

Minutes of a meeting of Shotley Parish Council held on Thursday 16 March 2006 at 7.00pm in the village hall.

Present: Councillors R Wrinch (Chair), N Bugg, B Hooper, A Long, M Matthews, J Peters, G Steel, Ms C Sullivan, Clerk Mrs L Rowlands, RFO Ms D Gouveia

In attendance: District Councillor W Sadler, and approximately 50 members of the public.

1. **Apologies for absence:** County Councillor D Wood.

Standing orders temporarily suspended for:

2. **(Agenda item 4) - HMS Ganges Development update**

Due to the late arrival of Richard Lingard, item 4 was brought forward. Cllr Steel briefly summarised events over the last year and read out a statement entitled "Inquiry Ends – The Wait Begins" – (attachment 1). He thanked all those who contributed at the recent Inquiry and said that the Inspector was impressed with the quality of the evidence. What happens next? It could possibly take upwards of 2-3 months for the Inspector to write up his report, this will then be despatched to the Office of the Deputy Prime Minister for consideration by a civil servant which could take another 2-3 months, then onto John Prescott to mull over for 2-3 months - so we could be looking at December 2006 before a decision is made or possibly as soon as the summer.
3. **(Agenda item 5) - Open forum for parishioners to speak to councillors**
 - 3.1 A member of the public said that it appeared only half the Ganges site was being used to build the 325 homes. What could we do to ensure that no more houses were built at a later date.
 - 3.2 Cllr Steel answered that the 325 homes covered the whole footprint of the Ganges site. If, as originally planned, 500 homes were to be built then the same amount of land would be used but the housing would be more densely packed. The 404 retirement homes were for the south of the site and were a different issue. As permission was given for the 404 many years ago, there had been no environmental impact report done at that time and as it had not been built yet it was doubtful that it was economically viable to do so.
 - 3.3 Cllr Steel put forward the idea of the Parish Council putting in a planning application including costings etc. He said that bearing in mind what we have achieved with the Parish Plan, that parishioners and the Parish Council be pro-active and plan for what we wanted to see built there, rather than sit back and wait and get Babergh District and Suffolk County Councils to work with us.
 - 3.4 A member of the public asked how we could ensure developers do what we want? Cllr Steel answered that we couldn't force them to do what we wanted but perhaps work with them to find a suitable solution acceptable to the Parish.
4. **(Agenda item 2) - Proposed changes to road to Shotley Marina - Presentation by Richard Lingard and Jeremy Aslan**
 - 4.1 Richard and Jeremy introduced themselves as owners and directors of the Shotley Marina for the past 12 years. They were applying through Suffolk County Council for planning permission to improve King Edward VII Drive (RUPP) from the boatyard to the marina, in order to facilitate better and safer access to the Marina and also to the development of 70 (of 150) houses which they intended to build once the road was complete. (This is in addition to the improvements already underway from the Bristol Arms to the boatyard.) They believed the improved road would benefit the local community and arrest the severe erosion being experienced along the shore side of the Drive. The road would be 6m wide with a 0.5m rubbing strip to one side. There would be a separate walkway (with railings), street lighting, give way signs, a re-formed beach using soft engineering and viewing platforms. Once the road was built it was hoped that it would be adopted by Suffolk County Council.
 - 4.2 All homes to be built were tied to a berth and so they believed that no more traffic would be generated.

- 4.3 Previously planning permission had been given for 130 holiday homes. This had been changed to 150 full time residences, tied to a berth as it was felt it was difficult to police the holiday homes scenario.
- 4.4 Although the Haylink proposals allowed for an access road through to the Marina, they did not want to wait for the outcome of the proposals as it was uncertain.
- 4.5 Timing of the construction of the houses still needed to be worked out but they would bear in mind high season for the Marina and other considerations.
- 4.6 Councillors expressed their concerns relating to an increase in traffic, fumes etc but initial thoughts were that the widened road would improve safety and be more attractive. They would however like to see more benefits to the community as a whole.
- 4.7 The public generally showed their support for the proposals.
- 4.8 The Chairman thanked the Marina owners for their presentation.

5. **(Agenda item 3) - Open forum for members of public to speak to Richard Lingard and Jeremy Aslan**

Answers to questions from the public absorbed into 4. above

8.00pm - Standing orders resumed:

- 6. **Declarations of interest and additions to register:** Cllrs Long, Matthews, Peters, Sullivan
- 7. **District Councillor's report** – None available
- 8. **County Councillor's report** – None available
- 9. **Police brief** – None available as replacement for PC Campbell not advised as yet. Chair read out February's police report (attachment 2). Cllr Bugg commented that on perusing his recent Council Tax bill, he approximated that over £100,000 annually is contributed via Shotley's Council Taxes to the Suffolk Constabulary. It was felt that although PC Campbell had done his best within the time he was here - there was rarely a regular visible police presence in the village. The Clerk was asked to write to Suffolk Constabulary to ask what level of service we could expect for this sum, stress our concerns regarding the lack of police presence and look for improvements in the service.
- 10. **Minutes of meeting dated February 21st 2006**
The minutes had been distributed beforehand, were declared a true and accurate record (marked up with Cllr C Sullivan's apologies) and were signed as such by the Chairman.
- 11. **Matters arising (for information only)**
 - 11.1 Anti-graffiti spray – still to be investigated
 - 11.2 Tunnel had been replaced and an invoice received and paid.
 - 11.3 Rubber matting – no progress to report as this is still with Temporary Clerk.
 - 11.4 Fencing repairs – Still to be progressed.
 - 11.5 Bank account signatories – four Councillors had completed the mandates and were to sign the Appointment of Bankers form this evening.
 - 11.6 Rayleigh Lodge – this has now been demolished by the Marina Owners. We have not received a reply as yet from Haylink regarding our other concerns relating to the Ganges site.
 - 11.7 Sharp Field Trees – these had been cut back as required.
 - 11.8 Clerk attended the SALC course for new clerks on 15/3 and the RFO to attend a course in the near future.
 - 11.9 Other parish's costs for Ganges Inquiry – Cllr Steel and RFO still to deal.
 - 11.10 Commemoration suggestions for the seat at the Marina – still no submissions. It was suggested perhaps something general – “HMS Ganges and Shotley Village 1905-1976 – Two Communities Together”. Clerk to check wording and dates with Ganges Association.
 - 11.11 Fringe spraying of the Ganges Road open area – the Clerk was asked to send a more robust letter to BDC regarding the over zealous use of weedkiller around the trees/shrubs/fences and that it needed to be more selective.

12. **Bus Shelter replacement update**
The builder was now too busy and so new quotations had been sought. Only one new quote had been received from Jon Brundle for £2,450 and he could start next week. All were in favour of accepting this new quote with the proviso that a metal seat be substituted for the wooden “scaffold plank” originally quoted for. Clerk to instruct builder.
13. **Play Areas update**
Covered in matters arising (11) above. It was also agreed that the Clerk arrange for the following to be started/completed before the Easter holidays:
- 13.1 repairs to be carried out to the tennis chain link fencing at the Ganges Play Area;
 - 13.2 replacement of missing wooden posts and cross rails;
 - 13.3 replacement of damaged and missing galvanised wire fencing;
 - 13.4 initial cutting back of brambles followed by routine maintenance; and
 - 13.5 re-erection of swing.
14. **Allotments update**
All paid up to date.
15. **Parish Plan update**
- 15.1 The first meeting of the Parish Plan Implementation Board (“PPIB”) is to be held next week (which is accountable to the PC) when discussions on how to progress will take place.
 - 15.2 A letter had been received from Tim Mutum (Head of Leisure and Community Services), BDC advising of an LSP funding award of £25,000 to Shotley. This will go some way to enabling the PPIB to implement the recommendations in the Parish Plan. A holding letter had already been despatched. The PPIB will discuss and respond to Tim’s letter after the meeting next week.
 - 15.3 It was felt that a balanced approach needed to be worked out with regard to spreading out the funds ie community, youth based and economic development. Some points discussed at 16, 17 and 21 went some way to ticking the youth, economic and community areas respectively.
16. **Holbrook School – meeting with young people**
Mr Sherrington, Head of Holbrook High School, very kindly suggested that a meeting with young people would be more productive if it took place at the School. He arranged for Cllrs Long, Matthews and Julia Catterwell to meet young people from each year group in twenty minute sessions throughout the morning. There were some things which were common to most of the groups:
- They would like somewhere warm and dry to meet and a teen shelter did not fit the bill.
 - There was a request to clear/tidy the tennis courts on the Ganges Play Area and replace nets for basketball and football.
 - Some type of Trim trail (or similar equipment) for this older group would be appreciated.
 - The possibility of spending a couple of hours in the village hall after school was suggested with a quiet room for those who wanted to do their homework, (table tennis and snooker were also mentioned).
 - Drinks and snacks could be made available, although this would possibly not be needed in the summer.
 - Hours between 4 p.m to 6 p.m. allowing working parents to collect children on their way home.
 - Possibly an exchange club for books, videos, games etc a couple of times a month.
 - There are of course costs involved, hire of village hall, paid youth workers, equipment.

This is a start towards items 10 and 11 identified in the Parish Plan.

17. **To consider donation towards costs of Shotley Business Directory**
 A report from Anna Peters was read out by the Clerk (attachment 3). It was suggested that 2500 copies was excessive for the area although a surplus was needed for ad hoc use. A run of 1500 was suggested, Cllr Matthews to obtain a new price. It was agreed that the Parish Council would cover 50% of the costs upto £650 and, if agreed by BCT, the LSP award would cover 50% as part of the economic/community element of the Parish Plan.

18. **Bank Accounts update**
 Four Councillors had now signed mandates and Personal Details Forms and would sign the Appointment of Bankers Form this evening. The Clerk to deliver to the Barclays Friday morning. It was hoped that this could be progressed quickly.

19. **Accounts for payment**
 The following accounts were approved for payment, cheques being signed by Cllr Wrinch and Cllr Long.

19.1	Temporary Clerk's salary from 14.02 to 07.03 - 55 hrs @ £15 ph =	£825.00
19.2	Expenses to 07.03.06 for Temporary Clerk:	
	Photocopying since 14.11.05	£TBA
	Mileage 30 miles x2 on 17.02.06, 21.02.06 and 02.03.06	£72.00
	Stationery	£16.99
	Postage	<u>£19.42</u>
	TOTAL	<u>£108.41</u>
19.3	Parish Clerk's salary 22 hours 17.02 to 09.03 @ £10.61ph (gross £233.42)	£182.16
19.3	Expenses to 09.03.06 for Parish Clerk:	
	Postage	£5.10
	Stationery	£10.97
		<u>£16.07</u>
19.4	RFO's Salary - 3 hours @£10.61 ph	£31.83
19.5	Litter Warden's salary (Shotley Village) 8 hours @ £7 ph	£56.00
19.6	Babergh District Council (installation of 5 litter bins)	£348.88
19.7	A P Bynoth (repair and remount dog waste bin)	£29.50
19.8	Adventure Playgrounds Limited (to supply and install play equipment)	£1045.75
19.9	Subsequently received invoices for Dr W Le Las for £7,915 and £720	

20. **Planning matters**

Applications approved: None at present

Applications refused: None at present

Applications received:

B/06/00289/FHA/AT 13 Gate Farm Rd, Shotley Gate IP9 1QH – Erection of 2 No. single-storey side extensions to form garage and shower/utility room – No objections.

Revised applications:

B/05/00434/FHA/AT 34 Kingsland IP9 1NB – Erection of two-storey side extension with integral garage. No objections.

21. **Parish Council Surgeries**

Cllr Long reported that this was an idea taken from Lavenham. They had found it a worthwhile way to connect with local people. It was suggested that one Saturday morning and one evening a month at the village hall with two Councillors present to answer parishioners' queries to begin with. This could perhaps be held in conjunction with other fixtures/events such as the book club etc. It was felt that formalised records would need to be kept ie queries raised, action taken, how reported. Concern was expressed about interest dwindling and that a surgeries held at other village events may work just as well. Cllr Long to contact Clerk/Chair at Lavenham to ascertain how they attract so many people. Concern was also expressed that any surgeries needed to be planned properly to fit in with the aims and objectives of the Parish Council. Cllr Peters was asked to draft a simple communications plan for SPC for consideration at the next meeting.

22. **Correspondence to 10.03.06**
1. SALC
 - a. Invitation - to Quality Lunches – **Cllrs Wrinch and Long** attending
 - b. Document for change – re major changes proposed for the shape and size of future governing bodies – **Cllr Steel**
 - c. Letter re retirement of Mary Mitson-Woods as CEO
 2. SCC
 - a. Letter - Public Transport Area Reviews - **actioned 02.03.06 Clerk**
 3. BDC
 - a. Media Release – Hadleigh Leisure Decision (23.02.06)
 - b. Media Release – Babergh Council Tax Increase at ‘Less than a penny a day’
 - c. Notice of Meeting of the Standard Committee 14.03.06
 4. Suffolk Scene Bulletin No. 34
 5. SCARF Emergency Planning Seminar 11.04.06 – **Cllr Steel attending**
 6. Suffolk Training Partnership – “Practical Problem Solving & Decision Making for Town and Parish Councils” course 10.07.06 and “Effective Administration for Town & Parish Clerks” 28.06.06
 7. Networking East – final issue
 8. NHS – Note of Combined Board meetings held in public March to December
 9. Sports Drainage Solutions – letter and leaflet
 10. Letter of resignation from Cllr Corness
 11. E-mail from Marian Sedwell, Babergh Communities Together re Credit Union meeting
23. **Correspondence received subsequently:**
12. Letter from “The Local Channel” re website guaranteed “free for life” – **Cllr Peters to deal**
 13. Letter from Mr Merrett (parishioner) re litter concerns at Shotley Gate - **Clerk replied**
 14. E-mail forwarded by Cllr Steel re: Babergh Communities Together accredited trustee training course dates
 15. Letter from BDC (Tim Mutum) re Parish Plan Funding Award (point 15 on agenda) – holding reply attached also – **Cllr Steel to deal**
 16. Letter from BDC re councillor vacancy – last date to fill 29.03.06
 17. Leaflets and poster re “Suffolk Saver” countywide concessionary fares scheme – **placed in village hall stand**
 18. E-mail from Marian Sedwell, Babergh Communities Together re Credit Union Project
24. **To consider donation to Suffolk Family Carers**
It was agreed this should be considered at the June meeting. Cllr Steel had located grant forms for completion by charities requesting donations. Clerk to send forms to charities before June meeting so that all applications were in the same format.
25. **To receive suggestions for commemoration of new seat the marina**
None had been received as yet. Cllr Steel suggested “HMS Ganges and Shotley Village 1905-1976 – Two Communities Together”. Clerk to check with Ganges Association re dates and wording acceptable.
26. **Chair’s urgent business**
Chair had been asked if there were any objections to EDF burying overhead power cables underground from the parish boundary at the back of Kingsland across to East View Terrace in Shotley. There were no cost implications to Shotley Parish and it was agreed no objections be raised to this course of action.
27. **Reports from Councillors on matters not itemised on agenda**
None.

28. **To adopt: NALC Draft Standing Orders (including Model Code of Conduct)**
The Parish Council agreed to adopt the Standing Orders (including Model Code of Conduct) dated 16 March 2006 and to review same at the AGM annually, beginning in 2007.
29. **To adopt: NALC Financial Regulations**
The Parish Council agreed to adopt the Financial Regulations dated 16 March 2006 and to review same at the AGM annually, beginning in 2007.
30. **To consider cataloguing of old plans**
The Temporary Clerk reported that there was no upto date planning register and we had plans going back to 1994 which had not been catalogued correctly. If the Parish Council agreed, she was willing to carry out this task at an hourly rate of £10.61. She envisaged this taking approximately 10 hours and would hope to complete it by May. It was agreed that this be done.
31. **Clerk's Report/RFO Report**
31.1 Clerk (1) See matters arising above.
(2) Mrs Bugg (litter warden for Shotley Village) did not have safety jacket and gloves, these would be ordered from Babergh.
31.2 RFO See attachment 3.
32. **Date of next meeting: 20th April 2006 at 7.15pm**

Meeting finished at 10.05pm