

**Minutes of the Shotley Parish Council meeting held on Thursday 28<sup>th</sup> January 2016 at 7:15pm in the Large Committee Room, Shotley Village Hall.**

**Present:** Cllrs B Nichols (Chairman), J Catling (Vice-Chairman), N Green, T Ingram, M Williams, G Pugh, G Richens, T Lawford-Randall, Mrs D Bedwell (Clerk), District Cllr D Davis, District Cllr P Patrick and fifteen members of the public.

1. **To receive and consider apologies for absence:** Apologies had been received (and were approved) from Cllr S Pallant. Apologies had also been received from County Cllr D Wood.
2. **To note the resignation of Mr I Peters from the Open Spaces and Amenities Committee:** Mr I Peter's resignation was noted. Mr I Peters was thanked for all his hard work and help in recent years and Cllr G Richens added that Mr I Peters would continue to support the Committee on an advisory capacity.
3. **To receive declarations of interest and consider any dispensation requests received:** Cllrs G Richens Cllr T Ingram and G Pugh declared a non-pecuniary interest on items pertaining to the Stour Footpath Group and item 7.1; Cllr T Lawford-Randall declared a non-pecuniary interest on item 12; Cllrs B Nichols and J Catling declared a non-pecuniary interest on item 7.5.

**Suspension of standing orders:** *Meeting open for 10 minutes to allow members of the public to speak:* Mr D Coxon, who resided at Gate Farm Road, had produced a report which he read to members, expressing his concerns regarding the recent application for a certificate of lawful use of the Gate Farm Caravan Park for 20 static caravans. Those concerns were discussed by members and it was resolved that the Parish Council would contact BDC Planning and request that a full planning application was submitted, in order for it to be considered as a new planning application.

4. **To approve Minutes of the Parish Council Meeting held 19 November 2015:** Deferred to the next meeting.
5. **To receive reports:**
  - 5.1 District Councillor: A brief report was received from District Councillor P Patrick and District Cllr D Davis. The report included update on the Ganges planning application, the new planning application for the Shotley Lodge and the new houses at Chapel Fields.
  - 5.2 County Councillor: A report had not been received.
  - 5.3 Police SNT meeting: Cllr N Green had attended the recent Police Public meeting in Shotley and her report had been circulated to members ahead of the meeting.
6. **To receive reports from Committees/Working Groups and agree any actions that may be needed:**
  - 6.1 **Open Spaces and Amenities Committee:**
    - 6.1.1 To consider Osac's recommendation to carry out repair works to the sheet piles, as per Mr A Hawes annual inspection report, over a period of time, as and when funds become available, and to consider quotes for such repairs and appoint contractor: Deferred.

- 6.1.2 To consider quotes for the purchase of ready mix concrete to make repairs to the river wall around the Bristol Hill picnic area and concrete support wall up to the sheet piles: Cllr G Richens explained to members that he had looked into the price for 4 cubic metres of concrete, which was £520. However, to deliver on a Sunday, it would cost an additional £585. As this work was due to be carried out using up to £2,500 from the Suffolk Coastal Fund, with the help of the Community Payback team (who operated on a Sunday), the excessive delivery cost did not seem reasonable. However, an option would be to purchase free mix concrete and for the Parish Council to invest in the purchase of a generator. Cllr G Richens had looked at a number of suppliers and recommended the purchase of the one priced at £287.98 and the concrete bags would cost in the region of £80. An extension lead would also be necessary and that would cost an additional £20. Cllr M Williams informed members that she owned a generator that could be loaned, should it be needed.

Members were reminded that the motion on the agenda was for the purchase of ready mix concrete and not for a generator, therefore this item would have to be deferred to the Emergency meeting planned to take place on February 4<sup>th</sup> 2016.

- 6.1.3 To consider Osac's recommendation to approve the expenditure of up to £5,000 of funds already secured (but not received) on repairs to the gabion defence: Deferred (as per item 7.1.1)
- 6.1.4 To approve the expenditure of £282 for a MMO licence variation (Erosion Protection Phase 3): It was resolved to approve the expenditure of £282 for the MMO Licence.
- 6.1.5 To review the circumstances that led to the maintenance works to the roadside hedgerow from Styngham to the affordable housing to be carried out without approval from full council and agree any subsequent actions needed: This item had been raised under "Reports from Councillors" at the previous OSAC meeting, which did not permit a resolution to be made (as it had not been an agenda item).

However, following initial enquiries by Mr A Pettersson, Mr Cordle had been contacted and instructed to do the works when a quote should have firstly been obtained.

A prolonged discussion ensued, during which Mr A Pettersson raised queries about the spending of public money and the processes referred to during discussions. The Clerk explained that she only exercise the "Power of Expenditure" that she had when she needed to authorise works or goods of an emergency nature up to £1000.

Matter to be further considered upon receipt of further legal advice.

- 6.1.6 To consider the purchase of wood chips for remedial works to the entrances of Ganges Wood and Viking Forest: Deferred.
- 6.1.7 To consider recommendation to paint a goal on the kick-wall at the Lloyd Rd play area (including expenditure of aprox. £25.00): Deferred.
- 6.1.8 To consider the purchase of goal posts and nets for the Kingsland play area: Deferred.

- 6.1.9 To consider SCC Rights of Way scheme for parish councils to take on responsibility for cutting certain paths : Deferred.
- 6.1.10 To consider report from meeting held with SCC Highways on 20 January 2016 and agree any actions, including the formalising of a crossing adjacent to Netherhall Cottages : Deferred.
- 6.1.11 To receive further recommendations for how the VOTY award fund should be spent: Deferred.
- 6.1.12 To consider whether dredgings from the Harwich Haven outer channel could be pumped up onto the foreshore, in view of the loss of beach level from Bristol Hill in a Westerley direction towards Cockle Creek (costs and Statutory Body permissions to be investigated): Cllr G Richens explained to members that there would be no cost implication to the Parish Council should this be approved at a later date and that all he would do was ask if the foreshore at Shotley Gate could be considered. Members agreed that Cllr G Richens could make such enquiries.
- 6.1.13 To consider the appointment of a Project Manager for Phase 3 Erosion Protection at Shotley Gate (Terms to be considered at a future meeting): A brief discussion ensued and Cllr G Richens asked the Clerk why this was necessary, as he had not been formally appointed Project Manager for Phases 1 and 2 but had still assumed the role. The Clerk responded that she had not been the Clerk at the time of Phases 1 and 2 and that it was necessary to appoint a project manager for Phase 3.. Cllr G Richens stated that he was unsure as to whether he was prepared to take on the role at this point, so the matter was deferred to a future meeting.

## 6.2 **Allotments:**

- 6.2.1 To approve the purchase of allotment plot markers: The Clerk informed members that at present it was nearly impossible to identify the plots as they were not marked. As plots were re-let and sometimes split into smaller plots, it was extremely difficult to identify what plot was let to what tenant. With this in mind, the Clerk would like to ask the Council to consider the purchase of plot markers, which would be attached to wooden poles, in front of each plot, for ease of reference. Members were in agreement that this was a good idea and the Clerk agreed to seek some quotes for consideration at a future meeting. Cllr G Richens suggested asking Realise Futures, as they may be able to manufacture the markers.
- 6.2.2 Boundary fence- update: The Clerk updated members with regards to the fact that she had been unable to speak to one of the residents concerned. Mr B Powell informed the Clerk that this resident was very rarely around weekdays but may be easier to meet on a Saturday.  
The second resident that needed to be contacted was due to return from abroad on January 19<sup>th</sup> and the Clerk would arrange to meet them then.

- 6.3 **Noticeboard:** Standing Orders were suspended to allow Mrs J Lawford-Randall to speak. Mrs J Lawford-Randall informed members that the Noticeboard was in the process of being printed and should be delivered by the end of January. The front and back sheets of this issue would be in colour. Mrs J Lawford-Randall and the members of the editing team were thanked for their hard work.

6.4 **Website:** A brief report had already been received from Mr D Davis.

6.5 **Shotley Gate Community Shop Committee:** Deferred.

**7. Finance and Administration:**

7.1 To receive and note bank balances: The bank balances were as follows: Current account £18,887.52, Tracker account £456.22 and Deposit account £58,321.67, a grand total of £77,665.41.

7.2 To consider and approve any further accounts for payment: It was resolved to approve the accounts for payment, as follows:

8.2.1 Cllr G Richens expenses (oil for use at the Heritage Park) £7.98

7.3 To receive recommendations from the Finance Working Group to approve the second quarter 2015/2016 accounts: It was resolved to approve the second quarter accounts for 2015/2016.

7.4 To receive recommendations from the Finance Working Group on the budget and precept for 2016/2017: It was resolved to approve the budget for 2015/2017. The precept was set at £55,955, with a tax grant of £1,217.

7.5 To consider and approve opting-in to the new arrangements of the Sector Led Body to carry out the external audit of the Shotley accounts: It was resolved to approve the option to opt-in to the new audit arrangements.

7.6 To consider and approve the Employment Committee's Terms of Reference: Deferred.

**8. To consider and approve the Heads of Terms for Easement Rights (to UK Power Networks) in perpetuity to install 2 x new 33Kv underground cable circuits via horizontal directional drill under the Grantor's land and the entirety of the width of the river Stour between the Parish Council and UK Power Networks:** Deferred. The Clerk was asked to make further enquiries with regards to the payment suggested to try to ensure that the Parish Council would be getting a fair deal.

**9. Purchase of Christmas trees and lights 2015 (as requested by Cllrs G Richens and G Pugh):** To review process and agree course of action: Cllr G Pugh agreed not to discuss this matter further, at this point, in light of the discussions held earlier during the meeting at agenda item 7.1.5.

**10. Celebrations of the Queen's 90<sup>th</sup> Birthday-** To consider the formation of a working group and to discuss what type of events that may be organised for June 12<sup>th</sup> 2016: A suggestion was made to advertise it on the Noticeboard and website and if anyone came forward, they could organise an event and apply for some funding from the Parish Council.

**11. Ganges- update:** An update had already been received from District Cllr D Davis.

**12. To approve the revised dates for the February and October PC meetings (25<sup>th</sup> and 20<sup>th</sup> respectively):** It was resolved to approve the amended dates.

**13. To receive and update the Clerk's Action List:** Deferred.

**14. Planning matters:**

- 14.1 To consider response on applications received from Babergh and note any decisions made: B/15/01672 Former Shotley Lodge Residential Care Home, Bristol Hill- Erection of 12 no. flats with ancillary areas and parking: The Parish Council recommended the refusal of this planning application. Following concerns expressed regarding the impact to neighbouring residents in respect of loss of amenity. There was also concern over the underground works required and the possible effect on the stability of the land for current properties. Concerns had also been raised about the parking provision at this very important amenity area, which provided access to walks along the river, a picnic area, the Heritage Park, the Shotley Marina, public houses, etc. The Parish Council would be happy to recommend the approval of the previous application for this site, with had one less floor, as approved previously by the Planning Department.
- 14.2 To receive and note correspondence and consider any responses required: Whilst assisting a local resident dispose of garden waste by unlocking the bollard near the picnic area, Cllr G Richens had been made aware of an eminent planning application which had been contentious when submitted previously. The Clerk had not received the said application yet and would send it to Cllr T Lawford-Randall for consultation once it arrived.

**15. Reports from Councillors on matters not itemised on the agenda/to be included in next agenda:**

Cllr N Green informed members that at the previous evening's police meeting, there had been a concern that if alternative venues were not found, future meetings could be at risk. Cllr N Green asked if the council could consider funding the village hall for two meetings a year. This matter would be added to the next agenda for consideration.

Cllr G Pugh made reference to an event being organised by the Royal Yacht Association/Shotley Yacht Club, who had asked if Shotley wished to get involved. A working party was in the process of being formed and Cllr G Pugh would have more details in the future. Cllr B Nichols said that it sounded like a good idea and that it would be helpful if more information could be sent to the Parish Council.

Cllr T Ingram reported that the two new bins (on Ganges Road and Kitchener Road) were still not being emptied by Babergh DC. The Clerk asked Cllr T Ingram to forward Ms D Bishop's e-mail address so that she could liaise with her on this matter.

Cllr J Catling reported that Silverstone Aggregates, who had been carrying out deliveries outside no 9 Stourside and had damaged the verge, had admitted liability and had already repaired the verge.

Cllr B Nichols stated that Anglian Water had sprayed blue the man hole cover on Bristol Hill that needed to be repaired and were due to return the following day to carry out the works.

Cllr B Nichols expressed a debt of gratitude to the Clerk for returning to work so soon after being so poorly and that he wished from now on members would hopefully work positively as a team to move things forward and not allow Mrs Bedwell to be made ill again.

With no further matters to be transacted, the meeting ended at 10:45pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of next meeting: Emergency meeting 4 February , OSAC 11 February , PC 25 February 2016.**