

Minutes of the Shotley Parish Council meeting held on Thursday 15th September 2016 at 7:15pm at the Shotley Village Hall.

Present: Cllrs B Powell (Chairman), B Higgs (Vice-chairman), P Merrin, R Green, M Williams, J Catling, District Cllr D Davis, County Cllr D Woods, Mrs D Bedwell (Parish Clerk) and five members of the public.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllr N Green. District Cllr P Patrick had also sent his apologies.
- 2. To receive and note resignation from Cllr T Lawford-Randall and appoint new Chairman:** Mr T Lawford-Randall's resignation was noted and he was thanked by members for his time as a Parish Councillor. It was resolved to appoint Cllr B Powell Chairman of the Parish Council.
- 3. Declarations of interest with regard to items on the agenda and additions to register:** Cllr B Powell declared a pecuniary interest on matters pertaining to his allotment plot.

4. Reports

- (i) District Councillor's report: A report was received from District Cllr D Davis, including :
 - The Ganges planning application was again caught up in the legal system
 - Bristol Pier Community Group meeting to be held October 10th to look at what options were available
 - Ganges Museum celebrating its 40th Anniversary on October 28th
- (ii) County Councillor's report: A report was received from County Cllr D Wood, including:
 - SCC Highways was being re-structured and maintenance works may take longer than normal-other councils were looking at using volunteer groups to carry out some of the work
- (iii) Website: A brief report was received from Mr D Davis.

- 5. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak* - **Meeting open-** Mrs Pauline Humphreys stated that she had e-mailed the parish council recently with a query regarding the use of social media by parish councillors and the way the parish council had recently dealt with a fellow member at a time of grief in their personal life. The Clerk informed Mr Humphreys that she would respond to the e-mail in question in due course.

Mr Tony Lawford-Randall requested, under the Freedom Of Information Act, a copy of the meeting notes of the Finance Working Group meeting held on September 8th 2016 which he had recently attended.

- 6. To approve Minutes of the meeting held 18th August 2016:** It was resolved to approve the minutes as a true record of the meeting held.

7. Administration

- (i) To receive and update the Clerk's Action Summary: The Clerk's action summary had been circulated ahead of the meeting and was updated by members.
- (ii) To receive Clerk's report and update on Council matters not covered elsewhere on the agenda: There were no further matters to report.

- (iii) To agree date for a complaints committee meeting: Date availability to be circulated to members for consideration.

8. Finance

- (i) To consider an application for funding from the Shotley Cricket Club (continued): Deferred.
- (ii) To consider quotes for the placement of commemorative benches (Queen's 90'th birthday) on the footpath between the Primary School and Great Harlings and agree expenditure (continued): Deferred, pending permission from Suffolk County Council.
- (iii) To consider and approve accounts for payment and note receipts: It was resolved to approve the accounts for payment, as follows:

Payments:

1. Clerk salary	£1,325.25
2. HMRC (July Tax, NI and Employer NI)	£664.27
3. Clerk's expenses (bt bill, mileage and stamps)	£88.03
4. E Bugg (Shotley Warden)	£172.00
5. G Sillett (bin emptying and litter picking 23.08 to 13.09.16)	£509.99
6. Website	£120.00
7. Mr G Richens (Stour Footpath Group –materials)	£47.30
8. PHS Group- wc's	£72.89
9. Miss S Ratcliffe (13.08 to 13.09.16)	£352.00
10. S A Meacock (grass cutting)	£220.00

- (iv) To receive and approve recommendations from the Finance Working Group on the first quarter accounts 2016: The Clerk gave members a brief report on the items that had been raised during the Finance meeting. Recent events pertaining to a legal case, Freedom of Information requests and other unusual activity had increased considerably the amount of hours worked by the Clerk and this cost was very likely to exceed the budget. So far in the financial year the Clerk had only been able to take five days of annual leave and a suggestion had been made that the Council would not hold a meeting in the month of August. This was a preferred holiday period for councillors alike and on occasions it had been difficult to quorate. Members discussed various items of maintenance that needed to be addressed, such as overgrown private hedges that impinged on footways and areas of open space out of the parish council's scope of responsibility.
- (v) To receive and approve recommendation from the External Auditor pertaining to the accounts for year ended 31.03.2016 and amend Annual Return accordingly: The auditor had recommended that the Bristol Hill public conveniences building was re-valued at nominal value rather than insurance value. The recommended amendment was approved by members.

9. Planning matters

- (i) Applications received for recommendation to Babergh District Council: The Clerk was aware that two new applications would be received soon and would hand them to councillors at a later date.

(ii) To note Approvals/Refusals: No further approvals or refusals had been received.

(iii) Planning Correspondence: No further planning correspondence had been received.

10. Highways matters:

(i) To receive update on works carried out by SCC Highways: The pot holes outside The Rose public house and the Rectory at Erwarton had been filled. However the drain cover outside The Rose pub did not fit properly and made a lot of noise when a vehicle went over it.

(ii) To consider and agree any further works needed, pending receipt of quotes: There were no further updates or quotes to consider at this point.

11. To note correspondence: Correspondence received already circulated to councillors or included on the agenda for consideration. A letter had been received from a resident identifying an inconsiderate dog owner who appeared to fail to clear after their dog quite regularly. It was agreed that a draft letter should be prepared for consideration by Council.

12. Play areas:

(i) To consider alternative suggestion for the substitution of matting in the Lloyd Road play area and consider quotes for materials and additional costs- update: A quote had been received for the Lloyd Road play area. However it was quite costly and members would prefer to look at other options such as the group formerly known as the Community Payback Team. The Clerk was asked to get a quote for the Kingsland play area and ask the CPT if they may be able to help.

(ii) To consider proposals from the Stour Footpath Group for works to be carried out at the Lloyd Road Play area and agree costs: The proposals put forward by the Group had been circulated to members and were approved.

13. Reports from Councillors on matters not itemised on agenda/to be included in next Agenda (no decisions with a financial implication are permitted to be made at this point and should be added to a future agenda for consideration): There were no reports from Councillors.

14. 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 Chairman's urgent business.

15. Date of next meeting: 20 October 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*

16. Contracts and Tenders- to receive feedback, review current position and agree any actions

a. Litter Warden contract (Shotley Gate)

b. Emptying of dog/household waste bins not within reach of Babergh waste services

17. Administrative and legal matters

With no further matters to be transacted, the meeting ended at 10.10pm.

Signed:_____ Date:_____