

Minutes of the Shotley Annual Parish Council meeting held on Thursday 18th May 2017 at 7:15pm at the Shotley Village Hall.

Present: Cllrs B Powell (Chairman), B Higgs (Vice-chairman), M Williams, R Wrinch, N Green, R Green, B Nichols, J Catling and Mrs D Bedwell (Parish Clerk).

County and District Councils: Cllr D Woods and Cllr D Davis.

Public gallery: Mr and Mrs Humphries, Mr G Richens and Mrs J Lawford-Randall.

1. To elect Chairman: It was resolved to appoint Cllr B Powell as Chairman of the Council.

2. To elect Vice-chairman: It was resolved to appoint Cllr B Higgs as Vice-Chairman of the Council.

3. Apologies for absence: Cllr P Merrin's apologies were noted and approved.

4. Declarations of interest with regard to items on the agenda and additions to register: Cllr R Wrinch declared a pecuniary interest on item 12 (i) a); Cllr B Powell declared a pecuniary interest on any allotment matters pertaining to his plot and accounts for payment item no. 9.

5. Reports

(i) County Councillor's report: A brief report was received from County Cllr D Woods, who was congratulated on his recent election win.

(ii) District Councillors' reports: A brief report was also received from District Cllr D Davis.

6. Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak:* **Meeting open:** Mrs P Humphries had been unable to find some of the minutes of previous meetings on the Parish Council website although she had been able to locate the latest agenda. Mr D Davis, speaking in his capacity of website editor, informed Mrs P Humphreys that the minutes should be on the website and that they may just be in a different location. Matter to be checked by the Clerk and editor in due course.

7. To approve Minutes of the meeting held 20 April 2017: It was resolved to approve the minutes as a true record of the meeting held.

8. Administration

(i) To receive Clerk's report and update on Council matters not covered elsewhere on the agenda: A brief report was received from the Clerk.

(ii) To note Councillors approval to receiving the meeting summons via e-mail: All members present were happy to approve the receipt of the meeting summons via e-mail.

9. Finance

(i) To consider an application for funding from "Shotley and Er Barton Good Neighbours": It was resolved to approve the funding of £200 to cover the cost of annual insurance-Power of Expenditure S.137).

(ii) To consider application for funding from "It's good to talk": It was resolved that more information was needed in order for this application to be considered. Deferred to the next meeting.

- (iii) To consider and approve expenditure for 2 x Queen's 90th Commemorative benches (to be installed between the Primary School and East View Terrace): It was resolved to approve expenditure for two Realise Futures benches, including engraving. Although formal permission had been given by SCC Highways, Cllr B Powell would also be notifying Mr A Colwill of where the benches were likely to be sited. It was also agreed that sponsorship would be encouraged from local residents/businesses.
- (iv) To consider and approve cost of extending the Marine Management License for Phase 3 (01.09.2017 current date): Mr G Richens informed members that the current license had already been extended to 2019, therefore it was not necessary to consider this item further.
- (v) To receive and note bank balances: Bank balances had not been available in time for the meeting.
- (vi) To consider and approve accounts for payment and note receipts: It was resolved to note the accounts for payments and receipts, as follows:

Payments:

1. Clerk salary	£1,241.30
2. HMRC (Tax, NI and Employer NI)	£284.78
3. Clerk's expenses (postage, BT x 2 months)	£162.06
4. E Bugg (Shotley Warden)	£184.00
5. Mr D Davis (Website)	£120.00
6. S A Meacock (grass cutting)	£220.00
7. SALC annual subscription	£733.97
8. Mr G Richens (on behalf of S.O.S. group)	£10.27
9. Cllr B Powell (framing of 2 x maps)	£204.00
10. Miss S Ratcliffe (Bristol Hill conveniences)	£330.00
11. Marine Management Organisation - £1,222.00- still being disputed and remained unpaid	

Receipts:

1. Suffolk Community Foundation (Marsh Lane works)	£2,100.00
2. UK Power Networks (for the village hall)	£104.00

- (vii) To agree date for Finance Working Group meeting Year end accounts and accounting statements: Meeting agreed to take place Thursday 8th June at 7-7.30 pm at Cllr B Powell's home address.
- (viii) To approve the Annual Governance Statements 2016/2017 (Section 1 of the Annual Return for Year ended 31 March 2017): It was resolved to approve the Annual Governance Statement for the year ended 31 March 2017.

10. To approve Committees and Working Groups membership and liaison Councillors: It was resolved to approve membership and representatives in block, as follows:

- (i) Employment Committee: Cllrs M Williams, N Green and J Catling.
- (ii) Employment Committee Appeals: Cllr R Wrinch (remaining membership tba).

- (iii) Complaints Committee: Cllrs B Powell and R Wrinch (remaining membership tba).
- (iv) Complaints Committee Appeals: No appointments.
- (v) Finance Working Group: Cllrs N Green, J Catling and B Nichols.
- (vi) Shotley Gate Community Shop Working Group: Cllrs B Nichols and B Powell.
- (vii) Facilities and Open Spaces Working Group: Cllr R Wrinch and M Williams.
- (viii) Shotley Open Spaces (SOS) liaison: Cllrs R Wrinch, B Powell and M Williams.
- (ix) Village Hall Committee liaison: Cllrs B Nichols and J Catling.
- (x) Ganges Museum liaison: Cllr M Williams.
- (xi) Shotley Pier Project liaison: Cllr B Powell.
- (xii) SCC Highways liaison: Cllrs M Williams and B Higgs.
- (xiii) Babergh East Police and Parish Forum liaison: Cllrs B Higgs and N Green.
- (xiv) Harwich International Port (Local Authority Liaison Committee) (HIP LALC): Cllr R Wrinch and B Powell.
- (xv) Press: Clerk.
- (xvi) SALC: Clerk and Chairman.
- (xvii) Website: Clerk, Cllrs B Nichols and R Green.

11. To consider and approve Standing Orders/ Direct Debits: It was resolved to approve Standing Orders and Direct debits as follows:

- (i) BDC Kingsland annual lease £25.00
- (ii) Suffolk Wildlife Trust annual subs £38.00
- (iii) Stour and Orwell Society annual subs £10.00

12. Planning matters:

- (i) Applications received for recommendation to Babergh District Council: *Cllr R Wrinch left the room due to a declaration of pecuniary interest.*
 - a) Hill House, Wades Lane- Part conversion of redundant agricultural building into laundry room ancillary to serve holiday lets: It was resolved to recommend the approval of this planning application. *Cllr R Wrinch returned to the room.*
 - b) Former Shotley lodge Residential Care Home, Bristol Hill- Erection of 12 no. Flats with ancillary areas and parking- Non-material amendment request to proposed balconies (as per drawings received 27.03.17): It was resolved to recommend the approval of this planning application.
- (ii) To note Approvals/Refusals: No approvals or refusals had been received.
- (iii) Planning Correspondence: There had been no further correspondence.

13. Facilities and open spaces- To receive update and agree any actions/approve expenditure:

- (i) Public conveniences: No further updates.
- (ii) Highways: Following a meeting with the SCC Highways engineer, some decisions were still pending, including the request for a dropped curb to access a footpath on Stourside on the edge of the Heritage Park. County Cllr D Woods suggested the matter be forwarded to him so he could pursue it on the Parish Council's behalf.
- (iii) Sea defences- wall repairs near picnic area: Cllr B Powell explained to members why he believed the SOS work schedule 2017 agreement terms should now be changed to include item 2 again, therefore allowing the SOS group to *"carry out repairs to the concrete footpath support wall from Bristol Hill in a westerly direction up to the start*

of the existing sheet piles". Cllr B Powell had spoken with Mr G Richens and had explained how the Parish Council requested such work to be carried out in future, which would involve some digging and going "under" the existing level rather than just cementing on top of the existing surface.

Cllr N Green asked why the Parish Council should be paying for such repairs (cost of materials) when it did not own the land or wall in question. Cllr R Wrinch replied that the Parish Council may be able to justify the expenditure as it was being done for the benefit of village and there was no established ownership of the area in question as such.

Cllr B Powell added that, as agreed with the SOS group, any future repairs would go downwards and not just along the wall, which should last longer and not be washed away so quickly. Cllr M Williams insisted that the Parish Council could not simply leave it to keep deteriorating and that something must be done. With one vote against and all others in favour, it was resolved to include item 2 on the SOS schedule of works 2017 again.

- (iv) Post box on Bristol Hill: Cllr B Powell gave members a brief update but unfortunately a replacement post box was not yet available.
- (v) To note work carried out by volunteer groups since the last meeting and note volunteer list for insurance purposes: The Clerk had received the relevant information from the S.O.S. group pertaining to a recent work session and this had been noted.

14. Village Hall car park: To receive update and agree any actions: Cllr B Powell reported that the Village Hall Management Committee had asked the Parish Council for a letter of support towards a funding application which had been initiated by himself and the Babergh District Council's grants department following a meeting held in the presence of District Cllr D Davis.

It appeared that it was no longer clear who was leading the project and what the Parish Council's position was. District Cllr D Davis stated that the Parish Council would still be expected to lead the project, even though it had been asked to support a funding application. This was apparently just a different avenue of funding.

Cllr B Powell expressed his disappointment at the tone used by Mr I Peters in a recent e-mail communication, in which the Parish Council was accused of having the "*cold hand of strangulation*" on this particular application and that "*if the Parish Council cannot support it then they must be against it*". He had been particularly surprised at the choice of words since he, as the chairman of the Council, had personally initiated this project, had sought quotes for the works and had put the Village Hall Committee members in touch with possible funding sources.

Members agreed that the tone of the e-mail was disappointing and found it difficult to understand the language and context of it. The only communication that had taken place over this matter had been between Cllr B Powell and the Village Hall Management Committee, so it was agreed that Cllr B Powell would personally speak with Mr I Peters (upon his return from leave) in order to find out what may have caused this. In the meantime, Cllr D Davis advised the Council to send the VH Management Committee the quotes already gathered by Cllr B Powell in order to facilitate the funding process.

It was agreed by members that the request for a letter of support was placed on hold until the situation could be clarified.

- 15. To consider request for letter of Support for the Proposed Landscape Partnership Scheme around the Stour and Orwell** (as presented by Mr B Jenman on 13 March and 20 April 2017) for the funding application to the Heritage Lottery Fund for a project including path improvements on the Shotley foreshore and the undergrounding of electric cabling in some areas in Shotley: It was resolved to send Mr B Jenman a letter of support for this funding application. Clerk to prepare the said letter ahead of the May 31st Deadline.
- 16. UK Power Networks-** To receive update: Cllr R Wrinch gave members a brief update on the recent struggles regarding the disposal of the chalk resulting from the digging works. Due to the method of extrication (bore holes), it was deemed a waste material and therefore different Environment Agency legislation applied. If it could not be used locally within the maximum allowed period of twelve months, it would have to be transported off the Peninsula and this would represent one to two hundred lorry loads worth of additional traffic. Dialogue was continuing with Defra and other regulatory bodies in order to find an environmentally economic solution to the problem.
- 17. To note any further correspondence received and agree any responses:** An inquiry had been received about the possibility of siting a new business venture (in the way of a burger van) in Shotley. As this matter was not covered under the parish council's jurisdiction (only applicable if the request was for siting it on parish council land), the enquirer would be advised of that position.
- 18. 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.
- 19. 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 R Winch updated members on his recent contact with a broadband provider and how a financially viable agreement may be reached at some point with either the primary school or the village hall.
The Village Hall Management Committee had previously confirmed that should the Parish Council be prepared to pay for initial set up costs, they would be willing to take over the running costs. It was suggested that the matter was added to the next agenda independently (rather than connected with the original library enquiry) for further consideration. Cllr B Powell asked Cllr B Nichols if he could look into it in the meantime.

Cllr N Green asked if the Parish Council could lobby whoever authority was responsible for dealing with empty houses, as concern remained that a number of houses on the peninsula alone could be made available if action was taken.
- 20. 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 urgent business from the Chairman.
- 21. Date of next meeting:** 15th June 201 ; 25th May 2017 (**Annual Parish Meeting**): Apologies were received from Cllr B Nichols for the 15th June PC meeting.

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.*

22. Administrative and Legal matters- to receive update and agree any actions

- (i) Contracts
- (ii) Ganges Development
- (iii) Legal Matters
- (iv) Community awards

With no further matters to be transacted, the meeting ended at 10.45pm.

Signed: _____ Date: _____