

Minutes of the Shotley Parish Council meeting held on Thursday 18th August 2016 at 7:15pm at the Shotley Village Hall.

Present: Cllrs T Lawford-Randall (Chairman), B Nichols, P Merrin, R Higgs, R Green, B Powell, M Williams, J Catling, District Cllr D Davis, District Cllr P Patrick, County Cllr D Woods, Mrs D Bedwell (Parish Clerk) and six members of the public.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllr N Green.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** There were no declarations of interest.
- 3. To appoint Vice-chairman of the Council:** It was resolved to appoint Cllr Robert Higgs as Vice-chairman.
- 4. Reports**
 - (i) District Councillor's report: Verbal reports were received from District Cllr D Davis and P Patrick.
 - (ii) County Councillor's report, including:
 - a) To request update on matters pertaining to Community Transport and ascertain if any action can be taken by the Parish Council: A verbal report and update were received from County Cllr D Wood.
 - (iii) Website: A report was received from Mr D Davis.
- 5. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak - Meeting open-* Mr Mike Harrington expressed his disappointment at the way some of the verges were so overgrown in the village. Cllr D Wood explained what the current position was and that local councils were advised to carry out any maintenance works themselves, rather than wait for the County or District Councils to do it. The matter had already been reported to SCC Highways by the Clerk and Cllr M Williams on a number of occasions but a response had not been forthcoming. Cllr D Wood stated that he would try to chase this matter up on the Parish Council's behalf.
- 6. To approve Minutes of the meeting held 21st July 2016:** It was resolved to approve the minutes as a true record of the meeting held.
- 7. Administration**
 - (i) To receive and update the Clerk's Action Summary: The Action Summary had been circulated ahead of the meeting and was updated by members.
 - (ii) To receive Clerk's report and update on Council matters not covered elsewhere on the agenda: No further updates were reported.

- (iii) To appoint Highways Parish Council representative: It was resolved to appoint Cllr M Williams as the parish council highways representative.
- (iv) To approve membership of the Appeals Committee (Complaints): Existing- Cllrs P Merrin and B Higgs: It was resolved to appoint Cllr J Catling member of the Complaints Appeal Committee.

8. Finance

- (i) To consider an application for funding from the Shotley Cricket Club (previously circulated to members): Deferred.
- (ii) To consider an application for funding from the Bowls Club: Following a brief presentation from Mr N Bugg, it was resolved to award the Bowls Club funding of five hundred pounds.
- (iii) To consider quotes for the placement of commemorative benches (Queen's 90th birthday) on the footpath between the Primary School and Great Harlings and agree expenditure: Deferred.
- (iv) To consider and approve accounts for payment and note receipts: It was resolved to approve the accounts for payment, as follows:

Payments:

1. Clerk salary	£1,325.25
2. HMRC (July Tax, NI and Employer NI)	£664.27
3. Clerk's expenses (bt bill)	£70.14
4. E Bugg (Shotley Warden)	£180.00
5. G Sillett (bin emptying and litter picking)	£677.99
6. S A Meacock (grass cutting)	£220.00
7. Website	£120.00
8. NSCRC session (05.06.2016)	£90.00
9. R Everett- public conveniences decorating	£290.00
10. SALC (chairman training and cllr guide)	£122.25
11. SVHMC- Venue hire (pc and Social Club)	£155.00
12. S Ratcliffe (wc's cleaning and materials 12.07.16 to 12.08.16)	£415.38
13. SALC internal audit 2015	£264.00
14. Shotley Rose Bowls Club funding	£500.00

- (v) To agree date for the next Finance Working Group meeting (1st quarter accounts): It was resolved to have the next Finance Working Group meeting on Thursday 8th September 2016, at 7.30pm at the Village Hall small committee room.

9. Planning matters

(i) Applications received for recommendation to Babergh District Council:

B/16/00840- Shotley Sailing Club- erection of two storey extension and alterations to form changing rooms : It was resolved to recommend the approval of this planning application.

B/15/01655 5 East View Terrace- erection of 2 storey rear extension and 1 storey side extension: It was resolved to recommend the approval of this planning application.

(ii) To note Approvals/Refusals:

- a) 1 Cherry Gardens, Main Road- erection of single storey extension, internal alterations and cartlodge- Planning permission granted
- b) 8 Kirkton Close- erection of two storey side extension- Planning permission granted
- c) Glenhurst, The Street- formation of a new access to the highway- Planning permission granted
- d) Red House Farm, Wades Lane- Listed Building Consent- Planning permission granted

(iii) Planning Correspondence: No further correspondence had been received.

10. Highways matters: To consider quotes received for maintenance works needed: The Clerk was still waiting to receive quotes, therefore this matter was deferred to the next meeting.

11. Allotments

(i) To consider and approve the provision of a further budget for allotment reinstatement (£300 already approved and reserved): A brief report was received from Cllr B Powell. An area of approximately 1 ½ acres had already been cleared with the use of Mr R Wrinch's equipment but the same equipment would be needed for another day and this would have an additional cost due to petrol/hire costs. Cllr B Powell agreed that he would let the Parish Council know what these costs were expected to be at the next meeting but the additional expenditure, which was expected to be in line with previous, was approved in principle to the tune of £300.

Cllr B Powell also informed members that BBC4 had recently filmed a documentary at the allotments about bees and that this would be available for broadcast early in 2017.

12. To note correspondence: Correspondence received already circulated to councillors or included on the agenda for consideration. All other administrative correspondence filled by the Clerk.

13. Playareas:

(i) To consider alternative suggestion for the substitution of matting in the Lloyd Road play area and consider quotes for materials and additional costs: The Clerk was

asked to approach Mr Colwill for a quote for the removal of existing matting and grass, placing of wooden barriers on the play area perimeter and application of play bark. The cost of the bark was expected to be in the region of £220 plus vat for 4 tonnes, which should be sufficient for the Lloyd Road play area. It was agreed that both play areas would benefit from the resurfacing and an initial budget of £1,500 was approved for the time being.

Cllr T Lawford-Randall informed members that he had been approached by Mr A Pettersson, who would like to return to his previous volunteer role of “looking after” the Lloyd Road play area. Members agreed that this could be re-instated.

- (ii) To consider quotes for the replacement matting at the Lloyd Road play area (if decision not reached on previous item): It had been agreed to opt for play bark rather than replacing the matting due to the excessive cost of the latter option.

14. Reports from Councillors on matters not itemised on agenda/to be included in next Agenda (no decisions with a financial implication are permitted to be made at this point and should be added to a future agenda for consideration): Apologies for the next pc meeting were received from Cllrs B Higgs and J Catling. There were no further reports from councillors.

15. SYNC: To receive update on current position, including transfer of assets to the 1st Shotley Scouts: A brief report was received from the Clerk. Ownership of the SYNC building had been passed over to the Scouts, however there was considerable damage to one of the roofs which would need to be repaired. The remaining funds had also been transferred to the Scouts but unfortunately most of the funds would most probably be spent on the roof repairs.

16. Chair’s urgent business: any items not on this agenda but of such urgency as to merit, in the Chair’s opinion, immediate action: No matters to report.

17. Date of next meeting: 15 September 2016. A member of the public made enquiries about the post box outside the former post office on Bristol Hill and Cllr D Woods explained that Babergh DC was still in the process of ascertaining ownership of the green opposite, where a replacement box could be installed.

Mr N Bugg asked if Babergh DC could be asked to include the emptying of the dog bin in Kingsland to their list.

Temporary exclusion of press and public: *That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed*

18. Contracts and Tenders- to receive feedback, review current position and agree any actions

- (i) Litter Warden contract (Shotley Gate)
- (ii) Emptying of dog/household waste bins not within reach of Babergh waste services

19. Administrative and legal matters

With no further matters to be transacted, the meeting ended at 9.55pm.

Signed: _____ Dated: _____