

Minutes of the Shotley Parish Council meeting held on Thursday 21 September 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors A Long (Vice Chair), Councillors: N Bugg, M Connell, M Matthews, C Sullivan, J Peters, G Steel, RFO: D Bedwell and Clerk: L Rowlands

In attendance: District Councillor W Sadler, one member of the public

1. **Open forum for members of the public to speak to Councillors** – No items for discussion
2. **Apologies for absence**
Cllrs R Wrinch (work commitments), B Hooper (attending funeral), County Cllr D Wood (other commitments), District Cllr P Clarke and PC Garrod.
3. **Declarations of interest and additions to register** – None
4. **District Councillor's report if available** – None
5. **County Councillor's report if available** – None
6. **Police brief** - None
7. **Minutes of the Parish Council Meeting dated 17 August 2006**
The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by the Vice Chairman.
8. **Play areas: update**
RoSPA inspections are being carried out Friday 29 Sept at which Dina will be in attendance.
 - 8.1 Kingsland
 - 8.1.1 Graffiti removal items purchased for Litter Warden's use, used successfully on metal surfaces although something stronger may be needed for wooden surfaces.
 - 8.2 Ganges
 - 8.2.1 Gates removed by vandals – now stored temporarily elsewhere
 - 8.2.2 Gates and mounting to be inspected by Adventure Playgrounds to find out if fixings at fault – they will then report back and carry out remounting
 - 8.2.3 Chainlink fencing bowed and loose – this is being repaired Friday
 - 8.2.4 Large litter bin received and should be installed soon
 - 8.3 Tennis Courts
 - 8.3.1 Weed growth has been removed again and sprayed with a safe herbicide. Further spraying will be carried out as and when conditions dictate/allow. A certificate of safe use had been supplied by operative.
 - 8.3.2 Clerk is obtaining quotations regarding repair/replacement of chainlink fencing,
9. **Parish Plan Implementation Board: update**
 - 9.1 The Suffolk Chamber of Commerce attended the recent board meeting to discuss their research on education, youth and local economy needs etc within the Shotley Peninsula. There had already been extensive researches done of this area and it was now time for action. We needed to focus on where additional research is needed. There was no timetable at present.
 - 9.2 The Board needs new members.

- 9.3 Tim Mutum had been in contact re the BELSP awards to inform clerk that the funds would be in SCC's account by 30 September and we will receive our allocations soon after. Clerk to inform applicants of delay.
- 9.4 Date for next meeting to be arranged.
- 9.5 SYCP had held interviews for a youth worker and expected an appointment to be made in the next 3-4 weeks.

10. To consider "Play area safety and inspection by RoSPA" course for litter warden
Dina wished to attend a course at SALC on 10 October re "play area safety and inspection by RoSPA". The cost would be £25.00. All agreed.

11. To consider replacing noticeboards

Due to the deterioration of two of our noticeboards (opp PO on Bristol Hill and on grass verge at Village Hall) the Clerk wished the Council to consider purchase of replacements. Also as part of the Communications Strategy two more sites were to be found. Clerk and Cllr Matthews to look through brochures already obtained and report back at next meeting on suitable replacements and costings.

12. Coopers Close Allotments

- 12.1 Clerk advised that there were some problems with the management of the allotments in that:
- 12.1.1 there was no map available at present re plot layout and numbering;
 - 12.1.2 the boundaries generally are blurred where some plot holders have their back or side gardens running into their plots;
 - 12.1.3 some plots (not sure if tenanted or not) were very overgrown;
 - 12.1.4 there was a van parked alongside a plot.
- 12.2 There were three people on the waiting list at present, one of whom was willing to clear the overgrowth at their own expense. It was suggested that in return for this course of action the Parish waive their rent for three years. This may also attract further interest. All agreed.
- 12.3 Clerk advised that she would be writing to all present allotment holders to invite them to a site meeting soon in order to introduce herself and hopefully address some of the above problems.

13. Community Achievement Awards 2007

Councillors were asked to recommend a local person or group of people in the Parish worthy of public recognition for the four categories of award under this scheme. Item to be published in the Noticeboard, on the website and a poster to be placed outside the village hall. Names to be voted on at October meeting.

14. Communications Strategy

14.1 Review of progress:

- since June the Directory has been delivered to every house
- four editions of the Digest had been published on the website
- the complaints procedure had been set up
- more press coverage had been achieved
- the aims and objectives of the Council were agreed

14.2 Other priorities:

- Councillor's details to be published on website and in Noticeboard – Cllr Matthews to collect data for Dec/Jan issue
- establishing a public information point – Cllr Sadler to obtain leaflets from BDC and Clerk to obtain useful/interesting leaflets for display at village hall
- publishing a "Shotley Parish Council" leaflet outlining details of what we do – Cllr Peters to collect data for discussion at future meeting

- establishing Councillor's surgeries at village events
- two more sites for noticeboards to be found
- publication of an annual report in the Spring – to be discussed at February meeting with a view to having a draft ready in March
- purchase of a projector – Cllr Peters to carry out a feasibility study

15. Aims and Objectives

This item was discussed and it was agreed by all to adopt. This is to be published on the website and in due course, in the Noticeboard. Cllr Steel was thanked for his efforts in drafting this.

16. Bathside Bay

Cllr Steel advised that in 2004 two sums of money were negotiated on the back of a Section 106 Agreement with Hutchinson Ports: £40,000 to cover the cost of improvements to the Bristol Hill area/beach and £35,000 for community projects. How and when we were to be paid this money is not clear from the correspondence we have to hand. We also do not appear to have received a copy of the S106 and a letter is to be sent to HP so that we may obtain same. There would still be S106 issues to be addressed in the near future.

17. Ganges: update

- 17.1 Cllr Steel reported on a recent meeting with Suffolk Preservation Society. They were interested in pursuing and supporting fresh ideas in a two phased approach: (1) community planning expert to do a detailed consultation ie models, plans and work out details of groups/partners etc and to draw up a tender document; and (2) send it to architects and developers they have contact with. This is to be community led and managed. SPS are willing to help us with consultancy, plans, applications and to find funding.
- 17.2 Haylink have confirmed that they are committed to develop the site and were not looking at pursuing the 404 option at present, but as the population ages they may look at it again. They would not be seeking a judicial review. They wished to consult with us and other interested parties on the peninsular and to this end a meeting is to be arranged.

18. To consider grounds maintenance more generally

This was discussed at length but a decision deferred until next meeting to allow the Clerk time to gather information as to what other parishes do re warden type schemes.

19. Planning matters to 17 September and received subsequently

19.1 Application(s) received

- B/06/01511/TPO/DC – 16 Great Harlings, Shotley, Ipswich IP9 1NY – Removal of 1 No. Pine tree covered by area A1 of Tree Preservation Order BT264 - **Supported**
- B/06/00975/FHA/AT 12 Gayford Terrace, Shotley, Ipswich IP9 1LE – Construction of vehicular access - **Against**

19.2 Application(s) approved by Babergh

- B/06/01136/FHA/LJB – 10 Kitchener Way, Shotley, Ipswich IP9 1RW – Erection of single storey rear extension as amended on 8 August
- B/06/01191/FHA/RC – 6 Gate Farm Road, Shotley, Ipswich IP9 1QH – Erection of part first-floor side extension and part two-storey side extensions, and pitched roof over part flat roofed existing garage
- B/06/01241/FHA/AT - 15 Garden Close, Shotley, Ipswich IP9 1LZ – Erection of single storey rear and side extensions as amended

20. RFO's Report

20.1 2005/06 accounts update: Mrs Heelis confirmed on 11/09/06 that the audit had been completed and the report would follow.

13/09/06 - Lubbock Fine enquired as to when they would receive the relevant documentation - informed them of previous contact with Mrs Heelis.

19/09/06 - chased Mrs Heelis - but so far have had no reply.

Once the report is received, it will be circulated and any recommendations/changes should be discussed at the next meeting.

20.2 The period during which the accounts are available for the general public to peruse has now ended. There were no enquiries for this last set of accounts.

20.3 In preparation for precept workings, please could all Councillors supply details of any monies needed in the next financial year for ongoing projects, by 12 October 2006, in readiness for our next meeting.

20.4 Our reserves are as follows:

Community Account	£2,227.06
Premium Account	£442.68
Tracker Account	<u>£27,968.52</u>
Total:	£30,638.26

20.5 The third and final contribution of £33 towards the insurance excess re the damaged play area matting had been received and banked.

21. Accounts for payment

21.1	Clerks salary (6.8.06-5.9.06) = 57 hrs (- £50 back tax)	£429.02
21.2	Clerks expenses - Tel costs (May-Aug)	£12.49
	- Stationery	£4.11
	- Graffiti removal items	£19.42
	- Postage	£7.45
		£43.47
21.3	RFO salary (6.8.06-5.9.06) = 29.45 hrs plus :	
	Litter Warden (Gate) salary (6.8.06-5.9.06) = 21 hrs	£463.38
21.4	RFO/Litter Warden (Gate) expenses: Travel	£34.25
21.5	Litter Warden (Village) salary (6.8.06-5.9.06) = 17 hrs	£119.00
21.6	Glasdon – bin for Ganges play area	£227.63
21.7	SVHMC – Homestart (July and August)	£198.00
21.8	Top Banana – installation of benches x 2 and bins x 1	£140.34
21.9	Three Rivers Home & Garden Services – weed clearance	£262.00
21.10	Inland Revenue – tax, NI and back tax (Aug)	£238.57

22. Correspondence to 17 September and received subsequently – actions in italics

- a. Self-help Emergency Guidelines – leaflet in a credit card sized fridge magnet pouch – *copied to MM and JP, 30 each also to NB and AL*
- b. Suffolk Hedgerow Survey Newsletter Issue No 12 Summer 2006
- c. SALC - Invitation to AGM Thursday 5 October 2006 6.45pm at Haughley Park Barn – *AL and MM booked to attend*
- d. SCC – Environment and Transport Directorate – letter re Suffolk Rural Services Group support scheme for rural businesses offering “no cost” business advice – *copied to MM and JP*
- e. SALC courses:
 - i. Charing Skills – Feb and March 2007

- ii. Certificate in Local Council Administration (CiLCA) 2 ½ days in November
- iii. Two day Training for Councillors 2&3 October
- iv. Evening Training for Councillors Tuesdays from 17 October x 4
- v. Employing People – 26 Sept 10-1pm
- vi. Risk Assessment for Town and Parish Councils 10 Oct 10-4 –*Dina attending pm slot*
- f. SALC – The Local Councillor – *mostly distributed (except CS and RW)*
- g. SALC – Invitation to **Coffee, Cakes and Communications** on Friday 20 Oct 2-4 – *copied to JP and MM*
- h. NALC – Policy and Parliamentary Briefing on The Commons Act 2006
- i. NALC – Legal Briefing on Freedom of Information Act – *copied to JP*
- j. BDC – Cross-boundary Gypsy and Traveller Accommodation Assessment – *copied to MM*
- k. BDC – Community Achievement Awards 2007 – **Nominations by 30 November 2006**
- l. BDC – Suffolk Acre – Local Network Fund – leaflet outlining a central government initiative to support groups working with young people – *copied to MM, GS and JP*
- m. Suffolk Preservation Society publication – Suffolk View
- n. BDC – Media release – Plans to amplify young music talent
- o. Holbrook High School – invitation to Humanities & Languages Specialist Status Launch at the High School - 1pm Sept 26 followed by lunch – RSVP by 20 Sept – *e-mailed to all*
- p. SCC – Letter re Minerals Specific Site Allocations Issues & Options Report (Regulation 25 Stage)
- q. CPRE – blank reply cards addressed to Secretary of State for our use to put across our views
- r. BDC – Media release – “New hunt for community heroes” – launch of new awards scheme aimed at recognising those playing a vital role in the community
- s. East Suffolk Mind – Annual Review 2006
- t. SALC –
 - a. Annual Report 2005/6
 - b. Nomination form for executive committee
 - c. Minutes of AGM 9 July 2005
 - d. IT with attitude course 16 November
 - e. SPS/SALC Joint training workshop on local development frameworks 14 November – **Cllr Steel wished to attend this course – Clerk to arrange**
- u. NALC – Employment Briefing – The Employment Equality (Age) Regulations 2006

23. Chair’s urgent business: any other matters for immediate discussion at the discretion of the Chairman - None

24. Reports from Councillors on matters not itemised on agenda

- 24.1 Cllr Long reported on the “Youth Activities in the Community” meeting she attended in June – it was an information gathering exercise by Haven Gateway. Details had been forwarded to them of all local organisations. They were able to help with funding for tennis courts, drama and basketball facilities etc.
- 24.2 Cllr Steel read out a letter from BCT to Richard Watson (Head of Planning) BDC.
- 24.3 Cllr Peters reported on the MyShotley.com’s steering group meeting. It was a productive meeting predominately discussing the future functionality and design of the website – another meeting was planned.

- 24.4 Cllrs Peters and Matthews attended a Viridor Waste Management Open Day demonstrating how their recyclate is dealt with. Full report to follow in the Noticeboard.
- 25. Clerk's report**
- 25.1 Drama Group grant - Letter of thanks received and confirmation that equipment will be serviced and maintained by DG and will remain in village hall to be insured by SVHMC and will be available for others to use in the hall.
- 25.2 BELSP awards – have given info to Tim Mutum as requested by him and chased (20/9) for cheque.
- 25.3 Bus Shelter – Have received forms from Ipswich County Court and will begin to complete. This will cost us £120. Will be contacting Insurance Ombudsmen also to see if there is some other way around this.
- 25.4 Brooklands gates – BDC written and have no problems with the gates. Still awaiting view of SCC.
- 25.5 Marina dog litter bins – complaint received from BDC operatives re no steel liner in bins as is usual (plastic bags instead). I have been in contact with Marina manager who is hopefully ordering inserts directly from Glasdon.
- 25.6 Bin for Kitchener Way – now installed.
- 25.7 Toilets Bristol Hill – No reply from Anglian as yet re tidying up front of loos, will chase again this month.
- 25.8 Dog litter bin – Marsh Lane – Have requested Babergh move this to other side of road, will chase up again this month.
- 25.9 Scaffolding at Ganges Play Area – this was gone by the time I got there to get address.
- 25.10 School crossing lights – the timing has been rectified.
- 25.11 My holiday dates for October – Weds 25 – Tues 31 (10 hrs)

26. Agree dates for meetings next year

It was agreed that a schedule of dates be circulated to all by Clerk and be agreed at next meeting.

27. Date of next meeting: 19 October 2006 at 7.15pm

Meeting ended 9.55pm

KEY:

SCC = Suffolk County Council
 BDC = Babergh District Council
 SALC = Suffolk Association of Local Councils
 NALC = National Association of Local Councils

ENCAMS = Environmental Campaigns
 BCT = Babergh Communities Together
 BELSP = Babergh East Local Strategic Partnership
 SPS = Suffolk Preservation Society