

**MINUTES OF THE *CHELMONDISTON PARISH COUNCIL ANNUAL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 3<sup>rd</sup> MAY 2016 AT 7.30pm***

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

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

**Public:** SCCllr Dave Wood and DCllr D Davis

**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. LEP: Local Enterprise Partnership

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 Chairperson for 2016-2017 & to sign Acceptance of Office Form.**  
Cllr D Cordle opened the meeting at 7.40pm and welcomed everyone to the Annual Meeting. As outgoing Chairman, he asked for nominations for Chairman for 2016-2017  
**Proposal:** to elect Cllr David Cordle as Chairman for 2016-2017.  
**Proposed:** Cllr Rosie Kirkup **Seconded:** Cllr S Chicken **Vote:** all in favour  
No other proposals were submitted. David was willing to accept and signed the Acceptance of Office form. He took the opportunity to thank all the Councillors and the Clerk for their confidence, support and help over the last 12 months.
2. **Election of Vice Chairperson: for 2016-2017**  
**Proposal:** to elect Cllr Rosie Kirkup as Vice-Chairman for 2016-2017.  
**Proposed:** Cllr M Stevens **Seconded:** Cllr A Fox **Vote:** all in favour  
No other proposals were submitted.
3. **Apologies for Absence:** *to receive and consider apologies*  
DCllr P Patrick was unable to attend.
4. **Dispensations: to consider requests AND Declaration of Interests:** *to receive pecuniary and personal interests from Cllrs on items to be considered at this meeting*  
None.
5. **Minutes of the Meeting:** *to agree minutes of the meeting held on 5<sup>th</sup> April 2016*  
The minutes were taken as read and were agreed to be a true record by those who had been present. The Chairman was authorised to sign.
6. **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:** *Dave Wood* congratulated the Chairman on his election.  
\**Hadleigh Community Transport* – contract had been renewed. It was uncertain whether the Sunday bus service would continue.  
\**Natural England* – were discussing about adding a new area to the AONB. Further information should be available in June.
  - b) **District Councillor:** *Derek Davis* reported on  
\**Planning* – The crow’s Nest application may be ‘called in’ to be determined by BDC’s Planning Committee. If so, there would be an opportunity for the public to speak.  
\**Devolution Bid* – announced by the Government: as part of the deal East Anglia would receive: £900m (£30m a year for the next 30 years) to invest in infrastructure and £175m to invest in housing. Not yet ratified by relevant Councils and LEP Boards. If ratified a Combined Authority would need to be created with a directly elected Mayor.  
\**Community Emergency Plans* - meeting at Tattingstone. Shotley did not have an operational team at present. Chelmondiston was looking for some new Coordinators.  
A lightning strike at Woolverstone highlighted the importance of a Plan, as the incident could have been very serious.  
\**Tourism* – The BBC were to make a documentary about Arthur Ransome and the local waterways. The Ganges Museum were looking to celebrate 40 years since the closure of HMS Ganges by putting on a ‘Memory Lane’ exhibition; probably in October

## 7. ELECTION OF MEMBERS TO COMMITTEES and WORKING/MONITORING GROUPS (WG & MG)

The Chairman read out his suggestions, based on the previous year, which were discussed.

- a) **Planning Cttee:** Cllrs: R Kirkup, C Keeble, J Deacon, J Hawkins, M Stevens, A Fox, and Dot Cordle
- b) **Footpaths, Trees & Hedgerows MG:** Cllrs: David Cordle, R Kirkup, M Stevens, D Barwick. The *Parish Tree Wardens*: Lee Foster and Keith Cooper.
- c) **Advisory Finance Group** (Chq Signatories): Cllrs: David Cordle, R Kirkup, C Keeble, J Hawkins and J Deacon. The Clerk and J Deacon were not signatories.
- d) **Community Emergency Plan:** Cllrs: J Deacon, R Kirkup, Dot Cordle plus a local resident, Keith Cooper and the Parish Clerk.
- e) **Village Amenities Monitor:** Cllr S Chicken.  
*Pin Mill Common Monitor:* Cllrs: A Fox, D Barwick and S Chicken.
- f) **VDF WG:** It was agreed to disband the Cttee, as the final draft document was with BDC/MSDC for review. Any further alterations necessary would be brought to Council.
- g) **Housing Needs WG:** Cllrs: R Kirkup, J Deacon, C Keeble and Parish Clerk.
- h) **Website:** Cllr J Deacon and the Clerk.

## 8. ELECTION OF REPRESENTATIVES TO VILLAGE COMMITTEES and OTHER BODIES:

- a) **Playing Field:** Cllr Hawkins [M Stevens & D Barwick]
- b) **Village Hall:** Cllr C Keeble
- c) **Pin Mill Bay Management Company:** Cllr David Cordle
- d) **SALC:** Cllr Dot Cordle ... open to all Cllrs/Clerk  
**Proposal:** to elect members to **Items 7 and 8**, as suggested by the Chairman and discussed.  
**Proposed:** Cllr A Fox **Seconded:** Cllr S Chicken **Vote:** all in favour

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

The Chairman brought forward **Item f)**

- f) **Pin Mill Bay MCIC:** Cllr David Cordle spoke of his concerns about the Company following recent activities and conflicts and how this was affecting his position both within the Company and the Parish Council. He was intending to contact the Chairman of the PMBMCIC to offer his resignation. There followed a further discussion.

**Proposal:** to support the Chairman in his decision, as the PC had severe misgivings as to how the Company was run and the affect it may have on the PC.

**Proposed:** Cllr R Kirkup **Seconded:** Cllr A Fox **Vote:** All in favour

Members gave thanks to the Chairman for representing the PC over the last few years. Agenda for June.

- a) **Planning Cttee:** Cllr R Kirkup reported on meeting of 3<sup>rd</sup> May 2016. (See Minutes)  
**Applications**

**B/16/00508/FHA – 23 St Andrews Drive, Chelmondiston, Ipswich, IP9 1HU**

*Installation of oil tank forward of dwelling.* [Case Officer: James Claxton]

The Committee recommended SUPPORTING the application.

**B/16/00549 – Shore Cottage, Pin Mill, Chelmondiston, Ipswich IP9 1JR**

*Fell Ino. Silver Birch Tree* [Case Officer: David Pizzey]

The Committee recommended SUPPORTING the application.

**B/16/00394/FUL - The Crow's Nest, Pin Mill Road, Chelmondiston, Ipswich, IP9 1JN**

*Erection of replacement dwelling following demolition of existing. Erection of detached garage with accommodation above.* [Case Officer: James Claxton]

The applicant was present at the meeting.

\*The previous application for the development of the site had been for 3 large modern dwellings.

\* Applicant and the agent had several meetings with Babergh's planning department to discuss the type of development that would be acceptable in this sensitive area. The advice given was for a more modern dwelling than the functional 1960's style building that sits on the site at present.

The applicant would have preferred something more traditional.

\*One dwelling did not appear to affect unduly the abutting Conservation Area.

\*The height of the roof line is only slightly higher than the apex of the original dwelling.

\*The design, size and scale (same footprint) would be in proportion with a neighbouring property.

\* The access drive onto Pin Mill Road, which had been of concern, has been cleared of undergrowth thus providing a safer line of vision onto the road with considerably less traffic movements likely than would have been the case in the previous 3-dwelling application.

Some concerns were raised about the visual prominence of the proposed building from the shoreline, specifically the light colour of the upper storey and the size of the windows, however it was noted that the planting of trees and hedges has already begun, and these will eventually provide some screening and soften the lines of the proposed new building.

The Committee recommended SUPPORTING the application.

**Update on Jetty enforcement** – 14/04/16 – e-mail from Simon Bailey (Enforcement Officer, BDC).

Following discussions with relevant parties, a decision has been made NOT to pursue a new application to revise use of the jetty.

18/04/16 – e-mail to R Kirkup (private address) from Ian Saunders (PMBMCIC). A summary of the PMBMCIC's history/present position and why the Company is considering re-applying for full business use, which would cover the *Twee Gebroeders* (holiday let barge). Following a further issue with *Onderneming*, which has also advertised holiday/long term lets, the Company has been in communication with BDC Enforcement and as a result notices to leave the jetty have been sent to the owners of both vessels.

28/04/16 – e-mail from Ian Saunders. As neither vessel have complied with the PMBMCIC notice to vacate, details have been sent to BDC's enforcement team for their consideration.

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 Following Cllr Kirkup's report, DCllr Davis requested permission to speak - he advised that a meeting had been held at Shotley, with some members of the PMBMCIC and other parties. He was unable to attend until the latter stages of the meeting but discussions centred on the Easement application. Cllr Cordle confirmed that he knew nothing of this meeting and a discussion followed.

- b) **Village Hall:** No meeting.
  - c) **Playing Field:** After one more football match the goal posts would be removed and the areas would be re-turfed. They were looking to purchase a goal post on wheels that could be moved around the pitch. The tennis courts had been cleaned. A Safety report on the play equipment had been carried out. Some repairs were required.
  - d) **Footpaths, Trees & Hedgerows Monitoring Group:** a list of faulty signposts had been sent to PRoW at SCC.
  - e) **Village Amenities: Asset maintenance** – Nothing to report.
  - g) **VDF-WG: update if available** – Still waiting for a response from BDC.
  - h) **Housing Needs-WG: update if available** - There would be a meeting on 11<sup>th</sup> May 2016 to discuss the site suggestions/recommendations from both parties.
10. **Clerk's Report:** *and to consider any actions necessary.*
- i) **update on issues from previous meeting**  
*Planning* - as proposed by full Council a letter had been sent to Bryn Hurren, Chairman of PMBMCIC, copied to Enforcement at BDC regarding the proposed new planning application for the jetty at Pin Mill. Clerk had not forwarded it to the CEO at BDC or the MP as an immediate response had been received from Enforcement (14/04/2016).  
*See Planning Minutes.*
  - ii) **Parish Council VACANCY** – *update.* An interested party had pulled out. Clerk to advertise. Council considered that applicants should reside within the parish.
  - iii) **PC Policies** – These to be reviewed in June/July
  - iv) **Standing Orders** - temporarily updated to cover the new Public Contract Regulations 2016 (no.18). To be fully reviewed.
11. **CORRESPONDENCE:** *to respond to correspondence received and to take any action deemed necessary.*
- 11.1 **James Cartlidge MP:** *Poster for display*
  - 11.2 **Babergh East Police & Parish Forum:** *Minutes of 16/03/2016 (See Circulation bag)*  
 PCSOs hours from 8am – 6pm.  
*\*The Parking Review:* for the police to pass over enforcement powers to local authorities may still take up to 2 years.  
*\*Police crime reports:* PCs would need to check on police.uk and look at the crime map for the area. More information would be available on police connect.  
*\*Next meeting:* 25<sup>th</sup> May at Guild Hall Hadleigh.

- 11.3 Suffolk CC: Connecting Communities** – Transport services that start on 13<sup>th</sup> June 2016.  
*Area Launch Events:* Babergh Town Hall Friday 27<sup>th</sup> May between 10.30 & 11.30am
- 11.4 Woolverstone Parish Council: HMS Ganges site** - Response from WPC to the statement made by Shotley PC (07/03/16). A High Court judge has decided that WPC have an arguable case. (*See Circulation bag*)
- 11.5 Anglian Water's Pollution Team: Pollution Watch** – a new campaign. **Spot, Report & Stop** sewage pollution incidents.
- 11.6 Chelplin Projects: Queen's 90<sup>th</sup> Birthday Celebrations** – Request to use Pin Mill Common on Friday 10<sup>th</sup> June 2016 from 5.30 – 8pm approximately. Clerk to write that the PC were supportive but the barbecues must be properly supervised.
- 11.7 Groundwork Suffolk & Norfolk: Tesco Bags of Help Funding** –
- 11.8 Ian Saunders (PMBMCIC): Request for Information** – re: 27<sup>th</sup> October 1976 agreement about land at Pin Mill. It was questioned whether rules governing Freedom of Information requests should apply to this request.  
**Proposal:** to contact SALC for advice.  
**Proposed:** Cllr A Fox **Seconded:** Cllr S Chicken **Vote:** all in favour
- 11.9 Circulation Bag**  
**Suffolk View:** *Magazine*                      **Suffolk Coast & Heaths:** *April Newsletter*  
**Wickstead Playgrounds:** *Leaflet*      **Babergh East, Police & Parish Forum:** *Minutes*  
**Ganges development:** *Woolverstone PC's response to Shotley PC's letter*
- 12. Recycling Centre:** *to consider reports and to take any action deemed necessary.*  
Clerk was meeting with Mr Nunn to discuss signage. Still getting some fly-tipping.
- 13. PIN MILL & Dinghy Park:** *to receive reports/proposals and to take any action deemed necessary.* Cllr Chicken to check the tidal flaps. Clerk to write again to King's Boatyard about the Grindle bank.
- 14. THE PARISH MEETING: discuss Agenda for 17<sup>th</sup> May meeting**  
Items for the agenda were discussed. Clerk to put up notices and arrange. Cllr Fox offered his apology as he would be unable to attend. Clerk would also be unable to attend for personal reasons. Cllr Kirkup had agreed to stand in.
- 15. Small Scale Development Options:** *to discuss* – Neighbourhood Development Orders (NDO) & Community Land Trusts (CLT). BDC/MDSDC were looking for parishes that were interested in progressing an NDO. These do not follow the traditional planning procedure. This may fit in with an affordable housing scheme. Clerk to arrange a meeting with Locality Officer.
- 16. FINANCIAL ITEMS:**
- 16.1 Annual Accounts (Annual Return Form) 2015-2016 accounts:**
- a) Receipts/Payments/Bank Reconciliation:** *to consider approval of*  
The Chairman stated that he had been through the papers/figures with the Clerk prior to the meeting. Copies were handed to Cllrs.
- b) Signing of Section 2:** *to discuss/agree.* Copies were handed to Cllrs.
- a) and b) were discussed in relationship with each other.  
**Proposal:** for the Chairman and the Clerk to sign as appropriate.  
**Proposed:** Cllr R Kirkup **Seconded:** Cllr Dot Cordle **Vote:** all in favour
- 16.2 RFO's Monthly Report - April - Bank Reconciliation**
- |   |                          |                      |
|---|--------------------------|----------------------|
| <b>500187: Chelmo' Recycling Centre - JMP Wilcox – Textiles</b> | 45.00                    | 07 Apr               |
| <b>Dinghy Permits (12)</b>                                      | 192.00                   | ``                   |
| <b>Bank: Interest-April</b>                                     | 2.48                     | 11 Apr               |
| <b>500187: Chelmo' Recycling Centre - Skip days Cash</b>        | 171.00                   | 21 Apr               |
| <b>Whip Street Motors (Metal)</b>                               | 89.95                    | ``                   |
| <b>Dinghy Permits (17)</b>                                      | 272.00                   | ``                   |
| <b>Chelplin Tennis Club</b>                                     | 325.00                   | ``                   |
| <b>Bank transfers: Dinghy Permits (3)</b>                       | 48.00                    | April                |
| <b>BACS: Babergh DC – PRECEPT – 1<sup>st</sup> instalment</b>   | 12,215.00                | 25 Apr               |
| <b>GRANT</b>  | <u>610.75</u>            |                      |
|   | <b><u>£13,971.18</u></b> | <b>Paid in Total</b> |

Direct Debit: **BT** (telephone V. hall quarterly payment) Paid 28/04/16 59.97 [**11.99**] 71.96

**Bank BALANCE on 30<sup>th</sup> APRIL 2016**

<b>Un-presented chqs:</b>	946.98	<u>Earmarked</u>	(included within total credit)
Treasurers Account	15,616.80	2,600.00	Household Recycling Centre
Business Instant Access Acc.	<u>51,236.24</u>	9,155.00	Playing Field ( <i>Precept</i> ) play equip.etc
<b>Total (in credit) In Bank</b>	<b>£66,853.04</b>	<u>425.00</u>	Tennis Courts
<i>Plus</i> Cash (Float for skip days)	14.00	<b>£12,880.00</b>	

**16.3 Annual Subscriptions - to consider RENEWAL of SALC, SPS, CAS, LCPAS**

There followed a discussion.

**Proposal:** to subscribe to those organisations listed but to be reviewed next year.

**Proposed:** Cllr A Fox **Seconded:** Cllr D Barwick **Vote:** all in favour

**16.4 Donations s137: to consider list of charities for small donations**

A discussion followed on which charities, as listed last year, to support in the 2016-17 financial year. Cllrs agreed to look through the list and Clerk would agenda for June meeting.

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

Figures [ ] = VAT

<b>1797 a) S A Meacock Garden Services: Pin Mill Grass Cutting etc.</b>	<b>72.50</b>
<b>1798 b) Mrs F Sewell: Salary (April)</b>	663.14
<i>Stationery:</i>	8.01 [1.60] <u>9.61</u> <b>672.75</b>
<b>1799 c) Mr Keith Cooper: Bartram Mowers Ltd (Strimmers parts)</b>	19.59 [2.85] <b>22.44</b>
<b>1800 d) Chelmondiston Parochial Church Council: Grant</b>	<b>200.00</b>
<b>1801 e) Chelmondiston &amp; Pin Mill Good Neighbours: Grant</b>	<b>150.00</b>
<b>1802 f) Chelmondiston Village Hall: Precept grant</b>	<b>2,860.00</b>
<b>1803 g) Suffolk Preservation Society: Annual Subscription</b>	<b>30.00</b>

**Proposal:** to approve payment of invoices listed: **j) 1797 and g) 1803**

**Proposed:** Cllr R Kirkup **Seconded:** Cllr C Keeble **Vote:** All in favour

**17. Reports of Other Business (not itemised):** to be included on next agenda if necessary.  
None.

**18. THE NEXT PARISH COUNCIL MEETING – Tuesday 7<sup>th</sup> JUNE 2016 in the VILLAGE Hall.**

There being no further business, the Chairman thanked everyone and closed the meeting at 9.30pm.

Signed .....*David Cordle*.....

Date .....07/06/2016.....

These minutes were agreed to be a true record and they were signed by the Chairman, Cllr David Cordle, at the meeting held on 7<sup>th</sup> June 2016.