

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

Present: Cllrs R Wrinch (Chair), G Richens, J Catling, , T Ingram, G Richens, B Nichols, I Peters and Co-opted members R Cushing, D Potts and B Powell. Clerk: Mrs D Bedwell.

Also in attendance: Cllrs N Bugg and M Williams

1. **To receive apologies for absence:** No apologies for absence had been received.
2. **To receive and consider declarations of interest and requests for dispensation:** Cllr T Ingram declared a pecuniary interest on items 6.8 and 7.
3. **Open forum for members of the public to speak on items appearing on the agenda:** There was no public present.
4. **To agree minutes of the OSAC meeting held on 09 January 2014:** It was resolved to approve the minutes of the meeting held January 9<sup>th</sup> 2014 as a true record of the meeting held.
5. **Matters to report from previous meetings (items not appearing on this agenda):** It was reported that Babergh's tree warden , Mr Andrew Graham, would be carrying out a site visit to the Heritage Park in order to assess the oak tree that had branches overhanging neighbouring properties and the footpath.  
It was also reported that Babergh contractors had dealt with the oak trees in Whiney Queech but there had been an access issue as Babergh appeared to have the only available key to open the bollard on Lloyd Road. **Action by Clerk- to request a copy of the key from Babergh.**  
The recent water leak outside the Bristol Arms had been dealt with swiftly.
6. **To receive updates/reports and to agree any actions (if appropriate) in response to information received on:**
  - 6.1 **Stour Footpath Group :** A report had been circulated to all members. Funding was still being sought for the proposed steps on the Heritage Park. Funding had been applied for from S106 and was subject to letters of support from local organisations, such as the Primary and High schools. A letter of support had already been received from Mrs M Newman, Headteacher at Shotley Primary. Enquiries were also being made as to whether planning permission would be necessary. Impact Landscape had supplied a quote of £2030 excluding vat, which was within agreed expenditure.  
**Action by Cllr G Richens and Clerk- to meet with Mr Nick Elliot in order to progress matters.**

- 6.1.1 **Sea defences** – To consider proposed short/medium term repairs to Phase 3 footpath support wall at Shotley Gate: Following the recent extreme weather, a large hole had appeared on the footpath. The repair cost was expected to be in the region of £245.00 excluding vat. It was resolved that the Parish Council would purchase the concrete at the cost already mentioned and that the Community Payback Scheme would carry out the work. *Acton by Cllr G Richens: To order concrete and liaise with Community Payback organiser, co-ordinate the delivery of materials and the necessary work.*
- 6.1.2 **Picnic area:** No progress to report at this point, still waiting to hear from the Rights Of Way department.
- 6.1.3 **Heritage Park:** This matter has already been covered previously under item 6. A further suggestion was made that the area where the steps would be sited could be cleared before the bird nesting season started.
- 6.2 **Bristol Hill Public Conveniences:** It was reported that an amount of toilet paper had been taken from the wc's by person(s) unknown. Cllr G Richens had taken delivery of the opening times signs and these would be installed in due course.
- 6.3 **Allotments:**
- 6.3.1 To consider and approve the hiring of a skip for the clearance of a number of plots: It was resolved to hire a skip at a maximum cost of £250.00. *To be reviewed should a second skip be needed.*
- 6.3.2 To consider and approve the hiring of local labour for the clearance of a number of Plots: It was resolved to pay the minimum wage to prospective labourers who could carry out this work.
- 6.4 **Play Areas:** Following the recent Rospa inspection, a series of quotes were needed for consideration by the Council for any works recommended. *Deferred to a future meeting.*
- 6.5 **Litter Warden(s):** A report was received by all members. A litter pick was suggested on the main road near "Mount Pleasant" as it was a health and safety risk for a litter warden to do it unassisted. *It was agreed to defer this matter to the March OSAC meeting.*
- 6.6 **Emergency Plan:** No matters to report.
- 6.7 **Community Use Project: No matters to report.**
- 6.8 **To consider quotes received for the emptying of dog waste/litter bins:** *Cllr T Ingram left the meeting due to a declaration of pecuniary interest.* Two quotes had been received and circulated to all members. It was resolved to continue with Babergh DC for this service and to try and enhance the existing contract, subject to a more satisfactory service which may

include the re-siting of some bins, rather than engage on a different contract with a third party at this point. **Action by Clerk- to initiate dialogue with Babergh, review location of bins and contract terms to a mutually acceptable level.**

6.9 **To consider purchase of waste carrier licence** (subject to decision on item 6.8) :

Consideration unnecessary due to resolution under item 6.8

6.10 **To receive and note response from the Village Hall Management Committee re siting of an industrial bin at the Village Hall:** Consideration unnecessary due to resolution under 6.8

6.11 **To consider request to be made to Babergh DC for industrial bin to be sited at the village hall** (subject to decision on item 6.8 and 6.10): Consideration unnecessary due to resolution under 6.8

**7. To approve accounts for payment** (for ratification at the next meeting): *Cllr T Ingram returned to the meeting.* It was resolved to approve the accounts for payment.

1. Clerk's salary (81 hrs)	£920.79
2. HMRC (employer and employee NI)	£136.94
3. Clerk's expenses (stationery, new phone, stamps)	£123.25
4. L Rowlands salary to 11.02.2014 (33 hrs)	£401.14
5. HMRC (employer and employee NI)	£6.58
6. E Buggs salary (20.5 hrs)	£143.50
7. D Bishop's (75 hrs)	£525.00
8. D Bishop's expenses	£4.75

**8. To approve annual insurance quote** (for ratification at the next PC meeting): It was resolved to approve the insurance quote received from Zurich with the optional five year long term agreement. **Action by Clerk- to confirm decision with Zurich.**

**9. Reports on matters not itemised on agenda/to be included in next agenda:**

- Two councillors had attended a gratis archery session organised by Mr S Leach and praised its entertainment/social value. It was reported that further funding would be needed to promote and improve this activity and it was suggested that the Parish Council should be supportive if approached.
- Work was under way in the Stour Valley to clear invasive species such as Floating Pennywort and Japanese Knotweed.
- It appeared that the Muntjac deer population was on the increase and managed culling could become a possibility. **Cllr R Wrinch agreed to look into this matter and report at the next meeting.**
- The shrubbery on Bristol Hill was overgrown and **Cllr I Peters agreed to trim it down.**

- A community group was in the process of organising a road closure for September 7<sup>th</sup> 2014 in order to host a soap box race.
- It was reported that the disabled ramp outside the Shotley Post Office frequently flooded and was a concern when it came to the elderly. Flooding was also an issue further up alongside nos. 25 to 35 Kingsland. [Clerk to report to Highways.](#)
- A meeting regarding the closure of the River Orwell footpath (Shotley Footpaths 9 + 11 : north of Orwell Cottages along the river wall toward Shotley, to the footpath at the junction with Crane's Hill) and proposals for alternative routes to support the potential deliberate breach of the sea wall in the longer term (part of the Ipswich Flood Defence strategy) is due to be held on February 27<sup>th</sup>. The closure needed to remain in place for safety reasons and a public consultation could be taking place within the next two months

With no further matters to be transacted, the meeting ended at 9.10pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next meeting: 13 March 2014

Signed: D Bedwell