

CHATTISHAM & HINTLESHAM PARISH COUNCIL

MINUTES of the Annual General Meeting held in the Meeting Room of the Community Hall
On Thursday 10th May 2018

PRESENT:

| | |
|---------------------------|----------------|
| Stephanie Coupland(Chair) | Debbie Archer |
| Ian Bryce(Vice-Chair) | Chris Leney |
| Frances Self | David Marsh |
| Jamie Bostock | Peter Eaton |
| Diane Chase | Stuart Kellett |
| John Whyman | |

APOLOGIES:

Ben Cox & Barry Gasper

IN ATTENDANCE:

District Cllr Nick Ridley
Jo Brown (Clerk)
4 members of the public

CHPC01/18 - ELECTION OF CHAIRMAN

It was proposed by Frances Self and seconded by Peter Eaton that David Marsh be elected as Chairman of the Council. All were in favour.

Stephanie Coupland was thanked with a presentation of gifts and a card for all her hard work over the past 19 years as chairman. Stephanie thanked everyone for the gifts and all the support she has received.

CHPC02/18 - TO RECEIVE APOLOGIES

Apologies for absence received from Ben Cox & Barry District Cllr Barry Gasper

CHPC03/18 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH APRIL 2018

The minutes had been circulated to all councillors and were proposed as a true record by Frances Self with one small amendment and seconded by Peter Eaton. The minutes were duly signed by David Marsh

CHPC04/18 - APPOINTMENT OF OFFICES AND REPRESENTATIVES

The following representatives were proposed on block.

Vice Chairman – Ian Bryce

Footpath Officer – David Marsh

SALC Representative – John Whyman and Peter Eaton

Link Representative – Peter Eaton

Safer Communities and Road Safety Officer – Chris Leney

Graffiti Officer – Jamie Bostock

Community Council – Diane Chase

Public Transport – Ben Cox

Equality & Diversity Officer – Debbie Archer

Playing Field Liaison Officer – John Whyman

Risk Management – John Whyman

Red Kiosk/Bench Monitor – Diane Chase – Chattisham

Jamie Bostock – Hintlesham

National Grid Community Forum – Frances Self

Tree Warden – Stuart Kellett

Emergency Officer – John Whyman
BAPTC Representative – Peter Eaton

CHPC05/18 – DECLARATION OF INTERESTS

Chris Leney and Jamie Bostock both signed the book in relation to planning.

CHPC06/18 – MATTERS ARISING FROM THE MINUTES DATED 12TH APRIL 2018

- a) Elm Cottage Planning response from last meeting is not showing on the Babergh planning website – Clerk to check
- b) Pot holes have now been repaired in Chattisham Lane
- c) Report pot hole on A1071 hill coming in to Hintlesham
- d) The Anglian Water sewage works connection on Duke Street is still ongoing
- e) John Whyman agreed to stay on the Council and was thanked for his work he has been doing on the MUGA Sub Committee

Clerk

Clerk

CHPC07/18 – COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORTS

Councillor Christopher Hudson was not present but had sent a report which is attached and had been circulated via email.

District Cllr Nick Ridley reported that the Annual Meeting is on 22nd May 2018 and there will be a change of Chairman. There are no real changes on the joint local plan because of the number of comments made on the first stage hence this has now delayed the next stage to August, which means we are vulnerable to applications if we don't have a 5 year supply. The local plan will not be adopted until the next council in Spring 2020. Indications are that the allocation for housing in Mid Suffolk has increased to 12,000 from 8,000 and Babergh 8,000 from 7,000. Will have to wait until the first phase to see how many of the allotted plots will be removed. The joint local plan will go ahead even if the merger does not happen. The merger will not be until after the elections next year. Unitary is still on the agenda

CHPC08/18 – COMMENTS FROM MEMBERS OF THE PUBLIC

The PCSO completed a speed check on Tuesday at 7am with an excess of 20 vehicles over the speed limit. She is going to move her position further in to the village next time. The community speed watch team have been out 5 times in the last month including once with Suffolk Police and the presence of a hi-visibility jacket does slow drivers down. It was reported that a manhole cover opposite the water treatment entrance in Duke Street was damaged. This was reported to Anglian Water who came out and repaired it immediately. On Saturday 5th May 3 houses in Duke Street had raw sewage in their gardens and also coming out of manholes 2 and 3 down the track. This was reported to Anglian Water who said they would be there within 24 hours which is not good. They did arrive within 4 hours. The Environmental Agency has also been notified who said they will keep an eye on the process. The underlying cause needs to be investigated as this could get worse. Clerk to contact Anglian Water to see if a CCTV survey can be carried out. Also concerns raised due to the number of new properties using this same system. A member of the public spoke on behalf of some of the residents opposite to Manor Farm with reference to the planning application DC/18/01527, some comments was raised, asking if the entrance could be moved so the lights do not shine in the windows. Also can the 30 MPH sign, coming from Hadleigh at the beginning of Duke Street be moved.

David Marsh/
Clerk

CHPC09/18 – PLANNING

- i. **DC/18/01527 – Outline Planning Application Erection of 6 dwellings
Land Between manor Farm & Fairview, Duke St, Hintlesham**

Member of public was asked to leave the meeting for this item.

There was a discussion held and Frances Self raised quite a few issues – these included there is no housing needs survey with the development, it has 3 x 3 bedroom and 3 x 4 bedroom houses when really the area needs 2 and 3 bedroom properties in the area.

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| <p>There are issues with children walking to school as is about a 1 mile walk. This is also too far out of the village for the amenities. The bus stop mentioned is only the shuttle bus. There will also be additional traffic.</p> | |
| <p>Stephanie Coupland proposed and Frances Self seconded for objection and a vote was Held and 7 councillors objected, 4 abstained and nil were against</p> | <p>Frances Self Clerk</p> |
| <p>Frances Self to draft letter for clerk to send in response</p> | |
| <p>ii. DC DC/18/01655 – Discharge of conditions application for B/17/0093 Condition 4 (Illumination) Condition 5(Fencing) Condition 6(Bicycle Storage) – Playing Field Hintlesham</p> | |
| <p>John Whyman explained the discharge of materials. The council strongly support this application and were no objections. Clerk to respond to Babergh DC Planning</p> | <p>Clerk</p> |
| <p>iii. DC/18/01746 – Erection of two storey dwelling – without compliance With Condition 2(Approved Plans & Docs) Condition 4(Visibility Splays) Of planning permission DC/17/03446 Land Adjacent to 2 Victoria Cottages, Duke St, Hintlesham</p> | |
| <p>The council were all in favour to Object this application as they support the highways decision and flaws in the traffic data as this was when the construction traffic was on the road and the traffic was slower during this period. Clerk to respond to Babergh DC Planning</p> | <p>Clerk</p> |
| <p>iv. DC/18/01531 - Erection of detached double garage Mallard House, The Street, Chattisham</p> | |
| <p>The application was discussed and consideration was made as the proposed garage is between the house and the road which is unusual and that it has a flat roof. The concerns are that the garage will be in a prominent position with a flat roof, with poor visibility and concerned about the outlook from properties facing the property. There were no objections.</p> | |
| <p>Clerk to respond to Babergh DC planning with comments</p> | <p>Clerk</p> |
| <p>v. DC/18/01782 – Landscaping, layout, design & scale for erection of a dwelling under outline planning B/17/00023 Ceylon House, Raydon Road, Hintlesham</p> | |
| <p>The application was discussed and there were no grounds for objection. Clerk to respond to Babergh DC planning.</p> | <p>Clerk</p> |
| <p>CHPC10/18 – GDPR – UPDATE</p> | |
| <p>Debbie Archer and Jo Brown (Clerk) had a meeting to look at GDPR also following an update from SALC there is now a tabled motion with Parliament to confirm that Parish Councils do not need to appoint a Data Protection Officer. We need to adopt a GDPR Policy which the Clerk will draft for the next meeting.</p> | <p>Clerk</p> |
| <p>CHPC11/18 – MUGA UPDATE</p> | |
| <p>John Whyman gave an update and confirmed that the diggers are arriving on site next week. He also explained that he has met with Malcolm Rogerson to look at the constitution for the MUGA. However this can not be completed until ownership is agreed. Therefore a meeting was held with Malcolm Rogerson, John Whyman, Stephanie Coupland, Jo Brown, Linda Jones & Tym Moore to go through the ownership of the MUGA. The outcome is that the Community Council will own the MUGA as it is being built on the land that they Lease from the Parish Council and the</p> | |

Community Council have already given permission for the MUGA to be built.
The proposal is to recommend a new 10 year lease to the Community Council to them to sub-let to the MUGA club with terms stating they need a decommissioning fund to protect the Community Council from unexpected and unreasonable costs associated with the abandonment/financial degradation of the MUGA Club operations for peppercorn rent.
This will go to the Community Council meeting next week for their approval.
All were in favour.

CHPC12/18 – REPORTS FROM PARISH COUNCILLORS

Ian Bryce asked if a log of all accidents is kept if not can we start one again? It was agreed that Chris Leney as Road Safety Officer will write an article for The Link and will start a log.

Chris Leney

CHPC13/18 – FINANCE

The following payments were approved:-

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|--------------|---------------------------|---------|-------------------|
| John Whyman | MUGA Planning Application | £58.00 | Cheque No: 100978 |
| Mrs Jo Brown | Clerks Salary & Expenses | £154.18 | Cheque No: 100979 |
| SALC | Subs | £342.16 | Cheque No:100980 |
| Vertas | Grass Cutting | £236.26 | Cheque No:100981 |

The accounts have been audited with no issues and the Annual Governance Statement for Year End 31st March 2018 was approved and signed by the Chair and the Clerk. The forms will be sent to PKF Littlejohn for the external audit. Thanks again to Richard Davies for undertaking the Internal Audit.

Clerk

Due to the change in Chairman, a new bank mandate was completed to add David Marsh. It was decided to keep the all other signatories. It was also agreed to add Jo Brown (Clerk) but only so the clerk can have access to online viewing of the account. This was approved by all.

Clerk

The clerk also requested to attend a two day SALC Clerk training course in July cost £103.00 + VAT – Burstall Parish Council are happy to share the cost– Ian Bryce proposed and Debbie Archer seconded.

Clerk

CHPC14/18 – CORRESPONDENCE RECEIVED

An email has been received from Dan Pearce with reference to the planning application DC/18/01527, a reply has been sent and the Clerk will forward a copy to all councillors.

Clerk

CHPC15/18 – ANY OTHER BUSINESS/ITEMS FOR THE NEXT AGENDA

There was none

Apologies received from Stephanie Coupland for next meeting.

CHPC16/18 – DATE OF NEXT MEETING

Thursday 14th June 7.30pm

Meeting closed at 9.20 pm