

Minutes of the Shotley Parish Council meeting held on Thursday 16th March 2017 at 7:15pm at the Shotley Village Hall.

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

- 1. Apologies for absence:** Apologies has been received from Cllrs R Wrinch, N Green and P Merrin, which were approved. Apologies had also been received from District Councillor P Patrick.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllr B Powell declared a pecuniary interest on item 14 of the accounts for payment.
- 3. Introduction of Woolverstone Parish Council Chairman Mr Simon Pearce, including brief report:**

A brief report was received from Mr Simon Pearce. Mr Pearce had recently written to the Chairman, Mr B Powell and thanked him for the positive and welcoming way in which he had responded to that letter. Mr Pearce explained Woolverstone's past concerns and position with regards to the Ganges development. However, a decision had been reached not to challenge the planning and legal decisions any further and it was hoped that the villages affected could work together to make the development be of benefit for the whole peninsula. A very close relationship had been forged in 2005 with the formation of the Parishes Alliance and it was hoped that a similar group could be created moving forward.
- 4. Reports**
 - (i) District Councillor's report: District Cllr P Patrick's report had been circulated to members ahead of the meeting. District Cllr D Davis gave members a verbal report on matters such as the Community Transport, the current enforcement issues around the Shotley caravan park planning application and Babergh District Council's plan to reduce the number of councillors from 43 to 31.
 - (ii) County Councillor's report: Cllr D Woods had also recently attended a meeting about Community Transport. A number of options were being considered, such as Community Action Suffolk and a service not to dissimilar to "Buzabout". Cllr D Woods had been asked by other parishes to "resurrect" the Parishes Alliance in order for the parishes on the peninsula to work together now that the Ganges development would be going ahead. An update was also received on the upcoming changes pertaining to the police decriminalisation of some parking offences and the relinquishment of enforcement to local councils. The Community Parking Fund and income from parking fines would go to District Councils, which meant that parking enforcement would become the responsibility of the Ipswich Borough Council. The process was likely to take two years to complete and the police was still responsible for enforcement until that time.
- 5. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak:* **Meeting open:** A member of the public asked about trees that looked likely to fall at the caravan park beyond Battery Lane, where one had recently fallen on to the path following strong winds. District Cllr D Davis replied that enforcement action had been instigated against the land owners in order for the matter to be addressed.
- 6. To consider request from Mr J Brett to carry out metal detecting on Parish Council owned /maintained land:** Deferred to the next meeting.

- 7. To approve Minutes of the meeting held 9.02.2017:** It was resolved to approve the minutes as a true record of the meeting held.
- 8. To review and approve the following statutory documents and policies:** It was resolved to approve and note items (i) to (xi) in block.
- (i) Financial Risk Assessment
 - (ii) Standing Orders
 - (iii) Financial Regulations
 - (iv) Statement of Internal Controls
 - (v) General Risk Assessment
 - (vi) FOI Model Publication Scheme
 - (vii) Electronic Communications Policy
 - (viii) Amenities Working Group Terms of Reference
 - (ix) Finance Working Group Terms of Reference
 - (x) Employment Committee's Terms of Reference
 - (xi) To note that the Parish Council adopted the Suffolk Standards Code in June 2012 and continues to do so.

9. Finance

- (i) To carry out the annual review of the Insurance Policy: A copy of the insurance schedule had been circulated to members and was briefly discussed. Fidelity Guarantee was adequate at £100,000.00. The numbering of waste and dog bins (in situ), which had been previously agreed, was still pending- to be actioned by volunteering councillors. It was also suggested that the listing of the bins on the insurance schedule should be changed so that the bins were listed together by type.
- (ii) To consider and approve accounts for payment and note bank balances: The bank balances were not available for reporting at the meeting. *Cllr B Powell declared a pecuniary interest on item 14, which was not contested as it had been approved at a previous meeting.* It was resolved to approve the accounts for payment as follows:

1. Clerk salary	£1,204.26
2. HMRC (Tax, NI and Employer NI)	£582.77
3. Clerk's expenses (postage, mileage, BT x 2 months)	£208.38
4. E Bugg (Shotley Warden)	£160.00
5. Website (Mr D Davis)	£120.00
6. S A Meacock (grass cutting)	£220.00
7. Mr A Keeble (litter warden/bin emptying x 2 months)	£780.00
8. Miss S Ratcliffe (Bristol Hill conveniences)	£363.00
9. Salc (Chairman and Ipad training)	£144.00
10. BDC annual bin emptying charges	£1,187.89
11. Signs for you (no dogs signs-Kingsland)	£77.33
12. Clerks and councils Direct	£12.00
13. SCC street lighting maintenance and energy	£1,197.91
14. Cllr B Powell expenses (land registry searches)	£16.79
15. Friends of Shotley School funding application	£300.00
16. Marine Management Organisation - £1,222.00- still being disputed and not paid	

- (iii) To consider funding the provision of internet access at the village hall for use by the Library Project: Deferred pending receipt of further information.
- (iv) To consider application for funding received from FOSS: It was resolved to approve funding of £300.00.
- (v) To consider application for funding from a new Depression and Loneliness Local Support Group: A completed funding application had not been received, therefore members were not able to consider this application at this point.

10. Planning matters

- (i) To consider applications received from Babergh District Council:
 - a) **B/17/00177 Thorn cottage**, Main Road- Erection of extension to link main building with outbuilding and alterations to outbuilding (resubmission of approved scheme B/14/00114): It was resolved to recommend the approval of this planning application.
 - b) **B/17/00143 Red House Farm**, Wades Lane- Application for listed building consent- Erection of conservatory following demolition of existing conservatory: It was resolved to recommend the approval of this planning application.
- (ii) To note Approvals/Refusals: B/17/00105/TPO/DP Hill House, Wades Lane- Removal of limb to 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- **Planning Permission Granted.**
- (iii) Planning Correspondence: No further planning correspondence had been received.

11. Damage to gabions following surge: To receive update and agree any associated expenditure: Cllrs B Powell, J Catling and R Green had inspected the gabions and provided members with a brief report on their current status. Some of the gabions had suffered a small amount of shrinkage due to loss of small pebbles. However, the area where the gabions were on a single file for about 100 metres presented the most damage and would need to be repaired. It was suggested that the needed repair works, as explained by Cllr B Powell, could be achieved for approximately £2,000.00 with the help of the Community Payback Team. An expert opinion would be needed and would be requested (Cllr B Powell to action). Decision deferred to the next meeting.

The cementing and concreting repairs to the picnic area wall would be stopped until further notice. The area cemented so far was at the start of the sandy beach, which was continuously washed away so that water was getting under the repair. This looked unsightly and the repair itself was “hanging in space”. Cllr B Powell had recently met with members of the SOS group in order to explain why no further similar repairs should take place. The way forward would include the digging and infilling of a trench but further expert advice was needed before a decision could be made.

Still on the matter of work carried out by the Shotley Open Spaces group, Cllr B Powell was of the view that items 2 and 3 of the group’s schedule of works should not be approved and that the payment of the £50 monthly allowance should be able to be claimed quarterly so as to avoid restrictions on permitted spending (ie £150 could be claimed quarterly rather than £50 monthly).

Reference was also made to the last section of the SOS group schedule, entitled “Notification of

work and additional information”: As requested by the parish council’s insurers, in addition to the Clerk being notified in advance of any works due to take place, a risk assessment would need to be completed and returned for each work session, as well as a list of volunteers in attendance. A vote ensued and the items considered under this agenda item pertaining to the SOS group were approved by members. Clerk to action.

12. To consider request for permission for the 44th Regt of Foot to fire black powder muskets at the picnic area on 6th -7th May 2017 (Napoleonic living history event) and provision of a statement of support: It was resolved to grant permission for the vent. Cllr B Powell agreed to inform Mr Chicken personally.

13. Highways:

(i) Shotley Primary School car parking: To receive reports from residents and agree course of Action: A brief report was received by members on matters pertaining to parking near the Primary School. Speaking from the public gallery, Mr N Bugg stated that, to his knowledge, parents of children starting at the school received a letter informing them of the parking availability at the village hall. It was agreed that the Clerk would write to the school asking that another letter was sent to parents reminding them to use the village hall car park when possible.

(ii) Parking outside Shotley Post Office and Stores: To note communication received from Mr M Patel and agree any actions: Mr Patel had written to the Council expressing his disappointment that a small number of local residents continued to park on the bays outside the shop and post office for long periods of time and that his business was suffering as a result. A new traffic regulation order would be needed to impose traffic restrictions but unfortunately this matter could not be progressed due to the pending changes of powers between the police and councils with regards to parking infringements and enforcement.

(iii) Disabled access between Estuary Road and Lower Harlings: To consider request for Provision: The Clerk had asked SCC Highways and SCC Rights of Way to look into the possibility of dropping the curb to allow disabled access. Deferred to the next meeting.

14. Administration

(i) To receive Clerk’s update: A brief update was received from the Clerk.

(ii) To agree dates for councillor training sessions: The clerk asked councillors to supply their availability so that training sessions could be organised.

(iii) UK Power Networks and Freedom Group-meeting/public presentation: to receive update: The presentation had been arranged to take place on April 20th between 4pm and 7pm at the Village Hall. Cllr B Powell gave members a brief update of the plans and timescales.

(iv) To consider the revised Shotley Open Spaces Maintenance Schedule 2017 (Heritage Park and Lloyd Road open space) and agree any amendments to be requested (if needed): The revised version of the document received on March 10th had been circulated to members ahead of the meeting and had already been considered under agenda item 11. No further changes were needed apart from those agreed under item 11.

15. To note correspondence and agree any response: All correspondence had been circulated to members ahead of the meeting and no further responses were needed.

16. To receive update on the “Touching the Tide” project and agree any actions: A report was received from Cllr B Powell, who informed members that Mr B Jenman would be giving a presentation at the next parish council meeting. There were no further actions.

17. 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 Powell put forward to members a proposal to use the Village Of The Year monies towards improvements to the village hall car park. Clerk to add to next agenda for further consideration.

Cllr M Williams wished to thank Cllr R Wrinch for recently cutting back the overgrowth between Styngnam Cottages and Chapel Fields and the SOS group for removing the fallen tree on Bristol Hill.

Cllr B Higgs had attended the Police event at the Village Hall car park and had spoken to officers about local issues.

18. 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.

19. Date of next meeting: 20th April 2017

20. Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak:* **Meeting open:** A member of the public asked if the presentations planned for April 20th were open to the public, to which the reply was yes.

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*

21. Administrative and legal matters: To receive updates and agree any further actions; To agree date of meeting to consider further legal matters

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

Signed: _____ **Date:** _____