peninsula* - Alton Water & Pin Mill Cycle Explorer Guide to be published by Suffolk Coast & Heaths AONB. See Circulation Bag.
Clerk to respond that the PC was unable to support the initiative financially.
- 9.2 **Suffolk Speaks 2:** *Invitation* - to an event to develop how SCC and their partner organisations engage and consult with the public in the future. Clerk to respond.
- 9.3 **Babergh DC/Mid Suffolk DC:** *Joint Local Plan* - Consultation on planning policy matters Cllr Kirkup and Clerk to attend workshop on 09/02/2015.
- 9.4 **Circulation Bag:**
SCC: *Suffolk Flood Risk Management Partnership* - Information paper
SALC: *The Clerks & Councils Magazine* *Powers and Duties.
Consultations: *Local Gov Finance Settlement Consultation *Parish Polls - copy of responses from SALC and PC.
Local Council Public Advisory Service: *Brochure.*
VDS & CS11 policy: Cllr J Deacon notes of meeting.
Joint MSDC/BDC Local Plan: Cllr J Deacon notes re public consultation.

- 10. RECYCLING CENTRE:** *to consider reports and to take any action deemed necessary.*
A contractor had visited the site with a view to giving a quotation for CCTV. No response to date. Clerk will follow up.
- 11. PIN MILL:** Dinghy Park /Grindle/Common - *to receive reports/proposals and to take any action deemed necessary*
11.1 *to consider quotation for printing of permits 2015 season.*
PJ Labels - £102 basic permit label. Numbers for 2/3 year period -£58 plus postage and VAT. It was agreed to accept this cost. Clerk to organise.
- 12. Village Car Park:** *update on private access and resurfacing.*
It was reported that no action had been taken to reinstate the hedge.
Proposal: to write a follow up letter asking for the hedging etc to be put in by the end of February and to suggest that the PC would be willing to do this, along with reinstalling the pedestrian gate, but advising that there would be a charge.
Proposed: Cllr David Cordle **Seconded:** Cllr A Fox **Vote:** all in favour
- 13. Local Council Award Scheme:** *to consider*
The Clerk reported on a briefing she had attended. A discussion followed as to the advantages and disadvantages. No decision was made. *See* Circulation bag.
- 14. REVIEW:** **Public Participation Sessions-* When the public attend meetings they have no right to participate unless permission is given. *See* NALC's LTN 5 paras 41 and 42. When permitted the session should include this item on the agenda [*See* Item 6]. It forms part of the meeting in law and should be managed by the Chairman and documented within the minutes of the meeting. A Cllr may be permitted to speak on a matter in which they have an interest, which he/she is not permitted to speak about at the meeting.
It is not appropriate to deem the meeting 'closed'. There is nothing to stop a council (usually the Chairman) inviting a comment from a member of the public during the other parts of the meeting, should it be appropriate. Clerk to draw up a protocol.
** Minutes -* SALC had suggested that specific Cllrs or individuals should not be named (Data Protection Act - responsibilities to the public). In the Public Participation section it is recommended that brief overview bullet points or summaries are used to record this section of the meeting.
Cllrs wished to keep the format of naming Cllrs when proposing resolutions.
Cllrs wished to keep Matters Arising on the agenda, although no resolutions can be made.
** Media Policy:* A discussion ensued.
Proposal: to approve the *Media Policy* as presented.
Proposed: Cllr A Fox **Seconded:** Cllr Dot Cordle **Vote:** all in favour
Clerk advised that older PC policies would be on the March agenda for review.

15. FINANCIAL ITEMS:**15.1 RFO's Monthly Report: - January - Bank Reconciliation**

Lloyds Bank Interest Jan	2.29	09 Jan
500140: Chelmo Waste Centre: CASH (5 wks)	100.00	12 Jan
Whip St Motors: Metal	151.60	
Dinghy Permit:	16.00	
Ms King: peppercorn rent - bus shelter	.50	

12/01/2015 - Transferred from the Banking Instant Access to the Treasurers Account £1,000

001564 - Hot Off The Press: CEP leaflet (600 off folded) 13/01/2015 £94.00

BALANCE on 31st JANUARY 2015		<u>Ear marked</u>	(included within total credit)
Un-presented chqs:	95.00	2,000.00	Household Recycling Centre
Treasurers Account	1,219.52	6,905.00	Playing Field (<i>precept</i>)
Business Instant Access Acc.	52,800.80	325.00	Tennis Courts (<i>ear marked</i>)
Total (in credit)	£54,020.32	£9,230.00	

15.2 Funding Application: Holbrook Academy

Clerk reminded Council that grants could not be given to educational establishments but could be granted to PTAs. A discussion followed about the advantages and disadvantages of this application.

Proposal: Not to support the application

Proposed: Cllr A Fox **Seconded:** Cllr M Stevens **Vote:** all in favour

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

				Figures [] = VAT
1655 a) S A Meacock:	<i>Pin Mill Grass Cutting etc.</i>			72.50
1656 b) Mrs F Sewell:	Expenses: <i>Postage stamps</i>			44.54
	<i>Stationery</i>	2.92	[0.58]	3.50
	<i>Salary (Jan) + 1 off Dec payment</i>			<u>691.04</u> 739.08
1657 c) Mr P J Mann (VKM Gardening):	<i>General (01/07/14 - 31/12/14)</i>			235.30
1658 d) Chelmondiston Village Hall:	<i>Room hire (Nov/Dec)</i>			34.00
1659 e) Suffolk Assoc of Local Councils:	<i>Briefing (19/01/15)</i>	5.00	[1.00]	6.00
1660 f) Tomlinson Groundcare:	<i>Mower service (22/01/15)</i>	204.68	[40.94]	245.62
1661 g) David Hazelwood:	<i>Grass cutting Playing Field (2014 season)</i>			360.00
1662 h) Mr I E Rees:	<i>Footpath cutting (17.5 hrs + £26 petrol)</i>			183.50

Proposal: to approve payment of invoices listed: **a) 1655 to e) 1659**

Proposed: Cllr R Kirkup **Seconded:** Cllr J Deacon **Vote:** all in favour

Proposal: to approve payment of invoices listed: **f) 1660 & h) 1662**

Proposed: Cllr D Barwick **Seconded:** Cllr Dot Cordle **Vote:** 6 in favour
(2 abstentions -Cllrs Hawkins & Fox. 1 no vote - Cllr Stevens)

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

Chairman: asked for the **Local Council Public Advisory Service** to be put on the March agenda.

Cllr Hawkins: suggested a short ceremony to unveil the plaque in memory of Mr Gant at the Jubilee Garden. Date 14th February at 10.30am. It would be attended by family members.

The Chairman offered his apology, as he may not be able to attend. Cllr Kirkup would step in.

Cllr Walker: reported on an incident in St Andrew's Drive.

17. THE NEXT PARISH COUNCIL MEETING – Tuesday 3rd March 2015 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9.15pm.

SignedRosie Kirkup.....

Date03/03/2015.....

These minutes were agreed to be a true record and were signed by the Chairman of the meeting, Cllr Rosie Kirkup at the meeting held on 3rd March 2015.