

**Minutes of the Shotley Parish Council meeting held on Thursday 21 June 2007 at 7.15pm
in the Large Committee Room, Shotley Village Hall.**

Present: Councillors: R Wrinch, T Ingram, J Catling, N Bugg, M Connell, M Matthews, J Peters, RFO: D Bedwell and Clerk: L Rowlands

In attendance: Five members of the public, D.Cllr T Roberts,

1. Open forum for members of the public to speak to Councillors on items appearing on the agenda –
no items brought up for discussion.

2. Resignation of Chairman and election of new Chairman for 2007/8

2.1 Due to work commitments Cllr Matthews tendered her resignation as Chairman. Cllr Bugg, seconded by Cllr Matthews proposed Cllr Wrinch as Chairman. All were in favour. Cllr Wrinch accepted the post, signed a Chairman's Declaration of Acceptance of Office and took over the meeting.

2.2 The post of Vice-Chair now being vacant, Cllr Peters, seconded by Cllr Wrinch proposed Cllr Matthews as Vice-Chairman. All were in favour. Cllr Matthews accepted the post.

3. Presentation of Shotley Community Achievement Awards

Mrs Anna Long was presented with a certificate and thanked for her longstanding work as a Shotley Parish Councillor (recently retired) and her continuing work with other organisations within the village.

Ms Clare Sullivan was to be presented with a certificate also but unfortunately was unable to attend the meeting. Clerk to arrange delivery of the certificate to her home and pass on the Council's good wishes for the future.

7.35pm - Two members of the public left the meeting.

4. Apologies for absence - G Steel (course), D Armes (holiday) and C.Cllr D Wood (work commitment)

5. Declarations of interest and additions to register – Cllr Bugg (item 11.2, 32 and 33) and Cllr Matthews (11.7)

6. District Councillor's report

6.1 D.Cllr Roberts enquired if a meeting had been arranged with regard to the "bus stop moves". Clerk advised that C.Cllr Wood had arranged a meeting with a transport representative at Bristol Hill PO on Thursday 28 June at 2pm and anyone interested was welcome to attend. Cllr Ingram agreed to attend on behalf of the Council.

6.2 D.Cllr Roberts enquired if there had been any complaints from Parishioners with regard to the alternate weekly waste collections carried out by Babergh. The majority of Councillors had no adverse comments to contribute. However, Cllr Ingram replied that he did have some information and would apprise D.Cllr Roberts of this. Due to time constraints, it was agreed that further discussion should take place at a later date.

7. County Councillor's report – C.Cllr D Wood was unable to attend the meeting due to work commitments but had e-mailed a report featuring news on:

- New centre for people to report racist incidents
- Review of Suffolk schools to start in Lowestoft and Haverhill
- Revised admission arrangements for Suffolk Schools
- Recent developments in Countryside Access

See attachment 1 for full details.

8. Police brief - Although no brief available and PC Garrod was not in attendance at the meeting, he had made contact recently with the Clerk with a view to arranging an SNT community consultation meeting, for all ten parishes on the peninsula, inviting people with a vested interest in their local communities for

either 9, 10 or 11 July. It was hoped to hold the first meeting in Shotley and Clerk asked to arrange a venue if possible.

- 9. Minutes of the Annual Parish Council Meeting dated 17 May 2007** - The minutes had been distributed beforehand, an error was found at item 31 "Date of next meeting: 15 June 2006" and should read "... 21 June 2007". It was agreed that this amendment be made. The minutes were then declared a true and accurate record and were signed as such by the Chairman

10. Proposed signing and lining for traffic regulation order from Bristol Hill to Shotley Point

- 10.1 Cllr Wrinch advised that Shotley Marina Limited (SML), as part of their development and planning agreements with SCC and BDC had contacted the Council regarding traffic calming measures/yellow lining from Bristol Hill to Shotley Point Marina.
- 10.2 SML have already had meetings with SCC and Cllrs Wrinch and Armes. Cllr Wrinch outlined the proposals to the meeting and advised of possible objections from businesses immediately affected.
- 10.3 Philip Wright (Engineer) from SCC had contacted the Clerk and requested a site meeting with the Council to informally discuss the proposals and any concerns the Council may have prior to them entering the formal legal process. Clerk to revert with 'dates to avoid' over next two weeks.

11. To consider grants to:

- 11.1 Robert John Hartley – memorial bench – grant agreed of £100
- 11.2 Village Hall – replacement flooring in Snooker and Large Ctte rooms – grant agreed of £1,000 with the proviso that if the SVHMC cannot raise further funds elsewhere, they are to come back to the PC for shortfall of £600.
- 11.3 Good Neighbours Scheme – contribution to annual running costs – grant agreed of £350
- 11.4 Home-Start Babergh – contribution to annual running costs – grant agreed of £500
- 11.5 Suffolk Family Carers – contribution to annual running costs – grant agreed of £100
- 11.6 Shotley School PFA – "Viking View" outdoor classroom – grant agreed of £1,000
- 11.7 Ganges Wood (SYCP) – 10 year celebration costs – grant agreed of £430

12. Nominations for Suffolk Acre Probert Awards – none proposed.

13. Play areas update:

- 13.1 To consider purchase of Health & Safety booklet from Rospa at a cost of £12.00. All agreed.
- 13.2 Ongoing repairs –
Ganges: the central chainlink fencing had been removed from the tennis courts, there will be extra costs for disposal, the grass in the playground area is to be strimmed and the damaged bin removed. Three insurance claims were being processed.
Kingsland: a safety panel had been removed and the matting lifted. A new panel was on order and another insurance claim to be put in.
- 13.3 Summer Activity Programme - Glen Parker, Community Sports Coach called recently to gather information re the Ganges Play Area and Tennis Courts. He has been in contact the SYCP re running a summer activities programme for three days in August at the Ganges Play Area/Whinney's Creech. Dates: 3rd – general activities and basketball, 13th – general activities and 31st – skatepark. Activities open to all children, £1 per session. He will be carrying out a health and safety inspection and will make suggestions to Babergh re remedial repairs etc needed – it was not clear who will pay for these. He was informed that the tennis courts would need thorough cleaning before each session. Volunteers to help Litter Warden to be sought nearer the time.

14. Parish Plan Implementation Board update

- 14.1 Tennis Courts refurbishment – awaiting a site visit and quote from a second contractor.
- 14.2 Village Hall Report – awaiting news from BELSP, Lottery application is ready to submit pending BELSP outcome.

15. Ganges: update

- 15.1 SPPA - A meeting had been held re consultation with other Parishes and it was agreed that as far as the totality of any application is concerned the Alliance should be the place where these issues are discussed

and inform Galliard as appropriate. For issues that a parish specific, it was felt that it is Galliard's responsibility to contact the individual Parish as ask for/propose a meeting and suggest items to be discussed and ask if there are others the parishes would like to add. Clerk to send a list of parish clerks to Galliard's.

- 15.2 Independent facilitator – no progress as yet.
- 15.3 CLD application B/07/00597 – a reply was sent on 31 May to BDC Planning Dept urging the Council to refuse this application. Copied/e-mailed to all Cllrs same day.
- 15.4 Meeting with developments on 23 May – A meeting had been held between SP Cllrs and the developers and architects. Galliard/Haylink intends to submit four planning applications. The main two are for a retirement community on part of the site and a new master plan of residential and other uses. A fuller note of the meeting had been circulated to Cllrs.
- 15.5 Site visit at HMS Ganges 27 June 6.30pm – Galliard, their architects, SPC Cllrs, the Clerk and D.Cllr Tony Roberts were to visit the site.
- 15.6 BDC Ganges News #4 – This had been e-mailed to all SP Cllrs and was available on BDC and SP websites
- 15.7 Scoping report – This had been received via Galliard. BDC had not yet forwarded a copy to the Council. Galliard has also been asked for a copy of the ecology habitat report and this was awaited.

16. Grounds Maintenance Project: update

Bearing in mind the complexity of this project, it was agreed that a working party be formed to meet and brainstorm all available options/costs and report back any progress/recommendations to the next SPC meeting. Cllrs Peters, Matthews, Ingram and Bugg volunteered along with the Clerk and RFO.

8.30pm – Two members of the public left the meeting

17. Collaboration between SNT, Parish Council and other parties to combat Anti-Social Behaviour

It was felt that as the SNT were arranging a consultation meeting with all ten parishes in Shotley, that we await the outcome of that before going ahead with a separate Shotley only meeting.

18. Breached Stour River Path: update

SCC had advised that there had been no progress re the legal issues as yet and the Environment Agency were now involved. The Clerk was asked to ascertain whether proper diversion signs could be mounted as the holiday season was well under way and people were being disappointed in not being able to continue their walks.

19. **Shotley Cliffs – sale of** - It appeared that the owner of a section of the foreshore was proposing to sell it off. The Council felt that as this was an important local amenity, the possibility of community organisations obtaining the land be explored.

20. Temporary closure of Footpath 13 (part) (Shotley Marsh Sluice) to enable repair works to be carried out – closure between 2 and 29 July 2007

21. Planning matters to 17 June 2007 and received subsequently

Application(s) received

- 21.1 B/07/00836/FHA/MB – 1 Brickfield Terrace, Wades Lane, Shotley, IP9 1EL – Erection of detached double garage and erection of single storey rear extension – **No objections**

- 21.2 B/07/00757/FUL/CJT – Linfield, The Street, Shotley, Ipswich IP9 1LX – change of use from part commercial/part residential to residential dwelling – **No objections**

Application(s) approved

- 21.3 07/00422/FHA/BHW – 1 Below Church, Church Walk, Shotley IP9 1EP – Insertion of 1 no. dormer window to the east elevation and 1 no. dormer window west elevation

- 21.4 B/07/00692/FHA/BHW – 30 Great Harlings, Shotley IP9 1NY – Erection of single-storey front and side extensions and single-storey rear extension

General

21.5 BDC had provided an update on progress in developing further sites in the village for social housing in the Kingsland area. These are very much at the early planning/consultation stages and plans were not available at present.

22. To agree and sign Annual Return for year ended 31 March 2007

The Audit Commission's Annual Return for the year ending 31st March 2007 was read out in full and the Council noted that answers to the Statement of Assurance were all positive. The Chair, Clerk and RFO signed all the necessary declarations and the form will now be sent to the Internal Auditors.

23. RFO's Report

23.1 A further payment of £1000 had been received from SVHMC.

23.1 The 2006/2007 Accounts were now in the hands of the Internal Auditors.

23.3 The Notice of Appointment of Date for the Exercise of Electors Rights for 2006/07 has been completed and publicly displayed. The accounts will be sent to the External Auditors no later than 19/07/07.

23.4 The first online payment to HM Revenue and Customs has been made in the sum of £670.21 covering the last three months.

23.5 The Council's reserves are as follows:

Community Account	£3,975.01
Premium Account	£446.67
Tracker account	<u>£38,669.90</u>
<u>Total:</u>	<u>£43,091.58</u>

Earmarked Reserves:

Kingsland P/ground	-£2,500.00
Ganges P/ground	-£2,500.00

Grand Total: £38,091.58

9.30pm – Final member of the public left the meeting

24. Authorisation of payments:

24.1 Clerk's salary (6.5.07-5.06.07) = 61 hrs	£505.96
24.2 Clerk's expenses: paper/ink/internet charges (Feb/Mar/Apr)	£137.31
24.3 RFO's salary (6.5.07-5.6.07) = 23.15 hrs + 16 hrs sick pay and Litter Warden's salary (Gate) (6.5.07-5.6.07) = 4 hrs	£471.49
24.4 Litter Warden's back pay (Gate) from Mar 06	£427.00
24.5 RFO's expenses: travel/McAfee/ink/bin bags/highlighters	£180.50
24.6 Litter Warden's salary (Village) (6.5.07-5.6.07) = 20 hrs	£140.00
24.7 Inland Revenue – tax, NI (paid on-line)	£670.21
24.8 SALC: Councillors Training	£82.25
24.9 Adventure Playgrounds: replacement safety panels	£846.00
24.10 BDC: Litter and dog bin emptying (Jan-Mar 07)	£120.37
24.11 RoSPA – H&S booklet	£12.00
24.12 Shotley CP School – photocopying costs	£4.32

25. To consider purchase of office furniture for Clerk

The Clerk outlined changes in personal circumstances which justified the updating of the PC workstation. It was agreed that quotations be sought to supply, make and fit a "hideaway" office from local suppliers and for these to be considered at the next meeting.

26. To consider work priorities of Clerk and RFO

Due to time constraints this item was deferred to the July meeting.

27. Correspondence to 21 June and received subsequently

- a. Suffolk Acre 70th Anniversary – Probert Awards – nominations to celebrate the outstanding achievements of groups and individuals – AGENDA ITEM 12
- b. SPS – Various correspondence relating to issues between the Society and CPRE
- c. SALC – Babergh Area Meeting – 5 March minutes and 4 June agenda – meeting starting 6.30pm, 2 hrs Code of Conduct training followed by 1 hr Area Meeting – *Cllr Steel attending*
- d. SCC – Env & Trans – Letter outlining recent developments in countryside access/review of public rights of way hierarchy/changes to area boundaries – *copied to Cllrs Wrinch and Armes*
- e. Mr Slatter – letter of complaint and our reply re Bulls Field allotment
- f. SCC – Monitoring Report for 2005/6 – summary
- g. RSPB Stour Estuary and Wolves Wood Reserves Newsletter June 2007
- h. SCC – Notice of temp closure of footpath 13 (part) Shotley to enable repair works to be carried out between 2/7 and 29/7 – diversion route will be signed. AGENDA ITEM 20 – *copied to: Cllrs JP, RW, DA and NB*
- i. BDC – consultation event on grant aid/sponsorship to outside bodies – Mon 23 July 6pm Hadleigh – *Cllr Steel attending*

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

29. Reports from Councillors on matters not itemised on agenda

- 29.1 The local household waste site at Chelmondiston is the top in Suffolk for proportion of recycling and there would soon be facilities to recycle all electrical equipment.
- 29.2 Work had started on the Kingsland bungalow re the mobility scooter access problems.
- 29.3 Cllr Catling commented that the new councillor training he attended was very informative and that he would be away on holiday at the time of the next meeting.
- 29.4 Cllr Wrinch advised he would not be able to attend the next meeting due to work commitments.
- 29.5 A new bus service was being introduced – the 202 by Ipswich Buses Ltd.

30. Clerk's report

NEW

- 30.1 Staff sickness – Dina has come back to work after being signed off for 4 weeks and is back on track.
- 30.2 Flytipping/Den building – at the top of Lower Harlings on the green wedge. Reported to BDC 24 May and cleared by them soon after.
- 30.3 Non-emptying of litter/dog bins – Cllr Bugg reported (5/6) Kingsland bin not emptied for two weeks (also confirmed by D Cllr Roberts who had looked at whole of Shotley!). Reported to BDC who advise that the operative is already on disciplinary measures - a situation that is being sorted out urgently and the bins will be emptied by the end of the week (7/6). Our bill to be credited appropriately for next quarter.
- 30.4 Letter of complaint from Bulls Field Allotment holder – Replied 30 May (copy in correspondence folder at e.)
- 30.5 Buses going "off-route" – It has been reported (8 June) that buses have been dropping passengers in Kingsland. This is of concern as they are going past a very well used play area. These concerns have been passed to SCC and Dave Wood – awaiting response
- 30.6 Mobility Scooter/Kingsland letter – this had been prepared but awaiting confirmation as to whether work had commenced. Not to be sent – see 29.2 above.
- 30.7 Holiday dates – Clerk: 4-11 Aug inclusive.

OUTSTANDING

- 30.8 Damage on bridge on public right of way opp Over Hall – Reported to SCC (Ref 565376) still awaiting update.
- 30.9 Lloyd Rd bollard – Have left message with Anglian Water contact, awaiting reply.
- 30.10 Pathway behind Videlou Terrace – results of Land Registry search received, will now ask for owner details, this will cost approximately £6. Still to progress
- 30.11 Bristol Hill Locked Toilets – coinbox had been interfered with and then completely removed. BDC technical services have one on order and will replace – placing in wall so as to stop this happening again. If it is removed again they may look at CCTV coverage. Still awaiting delivery of coinbox.

31. **Exclusion of press and public:** *owing to the confidential nature of the following business the press and public are asked to leave the meeting*

32. To approve contracts of employment for litter wardens

The contracts were considered and it was agreed that they were suitable. Mrs Bedwell was in agreement with the terms of her contract and it was signed by the Chair and Mrs Bedwell. Mrs Bugg's contract would be sent to her for her agreement and signature and be signed by the Chair at the next meeting.

33. To approve payment of holiday and sickness back pay for both litter wardens as per contracts

33.1 Mrs Bedwell having signed her contract, it was agreed to approve payment to the back-pay due (sickness and holiday) since the commencement of her employment in the sum of £427.

33.2 A decision on the back pay due to Mrs Bugg was deferred until the July meeting to allow her time to have sight of, agree to and sign her contract.

34. Date of next meeting: 19 July 2007 at 7.15pm

KEY:

BCT = Babergh Communities Together

BDC = Babergh District Council

BELSP = Babergh East Local Strategic Partnership

CPRE = Campaign for the Protection of Rural England

EEAPTC = East of England Assoc of Parish and Town Councils

EERA = East of England Regional Assembly

ENCAMS = Environmental Campaigns

IBC = Ipswich Borough Council

NALC = National Association of Local Councils PPIB = Parish Plan Implementation Board

SALC = Suffolk Association of Local Councils

SCC = Suffolk County Council

SPC = Shotley Parish Council

SPS = Suffolk Preservation Society

SYCP = Shotley Youth & Community Project

Signed

Chair

Dated