

Minutes of the Shotley Parish Council meeting held on Thursday 20 July 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors A Long (Vice Chair), N Bugg (arrived 8.10pm), B Hooper, M Matthews, J Peters, G Steel, M Connell, RFO D Gouveia and Clerk L Rowlands

In attendance: County Councillor D Wood, District Councillor W Sadler and 11 members of the public

1. Open forum for members of the public to speak to Councillors

- 1.1 Enquiries were made as to the outcome of the Marina development – Cllr Steel reported on Babergh District Council Development Committee’s decision to give the Marina the go ahead to build 70 houses (and improve King Edward VII Drive) – please see attachment 1.
- 1.2 Questions were also raised regarding the Bristol Hill Toilets – please see item 13 below for more details.

Standing Orders commenced at 7.30pm

- 2. Apologies for absence** – Cllr C Sullivan (another engagement), Cllr R Wrinch (work commitments) and PC Garrod

- 3. Declarations of interest and additions to register** – Cllr J Peters

- 4. District Councillor’s report** – Cllr Sadler advised that she was unable to speak at the recent Babergh Development Committee meeting due to a conflict of interest (item 19.4.3 in minutes of 15 June 2006).

- 5. County Councillor’s report** – Cllr D Wood advised of the following:

- 5.1 The Local Government White paper had been delayed due to a cabinet reshuffle – now due in October.
- 5.2 Peter Worobec, assistant chief constable at Suffolk Police has been appointed Chair of Suffolk’s Safeguarding Children Board.
- 5.3 Budget pressures were affecting social care services but there was no threat to Oak House in Stutton.
- 5.4 The proposed police amalgamation appears to have been shelved.
- 5.5 He will be speaking to the Highways Department regarding complaints he has received about car parking at the Bristol Arms.

- 6. Police Brief** – PC Garrod was unable to attend the meeting but had forwarded a short report:

- 6.1 He has been present (on an occasional basis) outside the school to encourage better parking and adherence to the new speed limit and will continue this practice.
- 6.2 There have been some travelling salesmen selling generators in the area recently and he warned against anyone buying from them as they do not have a trading certificate.
- 6.3 There were 11 crimes recorded in Shotley/Shotley Gate area during June 2006 and this is a reduction of one crime from the previous year.

- 7. Minutes of Parish Council Meeting dated 15 June 2006**

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

- 8. Complaint re untidy gardens/rubbish around Shotley**

- 8.1 A complaint had been received from a resident of Shotley via the website regarding untidy gardens littered with old boats, abandoned furniture etc. The Clerk, having sought advice from Babergh, passed this on to the resident:

- 8.1.1 SPC has no powers to issue notices to owners of (private) untidy gardens. In the case of Babergh owned property, a report should be made to John Winders at the Planning Dept (825848).
- 8.1.2 If conditions are prejudicial to health or causing a statutory nuisance (noise/smell/vermin) then a report should be made to Jon Elsey at Babergh's Environmental Health Dept.

- 9. To approve accounts to year end 31.3.06 in preparation for audit** – the RFO presented, and it was agreed that the chair sign the accounts prior to onward transmission for audit.

The RFO was thanked for an excellent report and improving the PC's understanding of the financial position.

10. Annual statement of accounts to 2005/2006 – See attachment 2 –

- 10.1 The RFO was thanked for her report and congratulated on her recent marriage.
- 10.2 Cllr Steel advised that two invoices for other local parishes needed to be raised regarding costs in relation to the HMS Ganges Planning Enquiry.
- 10.3 Current financial position:
- | | |
|-------------------|-----------------|
| Base Tracker | £34,257.64 |
| Community Account | £ 2,573.59 |
| Business Reserve | <u>£ 441.79</u> |
| Total | £37,273.02 |

11. Accounts for payment

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 11.1 Parish Clerk's salary (6.6.06-5.7.06) 64½ hrs @ £11 ph (net) (less £100 to cover underpaid tax due) | £439.48 |
| 11.2 Parish Clerk's expenses – (paper £2.97, postage £7.80, internet charges (Mar-May) £44.97, printer ink £69.75 and telephone costs (Mar-May) £20.97) = | £146.46 |
| 11.3 RFO's salary (6.6.06-5.7.06) 29 hrs @ £11 ph (net) | £319 |
| 11.4 RFO's expenses – petrol | £13.60 |
| 11.5 Litter Warden (Village) salary (6.6.06-5.7.06) 23 hrs @ £7 ph | £161.00 |
| 11.6 Litter Warden (Gate) salary (6.6.06-5.7.06) 22 hrs @ £7 ph | £154.00 |
| 11.7 Litter Warden (Gate) expenses | £deferred |
| 11.8 High Weald Furniture (2 x Mayfield benches) | £587.50 |
| 11.9 Top Banana (refixing swing/dog litter bin) | £54.79 |
| 11.10 SALC – Clerk's training 28 June | £70.50 |
| 11.11 SVHMC (subsidy Over 60's, PPIB 6 June, SYCP 8 June) | £262.00 |
| 11.12 SALC – Cllrs Peters training 5/6 June | £80.50 |
| 11.13 SALC – Training manual for RFO | £10.00 |
| 11.14 SALC – Cllr Long attendance at Spring Conference | £35.25 |
| 11.15 Heelis & Lodge – internal audit 2004 and 2005 | £180.00 |
| 11.16 Babergh DC – emptying of dog waste and litter bins Apr-Jun 06 | £65.78 |
| 11.17 Wicksteed Leisure – pins for grass mats | £36.96 |
| 11.18 Personal Papers (Business Directory) | £577.18 |
| 11.19 Inland Revenue – payment of back tax due and July tax bill (already signed and sent) | £346.06 |

12. Planning matters

- Applications received
- 12.1 B/06/00993/FHA/AT - 51 Kitchener Way, Shotley Gate, Ipswich IP9 1RN – Erection of single storey side extension - **approved**
- 12.2 B/06/01050/FHA/AT – 1 Diamond Cottages, The Street, Shotley, Ipswich IP9 1LX – Retention of detached single garage - **approved**

- 12.3 B/06/01136/FHA/LJB – 10 Kitchener Way, Shotley Gate, Ipswich IP9 1RW – Erection of part single-storey and part two-storey rear extensions – **SPC wished to recommend refusal of this application for the following reasons:-**
- a) the two storey extension would be out of proportion to the existing dwelling and those surrounding it
 - b) it would have a detrimental impact on the surrounding dwellings in relation to privacy and amenity
 - c) it would generate a precedent to extend houses past the existing building line

13. Toilets on Bristol Hill

Signs were now up on the previously disabled only loo depicting that these were to be used by both able bodied and disabled at a cost of 20p per visit. Cllr Sadler advised that it was Babergh's practice that toilets once renovated became pay to enter facilities thereafter. The Clerk to write to Malcolm Firth to find out if this decision to close 2/3rds of this facility could be reversed and ascertain why the SPC were not consulted with regard to this decision.

14. To consider grant to HMS Ganges Museum

It was agreed to defer a decision regarding the grant until the next Parish Plan Implementation Board meeting at which the Chair of the Museum (David Layte) would be invited. Cllr Steel proposed, and it was agreed ,that the Parish should expand its involvement in the project to resite the masthead back at Shotley.

15. Bus Shelter replacement: update

The builder had fixed the downpipe. There has been no further progress on the insurance claim.

16. Play Areas: update

- 16.1 Some safety pins holding down the rubber matting at the Kingsland play area had come loose. These have since been ordered and replaced.
- 16.2 The cheque from Zurich for the rubber matting claim for Ganges play area had been received and banked. Letters to the three boys' parents had been despatched asking for a contribution of £33 from each party towards the excess of £100 suffered by SPC.

Standing Orders suspended 8.46pm

- 16.3 Late night activity at the Ganges play area had been reported to Cllr Bugg who had passed residents' concerns on to PC Garrod. Investigations were ongoing. A resident at the meeting passed on his concerns with regard to a neighbour's health problems due to disturbance caused by the children playing there and the siting of the playground. Cllrs felt that sufficient notice/consultation had been carried out at the time of the playground going in and that there was nowhere else within the two acre field for the playground to be sited.

Standing Orders resumed 8.54pm - four members of the public left

17. Parish Plan Implementation Board: update

- 17.1 Further information awaited from Drama Group re outstanding figures
- 17.2 The first meeting of the Shotley Youth and Community Project had been held – adverts to recruit further members were going out. A £7000 grant has been awarded from the Local Network Fund – the SPC wished to thank Janet Norden for her efforts in this regard.
- 17.3 Cllr Steel felt that the cost of producing the parish plan had largely been recouped in the securing of funds from outside sources.

18. Communications Strategy

- 18.1 Draft Complaints Procedure – this was discussed and all agreed to adopt.
- 18.2 Draft Aims & Objectives – this was discussed and some suggestions as to additions and improvements made. All to read and consider before adoption at next meeting.

19. Correspondence to 20.7.06

- a. SCC – letter and booklet re Draft Rights of Way Improvement Plan Consultant (comments required by Sept 11 06) – *Copied to RW*
- b. Childline – letter of thanks for grant
- c. Hanover at Home – letter of thanks for grant
- d. Suffolk Preservation Society – letter re Water Abstraction – Getting the Balance Right containing their representations to the Water Resources Regulator Team – *copied to RW*
- e. Airfields of Britain Conservation Trust – letter and information leaflet re launch of new airfield charity
- f. Babergh DC – News Release – cut price energy saving fridges and fridge-freezers (offering cut priced appliances in exchange for old inefficient appliances to those on eligible benefit) – *copied to MM*
- g. Babergh DC – Joint Media Release – Pool discussions aim to make positive progress (Hadleigh Pool)
- h. Suffolk Family Carers – letter of thanks for grant enclosing annual report 04/05
- i. Headway – Letter of thanks for grant
- j. Homestart – Letter of thanks for continuation of funding the cost of use of village hall
- k. Babergh DC – Media Release – Disabled People’s Views Sought – a survey to try and find out how Babergh’s services for disabled people are performing and where they can be improved has been launched – *copied to NB*
- l. Babergh DC – Joint Media Release – Plans for new pool jump forward – details re Hadleigh pool
- m. SALC – Risk Assessment training for Parish Councils – 10 Oct 06 – presentation by AON and play area safety and inspection by RoSPA – *copied to DG*
- n. Leaflet - A series of information evenings re solar water heating – various locations/dates – *copied to MM*
- o. Local Councils Update – monthly subscription publication outlining legal, parliamentary, consultation papers, finance, accounts etc
- p. Babergh DC – Letter re Clean neighbourhoods and Environment Act 2005 – invitation to two parish council representatives to a meeting on 26 July at Hadleigh
- q. Grants and funding leaflet prepared by SALC – *copied to GS for PPIB*
- r. Suffolk CC – Letter re Waste Procurement Programme Strategic Environmental Assessment – Environmental Report – Comments on this document required by 11 August
- s. Suffolk CC – Leaflet launching subsidised repair scheme for over 75’s “Suffolk Handyperson Service” – *copied to NB (Church/V.Hall)*
- t. NALC – Legal Briefing re Clean Neighbourhoods and Environment Act – details re course for personnel responsible for issuing fixed penalty notices on behalf of PC
- u. SALC – Paper on “Examination in Public Panel Report on Draft East of England Plan”
- v. Babergh DC – poster re Summer Fun Activities in Shotley – *posted up around Shotley and passed to JP for website*
- w. Shotley & Erwarton Good Neighbours – letter of thanks for the grant
- x. Babergh DC – letter enclosing “Affordable Housing News”
- y. Babergh DC – Media Release – Beacon Project Goes National
- z. Babergh DC – Media Release – Disabled Kids Get Boost From Abseil Event
- aa. Babergh DC – Media Release – Energy Evening Heats Up

20. Emergency traffic planning

- 20.1 Clerk had been in contact with Trevor Sharman (Inspector FHQ Roads Policing Unit) with regard to traffic management issues after an accident at Gayford Terrace. He had been advised that as there were hardly any roads on the Shotley Peninsula capable of handling a high volume of 2-way traffic (other than the B1456) there were very few options for efficient traffic management.
- 20.2 Trevor wished to emphasise that the Police's response to an accident would firstly concentrate on casualties and making an area safe and only once this had been done would traffic management come into play. Therefore some delay in re-routing traffic is inevitable. He was open to suggestions as to traffic management alternatives. Cllr Matthews agreed to investigate alternative routes in the event of accidents along with B1456.
- 20.3 C.Cllr Woods would collate accident information for the Shotley area and this could be discussed in the autumn.

21. Chair's urgent business – none to report

22. Reports from Councillors on matters not itemised on agenda

- 22.1 A boy had been seen riding on private land and there were concerns re his and the public's safety – A member of the public to approach owner in first instance and then inform police.
- 22.2 The pelican lights associated with the school crossing were out of sync. These had been reported several times to no avail. Clerk requested to contact appropriate authority.
- 22.3 It was reported that the School Summer Fayre raised £1200.

23. Clerk's Report

- 23.1 Two new dog litter bins had been installed at Marsh Lane and Tudor Close.
- 23.2 Some dog and litter bins were not being emptied regularly and have been brought to Babergh's attention.
- 23.3 Removal of redundant lamp post – no progress so far. Babergh had been chased today who advised they will contact contractors.
- 23.4 The expenses claim form had been updated for Councillors' use.
- 23.5 Speeding buses – contact had been made with the various organisations. Clerk advised that in order to pursue the offenders, more precise information is required. Date, time, service, bus nos. and offence details need to be relayed to each service provider.
- 23.6 Clerk requested permission to dispose of old computer equipment. Agreed.
- 23.7 The Employers' Liability Insurance certificate had been found and would be displayed after meeting.
- 23.8 Almshouses (1) Overgrown gardens – Babergh do not attend to these. Cllr Bugg and a helper had trimmed them, (2) vermin – Babergh (Environmental Dept) had inspected the exterior of the property and are satisfied that there is not an infestation.
- 23.9 A complaint had been received by the clerk regarding inconsiderate/dangerous parking at Gayford Terrace – as SPC has no jurisdiction over this, contact details for SCC and Suffolk Police had been passed on to the resident and details posted on MyShotley.com.

24. Date of next meeting – 17 August 2006

25. To approve contracts for:

- 25.1 Clerk – Deferred until next meeting.
- 25.2 RFO – ditto

Meeting closed at 9.45pm