

**MINUTES OF THE CHELMONDISTON PARISH COUNCIL MEETING HELD ON
TUESDAY 6th JANUARY 2015 IN THE VILLAGE HALL AT 7.30 pm.**

Present: *Councillors:* David Cordle, C Keeble, A Fox, J Hawkins, M Stevens, J Deacon, B Walker, Dot Cordle, S Chicken 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 everyone.
2. **Apologies for Absence:** *received from* Cllr R Kirkup. This was accepted. PCSO Adams was unable to attend.
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.*
None.
4. **Minutes of the Meeting:** *to agree minutes of the meeting held on 2nd December 2014*
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 2nd December 2014*
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:** *Written report*
 HD/14/1562 F Criminal damage - other building - 09/12/14 1500 U- guttering and down pipe pulled from pavilion.
 HD/14/1594 F Theft - other - 16/12 14 1618 U - items of copper pipe & radiators taken from outbuilding at a property on Main Road.
 HD/15/12 F Criminal damage - other - motor bike on football pitch - damage to turf.
 - b) **County Councillor:** No report.
 - c) **District Councillor:** *John Deacon* - reported on the CIL (Infrastructure Levy).
See Circulation bag.
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 Keeble reported - 2nd December 2014 meeting (See Minutes)*
APPLICATIONS:
B/14/01301/FHA - 'Greenacres', Lings Lane, Chelmondiston, IP9 1HJ
Amendments to design and positions of openings of the original home and extension together with the retention of a cartlodge with roof turned through 90° as originally approved.
 The Cttee recommended SUPPORTING the application
B/14/01403/FUL - Jetty on Foreshore, Pin Mill, Chelmondiston IP9 1J
Extension to existing jetty (Retention of)
 The Cttee had been given clarification by the Case Officer regarding the 1993 Enforcement Notice and the subsequent CLEUD application in 1995, along with the confirmation that no planning application had been lodged for the jetty that this present application is now proposing to extend. The Cttee received a copy of a letter from a resident, which the Cttee fully endorsed, as it covered all salient points. The Cttee considered the application to be invalid and did not cover the existing use. The Cttee recommend that the application was WITHDRAWN until an application could be submitted, which addressed all the salient points.
DECISIONS:
B/14/00176/FHA: Pretty Well Cottage, Pin mill Road, Chelmondiston, IP9 1JN
Installation of stand-alone air source heat pump to SE of dwelling (retention of) and erection of retaining wall & picket fence to frontage of property (retention of). Permission REFUSED.

HMS Ganges site: Graham Chamberlain [Case Officer] confirmed that Babergh were considering taking the application back to Committee, as there was no confidence in reaching an agreement with the developers over the s106. Following a meeting in September there is now a broad agreement over the Heads of Terms. A revised draft has been issued, which they hope the applicant will find acceptable.

6th January 2015 meeting (See minutes)

APPLICATIONS

B/14/01403/FUL - Jetty on Foreshore, Pin Mill, Chelmondiston IP9 1JW

Construction of new jetty including full rebuild of original and extension for use as mooring vessels undergoing repair, rebuild or improvement and non-residential business use (retention of) , as amended by Drwg. No1 Rev A, amended ownership certificate B and site location plan, received on 17/12/2014.

An amendment to the previous submission discussed by this Cttee on 9th December 2014. The Cttee received a copy of a letter from a local resident who confirmed that he would be writing further to BDC regarding the published sale of the holiday barge.

Members were concerned that matters raised in the response to the first submission had not been clarified. With regard to the 'non-residential business use' - no mention had been made either in the application's covering letter, or on the documents, for the provision of waste and effluent disposal and parking provisions pertaining to the holiday barge business.

It was considered that the retention of the extension in particular, would encourage too many vessels giving rise to a detrimental visual impact on the Conservation and AONB area. It had completely changed the historic vista both from Pin Mill Common and the Butt & Oyster Pub; this being contrary to policies CS15 i) and CN08.

It was noted that the 'holiday let' barge was now being offered for sale, as a holiday charter business. It is not covered to carry passengers when sailing. It is clearly a permanent, residential holiday let business and not a legal or legitimate charter business.

This Cttee recommend SUPPORTING the original jetty BUT to REFUSE the extension.

DECISIONS:

B/14/01301/FHA - 'Greenacres', Lings Lane, Chelmondiston, IP9 1HJ

Amendments to design and positions of openings of the original home and extension together with the retention of a cartlodge with roof turned through 90 ° as originally approved under planning permission B/07/01737/FHA - Permission GRANTED.

- b) Footpaths, Trees & Hedgerows Group:** Next Meeting 19th January 2015
- c) Village Hall:** No report.
- d) Playing Field:** *Cllr Hawkins reported* - they plan to install some outdoor gym equipment. They had decided against a roundabout and a skate park due to expense. Clerk had mailed the Chairman of the Cttee regarding the Council applying for a grant. Gutters had been cleaned out; skylights needed repairing; mower was to be serviced.
- e) Village Amenities:** *CEP update & boxes*
It was understood that the Playgroup would be re-opening Cllr Deacon would make contact regarding the storage of an Emergency Box and with the possibility of holding a key. Quote from Hot Off The Press received for printing and folding 600 Emergency Plan leaflets. £94 in total. Clerk to arrange.
Jubilee Garden: Cllr Hawkins showed the plaque in memory of Mr Gant which he will put up. A small ceremony was suggested as Mrs Gant would like to attend.
- f) Pin Mill Bay MCIC:** No meeting.
- g) Clerk's Reports:** **Pin Mill Car Park* - BDC confirmed that the remedial repairs cost £3,000. The car park would be closed to the public this month for a full resurfacing.
**Telephone for Village Hall* - Clerk had written to the Committee explaining the reason behind installing a connection box in the Green Room but had received no reply.
**Other matters* - None.
- 9. CORRESPONDENCE:** *to respond to correspondence and to take any action deemed necessary.*
- 9.1 SALC:** *Buckingham Palace Garden Parties - Invitation for one Mayor or Chairman of Suffolk's Town & Parish Councils and one accompanying guest on Thursday 28/05/15 response by 05/02/15. (Picked at random from nominations received)*
Proposal: to nominate the Chairman, Cllr David Cordle.
Proposed: Cllr M Stevens **Seconded:** Cllr A Fox **Vote:** all in favour
- 9.2 Holbrook Academy:** *Endeavour Award* - thank you letter to the PC for continuing to support the award, which was presented to Thomas Edwards.
- 9.3 Headway Suffolk:** *Donation request* - put with other small donation requests.

9.4 Suffolk Coastal District Council: **Site Allocations & Specific Policies Issues & Options Document (Dec 2014). * Felixstowe Area Action Plan Issues & Options Document (Dec 2014) - Consultation response by 27/02/15 (See Circulation Bag)*

9.5 New Anglia Growth Hub: *Free business support.*

9.6 Circulation Bag

CIL: *notes from Cllr Deacon*

SALC: *The Local Councillor Magazine*

NALC: *Legal Topic Note (LTN21) Local Council Help for Village Halls Legal Briefing (L05-14) Transparency Code for Parish Councils with an Annual Turnover Not Exceeding £25,000 (England only)*

Suffolk Coastal District Council: **Site Allocations & Specific Policies Issues & Options Document (Dec 2014). * Felixstowe Area Action Plan Issues & Options Document (Dec 2014) - Consultation response by 27/02/15*

PC: *Bank Reconciliation -Receipts & Payments to 31/12/14*

10. RECYCLING CENTRE: *to consider reports and to take any action deemed necessary.*

Clerk gave a brief report. Business had been very slack over the festive season. Fly tipping had occurred. She would be contacting SCC again regarding the roadside signage that had been taken away when Collins left the site.

11. Community Council: *to consider the request to have a container on the Playing Field Cllr Stevens reported - Planning permission would be required. The concerns of the Playing Field Management Cttee was discussed further. It was questioned whether the Community Council had made other enquiries about storage facilities elsewhere. Clerk to write.*

Proposal: *to support the Playing Field Management Cttee. As things stand, the Cttee is not happy to have a 3rd container on the field.*

Proposed: *Cllr A Fox* **Seconded:** *Cllr J Deacon* **Vote:** *8 in favour 1 abstention (Cllr Walker)*

12. Standing Orders: *Amendment to NALC's 2013 Model.*

An amendment was required re Item 3'l' due to the legalisation of filming, recording etc at parish council and committee meetings.

Clerk had consulted SALC who advised:

a) The Standing Order could be suspended indefinitely, pending any future review.

b) Delete the Standing Order (one does not have to have a S.O. on filming).

c) Delete the Standing Order and replace with the Parish Council's own wording. (Suggestion supplied).

Proposal: *to delete the Standing Order 3 'l' until further notice.*

Proposed: *Cllr David Cordle* **Seconded:** *Cllr A Fox* **Vote:** *all in favour*

13. Managing Public & Press at Meetings: *to agree a Protocol and Policy statement.*

The *Notice and Announcement* (by the Chairman of the Council/Committee) as presented at the previous meeting was signed and dated 6th January 2015 and would be reviewed when necessary. *The Protocol for the Reporting at Meetings of the Council or Committee*, as suggested by SALC, had been circulated to Cllrs prior to the meeting.

Proposal: *to approve the Protocol as supplied.*

Proposed: *Cllr J Deacon* **Seconded:** *Cllr Dot Cordle* **Vote:** *all in favour*

14. Consultations: *to consider a response to *Parish Polls * Automatic Precept Referendums*

Information had been circulated to Cllrs prior to the meeting. This was discussed. Clerk to complete where appropriate.

15. PIN MILL: *to receive reports/proposals and to take any action deemed necessary Dinghy Park /Grindle/Common*

15.1 *to consider dinghy permit fees for 2015 season.*

Proposal: *to keep the permit fee as it stands: £16 per dinghy per season.*

Proposed: *Cllr C Keeble* **Seconded:** *Cllr J Hawkins* **Vote:** *8 in favour, 1 abstention (Cllr Barwick)*

Clerk to write to the Community Council regarding their proposed Music Day on the Common and to request site of insurance and risk assessment.

16. FINANCIAL ITEMS:

16.1 Quotations: *Grass cutting /Gardening/ Dog/litter bin service ... to consider for 2015 Received from Mr Meacock - Garden Services - the same as 2014 -15*

VKM Gardening - Reduced estimate. Council were happy to keep with these quotes.

A quote from BDC for the dog/litter bin service would be forthcoming.

16.2 PRECEPT and BUDGET: to consider & agree - for 2015-16

Precept/ (provisional) Budget packs and the report from the Advisory Finance Group were given to Cllrs at the previous meeting. No additional comments were offered.

Increase 2014-15 precept by 2% = £24,430 plus a grant from BDC (via government) of £1,221.50 = Total of £25,651.50

A precept of £24,430 divide by Taxbase of 392.90 = **£62.18 Council Tax per household for 2015-16.**

Council was reminded that the grant would only be £610.75 for 2016-17 and would then cease. A discussion followed.

Proposal: to order a precept of £24,430 with a grant of £1,221.50 for the financial year 2015-16.

Proposed: Cllr David Cordle **Seconded:** Cllr Dot Cordle **Vote:** all in favour

The precept order form was signed by the Chairman, Cllr C Keeble and Cllr J Hawkins. Witnessed by the Clerk.

16.3 NALC Pay Scales - to consider for the Clerk/RFO

Proposal: to award the increase for 2015 and 2016 to the Clerk, along with the one off payment of £40.50 for December 2014, as proposed by NALC pay scales.

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

The Chairman and all members thanked the Clerk for all her work.

16.4 RFO's Monthly Report: - December - Bank Reconciliation

500139 Chelmo Waste Centre CASH (6 wks)	267.00	04 Dec
Lloyds Bank Interest December	2.17	09 Dec

15/12/14 - Transferred from the Banking Instant Access to the Treasurers Account £700

NALC have notified that the s137 amount per electorate for 2015-16 is £7.36

BALANCE on 31st DECEMBER 2014	<u>Ear marked</u>	(included within total credit)
Un-presented chqs:	00.00	2,000.00 Household Recycling Centre
Treasurers Account	903.34	6,905.00 Playing Field (<i>precept</i>)
Instant Access Acc.	<u>53,798.51</u>	<u>325.00</u> Tennis Courts (<i>ear marked</i>)
Total (in credit)	£54,701.85	£9,230.00

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

1650 a) S A Meacock: Pin Mill Grass Cutting etc. 72.50

1651 b) Mrs F Sewell: Salary (Dec) 646.59

1652 c) HM Customs & Revenue: Chq made out to Post Office Ltd
Quarterly payment. (Oct, Nov, Dec 2014) employee's tax/employer's Nat Ins 138.83

1653 d) Suffolk Assoc of Local Councils: Local Council Administration 65.00
Planning Essentials Course 25.00 [5.00] 95.00

Proposal: to approve payment of invoices listed: **a) 1650 to d) 1653**

Proposed: Cllr S Chicken **Seconded:** Cllr J Deacon **Vote:** all in favour

Proposal: to approve payment to Sackers (Claydon) Ltd with a limit of £500 when clarified

Proposed: Cllr A Fox **Seconded:** Cllr J Deacon **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 3rd February 2015 in the VILLAGE Hall

There being no further business the Chairman thanked everyone and closed the meeting at 9 .05pm.

Signed*David Cordle*.....

Date*03/02/2015*.....

These minutes were agreed to be a true record and were signed by the Chairman, Cllr David Cordle at the meeting held on 3rd February 2015.