

Minutes of a meeting of Shotley Parish Council held on Tuesday February 21st 2006 at 7.30 p.m. in the village hall.

Present: Councillors R Wrinch (Chair), N Bugg, J Peters, G Steel, temporary clerk Mrs C Williamson, Mrs Linda Rowlands, clerk designate and Ms Dina Gouveia, RFO.

In attendance: County Councillor D Wood, District Councillor Mrs W Sadler, PC Campbell and one member of the public.

1. **Apologies for absence:** Councillors Mrs B Hooper, Mrs A Long, Mrs M Matthews.

2. **Declarations of interest and additions to register:** Cllr Wrinch, Cllr Peters

Standing orders temporarily suspended for:

3. Open forum for parishioners to speak to councillors

- 3.1 The subject of the Ganges development was raised, so for convenience, agenda item 22 was brought forward. A member of the public expressed his opinion that the qualities of the 'pleasant and fertile' parish mentioned in 1874 records should be preserved and asked, what were we doing to keep Shotley as it used to be? It was estimated that there would be an extra 800 residents with 600 vehicles – what was the parish council doing about this?
- 3.2 Speaking of the proposals to develop the ferry service, he thought that the 7 – 8 million tons of rubble from the Ganges site should be used to create a parking area, waiting room and viewing platform, which would avoid the need to bring hardcore in – an estimated 3000 lorryloads. Parking would be required for London via Harwich commuters and also for weekend visitors.
- 3.3 He brought the council's attention to the barrier recently installed on King Edward Drive preventing vehicular access to the marina – the clerk to make inquiries.

(7.50 p.m. County Cllr D Wood arrived)

3.4 Councillor Steel reported on the first few days of the Ganges Inquiry. If permission were given for 325 homes as most recently applied for, Haylink would then re-apply for the original 500 homes. The 22 year-old permission for 404 retirement homes did not have any S106 agreement attached i.e. no benefit to the parish would be required if they went ahead with this development. Haylink had said that there was no evidence that the playing field had been used by anyone other than forces personnel and so they intended not to preserve it and to declare the whole site a brownfield site. He encouraged everyone to find evidence – photographs, membership cards, tickets for events like fireworks displays- that it had once been used by the public as well as the forces. He also urged everyone to attend the public session of the Inquiry to be held in the village hall on Thursday 23rd February.

3.4 Cllr Wood said that he often played football there when it was part of the Eurosports Village.

3.5 Re the ferry, it would cost £1.6 - £1.8 million to make it viable, the projection being for 21,500 commuter trips per annum – 150 per day. Cllr Wood said that he doubted that this would ever happen – it was felt that it was simply not sustainable.

3.6 Cllr Steel said that Haylink were gradually acceding to demands – for example, Kidzone: originally they were donating zero to this, then offered £20k, and at present £40k, the demand being for £80k.

3.7 There were no questions. Cllr Steel was thanked for his continuing work and efforts on the council's behalf.

8.05 p.m. Standing orders resumed

4. Police report.

PC Campbell reported that crimes in Shotley had been mainly vehicle-related this last month (see attachment 1). He himself was moving on and this being his last meeting, Cllr Wrinch gave him a card signed by all councillors present, and thanked him very much for his hard work for the parish, especially for keeping a high police presence despite having such a large area to cover. PC Campbell said that he would not be immediately replaced as the vacancy had to be advertised first: there could be a delay of at least a month.

5. Appointment of permanent staff: update and welcome.

5.1 Mrs Linda Rowlands was welcomed as the new permanent clerk as from March 2nd 2006 and Ms Dina Gouveia, RFO as from February 14th 2006 and litter warden for Shotley Gate (to start when safety equipment is received from Babergh DC). They had been appointed after final interviews on February 6th (see report, attachment 2). Salaries had been agreed, letters exchanged and draft contracts emailed to the employment committee for consideration.

5.2 It was agreed that Mrs Bugg's terms and conditions should be the same as Ms Gouveia's, though working for two, not three hours per week.

5.3 The council were requested to note that Ms Gouveia would be away from February 25th to March 5th.

6. District Councillor's report.

Cllr Sadler said that she had attended the Ganges Inquiry every day so far. She urged the council to consider attending the planning workshops taking place in May – details had already been circulated. The Babergh DC budget would be decided on February 23rd.

7. County Councillor's report

Cllr Wood reported that the SCC budget increase had been set at 4.5%. He was concerned that budget cuts would affect vulnerable people who didn't have the chance to voice their problems. The debate on amalgamating the police forces continued, apparently in a continuous state of flux. Some firm idea of their expectations should be known by the end of March, by which time, hopefully, community police should be well embedded in the region. Both he and Cllr Sadler said that Haylink had never spoken to either of them when preparing their consultations re the proposed plans for the Ganges site.

8. Minutes of meeting dated January 19th 2006

The minutes had been distributed beforehand, were declared a true and correct record and were signed as such by the Chairman.

9. Matters arising (for information only)

9.1 **Re 10.2: Signs for play area:** according to RoSPA, the wording was acceptable and so the signs had been ordered and were given to Cllr Wrinch for erecting. An anti-graffiti spray was considered – the clerk to make enquiries.

9.2 **Re 13.1, Vandalised equipment on the Ganges Play area:** Zurich Insurance had given the go-ahead for the replacement of the tunnel and this had been ordered that day.

9.3 Further damage had been done by youths setting fire to the rubber matting (see police report): the insurance claim was already under way.

9.4 **Re 13.3: fencing repairs:** the clerk was awaiting more information via Cllr Long and so had not yet been able to contact Babergh DC about this.

9.5 **Re 15.1 Bank account signatories:** Barclays Bank had said that six signatories would be acceptable.

9.6 **Re 17.2, Shotley and Erwarton Good Neighbours Scheme:** a letter of thanks had been received.

9.7 **Re 21.3, Safety of Ganges site:** a positive response had been received from the Marina developers, who were awaiting quotations for the demolition of Rayleigh Lodge and securing their part of the site with high HSE fencing.

10. Parish Plan: To consider appointing members to the Parish Plan Implementation Board

Cllr Steel reported that Cllr Mrs Anna Long would be happy to chair the board, Rebecca Harty, schools project officer for East Bergholt and Holbrook High Schools, Cllr Peters and he himself would like to be members of the board and he therefore proposed that these four comprise the board, and was seconded by Cllr Bugg: all in favour. They would be able to co-opt others on to the board as necessary.

11. To consider adopting NALC Draft Financial Regulations

The clerk had provided all councillors present with copies completed as she thought best. It was agreed that as there were only four councillors present, no resolution could be taken to adopt them now but a final decision would be made at the next meeting.

12. To consider adopting NALC Draft Standing Orders

As above. The model code of conduct (2001) was also included, being an appendix to the Standing Orders: this too should be adopted at the next meeting.

13. Bus shelter replacement: update

13.1 The clerk had been told that morning by Mr Kempster's insurers that our claim would not be jeopardised if we went ahead and ordered work to be started. The two quotations were considered:

Mr T Whitton: £5780

Mr C Fowler: £2500 + £100 to £200 for a security screen.

13.2 It was agreed that Mr Fowler should be asked to start work as soon as possible on rebuilding the shelter, and that if he could not promise to do the work during March, the matter should be discussed again at the next meeting.

14. Allotments update

14.1 The clerk reported that a total of £184.50 had been collected so far, with five invoices still unpaid (outstanding sum later revised to £36.00). Eighteen allotments had been listed as vacant in January 2006 but the Bull Field was now fully occupied and there were seven vacancies on the Cooper's Close allotments.

14.2 It was agreed that reminders should be sent out for the five unpaid rentals, the allotments to be reclaimed by the council if payment was not received.

15. To consider amending existing allotment rules

Copies of the old allotment rules were circulated. A set of amended rules had been drafted after consultation with Mr Hazelwood and Cllr Bugg, and had already been circulated. It was agreed that these were acceptable and should be sent out to every allotment holder as soon as possible.

16. Footpaths rationalisation, latest developments: Cllr Wrinch.

16.1 Cllr Wrinch had declared an interest in this item and took no part in the discussion. He reported on the current situation. Work had originally commenced in 1982 and involved a total of 28 public rights of way. Improvements would include clearer waymarking and signed diversions. Babergh DC would bear 50% of the costs, the rest being met by the parish. However, all landowners concerned (eg himself) had agreed that as the scheme benefited them, they would pay their share and so the only

costs payable by the parish would be for footpaths on common land i.e. two on Shotley Common and one at the back of Orwell View Road. The only possible future problem was that the Council had to agree to 'defray any compensation which becomes payable in consequence of the coming into operation of the Public Paths Diversion and Creation Orders'.

16.2 He therefore requested that the council consider paying the portion for the common-land footpaths, estimated at £60.00. Councillor Bugg proposed and was seconded by Cllr Steel, all in favour, that the council would do so, and the form 'Application for Rationalisation for Public Rights of Way at Shotley and Chelmondiston' be signed and returned to Babergh DC.

17. To consider donation towards costs of The Shotley Business Directory

It was agreed that this matter be deferred as Cllr Long was absent.

18. To finally approve estimate for cutting back trees on the Sharp Field.

The estimate for £395.00 for cutting back the trees overhanging Nos 23 and 25 Kirkton Close was received and it was agreed that the work should go ahead as soon as possible.

19. Bank accounts update.

19.1 The clerk had advised the bank that Ms Gouveia would be RFO and Mrs Rowlands would be clerk. The VAT claims amounted to approximately £9000 all of which would go into the base-rate tracker account; £4793 had already been paid in. Mrs Williamson would be retained to deal with the accounts from 2001 – 2005.

19.2 Two more cheque signatories were required and Cllrs Steel and Peters offered to do this: all in favour.

20. Accounts for payment

20.1 The following accounts were approved for payment, cheques being signed by Cllr Wrinch, the clerk to arrange for Cllr Corness to sign as soon as possible.

Temporary clerk's salary @ £15.00 per hour:	
61 ½ hours 14.11.05 – 15.12.05:	£922.50
48 hours to 13.1.06:	£720.00
51 hours to 14.2.06:	£765.00 TOTAL: £2407.50
Temporary clerk's expenses to 14.2.06:	
Stationery:	£19.43
Postage:	£12.53
Mileage: 2 journeys, 19.1.06 and 6.2.06, =120 miles @ 40p per mile:	£48.00 TOTAL: £79.96
Adventure Playgrounds, swing shackles:	£13.10
Anna Long, refund for key-cutting:	£8.20
Dr W Le-Las, fees for pre-inquiry meeting:	£6865.16
SCC Street Light maintenance and energy for 1.10.05 – 31.3.06:	£438.85

Signarama, for playground notices:	£191.62
Mrs E Bugg, litterpicking to 28.2.06:	£80.80
Suffolk County Council*	£160.00

20.2 *Cllr Steel asked if we would consider making a donation towards the printing costs for the Erwarton parish plan and this was agreed.

20.3 The clerk had noticed that the council was insured for cemetery maintenance: it was agreed that this should be cancelled forthwith.

20.4 Local Council Administration by Charles Arnold-Baker: it was agreed that this could be purchased from SALC at a cost of £47.50.

20.5 Mrs Rowlands and Ms Gouveia would be attending SALC courses on March 15th and 14th respectively and it was agreed that the council would pay for these.

20.6 Cllr Steel noted that the other parishes involved with the Ganges Inquiry had to be invoiced for their portion of the costs.

20.7 The clerk said that she had purchased a disc 'PC Cashbook' from Heelis and Lodge at a discounted price of £60.00. It was agreed that if she needed to use it in order to sort out the pre-2005 accounts, the council would reimburse her as it could then be re-used by the RFO.

21. Correspondence to 14.2.06

1. Suffolk County Council:

- i) Minerals Core Strategy Issues and Options Paper, with questionnaire and letter
- ii) Minerals and Local Waste Local Development Framework – statement of community involvement (letter)
- iii) Consultation on location and roll-out of children's centres for 2006 – 2008
- iv) Questionnaire re mobile library facilities (*Ms Gouveia would complete it as a parishioner*)

2. Babergh District Council:

- i) Planning Workshops for town/parish councillors/clerks (held at various venues, May 3rd at 2.30 p.m. Stoke by Nayland, May 10th at 6.45 p.m. Sudbury Town Hall, May 17th at 6.45 p.m., Babergh DC Council Chamber, and May 25th at 2.30 p.m., Holiday Inn, Ipswich) *Cllrs Long and Peters will attend.*
- ii) Village of the Year Awards – application: *agreed the clerk should complete the entry form*

3. SALC: Courses for Councillors and Clerks

4. 'Save Gainsborough Country: letter plus news-cutting and press release, 19th January 2006.

5. The Shotley Noticeboard, Issue 89.

6. Trampolines for Fun – details re hiring equipment.

22. Subsequently received:

- 7. Babergh DC: Economic Development Programme 2006/7 and 2008/9: Consultation documents including questionnaire
- 8. Suffolk Coastal: Hedgerow Survey details on how to do it (*agreed to forward to Ian Peters*)
- 9. Rosalind Lavington, Fringe Parishes: re talk by Richard Ward on 27th February re New Planning Regime (already emailed and sent to all)
- 10. Suffolk Preservation Society: Whose Master's Voice? – *form for completion: agreed to sign up to this.*
- 11. SALC:
 - a) Emergency Planning Seminar, 11th April 2006
 - b) Spring Clean Suffolk Week: 20th – 26 March (*forwarded to Cllr Long*)
 - c) Royal Garden Parties: to put names forward: *none*
 - d) VAT on mileage and internet purchases
- 12. Suffolk Family Carers: poster plus letter

22. To receive further suggestions for commemoration of new seat at the marina

There were no further suggestions and it was agreed that a request for suggestions should go on the website and in The Noticeboard.

24. Chair's urgent business: any other matters for immediate discussion at the discretion of the Chairman: none

25. Reports from Councillors on matters not itemised on agenda: Cllr Peters was concerned at the amount of fringe-spraying that had been done in the Shotley Gate area –enquiries to be made of Cllr Long and possibly Babergh DC.

26. Date of Annual Parish meeting: This was agreed at May 4th 2006.

27. Date of next parish council meeting: March 16th 2006

There being no further business to be transacted, the meeting finished at 10.40 p.m.

.....Chair

.....Date