

**Minutes of the Shotley Parish Council meeting held on Thursday 19 September 2013
at 7pm in the Large Committee Room, Shotley Village Hall**

Present: Councillors: R Wrinch (chair), J Catling, B Nichols, G Pugh, G Richens, T Ingram, N Bugg. RFO: D Bedwell and Clerk: L Rowlands

In attendance: Four members of the public, PC Gary Milbourn and C.Cllr D Woods

1. **To receive apologies for absence** – District Cllr T Roberts, I Peters (holiday).
2. **To receive declarations of interest and determine any dispensation requests received** – None
3. **Open forum for members of the public to speak to Councillors on items appearing on the agenda** – A member of the public reported that there was flooding again across the pavement and road at Nether Hall and Kingsland – Council would write to Highways and asked that those affected to write also. A question was asked as to why traffic calming at East View Terrace was not added to the S106 priority list sent to BDC recently – Chair advised that no data had been forthcoming to prove that it was dangerous enough to be considered for traffic calming.
4. **To agree and sign the Minutes of the Parish Council Meeting held on 15 August 2013** – The minutes were declared a true and accurate record and were signed as such by the Chairman.
5. **Matters of report from minutes of previous meetings** – The Almshouses overgrowth had been trimmed back.
6. **To receive reports from (if available):**
 - 6.1 District Councillor – No report received.
 - 6.2 County Councillor – Cllr Woods advised that the Fire Service would be striking for four hours on Wednesday 25th September over the treatment of their pensions; SCC Full Council had adopted a public health report and the “Raising the Bar” initiative.
 - 6.3 Safer Neighbourhood Team – The August Safer Neighbourhood Team’s figures showed three crimes; one of producing a controlled drug; and two of criminal damage. PC Gary Milbourn advised that random “flooding” of police had recently taken place in Shotley in order to try and combat the anti-social problems being experienced. An individual had been to court this week as a result. The Council had written to the Chief Constable recently expressing its dissatisfaction with the apparent inability to deal with on-going and steadily worsening antisocial behaviour in the village – a reply was awaited.
 - 6.4 Shotley.onesuffolk.net – Some more general updating and remodelling carried out this month, along with tidying up councillor profiles.
 - 6.5 Stour Footpath Group
 - Sea Defences – Phase 1&2 – Fire damage to gabions found on 8 September – culprits donated £30 towards repair costs.
 - Phases 3 – Still awaiting determination of licence from MMO; Environment Agency suggest that there may be approx. 30% of total scheme costs available from “Coastal Protection Fund” for properties at risk of erosion – this is a best

estimate and they have suggested that we look at assembling the rest of the likely funding needed – approx. £180K. Natural England insisting on a full management plan for the whole area.

- Picnic area – Still awaiting delivery of AONB Balance Project information board; re-opening of upgraded picnic area date to be agreed; action agreed to re-site the memorial plaque.
- Heritage Park – Successful Discovery Day held on 21 August at which approximately 92 people attended; Crow's Nest safety rail erected – recycled benches from old picnic area installed – good feedback from community; Community Payback helped (on 18 and 25 Aug) to install benches at Crow's Nest and to spread remainder of shingle from picnic area along coastal footpath.

6.6 Open Spaces and Amenities Committee – August minutes received and noted.

Following the **Lloyd Road play area consultation**, OSAC recommended to the full Council that a picnic bench and bin be sited at the far end of the play area towards the woods (at a cost of approx. £1250); that the perimeter tennis court fencing be repaired and missing gate be replaced; look at the possibility of locking the tennis courts up at night; seek prices for removal or full replacement of the centre fence; hold fire on relocation of existing play equipment/purchase of new play equipment until advice sought from Babergh – **All agreed**.

6.7 Affordable Housing Working Party – No update available.

6.8 Litter/Loo Wardens' Reports – Litter and vandalism seemed to hit an all time high this month, a lot clearly being generated by visitors but sadly a lot obviously coming from locals, particularly in and around the Lloyd Rd play area, Ganges Wood, on the main road into the village and the usual gathering points at Lower Harlings, Kitchener Way and near the Sailing Club. Nine bags of rubbish gathered up from Cockle Creek and around the village on the night of the beach party and two litter bins were set alight in less than a week. We have also had bottles smashed on the beach, on the tennis courts and in the link road between Kirkton Close and Great Harlings, which is particularly worrying given the number of dogs in the area. The Bristol Hill toilet door had suffered some graffiti and it was agreed that a PIR light be mounted above the facility in order to ensure this doesn't happen again

7. Responsible Financial Officer:

- 7.1 Account balances - **Not available at meeting due to internet issues**
- 7.2 To receive and note first quarter year accounts – **received and noted**.
- 7.3 To receive and note internal and external auditors' reports – No reports available.
- 7.4 The RFO produced different financial reports for Councillors perusal. It was agreed to print off the **Committee** style report each month for use at meetings.
- 7.5 Cllr Nichols asked for a list of finance codes to be e-mailed to him.
- 7.6 It was agreed that the Finance Working Party meet quarterly starting in October – reporting findings to the following main meeting.

8. To authorise signing of cheques for payments previously agreed:

8.1	Clerk's salary (6.8.13-5.9.13) = 48.25 hrs	£586.72
8.2	Clerk's expenses – ink & paper, internet and telephone charges	£179.50
8.3	RFO's salary (6.8.13-5.9.13) = 46.5 hrs	£565.44

8.4	RFO's expenses – postage and ink	£32.04
8.5	Gate Litter Warden wages (6.8.13-5.9.13) = Loo 27.5hrs, Litter 49.5 hrs	£539.00
8.6	Gate Litter Warden expenses = cleaning materials	£7.95
8.7	Street Litter Warden's wages (6.8.13-5.9.13) = 20.5hrs	£140.00
8.8	Meacock & Co – grass cutting – Aug + Sept	£427.87
8.9	Steven Leach – managing website – Aug/Sept	£155.43
8.10	Peninsula Plastics – repairs to play areas	£520.00
8.11	PHS Group – provision of waste certificate	£83.94
8.12	RBS year end procedure	£60.00
8.13	Cllr Gary Richens - Construction materials for Heritage Park	£103.70

- 9 **Former H M S Ganges Site Planning Application – B/12/00500/FUL** – update and to agree any actions (if appropriate) in response to information received. – No date yet set yet for Babergh planning committee to consider the application
- 10 **Planning matters** – To consider responses to Babergh District Council on applications received up to 11 August 2013 and subsequently
None received at time of meeting
Applications granted:
10.1 B/13/00636 – 4 Bristol Hill – Erection of single-storey rear extension - **Noted**
11. **Speedwatch** – To consider setting up a scheme within the village - It was agreed to try and set up a Community Speedwatch scheme. A minimum of six volunteers were needed – posters to be put up around the village asking for interested parties to contact the clerk and to be advertised in the Noticeboard. One other village on the Peninsula had already recruited volunteers and would share the costs if enough volunteers were found in Shotley.
- 12 **To consider correspondence received up to 19 September 2013 and any responses required**
– **No responses required**
a. RSPB Estuary News August 2013
b. Clerks & Councils Direct September issue
c. Shotley Flood Defences routine maintenance
d. Suffolk Wildlife Trust – what's on and magazine,
- 13 **Reports from Councillors on matters not itemised on agenda/to be included in next agenda**
13.1 Cllr Catling advised the Council that a scam rating company was operating in the Ipswich area and residents were urged to only contact the Valuation Office Agency at the HMRC office at St Clare House in Ipswich or visit www.VOA.gov.uk or ring 03000 501501.
13.2 It was advised that the bin on the fence outside the Primary School was not being emptied. This bin was not on the Babergh list for emptying. It was agreed to discuss this at the next OSAC meeting.
13.3 The Shotley Cinema was proposing to hold a fundraising evening in conjunction with the Village Hall Committee on 23 November to raise funds to buy blackout curtains.

Meeting ended 9.30 pm