

**Minutes of the Shotley Parish Council meeting held on Thursday 17<sup>th</sup> November 2016 at 7:15pm at the Shotley Village Hall.**

**Present:** Cllrs B Powell (Chairman), B Higgs (Vice-chairman), B Nichols, J Catling, R Green, N Green, M Williams, District Cllr D Davis, County Cllr D Woods, Mrs D Bedwell (Parish Clerk) and eight members of the public.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllr P Merrin; 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:** No declarations of interest were received.
- 3. Reports**
  - (i) District Councillor's report: A brief report was received from District Cllr D Davis. A report had also previously been received from District Cllr P Patrick.
  - (ii) County Councillor's report: A report was received from County Cllr D Woods.
  - (iii) Website: A report was received from Mr D Davis.
- 4. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak:* A member of the public wished to know if there were any updates regarding the post box on Bristol Hill. Cllr B Powell replied that he was personally dealing with the officer in charge and an update was due soon. It was also stated that the cranes stationed across the river were carrying out works to do with the wind turbines.
- 5. To approve Minutes of the meeting held 20<sup>th</sup> October 2016 (Ordinary), 28<sup>th</sup> October (extraordinary) 2016; To note notes of Finance Working Group meeting held 13<sup>th</sup> October 2016:** It was resolved to approve the minutes of the meetings held 20 October 2016 and noted were the notes of the meeting held 13 October 2016. The minutes of the meeting held 28<sup>th</sup> October 2016 were deferred.
- 6. Administration**
  - (i) To receive and update the Clerk's Action Summary: The clerk's action list had been circulated ahead of the meeting and there were no further additions/amendments.
  - (ii) To consider meeting dates for 2017 following receipt of unavailable dates: The previously circulated dates were considered and the final dates were approved, with one change being made to the February meeting, which would now take place on the 9<sup>th</sup>.
  - (iii) To consider and approve the Parish Council's Vexatious Complainant's Policy: Deferred.
  - (iv) To consider and approve statement re UK Power Networks and Freedom Group: Deferred. Waiting for confirmation of dates from UK Power Networks.
- 7. Finance**
  - (i) To consider a retrospective application for funding the HSM Ganges Museum: *Standing Orders were suspended to allow Mr Derek Davis, Chairman of the Ganges Museum to speak-*

A retrospective funding application was being made for £150.00 following unforeseen expenditure for the recently held fortieth anniversary commemorative event. This was approved by all members (S137 Power of Expenditure). *Standing Orders resumed.*

(ii) To consider and approve accounts for payment: It was resolved to approve the accounts for payment. However, the Clerk was awaiting the receipt of a new cheque book, therefore some payments would only be made upon receipt of the new cheque book.

a) Display Developments (leaflet dispenser)	£61.43
b) Net World Sports (goal nets and pegs- Lloyd Rd)	£57.52
c) Clerk salary	£1,325.25
d) HMRC (July Tax, NI and Employer NI)	£664.27
e) Clerk's expenses (BT bill x 2, postage, mileage)	£201.68
f) E Bugg (Shotley Warden)	£184.00
g) Website (waiting for invoice)	£120.00
h) Mr G Richens (Stour Footpath Group –wheel barrow)	£41.24
i) Miss S Ratcliffe	£363.00
j) S A Meacock (grass cutting)	£220.00
k) SVHMC venue hire for pc meetings and Over 60's	£155.00
l) Realise Future-pointer signs	£112.80
m) Cllr B Powell- gabion materials	£201.00
n) Shotley Cricket Club	£250.00

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(iii) To receive initial recommendations for the 2017/2018 budget and precept and agree Finance Working Group meeting date: Dates of Finance Working Group meeting to be circulated to members. Initial recommendations included provision for possible future election costs of just under £3000 and capital expenditure on new energy saving street lights.

(iv) To receive the Stour Footpath Group current constitution and new proposed constitution following re-launch and agree any recommendations or conditions: A copy of the soon to be re-named group had been circulated to members ahead of the meeting. The re-launch of the group was not expected to take place until December 2<sup>nd</sup>, therefore the Parish Council would need to consider formal Terms of Reference in the meantime for the group to abide by due to legal and insurance constraints.

It was clear that most, if not all, of the Group's work was proposed to be carried out in Parish Council owned land, therefore it was important that the Group understood that no works could take place without prior approval from the Parish Council.

Draft Terms of Reference had been prepared and would be reviewed by legal services before their approval at the December meeting. In the meantime, the group would be asked to ensure that they sought the permission of the Parish Council before carrying out any further works on Parish Council owned land.

The Parish Council was most thankful for the work that the Stour Footpath Group carried out but would like to see a clear plan for future proposed works in order to consider them

formally and ahead of any further expenditure.

- (v) To re-consider request from the Stour Footpath Group to increase a monthly maintenance non-accruable budget from £50 to £80 following receipt of the group's constitution: The current monthly budget of £50 was deemed acceptable and any additional payment would be considered on its merit, upon the receipt of a "costed" prepared plan and subject to approval by Council.

## **8. Planning matters**

- (i) Applications received for recommendation to Babergh District Council: B/16/01539 1 Old School House, School Road- Prune and reduce 2 no. Sycamore trees (T1 and T2): It was resolved to recommend the approval of this planning application.
- (ii) To note Approvals/Refusals: B/16/00999 2 Rose Court, Shotley- Change of use of dwelling Class c3 to mixed use c3 dwelling and dog grooming business: **Planning permission granted.**
- (iii) Planning Correspondence: There was no further planning correspondence.

- 9. To receive report on meeting held with representative of Suffolk County Council regarding erosion defences:** A brief report had previously been received from Cllr B Powell. A meeting had been held with representatives of Suffolk County Council and Babergh District Council and enquiries were being made as to how and if this matter could be progressed.

- 10. To note correspondence and agree any response** (confidential correspondence to be discussed under item 16): All correspondence received had been circulated to members and no further responses needed to be issued.

## **11. Play areas:**

- (i) To consider quote received for the repair of the tennis courts: The Clerk was due to meet with Mr J Wesley from the Norfolk and Suffolk Community Rehabilitation Foundation in order to find out whether he and his team would be able to carry out improvement works to the surface of the Lloyd Road and Kingsland play areas, with the Parish Council providing the materials, rather than having to incur expenditure over three thousand pounds just to replace the rubber mats under the swings area.

The contractor who had installed the new tennis courts fencing had surveyed it but had failed to find the area that had been reported as being cut. It appeared that the wires may just need tightening and a ceiling budget of £100 was approved for this repair.

- (ii) Substitution of safety matting in the Lloyd Road and Kingsland play areas- to receive update and consider any further quotes received: Discussed during the previous item on the agenda.

- 12. Shotley Gate Community Shop project-** to receive update and agree any further actions: It was reported that the local farm shop at the side of the Bristol Public House did not appear to be making a profit and may not continue, therefore there may be a need to reform the group formed in the previous year which looked at alternatives for the provision of a community shop/post office when the Shotley Gate Stores and Post Office closed down. Members were asked to bring their ideas to the next meeting for further 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 M Williams reported that there was no “No dogs allowed” sign at the Kingsland play area and would like to ask the Parish Council to purchase one. Clerk to seek quotes for consideration.

The Clerk was also asked to ask Mr J Wesley whether his team could cut back the overgrowth between Styngam Cottages and Chapel Fields.

Cllr R Green was thanked by members for carrying out some grass cutting in the village.

Car parking in areas such as East View Terrace and Visdelou Terrace was raised as a concern. Car were not only parking on green spaces and churning up the grass, but they were also parking in such long lines on the main road that it was very difficult to get past them safely once you committed to overtaking, if another car happened to be driving in the opposite direction. County Cllr D Woods volunteered to meet with members of the council at the sites in question to look at possible options.

The Clerk had recently circulated to members the proposal to either keep or dispose of the phone box at Great Harlings. This was not a traditional red box but a modern metal one, which, over the years, had been subject to various acts of vandalism. With this in mind, and the additional ongoing cost of maintaining it, it was resolved not to adopt it.

Cllr B Powell suggested that the village sign at the entrance to Shotley may benefit from being moved to a more visible close-by location. The Clerk was asked to add this matter to the next agenda

**14. Chair’s urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair’s opinion, immediate action: Members were informed members that the Parish Council had been approached with a request from a local group to hold a “Christmas Carols” event at the Quarter Deck, at the Heritage Park. There had also been a request for a donation towards the cost of mulled wine and mince pies.

Members discussed this request and it was established that, as this would take place on Parish Council owned land, a request for permission should have been made before plans were made public, as the Parish Council needed to inform their insurers in the case of public events. Furthermore, it was not felt that the Parish Council should be subsidising the purchase of sundries for a small group, as there were so many more other areas in Shotley that would benefit from the use of the Council’s precept and would be more commensurate with the amount of residents it benefited. It was agreed that, under the circumstances and as a good will gesture, the Parish Council would allow the event to go ahead but that organisers should be informed that in future the land owner must be approached before any plans were made.

**15. Date of next meeting:** 15 December 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*

**16. Contracts and Tenders-** to receive and consider tenders received and agree any actions  
(i) Litter Warden contract (Shotley Gate) / Emptying of dog/household waste bins not within reach of Babergh waste services- update

(ii) Other contracts/tenders to be reviewed

**17. Administrative and legal matters:** To receive updates and agree any further actions

With no further matters to be transacted, the meeting ended at 9.35pm.

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