

**Minutes of the Shotley Parish Council meeting held on Thursday 17<sup>th</sup> March 2016 at 7:15pm in the Large Committee Room, Shotley Village Hall.**

**Present:** Cllrs B Nichols (Chairman), J Catling (Vice-Chairman), N Green, T Ingram, M Williams, T Lawford-Randall, Mrs D Bedwell (Clerk), District Cllr D Davis, County Cllr D Woods and nine members of the public.

**Notes to reader:** *Items in italic have been included in order to give the reader background information to the item listed on the minutes.*

1. **Apologies for absence:** There were no apologies for absence.
2. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr T Lawford-Randall declared a non-pecuniary interest on matters pertaining to the Stour Footpath Group; Cllr T Ingram declared a pecuniary interest on items pertaining to the Shotley Gate litter warden and conveniences cleaning contracts.
3. **Reports**
  - (i) District Councillor's report: A report from District Cllr P Patrick had been circulated to members ahead of the meeting and a verbal report was also received from District Cllr D Davis.
  - (ii) County Councillor's report: A brief report was received from County Cllr D Woods.
  - (iii) Noticeboard: A brief report was received from Mrs J Lawford-Randall.
  - (iv) Website: A brief report was received from Mr D Davis.
  - (v) Stour Footpath Group: A brief report had been circulated to members ahead of the meeting.
4. **Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak* - **Meeting open:** A brief report was received from Mr B Powell, allotment warden. A meeting had been held with the Clerk, Mr B Powell and two tenants regarding a number of plots which would be returned back to their original state in readiness to be let out as allotment plots. It was expected that the area in question would be sufficient for a further ten plots and there was already interest from a neighbouring tenant to rent some of the plots. The remaining would be advertised in due course.

Mrs J Leach said that she had not yet received her allotment rent bill and the Clerk explained that all the invoices had been given to the allotment wardens in January 2016, who would be contacting the tenants in due course. Payment of all plots was due to be received by May 2016.

Mrs J Lawford-Randall reported that the white lines on the main road between the Chelmondiston waste facility and Shotley were very faded and needed to be re-painted.

Cllr N Green reported that the zigzag lines outside the local primary school were also faded and needed to be re-painted.

County Cllr D Woods informed members that there was a website dedicated to highways matters where such items could be reported.

Mr D Coxon wished to ask District Cllr D Davis about the caravan park planning application. District Cllr D Davis replied that the legal team at the planning department were becoming more sympathetic with the neighbouring residents and the issues they had raised. However a decision was still to be made.

Mrs Leach confirmed that the Scouts had one of the Christmas trees sets of lights. Cllr B Nichols explained that they would need to be handed back to the Parish Council in order for the account with a former councillor to be resolved.
5. **To approve Minutes of the meeting held 19 November 2015 and 25 February 2016:** The minutes of the meeting held November 19<sup>th</sup> had been circulated months before. However, due to the recent issues the Parish Council had faced, they had been deferred on a number of occasions, hence why they were being approved now. It was resolved to approve both minutes as a true record of the meetings held.

## 6. Administration

- (i) To review and approve the following documents and policies:
  - i. Financial Risk Assessment to 31.03.2016: It was resolved to approve the Financial Risk Assessment.
  - ii. Standing Orders 2016: It was resolved to approve the Standing Orders.
  - iii. Financial Regulations 2016: It was resolved to approve the Financial Regulations.
  - iv. Statement of Internal Controls to 31.03.2016: It was resolved to approve the Statement of Internal Controls. Members stated that they would be happy to help the Clerk carry out banking duties when necessary.
  - v. General Risk Assessment: It was resolved to approve the Risk Assessment.
  - vi. FOI Model Publication Scheme: It was resolved to approve the Model Publication Scheme.
  - vii. Electronic Communications Policy: It was resolved to approve the Electronic Communications Policy.
  - viii. Complaints Policy: It was resolved to approve the Complaints Policy.
- (ii) To note that the Parish Council adopted the Suffolk Standards Code in June 2012 and continued to do so:  
Noted by members.
- (iii) To consider and approve the Amenities Working Group membership and Terms of Reference 2016: It was resolved to approve the Amenities Working Group Terms of Reference. Current membership was agreed with Cllr T Ingram, Cllr T Lawford-Randall and Cllr N Green, as initial members. Clerk to send appeal for further members to the Noticeboard.
- (iv) To consider and approve the Finance Working Group Terms of Reference 2016: It was resolved to approve the Finance Working Group Terms of Reference.
- (v) To receive and update the Clerk's Action Summary: The Clerk's Action Summary had been circulated ahead of the meeting and was approved by members.
- (vi) To note that following a number of Casual Vacancies, an election has not been called and the Parish Council can proceed with the Co-option process: Noted by members. It was also agreed that in addition to the Chair, Vice-chair and Clerk, Cllrs T Ingram, T Lawford-Randall and N Green would alternate as members of the co-option panel for the interviewing process.
- (vii) To consider the appointment of a Harwich International Port (Local Authority Liaison Committee) (HIP LALC ) representative: It was agreed that if more than one member was permitted, Mr B Powell would be happy to attend with Cllr T Ingram.
- (viii) To consider and approve the Employment Committee's Terms of Reference: It was resolved to approve the Employment Committee's Terms of Reference.
- (ix) To review the Employment Committee membership: It was agreed to add Cllr B Nichols to the Employment Committee.
- (x) To review the Employment Appeals Committee membership: Deferred until Parish Council membership was increased.
- (xi) To review the current Complaints Panel membership, with a view to reducing it from 5 to 4 members due to extenuating circumstances: It was resolved to reduce the number of members from 5 to 4, under the current circumstances.

## 7. Finance

- (i) To consider request from the Community Payback Team for six payments of £75 plus VAT, as a contribution towards the 12 annual work sessions planned for 2016/2017: It was resolved to approve the six payments of £75 plus vat towards 12 annual work sessions in 2016/2017.
- (ii) To consider an application for funding from FOSS re Shotley Primary School Centenary: It was resolved to approve the funding of £300 towards the Centenary celebrations. The Clerk had asked County Cllr D Woods earlier in the meeting if he may be able to contribute towards this funding application from his Locality Budget and would be sending his contact details to the Chairman of FOSS.
- (iii) To receive and note bank balances: deferred due to the fact that the Clerk's internet access had been

removed following completion of the bank mandate. To be re-instated in the near future. Cllr B Nichols had requested the relevant information earlier in the day and the Clerk would circulate it to members in due course.

- (iv) To approve accounts for payment and note receipts: It was resolved to approve the accounts for payment. A brief discussion ensued regarding item 12. The general view was that the Council wished to “draw a line under” the events that had led to this point. However, independent advice sought by the Chairman had clearly indicated that if the Parish Council was to approve payment for item 12, the items would be deemed Parish Council assets and should be in possession of the Parish Council prior to payment being made. Cllr T Lawford-Randall agreed to be responsible for the re-payment to the Parish Council of item 12 should there be any issues with recovering the 2 sets of lights currently being held by the Scouts and the Bristol Pub. It was, therefore, agreed to send Mr G Pugh the payment for item 12 and for the 2 sets of lights to be recovered by the Parish Council.

The Clerk was currently unable to access the internet banking facility and asked the Chairman to transfer £20,000 from the deposit account to the community account. *This would be to cover the payments approved at the meeting, as well as the cheque recently sent to a local business person who had helped the Parish Council settle a bill of £4,800 whilst it was waiting for the bank mandate to be finalised. The mandate had now been finalised and a letter had been received from Barclays Bank (circulated to members ahead of the meeting) in which the bank had profusely apologised for the fact that although the Clerk and Chairman had submitted mandate change paperwork on August 20<sup>th</sup> 2015, it had taken the bank seven months to finalise the said mandate. Barclays had also offered a recompense of £50.00 to the Parish council, which would be included in “Receipts 2015/2016”.*

Cheque no. 102519 for £4,800 had been prepared in February 2016 but had not been sent to the creditor until March 7<sup>th</sup>, once the Clerk had been informed that the bank mandate was nearly finalised.

1. Clerk salary	£1,303.17
2. HMRC	£353.70
3. Clerk's expenses (1x BT bills, postage)	£85.24
4. E Bugg (Shotley Warden)	£136.00
5. D Bishop (Shotley Gate Warden and WC's)	£600.00
6. S A Meacock (grass cutting)	£220.00
7. D Davies (Website)	£120.00
8. Dyer Welding Services Ltd (foreshore pile repairs)	£8,361.60
9. Clerks and Councils Direct (annual subs)	£12.00
10. Babergh DC (bin emptying charges)	£1,187.89
11. Mr G Richens reimbursement (bark for resurfacing)	£225.60
12. Mr G Pugh (2 sets of lights + £0.02p underpayment)	£40.00
Cheque 102519- re. JB Turf payment re-imburement (approved 2015)	£4,800.00

## 8. Planning matters

(i) Applications received for recommendation to Babergh District Council: None received.

(ii) To note Approvals/Refusals:

1. B/13/01384/FUL/GP- Shotley Marina, King Edward VII Drive, erection of mixed use building comprising 19 residential flats with office, leisure and launderette facilities- **Permission Granted.**
2. B/15/01625/FHA/JAC- Croftdown, Estuary Road- Extensions, re-roofing and remodelling works- **Permission Refused.**
3. B/16/00025/LBC/JAC- Over Hall, Main Road- Application for listed building consent. Internal and external alterations as per the schedule of works received in connection with conversion of agricultural barn to carpentry workshop- **Listed Building Consent Granted.**

(iii) Planning Correspondence: No further correspondence received.

## 9. Highways matters:

- (i) Crossing adjacent to Netherhall Cottages and extension of the path opposite Great Harlings- To receive recommendation from SCC Highways and ROW regarding materials to be used in the resurfacing of the verge and agree action needed: It was resolved to put his proposal on hold until further notice, as it was not

deemed to be necessary for the time being.

**10. Playareas:** To consider the purchase of goal posts and nets for the Kingsland play area (TLR): It was resolved not to go ahead with this proposal as it was considered to be possibly a health and safety risk, as the play area was quite near to a main road. Parish Council to consider alternative options for the site.

**11. Foreshore, Stour Footpath and Picnic Area (Bristol Hill)**

(i) To consider the Terms Of Reference for the appointment of a Project Manager for Phase 3 Erosion Protection at Shotley- Defer to April

(ii) To receive update on new process for Community Payback Team to work in Shotley (with/without third party volunteers) following works on 06.03.2016: Members were updated on changes to the process as there were no longer any members of the Stour Footpath Group who also happened to be Parish Councillors.

Cllr T Lawford-Randall reported that two more concrete mixers would be made available for the works and that the Stour Footpath Group had asked for the amount of funding for concrete was increased from £80 to £150. As this item was not on the agenda for consideration, it was agreed to convene an extraordinary meeting on March 22<sup>nd</sup> in order to discuss this proposal. Clerk to prepare meeting notice.

(iii) To consider further repairs to the concrete wall (picnic area): Covered under previous item on the agenda.

**12. Allotments:**

(i) To receive update on the boundary fences: Update received earlier in the meeting.

(ii) To consider request from residents to keep tenancy of a number of plots: Tenant no longer wished to keep any of the plots, therefore they would be made available to the wider public.

(iii) To consider the use of the Community Payback Team for clearance works (reinstatement of allotment land): This was supported by members, as the Payback Team had, in the past, concentrated their work in the Shotley Gate area. The Clerk was due to meet with the Group's supervisor in the next few days and works were planned for clearance of the newly released allotment plots.

(iv) Disposal of waste at rear of property and damage to access gate- to consider actions: It was generally agreed that the waste disposed of at the rear of the property had come from the plot that had not been maintained to the expected standard, therefore this was a matter to be resolved between the two parties in the relationship.

(v) Pest control issues reported by resident- To consider actions: Further enquiries needed- defer to future meeting.

**13. Bristol Hill Public Conveniences**

(i) To receive warden report: A brief report had been received. A local contractor had been asked to repair the storage room door lock, (at a cost of £25) which would be processed for payment at the next meeting.

(ii) To consider quote received from Mr Casper De Boer for the painting of the inside walls: it was resolved not to accept this quote and to seek further quotes for the works for consideration.

**14. Litter Wardens:** To receive reports and agree any actions needed: The two litter bins personally supplied by former OSAC member Mr A Pettersson had been removed from the Lloyd Road play area and the waste contained within had been left on site. This has since been cleared by the litter warden. Council to consider at a future meeting whether to replace the two bins.

**15. To note correspondence:** Correspondence received already circulated to councillors or included on the agenda for consideration. All other administrative correspondence filled by the Clerk.

**16. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak - Meeting open-* Members of the public discussed the fact that the post box at Hillgate House, Bristol Hill, was very likely to be removed from site now that planning permission had been given for change of use. However, it was believed that the Post Office would not remove the post box until an alternative site was found.

It was reported that the trellis gate at the entrance to Shotley (right hand side) was damaged and would need to be repaired.

**17. Reports from Councillors on matters not itemised on agenda/to be included in next Agenda:**

It was reported that the VOTY banner on Great Harlings was damaged and would need to be removed.

It was also reported that motorbikes were driving quite fast through the village and churning some of the green spaces.

The loose bin at Crows' Nest had already been reported and was expected to be repaired within the following week.

The pot holes in Kingsland continued to be a problem and needed to be reported to Highways again.

**17. Chair's urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: There was no Chair's urgent business.

**19. Date of next meeting:** 21<sup>st</sup> April 2016

**Temporary exclusion of press and public:** *That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed*

**20. Contracts and Tenders-** to receive feedback, review current position and agree any actions in readiness for the annual reviews

With no further matters to be transacted, the meeting ended at 11.35pm.

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