

Minutes of the Shotley Parish Council meeting held on Thursday 9th February 2017 at 7:15pm at the Shotley Village Hall.

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

- 1. Apologies for absence:** Apologies had been received and approved from Cllrs P Merrin, B Nichols, N Green and R Wrinch. Apologies had also been received from County Cllr D Woods.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllr B Powell declared a pecuniary interest on his allotment plot and no.7 of accounts for payment (play area repairs materials).
- 3. Reports**
 - (i) District Councillor's report: Verbal reports were received from District Councillors D Davis and P Patrick.
 - (ii) County Councillor's report: County Cllr on leave, therefore no report available.
- 4. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak*
- Meeting open: Members were asked if the Parish Council was likely to give any donation to the Pier Group and Cllr B Powell replied that the Parish Council had not yet been approached but certainly would consider it when the time came.
- 5. To approve Minutes of the meeting held 19.01.2017:** It was resolved to approve the minutes as a true record of the meeting held.
- 6. Administration**
 - (i) To receive Clerk's update: There were no further updates from the Clerk.
 - (ii) To consider and approve statement re UK Power Networks and Freedom Group and agree meeting/public presentation date: Cllr B Powell gave a brief report on this subject and confirmed that a presentation at the village hall was in the process of being arranged.
 - (iii) To consider Shotley Open Spaces Scheme of Works and agree any amendments to be requested: The Parish Council insurers had asked for a number of procedures to be in place in order for volunteers to be able to operate. These included the completion of a risk assessment before any works, a register of all volunteers and the adherence to safe working practises, which would include appropriate training and safe use of equipment. As works would be taking place in public places, it was also important that the group let the Clerk know in advance of any planned works in case it clashed with any other activity. It was resolved that subject to the addition of this clause, the Parish Council was happy to approve the SOS Scheme of works. Mr G Richens would be taking the information to the SOS group for their consideration.
 - (iv) To consider communications received from the S.O.S. group and agree any responses including:
 - a) ratification for support letter for funding application: A letter of support had been requested by the SOS group to accompany the submission of a funding application to the Heritage Lottery Fund for the production of information boards for the Arthur Ransome Project. As the deadline for this submission was before the parish council meeting, a letter of support had been sent which now needed to be ratified. This was agreed by members.

- b) damage to gabions following surge and any associated expenditure: It was agreed that Mr G Richens and Cllrs B Powell and J Catling would hold a site meeting in order to look at available options.

7. Finance

- (i) To consider and approve accounts for payment and note bank balances:

Payments:

1. Clerk salary	£1,325.25
2. HMRC	£664.27
3. Clerk's expenses	£307.10
4. E Bugg	£168.00
5. BDC Election costs	£2,816.97
6. S. A. Meacock	£220.00
7. A R Landscaping (play area matting)	£1,434.00
8. Website editor	£120.00

Note: Miss S Davies (wc cleaning) and Mr A Keeble (litter warden) invoices were not available but their regular monthly expenditure was approved and a cheque payment would be processed upon receipt.

The bank balances were not available in time for the meeting.

8. Planning matters

- (i) Applications received for recommendation to Babergh District Council: B/17/00105 Hill House, Wades Lane- Removal of 1 No. Oak, Crown reduction up to 30% and limb reduction up to 50% of 1 No. Oak and 1 No. Sweet Chestnut and crown lift up to 3 metres of 2 No. Oak and 2 No. Sweet Chestnut: It was resolved to recommend the approval of this planning application.
- (ii) To note Approvals/Refusals: There were no approvals or refusals.
- (iii) Planning Correspondence: There was no further planning correspondence.

- 9. Highways:** proposal to move the village sign, install 2 Q90th benches and Styngham to Chapel Fields works, including permission from SCC Highways-Update: Suffolk County Council Highways were in the process of putting together the Terms of Reference to allow the Parish Council to carry out any works, including the village sign, the benches and the Styngham maintenance works. However, it was unlikely that the Terms would be agreed before May 2017, therefore none of the works requested could go ahead for the time being. District Cllr D Davis said that he would try to chase this matter up.

- 10. To note correspondence and agree any response:** There was no further correspondence.

11. Play areas:

- (i) To review and consider the play areas inspections and agree works to be scheduled: The play areas inspection reports had been circulated to members ahead of the meeting. The only item identified as "Moderate Risk" had been the matting under the swings, which had now been repaired. A local contractor had been asked to produce a quote for the various items listed on the report.

- 12. Shotley Emergency Plan-** to review and update: The current Emergency Plan had been updated by the Clerk and had been circulated to members ahead of the meeting. Members were asked to send to the Clerk any further amendments/suggestions so that the Plan could be further updated.

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): Cllr B Higgs gave members a brief report on the recent Library Service meeting which he had attended. Three villages would be selected to try the new proposed format. The plan was to hold morning sessions, possibly a pop up library and to have the addition of an internet connection. A further meeting with the Libraries representative was due to take place the following day which Mr I Peters was due to attend as Village Hall representative. The Clerk was asked to add to the next agenda the possibility of funding the telephone line rental at the village hall, which would be needed for internet access.

It was suggested that Miss S Ratcliffe was asked to visually inspect the bench at the bottom of Bristol Hill particularly during the spring and summer as it sometimes got dirtied by birds.
Clerk to action.

Cllr R Green confirmed that he had signed the Terms of Reference which would grant him permission to maintain the section of grass at the bottom of Bristol Hill at the entrance point to the picnic area, which he had been doing for some 23 years.

Cllr B Powell agreed to contact the village hall's booking secretary in order to make arrangements for the UK Power Networks presentation.

It was also reported that the hedge on Church Walk needed to be cut back. Cllr B Powell to make further enquiries in order to ascertain who had carried out previous maintenance.

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: 16 March 2017: Noted.

16. Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak: Meeting open: There were no further comments from the public.*

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*

17. Administrative and legal matters: To receive updates and agree any further actions: Updates were received by members and no further actions were needed at this point.

With no further matters to be transacted, the meeting ended at 9.05pm.

Signed: _____ Date: _____