

Minutes of the Shotley Parish Council meeting held on Thursday 26th February 2015 at 7:15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors R Wrinch (Chairman), G Richens, T Ingram, N Bugg, G Pugh, B Nichols, District Cllr T Roberts, County Cllr D Woods and Mrs D Bedwell (Clerk).

In attendance: Mr R Cushing, Mrs D Girling, Mr G Steel, Mrs J Norden, Mr D Davies and two members of the public.

1. **To receive and consider apologies for absence:** Apologies had been received from Cllrs I Peters, M Williams and J Catling.
2. **To receive declarations of interest** and consider any dispensation requests received: There were no declarations of interest.
3. **Suspension of standing orders:** *Meeting open for 10 minutes to allow members of the public to speak:* Mr D Davies introduced himself to members as an independent candidate for the forthcoming District Council elections.
Cllr G Richens informed members that he had received reports of the possible loss of the foot ferry and asked that the matter was added to the next agenda for further discussion.
4. **To approve Minutes of the Parish Council Meeting held 15 January 2015:** It was resolved to approve the minutes as a true record of the meeting held.
5. **Matters to report from previous meetings and to consider any further action:** Mrs D Girling had attended the previous Parish Council meeting in order to put forward a case for the continued financial support of the Parish Council via the funding of the First Responders meetings at the village hall. It was resolved that the Parish Council would continue this funding.
6. **To receive reports:**
 - 6.1 **District Councillor (JD/TR):** District Cllr T Roberts wished Mr D Davis, as well as the two Liberal Democrat candidates, all the best for the forthcoming elections.

When reporting on the Ganges application, Cllr T Roberts informed members that the planning officer would be sending the application to Planning Committee because it had been a long time since the application had been approved and some of the legislation had changed in the meantime. The Parish Council was urged to make representation at this forthcoming meeting, which was expected to take place on March 25th. D Cllr T Roberts also reported on the District Council's deficit of £4.3M and how the best revenue expectations would be from building extra houses.

Cllr T Roberts informed members that he would be standing down from his post but praised the Parish Council on how well it was run and how proactive it was. Cllr T Roberts was thanked for all his efforts and support in the past few years as District Councillor.
 - 6.2 **County Councillor (DW):** County Cllr D Woods reported that there would be a nil increase in Council tax for 2015/2016 but that £43M worth of savings still needed to be made, and that unfortunately a number of services would be cut as a result. The Highways contractor situation had still not been resolved and a further update would be sent in due course.

- 6.3 **Safer Neighbourhood Team:** A report had been circulated to members ahead of the meeting.
- 6.4 **Website:** Mr D Davies gave members a short report: There was still a long way to go with regards to updating the website and bringing it up to the standard agreed by the Parish Council; Google figures were already on the increase and all efforts were being made to drive more traffic through.
- 6.5 **Stour Footpath Group (GR):** Reported under item 6.6.
- 6.6 **Heritage Park (GR):** A report had been circulated ahead of the meeting and was verbally presented to members by Cllr G Richens. The Shotley Scouts were due to clear an area on the following Sunday at the Heritage Park where the Heritage Park Community Orchard would be planted. A number of species of fruiting trees were being considered and would be agreed at a later date.
7. **SYNC building:** To receive report from SYNC trustees regarding the proposal from Babergh Communities for the future use of the SYNC building and agree any action needed: A report had been circulated to members ahead of the meeting and was presented verbally by Mr G Steel and Mrs J Norden. The annual return had been submitted to the Charities Commission and funds were healthy, just over £9k, but there was some repair work to be done to the roof, which would cost in the region of £1.5K. All three current trustees had moved away from the village and it was necessary to appoint local trustees to manage the project. The Clerk volunteered to be a second key holder and also put her name forward to be one of the new trustees. Discussions had taken place with regards to the use of the building by other organisations, including the Library Service and a meeting was due to take place in order to progress matters. Cllr T Ingram agreed to attend this meeting as a PC representative and Mrs J Norman agreed to send the Parish Council all the relevant details in due course.
8. **Play Areas:** Proposals for a kick-wall at the Lloyd Road play area-to receive update and agree any action: Cllr G Richens had circulated a short report on the proposed location and dimensions of the kick-wall. Mr A Pettersson was in the process of getting some quotes, therefore the matter was deferred to the Osac meeting. The Clerk informed members that she would be checking whether any type of planning permission/building regulations were needed before the project went ahead.
9. **Street furniture:**
- 9.1 To consider proposal for signage in Tudor Close indicating Heritage Park and play area (report by TI and GR): Cllr T Ingram suggested that it would be beneficial to have a sign in the Ganges Wood, half way through the gate access from Tudor Close, where the path divided into two. This would be for a two-finger style sign, left indicating play area, tennis courts and Whiney Queech and right indicating the coastal footpaths. Members agreed that permission should be sought from the Woodland Trust.

Cllr G Richens also suggested that there was currently no signage to indicate to walkers coming from the Marina to Marsh Lane how to access the coastal footpaths. He recommended that a sign should be placed adjacent to the telegraph pole with the words "Ganges Wood". It was agreed that this sign was a priority between the two signs and that enquiries should be made in order to progress matter. Clerk to action. Cllr I Peters to be asked to make enquiries with the Woodland Trust with regards to the proposed bi-directional sign for Ganges Wood.

- 9.2 To consider the replacement of the existing sign at Ganges Wood (IP to report on artwork and estimated cost): Deferred.
- 9.3 To receive update on unemptied Babergh household waste bins on Kitchener Way: It was reported that overfilled bins were not being emptied by Babergh DC and that in recent weeks a number of residents had not had their bins emptied altogether because Babergh DC contractors had spent some time going through the recyclable waste in blue bins in order to make sure that all items were indeed recyclable. Babergh's guidelines were clear, in that black bins should not be overfilled, ie bin lid should close flat, and no items should be placed in the blue bins that were not on Babergh's list of allowed recyclable waste.

10. Finance:

- 10.1 To receive, consider and note third quarter accounts (to 31 December 2014): Deferred.
- 10.2 To receive and note bank balances: The bank account balances were as follows: Current account £61,517.47, tracker account £455.71 and deposit account £8,302.37, therefore a grand total of £70,275.85.
- 10.3 To consider application for funding from the Shotley Rangers Football team: It was resolved to approve the funding of £500 for the Shotley Rangers.
- 10.4 To consider and approve any further accounts for payment: It was resolved to approve the remaining accounts for payment, as follows:

10.4.1 Prettys (replacement cheque)	£608.00
10.4.2 Cllr G Pugh (expenses)	£39.00
10.4.3 Clerk's expenses (subsistence, ink, bt)	£251.76
10.4.4 Realise Futures (bench Kingsland)	£383.99
10.4.5 Shotley Rangers Football Club (S137)	£500.00

- 11. **Babergh Housing:** To receive update on no 9 Kingsland (reportedly vacant for aprox 12 months): Deferred.

12. To review and approve the following documents and policies:

- 12.1 Financial Risk Assessment to 31.03.2015
- 12.2 Osac terms of Reference 2015
- 12.3 Standing Orders 2015
- 12.4 Financial Regulations 2015
- 12.5 Statement of Internal Controls to 31.03.2015
- 12.6 General Risk Assessment 2015: Remove quarterly gabions inspection by Footpath Group

It was resolved to approve items 12.1 to 12.6 in block.

13. To consider and adopt the following documents and policies:

- 13.1 Electronic Information and Communications System Policy 2015
- 13.2 Complaints Policy 2015
- 13.3 FOI Model Publication Scheme 2015
- 13.4 Public Right to Record: Chair's announcement and public notice, protocol, Public Participation at meetings, Nalc Open and Accountable Brief and Nalc Suffolk Openness Brief.

It was resolved to approve and adopt documents 13.1 to 13.4 in block.

14. **Clerk's Action List:** The Clerk's action list had been circulated to members and was updated at the meeting.
15. **Former H M S Ganges Site – B/12/00500 – update:** This matter had already been covered previously in the meeting.
16. **Planning matters:** To consider response on applications received from Babergh and note any decisions made:

Applications:

- 16.1 B/15/00078/FHA- 18 Garden Close
- 16.2 B/15/00058/FUL- Shotley Sailing Club
- 16.3 B/14/01550/TPO -5 Childers Close
- 16.4 Proposal for Cherry Blossom Children's Centre At Shotley CP School

It was resolved to recommend the approval of applications 16.1 to 16.4 on this agenda.

Decisions:

- 16.4 B/14/01421/FUL- Cockle Creek Cottage- Planning permission refused.
- 16.5 B/14/01480/FHA Blacksmiths Cottage-Planning permission granted.
- 16.6 B/14/01551/TPO/DP- 5 Childers Close- Planning permission granted.

17. **To receive and note correspondence** and consider any responses required (DB): Correspondence received had been circulated to members and there were no further actions needed.
18. **Reports from Councillors on matters not itemised on agenda/to be included in next agenda (All):**

Cllr N Bugg reported that flooding continued to occur at the top end of Kingsland. The Clerk informed members that further investigative work was due to be carried out by SCC Highways in the Spring.

Cllr B Nichols informed members that seventy five people had attended the recent film session at the village hall and that the event had been a great success.

Cllr G Richens referred to an item of correspondence recently circulated by the Clerk about Power Distribution grants and suggested that the Parish Council could apply for a power generator, which could be used in emergency situations. He also asked whether the review of the Emergency Plan was progressing and the Clerk informed members that she had been in communication with Mrs S Hearn and that a further update would be given in due course. Cllr G Richens also referred to an incident in the past year, where the main road from Shotley to Shotley Gate had remained closed for some time and unfortunately one of the local farmers had locked the field access gate, and how it would be a good idea to have two two-way radios, one for each end of the village, which could be used in such circumstances.

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*

19. Noticeboard: To receive update, consider proposals and agree actions

20. With no further matters to be transacted, the meeting ended at 10.30pm.

Date of next meeting: 12th March 2015 (Osac); 19 March 2015 (PC)

Signed: _____ Date: _____