

Minutes of a meeting of the Shotley Parish Council Open Spaces and Amenities Committee on November 13th 2014 at 7pm in the large committee room at Shotley Village Hall.

Present: Cllr R Wrinch (Chairman), Cllr J Catling, Cllr G Richens , Cllr T Ingram, Cllr G Pugh, Cllr N Bugg, Cllr I Peters, Cllr M Williams, Mr R Cushing and Mr B Powell. Clerk: Mrs D Bedwell.

Also in attendance: Three members of the public.

1. **To receive and consider apologies for absence:** Apologies had been received from Mrs D Potts.
2. **To receive and consider declarations of interest and requests for dispensation (All):** Cllr T Ingram declared a pecuniary interest on item 5.4.
3. **Suspension of Standing Orders- Open forum for members of the public to speak on items appearing on the agenda (10 minutes):** Cllr G Richens introduced Ms Peta Helier to the meeting, a local artist who would be managing a number of arts projects with the local primary school at the Heritage Park.
4. **To approve minutes of the meeting held 11 September 2014 (All):** It was resolved to approve the minutes as a true record of the meeting held.
5. **To receive updates/reports and to agree any actions (if appropriate) in response to information received on:**
 - 5.1 **Stour Footpath Group including sea defences and picnic area (GR):** Cllr G Richens had circulated a report to all members ahead of the meeting.
 - 5.2 **Heritage Park (GR):** Reported under previous item on the agenda.
 - 5.3 **Play Areas:** No further matters to report at this point. A second quote for the tennis courts fencing would be sought in the new year for consideration by the Council.
 - 5.4 **Litter Wardens:** A short report had been circulated to all members ahead of the meeting and there were no further matters to add.
 - 5.5 **Highways (DB):** No further matters to report, as updates had been circulated to members prior to the meeting.
 - 5.6 **Allotments: To consider giving formal notice to residents currently using allotment land for personal use due to the rise of numbers on the allotment waiting list and agree terms - recommendation to full Council:** It was resolved to recommend to full Council to give the relevant property owners six months' notice that the allotment land would be retrieved by the Parish Council for use as allotment land. Both affected residents had been visited in the early part of 2012 by the then Clerk to the Council and informed that notice would be served in due course. It was agreed that the Clerk would wait until the completion of the Deed of Easement with Prettys and registration of the allotment land before issuing notices. The Clerk would also need to seek quotes for the erection of a fence on the allotment land boundary where it met private land. Notice to be served first to the users of allotment land which required the least amount of work in order for it to be re-let.

- 6. To consider proposal for two footpath noticeboards to be sited at the Village Hall and Shotley Gate (RC):** Mr Roger Cushing had asked members to consider the provision of footpath maps on boards in the village, as was the case in Chelmondiston. Members expressed concern at the number of boards already available in the village and suggested that it might be preferable to display a footpath map on the village hall noticeboard.
- 7. To consider first draft of meeting dates for 2015 and agree recommendation to full Council (DB):** The list of dates had been circulated to members ahead of the meeting and following two amendments it's approval was recommended (at the following PC meeting). It was also resolved to change the starting time to 7.15pm and combine both December 2014 meetings on December 11th.
- 8. To approve accounts for payment (DB):** It was resolved to approve the accounts for payment, as follows:

8.1	Clerk's salary (111 hrs)	£1173.24
8.2	HMRC (tax and NI contributions)	£286.42
8.3	Clerk's expenses (travel, stationery, stamps)	£100.87
8.4	E Bugg salary (19.5 hrs)	£136.50
8.5	D Bishop's (75.50 hrs plus cleaning materials and bin bags)	£555.24
8.6	Mr Meacock (grass cutting)	£200.00
8.7	Cllr G Richens expenses for October and November 2014	£79.44
8.8	SCC (Shotley Primary School) printing costs	£24.00
8.9	Poppy Appeal 2014-funding of wreath for RBL	£50.00
8.10	Salc training	£60.00
8.11	Holbrook Academy (award to be presented 20.11.14)	£30.00
8.12	S Leach	£64.00
8.13	PHS Group- sanitary disposal from Bristol Hill conveniences	£147.42

Receipts:

HMRC Vat repayment to 31.03.2014	£21,709.76
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9. Reports on matters not itemised on agenda/to be included in next agenda (All):

The Clerk reported that she had contacted Ipswich Buses regarding an earlier request to change the bus timetable between 8.00am and 9.00am, as the normal public bus was now also being used by children who frequented Holbrook Academy, but no changes would be made for the time being.

Cllrs R Wrinch, T Ingram, G Richens and the Clerk had recently held a meeting regarding works to the Gun Emplacement at the Heritage Park. It had been suggested that the formation of a specific group to manage this area would be a good way forward (group to be formed at a later stage, with clear Terms of Reference and objectives- Clerk to progress).

Cllr T Ingram reported that District Cllr T Roberts had sent his apologies for the next Council meeting. District Cllr T Roberts had intimated to Cllr T Ingram that members of Woolverstone parish appeared to think that they had compelling evidence that correct procedures had not been followed with regards to the Ganges planning application and had asked Babergh DC to look at the application again.

It was also reported that the recent film evening, which had been organised in an attempt to revive the Shotley Youth Club, had only attracted a very small number of young people. However, some repair work appeared to have been carried out on the building's roof.

Cllr I Peters informed members that he had spoken with the owner of Lasan Take-away and asked that the blue sign was moved further up on the grass verge so as to not block the view from traffic exiting Kingsland. He also reported that vehicles continued to be parked on the grass verge outside the Doctor's surgery, which was churning the grass. Clerk to write to the surgery and ask for staff not to park on the grass verges.

The Clerk informed members that she continued to chase SCC Highways with regards to the flooding that was still occurring in Kingsland and the dip on the footpath outside the Post Office.

Cllr R Wrinch added that it would be a good idea to work out a plan of what the Parish Council wished to achieve at the Gun Emplacement, for approval by full Council, to allow the area to retain its historical form and heritage value. Cllr R Wrinch also informed members that he continued to hold meetings with the Environment Agency regarding local footpaths and coastal erosion issues. It also appeared that the EA would be prepared to attend a Parish Council meeting with their proposals and ideas. It was agreed that Cllr R Wrinch would liaise with the EA in order to organise a presentation in April/November of next year.

With no further matters to be transacted, the meeting ended at 9.50pm.

Date of next OSAC and PC meeting: 11th December 2014.

Signed: _____ **Date:** _____