

MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 7th JUNE 2016 AT 7.30pm

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

In attendance: Fran Sewell - Parish Clerk

Public: SCCllr Dave Wood and 6 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.

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. **Welcome by Chairman:** *Cllr Cordle* opened the meeting at 7.30pm and welcomed everyone. **Apologies for Absence** were received from Cllr Chicken and Cllr Dot Cordle. The apologies 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.*
None.
3. **Minutes of the Meeting:** *to agree minutes of the meeting held on 3rd May 2016*
The minutes were taken as read and were agreed to be a true record by those who had been present. A draft had been placed on the website. The Chairman was given the authority to sign.
4. **Public Participation Session:** *for the public to talk to Cllrs about items on the agenda*
Mr Sterling was present for **Item 8c** – Community Speed Watch.
Mr Richardson was interested in **Item 12b** – The Grindle bank
AND to receive REPORTS (if available) from:
 - a) **County Councillor:** *David Wood reported on*
 - **SCC's AGM:* had been cancelled and was now scheduled for 30th June 2016.
 - **Devolution:* Instead of a 4-way partnership, the proposal was that Cambridge (C) would partner Peterborough (P) and Suffolk would partner Norfolk. C and P want a larger share of the government funding due to land and property costs being much greater. The election of Mayors for both partnerships would be in 2017.
 - **Community Transport (Buzabout):* Clerk would put up cards. NB change in 'phone contact number - 01473 862 642
 - **Sunday bus service:* would continue for another year at least.
 - **AONB extension:* if there were any proposed changes within the parish, the PC would be informed hopefully by the end of July.
 - b) **District Councillor:** *Peter Patrick (PP) – written report. (See Circulation bag).*
 - **Strategic Plan* has been agreed, which aligns closely with MSDC.
 - **Pin Mill* – meeting held with PP, DCllr Davis and Chair of PMBMCIC to discuss issues. BDC remains resolutely opposed to the granting of the Easement sought by Mr Webb, and is concerned about mooring of vessels in the bay without permission. It is understood the NT may wish to see improvement to the appearance of the houseboat area. There may be a more concerted effort to determine exactly how many houseboats have permission to be there.
 - **Speed limits* – PP, on Woolverstone PC's behalf, has written a letter advocating the extension of the 30mph speed limit zone towards Chelmondiston. PP has suggested that consideration should be given to extend the zone all the way to Chelmondiston.
 - **Local Development Scheme* – BDC will be asked to approve the new scheme, the purpose of which is to produce a new joint (with MSDC) Local Plan. This should be formally approved in December 2017. The Plan will govern the Districts' planning policies until 2036.
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:** *Report on 24/05/16 meeting (See Minutes)*
APPLICATIONS
B/16/00430 – "Samphire", Shotley Road, Chelmondiston IP9 1EE

Erection of 2-storey rear extension & dormer window to rear

The Chairman had looked at the site from the front and the rear to ascertain any visual impact on the neighbouring property. There appeared to be none. There would be no significant change in the footprint of the property. The Cttee recommended SUPPORTING the application.

DECISIONS**B/16/00199/ - 'Fairfield', Main Road, Chelmondiston, Ipswich. IP9 1EE**

Erection of log cabin in front garden & change of use to business (office) use (Retention of)

Babergh DC have GRANTED permission. The breach of planning control regarding this site had now been resolved.

JETTY - Pin Mill – B/14/00022/ENF residential/holiday let use – update

A letter received from the Enforcement Officer reported that the owners of *Onderneming and Twee Gebroeders* had been sent letters dated 28/04/2016, of their contravention of Condition 1 of Planning Permission ref: B/14/01403/FUL. On 11/05/2016 a Breach of Condition Notice was issued and served as both vessels were still moored to the jetty in question. The notice provides 28 days for compliance from the date it is received by post. Members questioned whether an Enforcement Notice had sent to the PMBMCIC, as the Company had agreed for the Twee Gebroeders to operate from this jetty.

- b) **Village Hall:** Cllr Keeble had not been able to attend the AGM
 - c) **Playing Field:** Goal areas were in the process of being re-turfed.
 - d) **Footpaths, Trees & Hedgerows:** Clerk reported that one strimmer was spraying oil.
Cllr Chicken could see no obvious problem. Clerk had contacted Mr Cooper, as he had arranged service prior to start of season.
 - e) **Village Amenities: Asset maintenance.** Cllr Chicken with Cllr Hawkins carried out a 6 monthly maintenance survey. Clerk to ask Mr Latter to check seat on Pin Mill Common.
 - f) **VDF-WG: update.** Cllr Deacon reported that BDC (Nick Ward) was still considering the document.
 - g) **Housing Needs-WG: Report on 11/05/16 meeting.** Cllr Kirkup, Cllr Deacon and the Clerk met with a Babergh officer to discuss the recommendations and options. It was suggested at the meeting that the WG look into Neighbourhood Development Orders. (See **Item 10**). The Group would be looking at Housing Associations to determine those which may be available and who may be interested in carrying forward a scheme.
6. **Clerk's Report: and to consider any actions necessary + update on issues from previous meeting**
- i) **Police/Parish Forum:** There would be a meeting in the Village Hall on 27/07/2016 at 7.30pm. Cllrs, if possible to attend.
 - ii) **Shared Access:** The Company is still awaiting further feedback from the Mobile Network Operator who are looking at several sites in the East of England.
 - iii) **Parish Council Vacancy:** posters advertising the vacancy had been placed around the village. Clerk would put a piece in the In-Touch magazine.
 - iv) **Delegated Powers:** (See Circulation Bag)
7. **CORRESPONDENCE: to take any action deemed necessary on correspondence received.**
- 7.1 **Babergh DC: Community Infrastructure Levy (CIL) – Parish Council Guide.**
The (CIL) is a new, fixed rate payment that councils can charge on new buildings in their area to off-set the impacts of additional homes and businesses on facilities such as roads, schools, open space and health centres (infrastructure) and to enable sustainable growth. Section 106 legal agreements will be used alongside CIL to secure on-site infrastructure and things that are not infrastructure, such as affordable housing.
With no Neighbourhood Plan, the PC will receive 15% of income received by BDC from the levy, capped at £100 per council tax dwelling in the parish. After 31st March annually, the PC has to prepare and audit a CIL report, which has to be submitted to the BDC Infrastructure Team by 30th June and published on the PC's website. Monies to be spent within 5 years, otherwise repayment may be necessary. (See Circulation Bag)
 - 7.2 **Stour & Orwell Forum:** 6th July at Wherstead – Cllr Dot Cordle will attend.
(See Circulation Bag)
 - 7.3 **SCC: Grass cutting – A and B-roads - 1st cuts in May. 2nd cuts will begin on 11th July. C-roads and unclassified roads -1 cut beginning on 6th June. Weed treatment: started in April**
See www.suffolk.gov.uk/grasscutting for programme of works.
 - 7.4 **BMSDC: Tourism Action Group Meetings – Shotley Peninsula – 9th June 2016 at 9.15am in the Suffolk Food Hall, Wherstead.**

- 7.5 BMSDC: Community Engagement – Building a Sustainable Future** – meeting at Shotley Village Hall (Committee Room) 7th July from 3pm – 7pm.
- 7.6 Ministry of Defence: Fly the Flag-Armed Forces Day.** Encouraging councils to fly the flag from 20th June to the 25th June 2016 marking the 8th National Armed Forces Day. Clerk questioned whether the V. Hall Management Cttee would be interested in having a flag pole, so that appropriate flags could be hoisted to mark such events in the future. Cllr Keeble would take this to their next meeting.
- 7.7 Babergh Alliance of Parish & Town Councils (BAPTC): Invitation to join.** The purpose of the Group is to meet monthly to share relevant and useful information; to work together to solve issues of mutual concern and to provide advice and support to the councils within the Alliance. The Alliance will run for 1 year then a decision would be taken as to its future. Their current issues which were being considered were read out, as was a response from Cockfield PC. Following a discussion, it was decided not to accept the invitation.
- 7.8 Suffolk CC Fire & Rescue Service: – Integrated Risk Management Plan** – following a public consultation, post-recommendations were taken back to Cabinet on 17th May. This affects the fire stations at Sudbury, Wrentham, Ipswich, Bury St Edmunds and Lowestoft. (See Circulation Bag).
- 7.9 PCC-St Andrew’s Church: Acknowledgement of grant** – A ‘thank you’ message.
- 7.10 SALC: Emergency First Aid Course at Work** 16th June £60.
- 7.11 Suffolk CC: Network Rail Crossing Strategy** – Review of 31 level crossings (private and public) on public rights of way in Suffolk on the Great Eastern Main Line and the line between Ipswich and Cambridge. Options could include closing a level crossing through diversion, downgrading, or maintaining the crossing as it is currently.
- 7.12 Circulation Bag**
Babergh DC: Community Infrastructure Levy – Parish Council Guide
Suffolk Flood Risk Management Strategy: March 2016
Suffolk Coast & Heaths: AONB April update **SARS: donation request and activities report**
SCCllr David Wood: May 2016 Annual Report **Fields in Trust: Centenary Fields**
Suffolk CC Fire & Rescue Service: – Integrated Risk Management Plan
Suffolk Constabulary: Parish & Town Council’s AGM dates
Rural Services Network: Housing crisis **HAGS – SMP: playground equipment**
Clerks & Councils Direct – May Magazine
- 8. PARISH MEETING: to consider issues raised & to take any action deemed necessary**
- a) Village Car Park – Notices.** After a lengthy discussion Cllrs were asked to consider all the suggestions made. Take to the next PC meeting.
- b) Over grown hedges** – Clerk confirmed that the obstruction of walk ways was a SCC matter but they suggest that a letter be sent by the PC prior to their involvement. It was agreed to write to the owners of the School House in Church Road.
- c) Community Speed Watch** – the Chairman spoke to Andrew Sterling (public) who confirmed that he had several people on his list who were willing to volunteer for the group, which he was happy to front. Training and insurance would be provided by the police.
Proposal: to support the initiative and write to Woolverstone PC agreeing to contribute towards the cost of the equipment.
Proposed: Cllr A Fox **Seconded:** Cllr J Deacon **Vote:** all in favour
- d) Defibrillator** – The Sailing Club had a defibrillator in place at the Sailing Club. It was suggested that a sign should be erected adjacent to the Notice Board by the public toilets, showing where it was sited, as it was not visible to the general public.
Proposal: to move forward on the British Heart Foundations offer to purchase a defibrillator for the village (approx. cost £400).
Proposed: Cllr D Barwick **Seconded:** Cllr J Deacon **Vote:** vote all in favour.
Clerk confirmed that she would need to contact BT for permission to use the telephone kiosk at the top of Church Road.
SCCllr David Wood kindly offered funding assistance from his Locality Budget. He then took his leave.

9. Pin Mill Bay Management CIC:**i) to discuss the PC's relationship with the Company.**

Cllr David Cordle confirmed that he had written a letter of resignation to Mr Hurren, the Chairman of the Company. It was understood that Mr Hurren was very disappointed with the PC's attitude regarding the planning application of the jetty and its extension (opposite the Common), and for fully supporting a letter written by a resident protesting the application. Cllr Kirkup took exception to Mr Hurren's remarks, as reported by Cllr David Cordle, regarding the actions of the Parish Council. The PC Planning Committee had at no time done anything other than its duty in respect of reporting breaches of planning permission at Pin Mill, and the PC as a whole had been treated with considerable disrespect by the Pin Mill Bay Company.

ii) to discuss what steps, if necessary, to take as to how the Company operates.

Council questioned why it had been stipulated in the Articles of Association that the PC representative had to be the Chairman? It was also written that "BDC and the PC would jointly determine the method of appointment and removal of Directors by groups named....." The PC had not been involved at all with the makeup of the Articles of Association or with the appointment of the Directors.

Questions were also asked about the lease supposedly held between BDC and the Company. It was agreed a meeting should be held between representatives of the PC, the Chairman of the PMBMCIC and an officer of BDC for the purpose of: 1) to confirm the overall purpose and remit of the PMBMCIC; 2) to confirm the governance process for the PMBMCIC, in particular the role of the PC; 3) to consider whether the existing directors are appropriate, given the potential conflict of interests that exists in several cases.

Cllr Cordle would speak with Mr Hurren in order to organise a meeting.

Clerk notified the PC that the request made by Mr Saunders (Director) for information regarding the 1976 agreement between Mr F Webb and the PC, was in fact not for the Company but for BDC and Ipswich Borough Council. Mr Saunders had apologised to the Clerk for not making this clear.

10. Neighbourhood Development Orders (NDO) & Community Right to Build (CRB): to discuss available options following a meeting with Babergh DC.

Cllr Kirkup, Cllr Deacon and the Clerk attended a meeting at BDC with Kate Lowe (Locality Officer) and 3 other Officers to discuss the possibility of using an NDO for the affordable housing scheme. Both the NDO and the CRB are used, for designated sites, to grant planning permission for a development specified within the order. It is thought that they protect houses from the Right to Buy scheme. This has still to be confirmed. Housing built under these schemes allows 25% of the CIL to go to the parish. BDC have offered the PC to partake in a pilot of NDOs. BDC will give financial assistance to put a scheme, legally, in place. The scheme would entail the PC working with the community and having a parish referendum (paid for by BDC) on a chosen scheme.

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

Clerk reported: Local Authorities can now issue £400 fines as an alternative to prosecution for small-scale fly-tipping.

12. PIN MILL & Dinghy Park: to receive reports - to take any action deemed necessary

a) Tidal flaps – update. Cllr Chicken and Cllr Hawkins had looked at both flaps and considered them to be working efficiently.

b) Grindle bank – update. Clerk had written to Mr Curtis of King's Boatyard, enclosing photographs of the bank and of some equipment (metal rails & canoes). The bank was now leaning further into the Grindle towards the Common and the equipment was overhanging the Grindle. The health and safety aspect was pointed out along with the possibility of flooding to the cottages at the rear of the Common, if the bank were to collapse. A response was received from Mrs Curtis, (forwarded to Cllrs prior to the meeting) stating that they were aware of the problem and that they planned to carry out the work as soon as the summer launching of boats calmed down. The Chairman confirmed that he had spoken with Mr Curtis about the problem last year. The PC had also written previously. Cllr Chicken had also reported the problem (plus photo). To be monitored.

The Chairman invited Mr Richardson to comment. Mr Richardson was concerned that the flood alleviation scheme was not being operated efficiently. Little water was flowing down this part of the Grindle, consequently areas were silting up. He questioned the legality of abstracting/diverting water from the Grindle to the 'reservoir' pond. Members made it clear that the operation of the alleviation scheme (put in by SCC/Environment Agency), upstream of the tidal flaps, was the responsibility of the *Grindle Pin Mill Residents Association* and it was suggested that Mr Richardson speak with Mr Harding, the Association's Chairman.

Following a lengthy discussion, it was suggested the PC contact the Environment Agency.

Proposal: to write to Suffolk CC/Environment Agency and suggest they contact Mr Richardson to discuss the problem.

Proposed: Cllr R Kirkup **Seconded:** Cllr M Stevens **Vote:** all in favour

13. FINANCIAL ITEMS:

13.1 Annual Accounts 2015-16 (Annual Return Form)

Clerk confirmed that the notices re *Exercise of Public Rights* were on the Notice Boards. Annual Accounts were available for viewing from 8th June until 19th July 2016.

The Annual Return had been signed by the Internal Auditor (SALC). This was shown to Council. No comments were made on the form.

Proposal: for Clerk to send the completed *Annual Return* for 2015-16, with appropriate documents to BDO LLP.

Proposed: Cllr David Cordle **Seconded:** Cllr R Kirkup **Vote:** all in favour

Internal Audit: to consider SALC Report and to take any action deemed necessary

The Finance Advisory Group had been sent the report prior to the meeting. There were no adverse comments. Recommendations were made as to listing, either in the minutes or in the cash book, the legal power being used to incur expenditure. Clerk confirmed that the s137 payments were identified in the cash book. It was also recommended that the Council review its *reserve* position. (See Circulation bag).

Proposal: having discussed the report, Clerk to take action as recommended.

Proposed: Cllr David Cordle **Seconded:** Cllr C Keeble **Vote:** all in favour

13.2 Donations s137: to consider/agree on list of charities for small donations

The charity list for 2015-16 had been sent to Cllrs prior to the meeting. A discussion followed. Two charities were deleted from the list.

Proposal: to donate £40 per charity, as listed and discussed.

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

13.3 Staff Pensions: Staging date - 1st June 2016. Clerk explained to Council the necessary procedure. A letter to the Clerk, as an employee, had been written from the PC stating the legal requirements; signed by the Chairman. Clerk to complete a *Declaration of Compliance* form on-line by 31st October 2016.

13.4 RFO's Monthly Report: MAY and Bank Reconciliation

500189: Dinghy Permits (2)	32.00	05 May
Bank: Interest-May	<u>2.02</u>	09 May
	<u>£34.02</u> Paid in Total	

Bank BALANCE on 31st MAY 2016	<u>Earmarked</u>	(included within total credit)
Un-presented chqs:	1,220.38	2,900.00 Household Recycling Centre
Treasurers Account	2,413.61	9,155.00 Playing Field (<i>Precept</i>) - equip.etc
Business Instant Access Acc.	<u>60,738.26</u>	<u>225.00</u> Tennis Courts
Total (in credit) In Bank	£63,151.87	£12,280.00
Plus Cash (Float for skip days) 14.00		

JUNE: monies paid in 03/06/16 = **£513** (Skip days & Dinghy Permits)

13.5 NALC - national salary awards for Clerks: to discuss

2016-18 salary awards were discussed; applicable from 1st April.

Proposal: to put in place salary award for the Clerk as per NALC's recommendations.

Proposed: Cllr David Cordle **Seconded:** Cllr D Barwick **Vote:** all in favour.

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

1804 a) S A Meacock Garden Services: Pin Mill Grass Cutting etc.			72.50
1805 b) Mrs F Sewell: Salary (May)		663.14	
Stationery:	6.71 [1.34]	8.05	
Travel: SALC-28miles @ 45p a mile:		£12.60	683.79
1806 c) Chelmondiston Village Hall: Room hire (Apr)			17.00
1807 d) Local Council Public Advisory Service: Annual Subscription			100.00
1808 e) Suffolk Assoc. of Local Councils: Annual Subscription			374.78
1809 f) S Sacker (Claydon) Ltd: General Waste Skip	391.00 [78.38]		470.28

Proposal: to approve payment of invoices listed: **a) 1804 to f) 1809**

Proposed: Cllr R Kirkup

Seconded: Cllr J Deacon

Vote: All in favour

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

15. THE NEXT PARISH COUNCIL MEETING – The next Meeting of the Parish Council
[Tues 5th JULY 2016 in the VILLAGE Hall](#)

There being no further matter to discuss the Chairman thanked everyone and closed the meeting at 9.25pm.

SignedCllr David Cordle..... Date05/07/2016.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle at the meeting held on 5th July 2016.