

## **Minutes of the Shotley Parish Council extraordinary meeting held on Thursday 16<sup>th</sup> June 2016 at 7:15pm at the Shotley Village Hall.**

**Present:** Cllrs T Lawford-Randall (Chairman), J Catling, N Green, M Williams, District Cllr D Davis, County Cllr D Woods and members of the public,

*The Chairman opened the meeting by thanking everyone for attending and explained that the meeting would be going ahead despite the unfortunate absence of the Parish Clerk. Notes were being taken by Mrs Anna Long. He recognised that some matters would need to be deferred and had tried to agenda the co-options for this meeting but it was not possible. However all candidates seeking co-option had been interviewed and the co-option process would take place at the next meeting on Wednesday, 29 June 2016.*

*The Chairman referred to the recent tragic death of Jo Cox MP who had died whilst in public service.*

### **1. Apologies for Absence**

Apologies had been received (and were approved) from Cllr B Nicholls. Mr Peter Patrick, District Councillor and Mrs Dina Bedwell, Parish Clerk, had also sent their apologies.

**2. Declarations of interest with regard to items on the agenda and additions to register:** There were no declarations of interest.

### **3. Reports**

#### **(i) District Councillor Derek Davis**

- Gate Farm Caravan Park. Application for further caravans turned down. Site should be closed at the end of October until February. Nothing can change from previous situation.
- James Cartlidge MP has surgery in Village Hall tomorrow, Friday 17<sup>th</sup> June.
- There is to be a briefing open to the public by Babergh to be held at Village Hall, 3-5pm on 7<sup>th</sup> July for questions to District Council in general eg on housing, bus service etc.
- Shotley Peninsula Tourist Action Group – petition for “Walkers are Welcome” to encourage visitors such as birdwatchers, cyclists. Good for attracting local business for those who have invested in the area.
- Pier Meeting: Held at Bristol Arms. 39 people attended. Feedback very positive. Felt that community should take charge and lead project. Community Action Group was needed to take it forward.
- Marina seemed to be having difficulty fully staffing the development owing to a lack of skilled staff following apprenticeship cuts during the recent recession.

#### **(ii) County Councillor David Wood**

- Buzzabout and Suffolk Link would cease. New service to be accessed on 01473 826242, Monday to Friday 9am-3pm. Book 7 days in advance to travel 7am to 7pm on six days per week. The Sunday bus service would continue for a further year. This service would not be as flexible as previously.
- AGM for County Council did not take place due to tragic circumstances. Now 30<sup>th</sup> June.
- Possible extension of areas on peninsula to be built into AONB area. If any area decided on there would be a consultation meeting.
- Devolution: Now Norfolk and Suffolk. There was to be one elected Mayor. All councils to ratify the deal in July/August possibly into September. If any council wanted to amend position of Mayor they would no longer be part of the bid, excluded from consultation.
- Star van: Not expected to return to Shotley, currently operating legally from Freston.

**(iii) Website:** there were no matters to report.

(iv) **Stour Footpath Group:** There were no matters to report.

4. **Suspension of Standing Orders: Meeting open to the public:** There were no comments from the public gallery.

5. **To approve Minutes of Meeting 26<sup>th</sup> May 2016:** Subject to an amendment to the confidential minutes, 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: Deferred in the absence of the Parish Clerk.

**7. Erosion Protection Phase 3**

(i) To consider the Terms of Reference for the Project Manager and agree how to progress this matter (including Public Consultation).

Chairman read quote from Hawes. Proposed fee of £2,500 + VAT + expenses. Supervision additional £2,500. On the quote, the difficulty was having the responsibility to do the work but lack of funds. No financial decision was required immediately but Council was faced with difficult dilemma as a Project Manager was needed.

(ii) To receive update on the bid for the Coastal Communities Fund (Heritage Lottery).

Chairman had asked Clerk for the form and it was agreed unanimously that the Chairman would speak to Mr Gary Richens for advice due to his previous experience.

**8. Finance**

(i) To receive and note bank balances: Deferred in the absence of Cllr Nichols and the Parish Clerk.

(ii) To consider and approve accounts for payment and note receipts- It was resolved to approve the accounts for payment, as follows:

<b>PAYMENTS:</b>	£
Clerk's Salary	1,204.16
HMRC (April and May Tax, NI and Employer NI)	582.86
E Bugg (Shotley Warden)	172.00
D Bishop (Shotley Gate Warden and WCs)	639.80
S A Meacock (grass cutting)	220.00
D Davis (website)	120.00
Clerk's expenses (2 months' phone, internet, postage, miles)	244.23
High Cutz (fallen tree at Heritage Park)	64.00*
SALC annual subscription	710.99
Sodexo (aka Community Payback sessions)	180.00
Refund of Mr G Richens postage costs re FOI request (cash return)	1.98
<b>RECEIPTS:</b>	
Allotment Rents (Collected by Mr B Powell)	140.00
Allotment Rent (Mr Sago's, paid separately)	15.00

\* Query from member: The quote received for the works had originally been for £40 and not for £64. Clerk to question difference and payment to be placed on hold until clarification was

received.

- (iii) To consider proposal for a £50 monthly budget to be approved for Heritage Park/Footpath repairs (on a non-cumulative basis): Deferred to the next meeting.
- (iv) To consider request from resident for the re-siting of a memorial bench at the Heritage Park (cost to be covered by resident): It was resolved to approve the initial payment by the Parish Council, for reimbursement by the resident upon receipt of the invoice.

**9. Planning Matters:** All items as listed below were deferred in the absence of Parish Clerk.

- (i) Applications received for recommendation to Babergh District Council.
- (ii) To note Approvals/Refusals
- (iii) Planning Correspondence

**10. Highways Matters**

- (i) To consider suggestions put forward regarding improvements at the turning circle at the bottom of Bristol Hill (use of Marina Development S106 funds of £20,000): Deferred as no further information was available.
- (ii) To receive update on recent work carried out by SCC Highways on the property belonging to Mrs A Baxter (without Parish Council prior knowledge) pertaining to a previously proposed path extension.

A six-foot hole had been dug in front garden of Mrs Baxter's home. The Chair, during his absence on holiday, had asked Cllr Williams to contact SCC and Babergh to investigate and she then visited Mrs Baxter. Letters had been sent to a number of homes but there were no names or details provided other than quoting "works on the carriageway". The Parish Council had had a letter but it did not pertain to Mrs Baxter's house specifically. On his return the Chairman went to see Alana to apologise and aimed to ask SCC/Babergh for a report on the background as to how the situation arose. The Parish Council needed to be aware the people involved in such situations should be contacted immediately and specific details obtained.

District Councillor Dave Wood had become involved and believed it to be a breakdown in communication. The request apparently came from the Parish Council about an extension to the footpath. He had arranged a meeting to clarify the situation and would update the Parish Council in due course.

- (iii) To receive update from SCC Highways as to whether the PC had been granted permission to install a litter bin on the grass verge near the bus stop on the B1456 (following its removal from Baker Road including to consider quote for re-installation: The Clerk had reported she was waiting for further information. Item deferred to next meeting.

**11. Litter Wardens/WC Cleaning**

Item deferred as quotes had not been received although had been advertised on the website. In addition, a one-off quote had been invited for deep cleaning prior to decoration of the WC on Bristol Hill.

**12. To Note Correspondence**

Noted that correspondence had been received and circulated by the Clerk. To be placed on next agenda following consideration.

**13. 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: Police no longer had resources to take on lost property and was suggesting that Parish Councils could do this. Next Police Forum meeting on 27<sup>th</sup> July at Chelmondiston.
- Cllr M Williams: Arising from memories on social media about Kingsland, it was recalled how well the green was used by children and adults, really enjoying it together. It was suggested the Parish Council take a fresh look at play equipment there and it was agreed to acquire a catalogue to find suitable ideas to develop the area.
- Emergency Plan needed to be reviewed. Derek Davis was due to attend a meeting on this and would advise the date.

**14. Chair's urgent business**

As a result of two recent cancellations at short notice of the Annual Parish Meeting, the buffets were cancelled as well incurring costs borne by The Rose. Item to be placed on the next agenda to consider reimbursement of costs.

**15. Dates of Next Meetings**

29<sup>th</sup> June: Extraordinary Meeting for co-option of new members

30<sup>th</sup> June: Annual Parish Meeting

With no further matters to be transacted, the meeting ended at 9.45pm.

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