

Minutes of the Shotley Parish Council meeting held on Thursday 21st July 2016 at 7:15pm at the Shotley Village Hall.

Present: Cllrs T Lawford-Randall (Chairman), N Green, B Nichols, P Merrin, R Higgs, R Green, B Powell, District Cllr D Davis, County Cllr D Woods and 3 members of the public,

- 1. Apologies for absence:** Apologies had been received (and approved) from Cllrs J Catling and M Williams; Apologies had also been received from District Cllr P Patrick.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllr T Lawford-Randall declared a non-pecuniary interest on item 7(i).
- 3. Reports**
 - (i) District Councillor's report: A report from District Cllr P Patrick had been circulated to members ahead of the meeting. District Cllr D Davis gave members a verbal report, including the very recent news that Wolverstone had lost the Judicial Review case against the Ganges development on all five counts and had fourteen days to lodge an appeal. It was hoped that some of the Coastal Communities Fund could be used for local touristic initiatives, including the Shotley Pier. A meeting was due to be held the following day in order to discuss this matter.
 - (ii) County Councillor's report: County Cllr D Woods also gave members a verbal report, which included the Orwell Crossing Consultation which would be running until August 12th; the Devolution Consultation which would be running until the end of August; Residents were warned about a recent scam involving funeral plans for the over 60's which incorrectly stated that changes were due to new Government guidelines.
 - (iii) Noticeboard: A brief report was received from Mrs J Lawford-Randall.
 - (iv) Website: Mr D Davis reported that the no. of hits was still looking positive but that there was a technical issue with the uploading of PDF files, which was in the process of being resolved.
 - (v) Stour Footpath Group: Cllr T Lawford-Randall reported on the Group's recently held Annual General Meeting. The Clerk asked Cllr T Lawford-Randall if a copy of the Chairman's report could be made available to members.
- 4. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak - Meeting open:* There were no comments from the public gallery.
- 5. To approve Minutes of the meeting held 29th June 2016:** It was resolved to approve the minutes as a true record of the meeting held.
- 6. Administration**
 - (i) To receive and update the Clerk's Action Summary: The clerk's action summary had been circulated ahead of the meeting and was updated by members. Cllr N Green agreed to make further enquiries regarding benches suitable for the path between the Primary School and Great Harlings to celebrate the Queen's 90th birthday; The Clerk had received the first quote for repairs to the matting at the Lloyd Road play area but as they were

considerably high, further quotes would be needed.

- (ii) To receive Clerk's report and update on Council matters not covered elsewhere on the agenda: Members approved the amendments to the Deed of Grant for UK Power Networks, which had been circulated ahead of the meeting.
- (iii) To note Councillors approval to receiving the meeting summons via e-mail (new councillors): All the new parish councillors agreed to receive the meeting summons by e-mail.
- (iv) To approve membership of representatives/committees and working groups:
 - 6.(i) 1 Employment Committee: It was resolved to appoint Cllrs M Williams (in her absence), T Lawford-Randall and N Green.
 - 6.(ii) 2 Complaints Committee: It was resolved to appoint Cllrs T Lawford-Randall, R Green and B Powell.
 - 6.(iii) 3 Appeals Committee (Employment): It was resolved to appoint Cllrs B Higgs, P Merrin and R Green.
 - 6.(iv) 4 Appeals Committee (Complaints): It was resolved to appoint Cllrs P Merrin, B Higgs and the third member was deferred to the next meeting.
 - 6.(v) 5 Finance Working Group: It was resolved to appoint Cllr T Lawford-Randall, J Catling, B Nichols, N Green and R Green.
- (v) To consider and approve the new Complaints Policy: It was resolved to approve the new Complaints Policy.

7. Finance

- (i) To consider an application for funding from the Stour Footpath Group (previously circulated to members): It was resolved to approve the application for funding for a total of £ 273.75 to fund the Group's Public Liability insurance.
- (ii) To consider a recommendation for the placement of commemorative benches (Queen's 90th birthday) on the footpath between the Primary School and Great Harlings and agree expenditure: This matter had been previously discussed and proposals would be put forward at the next meeting.
- (iii) To receive and note bank balances: These were not available on the night but were circulated the following day, as follows: Current account £35,609.86; Deposit account £43,334.70; Tracker account £456.34- grand total £79,400.90.
- (iv) To consider and approve accounts for payment and note receipts: It was resolved to approve the following accounts for payment:

1. Clerk salary	£1,074.49
2. HMRC (July Tax, NI and Employer NI)	£495.58
3. Clerk's expenses	£334.47

4. E Bugg (Shotley Warden)	£160.00
5. D Bishop (WC's final bill)	£248.00
6. Councillor Expenses (M Williams- APM sundries)	£50.22
7. G Sillett (bin emptying @ £60 week- 17.05.16 to 14.06.16)	£305.99
8. G Sillett (bins and litter picking (09.06.16 to 14.07.16)	£633.34
G sillett total:	£939.33
9. MMO License (Phase 3)	£70.50
10. S A Meacock (grass cutting)	£220.00
11. Clerk's additional expenses (BT Phone and internet)	£77.45
12. Website	£120.00
13. Cllr N Green (pc phone calls)	£8.56
14. NSCRC sessions x 3 (cheque issued in June not received)	£270.00
15. The Rose Inn (APM sundries-cancelled mtg)	£34.50
16. High Cutz- tree works to Heritage Park (fallen tree)	£40.00
17. Chairman's annual allowance	£120.00

(v) To consider and approve accounts for year ended 31 March 2016, including the Asset Register: It was resolved to approve the accounts for payment for year ended 31 March 16, including the Asset Register.

(vi) To consider and approve the Annual Return and local governance statement for year ended 31 March 2016: It was resolved to approve the Annual Return and the local governance statement.

(vii) To consider and approve the provision of a £50 fund monthly for use by local groups when maintaining parish council owned land: It was resolved to approve the provision of £50 monthly, on a non-cumulative basis, to groups carrying out volunteer activities on Parish council owned land.

8. Planning matters

- (i) Applications received for recommendation to Babergh District Council: Two new applications had been received and handed out to Councillors so that they could seek the views of neighbouring residents. Parish Council comments would be listed at the next meeting.
- (ii) To note Approvals/Refusals: There had been no approval or refusal notifications received.
- (iii) Planning Correspondence: No further planning correspondence had been received other than the Ganges decision, which had been discussed earlier in the meeting.

9. **Highways matters:** SCC Rights of Way had carried out maintenance works to the lower section of Marsh Lane; The Clerk informed members that she had asked the "Community Payback Team"-as they were known in the village- to include in their schedule of works the cutting back of overgrowth between Styngnam Cottages and Chapel Field. However, they had a very busy schedule and may not be able to carry out such works until after September, if at all. Councillors commented that maintenance of that stretch of land had not taken place for at least the last sixteen years, until the Parish Council paid for it to be done last year. Concerns were raised that if the Parish Council was to pay for that cost again, it would be expected to be done on a yearly

basis. SCC Highways had carried out a cut in the area but that only stretched to 1.5 metres width and with the recent good weather, the area had overgrown very quickly. As that land belonged to SCC Highways, permission would need to be sought, as well as consideration for road safety due to the closeness to the A1456. A suggestion was made that the use of weed killer may be more affordable and longer lasting.

- 10. Allotments:** A brief report was received from Cllr B Powell. There was an issue with the fast growing of weeds and this would need to be addressed before the land for the new allotments could be ploughed. Cllr B Powell would be asking a local farmer for a quote to do the necessary works.
 - 11. To note correspondence:** Correspondence received already circulated to councillors or included on the agenda for consideration. All other administrative correspondence filed by the Clerk. In addition, a lovely hand-made card had been received from the Shotley Primary School children, thanking the Parish Council for the recent funding.
 - 12. 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): Cllr N Green reminded members that the Council still did not have a vice-chairman and that this appointment should be added to the next agenda; The Clerk asked all the councillors who had not sent her their leave dates to do so, as she needed to organise the forthcoming bespoke councillor training.
 - 13. Chair's urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: There was no Chairman's urgent business to be noted.
 - 14. Date of next meeting:** 18 August 2016
- 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*
- 15. Contracts and Tenders-** to receive feedback, review current position and agree any actions
 - (1) Litter Warden contract (Shotley Gate)
 - (2) Emptying of dog/household waste bins not within reach of Babergh waste services
 - 16. Administrative and legal matters**

With no further matters to be transacted, the meeting ended at 9.30pm.

Signed: _____ Date: _____