

Minutes of the Annual Shotley Parish Council meeting held on Thursday 21st May 2015 at 7:15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors B Nichols (Chairman), G Richens, T Ingram, G Pugh, J Catling, M Williams, S Pallant, N Green, District Cllr T D Davies, County Cllr D Woods and Mrs D Bedwell (Clerk).

In attendance: Nine members of the public.

- 1. To elect Chairman:** It was resolved to elect Mr B Nichols as Chairman.
- 2. To elect Vice-chairman:** It was resolved to elect Mr J Catling as Vice-Chairman.
- 3. To receive apologies for absence:** Apologies had been received from District Cllr P Patrick, Mr R Wrinch and Mr I Peters.
- 4. To note elected Councillors, sign Declarations of Acceptance of Office and Declarations of Interests:** The relevant forms were handed to members, who would complete them and return them to the Clerk in due course.

The new members were welcomed into the Council and Former members, R Wrinch, N Bugg and I Peters were thanked for all their hard work over the years whilst they had served as Councillors. Mr R Wrinch was specifically thanked for his sterling work as Chairman.

- 5. To receive Declarations of Interest and consider any dispensation requests received:** The Clerk briefed members on the differences between a pecuniary and a non-pecuniary interest. Cllr G Richens declared a non-pecuniary interest on item 8.6; Cllr T Ingram declared a non-pecuniary interest on items 7.4 and 8.6 and pecuniary on items 8.5 and 11.
- 6. Suspension of Standing Orders:** *Meeting open to the public for ten minutes to allow members of the public to speak:* Members of the public suggested that an extra dog waste bin should be placed near the primary school and reported on the overgrowth on the path (Bristol Hill, left hand side) near the caravan site. As that area was the responsibility of the caravan park, it was agreed that a letter should be sent to the owners asking that the overgrowth was cut back. Clerk to action.

A second resident reported on the recent youth activity at Whinney Queech and how the site was in need of care. The Clerk updated this member of the public on the recent discussions and the recommendations made at the previous OSAC meeting.

A number of anti-social behaviour incidents were reported and members reported that the Parish Council was in the process of looking at initiatives to update and improve the existing recreational equipment and facilities in order to engage with the young people of Shotley, and that the Parish Council would really welcome young representatives in the Open Spaces and Amenities Committee.

County Cllr D Woods reported that due to recent cuts to the front line staff, it was becoming more and more difficult for police representatives to attend parish council meetings and that the Parish Council may wish to consider appointing a representative to attend the regular Police Liaison Meetings instead. Clerk to action.

- 7. To appoint members of committees and working groups, as well as representatives on other bodies**
7.1 Open Spaces and Amenities Committee: Existing members.

- 7.2 Employment Committee: Cllr B Nichols, J Catling and S Green.
- 7.3 Finance and Contracts Working Group: Cllrs B Nichols, G Richens and J Catling.
- 7.4 Bofors Gun Emplacement Working Group: Cllr T Ingram, Mr B Powell, Mr R Cushing and Mr I Saunders.
- 7.5 Website Working Group: Cllr B Nichols, Mr D Davies and the Clerk.
- 7.6 Communications/Official Press Releases: Clerk and Chairman

8. To receive reports from (if available):

- 8.1 District Councillor: A verbal report was received from District Cllr D Davies.
- 8.2 County Councillor: A verbal report was received from county Cllr D Woods.
- 8.3 Safer Neighbourhood Team: A police report had been circulated to members ahead of the meeting.
- 8.4 Website: A brief report was received from Mr D Davies.
- 8.5 Litter Wardens: A report had been circulated to members ahead of the OSAC meeting and there were no further updates.
- 8.6 Stour Footpath Group: A report had been circulated to members ahead of the meeting and Cllr G Richens provided a verbal update for the benefit of new members.
- 8.7 Open Spaces & Amenities Committee: Covered under item 8.6.

9. To agree minutes of the Parish Council Meetings held 16 April 2015: It was resolved to approve the minutes as a true record of the meeting held.

10. To consider works to Lloyd Road Play Area (tennis courts fencing and kick-wall): It was resolved to approve the refurbishments work to the tennis courts (quotes circulated and considered prior to approval). It was also agreed to instruct the same contractor to install the kick-wall once the tennis courts refurbishment was completed.

11. To consider purchase of additional bin to be sited near the gabions (close to existing RSPB information board): Cllr N Green voiced her dislike for plastic street furniture but members explained that the reason why such items were purchased was because they were more vandal and elements proof and they were made from recyclable materials, which was better for the environment. It was therefore resolved to purchase a new bin of the same style as the existing ones to be sited near the RSPC board.

12. To consider OSAC's recommendations of way forward with Whinney Queech (including lease and remedial works): Deferred.

13. To consider entering the "Village of the Year" competition: It was resolved to enter the competition and the leading Cllrs would be Cllr G Pugh, S Pallant, M Williams, T Ingram and Mr Roger Cushing (Osac), as well as a member of the public Mrs Jo Garnham.

14. To receive notes from public meetings held in April to discuss the possibility of a new retail outlet in Shotley Gate (following the closure of the Shotley Gate Stores) and agree any actions: The Clerk had circulated a report to members ahead of the meeting, which explained the content of the public meetings and the number of residents who had voiced their opinions. It was resolved that, due to the considerable public interest, a formal committee of the Parish Council should be formed in order to progress this matter. Clerk to action.

Eight members of the public left the meeting at 9:15pm.

15. SYNC facility- to receive update and agree any actions: Deferred.

- 16. To consider and adopt a new co-option process and application form:** The Clerk had circulated to members the relevant documents, which were approved by all.
- 17. Provision of a mobile skatepark in the Summer holidays-update:** The Clerk reported that Babergh District Council no longer provided a mobile skatepark, therefore this may no longer be an option. Members suggested the provision of a mini-bus from Shotley to Ipswich or Whitton (where a new skatepark was being built) but this would have to be privately arranged by the Parish Council. Clerk to look into options and costs.
- 18. Hedge maintenance between Tudor Close and Battery Cottages-** to receive update and agree actions: Cllr N Green informed members that this may not be a public right of way. However, it had been established as such over a period of many years, as it was used by the public as an access route. The Parish Council had already agreed that the overgrowth needed to be cut back in a previous meeting and Mr D Meacock had been instructed to carry out the works.
- 19. To consider and approve the payment of regular expenditure and standing orders : It was resolved to approve the payment of the following:**
- 11.1 Village Hall hire charges for Social Club, Community First Responders Unit and SPC (and associated committees/working group/emergency and public meetings
 - 11.2 SCC – maintenance of streetlights and energy supply
 - 11.3 Membership subscriptions for SALC, Community Action Suffolk and SoS
 - 11.4 Purchase of publications
 - 11.5 Zurich Insurance premiums
 - 11.6 Ground maintenance (including tree pruning etc) and general maintenance of SPC property
 - 11.7 BDC – collection of refuse from litter/dog bins and nominal rent for Kingsland Green
 - 11.8 Attendance at training courses for Employees and Councillors
 - 11.9 Employees’ salaries and expenses
 - 11.10 Contractors (grass cutting, street cleaning and public facility cleaning- all contracts renewed March 2015)
 - 11.11 HMRC
 - 11.12 Rospa inspections
 - 11.13 Auditors’ fees / RBS annual membership
 - 11.14 Website hosting/development
- 20. Planning matters – To consider responses to Babergh District Council on applications received:**
- B/15/0348 19 Lower Harlings-**Erection of single storey front extension - It was resolved to recommend the approval of this planning application.
- 21. To consider applications for funding received:** Deferred.
- 22. To consider and approve any further accounts for payment:** There were no further accounts for payment.
- 23. To consider and approve new bank mandate, signatories and direct payment facility, including proposed change to Financial regulations and Policy:** It was resolved to make future payments via direct payment and Bacs, as well as cheque. This would require a new bank mandate and Cllrs B Nichols, G Richens, J Catling and M Williams volunteered as the new signatories. The Clerk would complete the relevant paperwork in due course and changes to the existing Financial Regulations would be made in order with Barclays policies and statutory requirements.
- 24. Clerk’s Action List:** The Clerk’s action list had been circulated ahead of the meeting and was updated by members.
- 25. To consider correspondence received up to 15 May 2015 and any responses required:** All correspondence received had been circulated to members and no further responses were required.

- 26. Brief reports from Councillors on matters not itemised on agenda/to be included in next agenda:** Cllr N Green asked that the request for a replacement bin near the primary school was added to the next agenda.

Cllr B Nichols asked the Clerk to contact the Planning Department regarding the Marina development, asking when it was due to start and how it would be serviced. It was suggested that some of the materials could be delivered to the site by sea rather than by land, thus alleviating any traffic issues.

With no further matters to be transacted, the meeting ended at 10:05pm.

Signed: _____ Date: _____