

Minutes of a meeting of the Shotley Parish Council held on Thursday 7th September 2017 at the Village Hall, The Street, Shotley.

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

County and District Councils: County Cllr D Woods. District Cllrs P Patrick and D Davis's absences were noted and no apologies had been received.

Public gallery: Mr and Mrs Humphries, Mr N Bugg and Mr Peters.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllr B Higgs and B Nichols. It was reported at this point that an election had been called by some members of the parish to fill the recently advertised casual vacancy. It was suggested this list should be published on the Parish Council website.

The Council felt it unfortunate and very disappointing that up to £3000 of parish funds could be spent on this process when the position might, as in the past, have been filled, at no cost to the parish, by the co-option process. This money, it was agreed, could have been usefully spent elsewhere in the village.

- 2. Declarations of interest with regard to items on the agenda, additions to register and requests for dispensation:** Cllr R Green declared a pecuniary interest on matters pertaining to the Shotley Pier, as he was a shareholder.

Cllr B Powell had applied for a dispensation with regard to his previous declaration of interest as one of the Directors of the Shotley Pier (*Shotley Heritage Community Benefit Society Ltd*). It was also noted that Cllr B Powell was a member but not an investor shareholder of the same. It was resolved to approve Cllr B Powell's request for dispensation with immediate effect.

3. Reports

- (i) County Councillor's report:** A brief report was received from Cllr D Woods, which included an update on Home to School Transport, the ongoing Chief Executive recruitment process, the comments on social media about the half marathon planned for 24 September and subsequent closure of the Strand and the upcoming Parish Council election. Cllr Woods also reported that he continued to work towards getting the post box on Bristol Hill re-instated but that this was proving extremely difficult.

Still on this matter, Cllr B Powell added that he had personally spoken with Mrs Peta Hillier, who had recently posted a number of comments on a social media site on this matter, and had explained in detail the length he and the Clerk, and now even Cllr D Woods, had gone through in order to achieve a result. Unfortunately, the Parish Council had no power over Royal Mail but had done everything in its power to help with this matter.

Cllr D Woods gave members further update on the ongoing Local Plan consultation, boundary changes and the merit (or not) of Shotley working towards a Neighbourhood Plan (East Bergholt's and Lavenham's had recently been ignored due to the Councils lack of five year land supply). The Clerk informed Cllr Woods that the Parish Council was in the initial stages of deciding whether a Neighbourhood Plan was the best option going forward and had recently been in contact with the Clerk at Tattingstone on the same matter.

- (ii) District Councillor's report:** District Councillor reports were not available.

4. **To approve minutes of the meeting held on 17.08.17:** It was resolved to approve the minutes as a true record of the meeting held.
5. **Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak - Meeting open:* Mrs P Mortem reported on the location of some Deadly Nightshade, which the Parish Council would be cutting back very soon.

6. Finance

- (i) To consider funding application from the Shotley Village Hall: The application received was for funding towards the cost of resurfacing the car park, following the recent award of £10,000 external funding towards the same. Cllr B Powell suggested amalgamating this item with item no. 12, which was agreed by members.

Cllr B Powell proposed that the “Village of the Year” fund of £1,500 was put towards this application. It had been held by the Parish Council for some time and as the village hall car park was used by a large proportion of the population, it seemed a fitting choice.

The views of members were expressed and the majority were in agreement with the proposal, although some would have preferred to see it used towards something more symbolic. However, it was a small amount and would not go a long way.

Cllr N Green requested that the vote was recorded as she felt strongly against the proposal and would have preferred the funds to go towards something in the lines of new play equipment for younger children, as this had been the feedback of parishioners who had approached her in the past.

With one vote against (Cllr N Green) and five votes in favour, the motion was carried.

With regards to any additional support needed by the Village Hall Management Committee, members agreed that although further financial funding may not be possible, the Parish Council would support any other external applications for funding by way of letters of support, or other efforts in order to achieve a successful outcome.

- (ii) To consider funding application from the Shotley Drama Group: It was resolved to offer funding of £100.00.
- (iii) To consider funding application from the Shotley Open Spaces: It was resolved to fund the annual public liability insurance cover of the Shotley Open Spaces Group in its totality for £288.40, as this would allow the volunteers to continue supporting the Shotley Parish Council in its efforts to maintain a number of amenities in the village for all parishioners to enjoy.
- (iv) To consider and approve accounts for payment and note bank balances: It was resolved to approve the accounts for payment, as follows:

Payments:

1.	Clerk salary	£1,241.30
2.	HMRC (tax, NI and Employer NI)	£284.78
3.	Clerk’s expenses (subsistence, mileage, stationery, BT)	£360.81
4.	E Bugg (Shotley Warden)	£180.00
5.	Mr A Keeble (Shotley Gate Warden)	£481.01
6.	Miss S Ratcliffe (Bristol Hill conveniences)	£242.00

7.	PHS Group- wc waste disposal	£88.08
8.	SALC play inspection training course- A Keeble	£78.00
9.	Mr G Richens (SOS fuel for strimmers / brush cutters)	£15.53
10.	S A Meacock- grass cutting	£220.00
11.	Shotley Explorer Guide funding (SCC) (third party contributions of £250 from Cllr B Powell and Cllr R Wrinch to be paid into PC account)	£450.00
12.	Kersey's Solicitors (adverse possession case)	£729.00
13.	Marine Management Organisation (being disputed)	£1,222.00

Cllr B Nichols was currently the only signatory able to access the bank statements and as he was on leave, the figures for the monthly reconciliation would need to be deferred.

(v) To consider and approve any amendments to the annual accounts for year ended 31 March 2017 and supporting documents: Copies of the updated figures were circulated to members and the amendments were listed individually. A small number of unrepresented cheques had been deleted from the accounts and an error by Barclays, which had resulted on a cheque for £1,434 going through the PC account as £434, were noted. It was resolved to approve the amendments to the accounts.

(vi) To consider and approve quotes received for various maintenance works: As the meeting was two weeks earlier than anticipated, quotes were yet to be received, therefore this item was deferred.

7. Planning matters:

(i) To consider applications received from Babergh District Council: No additional planning applications had been received.

(ii) To note Approvals/Refusals: None.

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

8. To consider Babergh District Council's request for a letter of support towards their bid to the Homes & Communities Agency and DCLG from the Housing Infrastructure Fund in connection with the Ganges development: District Cllr D Davis had recently approached Cllr B Powell in order to arrange a meeting to discuss this matter and had specifically asked for another Cllr to be present. It was noted that all parish councillors held the same position within the council and that when a decision was made, it would also need to involve all councillors, therefore meetings with selective members may not be appropriate or democratic and should not be encouraged.

As the remaining members had not been included in this meeting, a brief summary was given by the Clerk. Cllr R Wrinch had agreed to ask for some legal advice on the matter in order to ensure that the Parish Council's decision would not have any detrimental impact on the needs of the village.

The Parish Council's concern was purely in relation to ensuring that the developers would still meet the relevant planning conditions, including the S.106 agreement. Some reassurance was also received from Cllr D Woods, who confirmed that if the bid was successful, the grant would be used towards the provision of infrastructure in order for the project to progress at a faster pace. This would include the spine road and the access roundabout, but members were also very keen to see that the refurbishment of the iconic Ganges Mast and parade were addressed as a

priority, as that would be in the interest of the community and a very highly emotive matter indeed.

It was resolved, in the understanding that a successful bid would not jeopardise the fulfilment or discharge of planning conditions and the principles of the S.106 Legal Agreement, to support the bid and prepare a letter of support in accordance with the Babergh District Council's request. Clerk to prepare draft for circulation in order for letter to be sent to BDC ahead of the submission date of September 28th 2017.

- 9. UK Power Networks project update:** A brief update was given by the Clerk and Cllr R Wrinch, who reported that BDC Planning had unfortunately refused a planning application for one of the pads needed for the storage of the excavated soil. A further planning application had already been submitted and was awaiting due process.
- 10. Ganges development update:** The Clerk reported on a recent meeting held between councillors and developers and their request for some consideration to be given to a reduced size access roundabout or an alternative priority junction. The Clerk was in the process of organising a meeting with the new SCC Highways Area Manager but he would be away until October. Members were in agreement that the currently approved plan would benefit from a general review in order for a better option to be considered.
- 11. Highways matters:** To consider responses received to various requests and agree actions: The Clerk read out the response received from SCC Highways, which was extremely disappointing, as it did not allow the Parish Council to make any progress with the growing list of pending items. The recent re-structuring of the SCC Highways Department also meant that all previous contacts had now been lost and the Parish Council would have no option but to wait until the appointment of a new community liaison Highways representative.
- 12. Shotley Village Hall:** To consider how to best support the ongoing efforts to raise additional funding towards car park improvements and approve any additional funding (not covered under SVHMC funding application): This matter had already been considered under item no. 6 (i) of this agenda.
- 13. To approve the revised Shotley Emergency Plan:** Following a meeting held with Mrs S Hearn, the revised Emergency Plan circulated by the Clerk in February was further updated and had been circulated to members. All the changes were noted and the revised document was approved.
- 14. Administration:** To receive Clerk's report: A brief report was received from the Clerk, which included a reminder for two members to attend the Local Plan meeting due to take place at Holbrook Academy on September 21st. Cllrs B Powell and N Green agreed to attend, as well as the Clerk.

It was agreed that option 3 would be selected with regard to the wording for the Queen's 90th bench, however members would like to see a selection of fonts before a final decision was made, as they could vary considerably.

A brief discussion was held with regard to the inevitable election costs borne by the request for an election to be held. In light of information shared earlier in the meeting, members agreed that the Parish Council should not pay for the additional polling cards, if these were not essential, in order to reduce this expenditure.

15. To note any further correspondence received and agree any response needed: A request for a memorial bench at Whinny Queech had been received. However, this land belonged to BDC so the applicant would be informed to forward their request to BDC instead.

Cllr D Woods agreed to respond to recent correspondence from a member of the public at the request of the Clerk on Highways matters and enforcement.

All other correspondence had been circulated to members and no further responses were needed at this point.

16. 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 D Woods read to members some further guidance on contested elections and whether polling cards, which accounted for a large proportion of election costs, were essential or not, which they did not appear to be.

The Parish Council had been advised in the previous year to purchase polling cards, as there was a concern that a second election may be requested if these were not sent to all residents, hence resulting in additional expenditure and disruption.

Cllr D Woods stated that he would personally make further enquiries on this matter and forward any relevant information to the Parish Council. Members were most appreciative as any saving could potentially benefit local groups and charities instead.

After all, and unlike incorrect posts on social media, an election did take place every four years (the last one being in 2015) and the majority of the current members had been duly elected.

Cllr N Green reminded members of an e-mail she had recently circulated, in which she highlighted that the dog waste bin at Whinny Queech would likely continue to be used by pedestrians but would not be accessible to the BDC Waste disposal van. Clerk to arrange for it to be put out of use in some manner for the time being.

Cllr J Catling informed members that the next Village Auction to raise funds for the village hall would take place on September 16th 2017.

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 Chairman's urgent business.

18. Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak:* **Meeting open:** Mrs P Mortem asked if she could have copies of the Ganges roundabout plans. Clerk to supply. Cllr N Green also asked for printed copies of the same documents.

Cllr R Green commented on the brown sign recently installed opposite the Bristol Arms and asked whether it was permitted. Cllr D Woods informed members that this was an approved Tourism directional sign, which would have gone through a formal application process with SCC Highways and against which there was no appeal process.

Mrs P Humphreys wished to draw the Council's attention to the recent publication of an article about dog walking - Clerk to circulate to members.

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*

19. Administrative matters:

- (i) To consider and approve documents recommended at the confidential section of the meeting held on 17.08.17 and associated expenditure:

With no further matters to be transacted, the meeting ended at 9.50pm.

Signed: _____ Date: _____