

Minutes of the Shotley Parish Council meeting held on Thursday 25th February 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, T Lawford-Randall, Mrs D Bedwell (Clerk), District Cllr D Davis, County Cllr D Woods and thirteen members of the public .

1. **To receive and consider apologies for absence:** There were no apologies for absence.
2. **To note the resignation of Mr G Richens and Mr G Pugh from the Parish Council and to note the resignation of Mr G Richens, Mr G Pugh, Mr A Pettersson and Mr D Gent from the Open Spaces and Amenities Committee, Mr J Catling as Chair of OSAC:** Resignations were noted. All former members were thanked for their contributions to the Parish Council and Community in general.
3. **To formally appoint Mr T Lawford -Randall and Mr B Powell representative of the Stour Footpath Group:** It was resolved to appoint both Cllr T Lawford Randall and Mr B Powell as representatives of the Stour Footpath Group.
4. **To receive declarations of interest** and consider any dispensation requests received: Cllr T Lawford-Randal declared a non-pecuniary interest on item 10.
5. **Suspension of standing orders:** *Meeting open for 10 minutes to allow members of the public to speak:* Mr G Richens asked if members would consider the issue of a public statement following the recent application, by Woolverstone Parish Council, for a Judicial Review. Cllr B Nichols queried whether the statement should only be aimed at Woolverstone or whether it should circulated to other parties. It was resolved that a statement would be produced and circulated to all the parishes on the peninsula, the High Court, District and County Cllrs, the East Anglian Daily Times, the Noticeboard and the Website. Clerk to action.
6. **To approve Minutes of the Parish Council Meetings held 10 December 2015, 28 January 2016, 10 February 2016 (emergency meeting) and OSAC 11th February 2016:** It was resolved to approve all the minutes as true records of the meetings held.
7. **To receive reports:**
 - 7.1 District Councillor: A report had been received from District Cllr P Patrick ahead of the meeting and circulated to members.
District Cllr D Davis arrived at 7:50pm and gave members a brief report.
 - 7.2 County Councillor: A brief report was received from County Cllr D Woods.
 - 7.3 Police SNT meeting: As police officers would no longer be attending meetings, it was resolved to remove this item from the agenda. Liaison meetings would be taking place and the Parish Council representatives (Cllrs T Ingram and N Green) would be reporting in due course.
8. **To receive reports from Committees/Working Groups and agree any actions that may be needed:**
 - 8.1 **Open Spaces and Amenities Committee:**
 - 8.1.1 Foreshore pile repair works- update: Works had started on Monday 22nd February and were now finished to a good standard.

- 8.1.2 To consider recommendation to paint a goal on the kick-wall at the Lloyd Rd play area (including expenditure of aprox. £25.00): No decision was reached by the Council, therefore this item would be removed from the agenda.
- 8.1.3 To consider the purchase of goal posts and nets for the Kingsland play area: Concerns were raised due to the proximity of the green space to the highway and the danger of balls going on to the road with children chasing after them without due care and attention. Cllr T Lawford-Randal agreed to investigate this matter further and return to the next meeting with recommendations. Clerk to add to the next agenda.
- 8.1.4 To consider SCC Rights of Way scheme for parish councils to take on responsibility for cutting certain paths and whether it is cost effective: It was resolved to consider this option again in the next year, as it was now too late to work out the necessary figures, appoint a suitable contractor and cancel the existing arrangements with Rights Of Way. Clerk to inform Rights Of way.
- 8.1.5 To consider report from meeting held with SCC Highways on 20 January 2016 and agree any actions, including a crossing adjacent to Netherhall Cottages and extension of the path opposite Great Harlings: A brief report was received on this matter. SCC Highways had been amenable to the creation of a crossing point opposite Netherhall. Further enquiries were still being made with regards to the extension of the footpath. The Clerk was asked to find out what materials would be suitable to use on the grass verge for the creation of the crossing point.

Standing Orders were suspended to allow the members of the public representing the application for funding at item 9 to speak. A brief presentation was received from Mrs Pat Scholfield. A celebratory event was planned to mark the recent achievement of Shotley being awarded Babergh and Suffolk Village of the Year. This would be by way of a concert by the Colchester Military Wives Choir on the 22nd October 2016, at the Village Hall. The total cost of the vent was approximately £900.00. Cllr D Woods stated that he had already agreed to fund the cost of the coach, which was £350.00. Following a brief discussion, members agreed that they be happy to fund the cost of the choir and conductor (See item 9). Standing Orders resumed. Three members of the public left the meeting at this point.

- 8.1.6 To receive further recommendations and proposals for how the VOTY award fund should be spent: It was agreed that a small group should be created to look at all the proposals put forward and get costings, so that recommendations could be made to full council at a later date.
- 8.1.7 To consider the Terms of Reference for the appointment of a Project Manager for Phase 3 Erosion Protection at Shotley: Deferred.
- 8.1.8 To consider disbanding OSAC in light of recent events and include all OSAC matters on the Parish Council monthly agenda: It was resolved to disband OSAC and to create the Amenities Working Group as its replacement. Clerk to produce Terms of Reference and circulate to members for consideration at the next meeting.
- 8.1.9 To consider changing the date of the Parish Council meeting to the second Thursday of the month instead of the third Thursday of the month: It was resolved not to change

the date or day of the meeting, therefore currently approved dates would remain as they were for the time being.

- 8.1.10 To consider a way how Mr B Powell would still be entitled to put his views forward, as the last remaining non-councillor member of OSAC , at Parish Council meetings: This item would be addressed by the resolution made under item 8.18, with Mr B Powell being a member of the Amenities Working Group.

8.2 **Allotments:** Boundary fence- update: Standing Orders suspended to allow Mr B Powell to speak. It had proved extremely difficult to contact the residents of the house in question, therefore Mr B Powell suggested that a recorded letter was sent asking for contact to be made. Standing Orders resumed. It was also agreed by all members that plot markers would no longer be necessary.

9. **To consider application for funding from the Shotley Church Heritage 700:** This matter had already been discussed and considered and a resolution was made to fund the cost of the Choir and conductor at £300.00.
10. **To consider an application for funding from the Ganges Museum:** Standing Orders were suspended to allow Mr D Davis to speak, in his capacity of Chairman of the Ganges Museum. A brief report was received, in which Mr Davis explained that the funds being applied for would go towards IT improvements. Standing Orders resumed. It was resolved to approve funding of £300.00.
11. **To consider an application for funding from FOSS re Shotley Primary School Centenary:** Deferred.
12. **To consider the appointment of a Complaints Panel and its membership:** It was resolved to appoint Cllrs T Ingram, N Green, T Lawford-Randal, M Williams and B Nichols as members of the Complaints Panel, with Cllr J Catling being a reserve in case it was needed.
13. **To review membership of the Employment Committee:** It was resolved to appoint Cllrs T Lawford-Randall, J Catling and N Green members of the Employment Committee.
14. **To appoint the Appeals Committee:** It was resolved to appoint Cllrs B Nichols, T Ingram and M Williams as members of the Employment Appeals Committee.
15. **Noticeboard: Standing orders suspended.** A brief report was received from Mrs June Lawford-Randall. The last Noticeboard issue had been very popular; the deadline for the next issue was March 11th and the Parish Council had been allocated half a page. Standing Orders resumed.
16. **Website:** Standing Orders were again suspended to allow Mr D Davis to present his report, after which Standing Orders were resumed.
17. **To consider the payment of the verge clearance works between Styngam Cottages and Chapel Fields:** It was resolved to approve the payment of the clearance works between Styngam Cottages and Chapel Fields.
18. **To consider the reimbursement to Mr G Pugh for the purchase of two Christmas trees in Nov 2015:** It was resolved to approve the reimbursement of two Christmas trees, to the value of £80.00.
19. **To consider the issue of a formal statement regarding the purchase of the Christmas trees by Mr G**

Pugh in November 2015: It was resolved to make a statement on the minutes, following on from the suggestion put forward at the confidential meeting held 10 February 2016, that “There was no impropriety by Mr G Pugh and all concerned had acted in good faith with no blame being attached”.

20. Finance and Administration:

- 20.1 To receive and note bank balances: The Clerk had been unable to access the internet and would be e-mailing the bank balances to members when access was resumed.
- 20.2 To consider and approve any further accounts for payment:
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| 20.2.1 Mr M Cordle (works between Styngham and Chapel Fields) | £1,320.00 |
| 20.2.2 Mr G Pugh (purchase of 2 Christmas trees) | £80.00 |
| 20.2.3 Shotley Church Heritage (Choir funding) | £300.00 |
| 20.2.4 Ganges Museum (IT improvements Funding) | £300.00 |

21. Ganges- update: The recent application for a judicial review by Woolverstone Parish Council had already been discussed and a decision made with regards to the action by the Shotley Parish Council.

22. To receive and update the Clerk’s Action Summary: The Summary had been circulated to members ahead of the meeting and was updated during the meeting.

23. Planning matters:

- 23.1 To consider response on applications received from Babergh and note any decisions made: B/16/00025 Over Hall, Main Road- Application for Listed Building Consent –Internal and External alterations as per schedule of works received 22.02.2016 in connection with conversion of agricultural barn to carpentry workshop- It was resolved to recommend the approval of this planning application.
B/16/00159 54 Ganges Road, Shotley Gate- Erection of single storey extension- It was resolved to recommend the approval of this planning application.
- 23.2 To receive and note correspondence and consider any responses required: Suspension of Standing Orders. Cllr D Davis informed members that the Caravan Park application was in the hands of the legal team. Standing Orders resumed. There had been no further correspondence.

24. Reports from Councillors on matters not itemised on the agenda/to be included in next agenda (for discussion only): It was reported that the pot holes outside the Shotley Post Office were getting worse. Clerk to report to SCC Highways.

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*

25. Employment, administrative and procedural matters

26. To approve the confidential minutes of 10 February 2016

Date of next meeting: 17th March 2016.

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

Signed: _____ Date: _____