

**Minutes of a meeting of the Shotley Parish Council held on Thursday 15<sup>TH</sup> March 2018 at the Village Hall, The Street, Shotley.**

**Present:** Cllrs B Powell (Chairman), R Wrinch (Vice-Chairman), M Williams, B Nichols, N Green, R Green, G Richens and Mrs D Bedwell (Parish Clerk).

**County and District Councils:** District Cllr D Davis and County Cllr D Woods. District Cllr P Patrick's apologies were noted.

**Public gallery:** Seven members of the public.

1. **Apologies for absence:** Apologies had been received from Cllrs J Catling and R Higgs, which were approved.
2. **Declarations of interest with regard to items on the agenda and additions to register:** None at this point but it was established later in the meeting that Cllr R Wrinch should declare a Pecuniary Interest on item 6 (i) b).
3. **Reports**
  - (i) County Councillor's report (D Woods): Cllr D Woods gave members a verbal report and his written report would be circulated to members in due course by the Clerk.
  - (ii) District Councillor's report (P Patrick): A brief report was read out on behalf of Cllr P Patrick.
  - (iii) District Councillor's report (D Davis): Cllr D Davis gave members a verbal report.
4. **Public participation at meetings** (Meeting open to the public to allow members of the public to speak): Correspondence from MSDC Enforcement (which was available on the Shotley Parish Council Website), was read out to the public in response to queries regarding the Gate Farm Caravan Park. Concerns were raised that databases such as FDI and DVLA, which were available to Enforcement Officers, did not appear to have been cross checked in order to ascertain the length of residency and whether permissions had been breached.

With regards to the payment of council tax, a member of the public expressed disappointment at how extremely difficult it was to contact anyone at Babergh District Council and that the system for payment of council tax did not offer the option of posting cheques.

Another member of the public praised the Parish Council for keeping its precept down but was unimpressed with the Police Commissioner's marked increase.
5. **To approve the minutes of the meeting held 22<sup>nd</sup> February 2018:** With abstentions from Cllrs B Nichols and M Williams (who had been absent), it was resolved to approve the minutes as a true record of the meeting held.
6. **Planning matters**
  - (i) To consider applications received from Babergh District Council:
    - a) DC/18/00922 16 Tudor Close, Shotley - Erection of single storey extension (revised design to DC/18/00445): It was resolved to recommend the approval of this planning application.
    - b) DC/18/00873 Land adjacent to Frogs Alley, Frogs Alley, Shotley - Full Planning Application-

partial change of use to provide glamping (a maximum of six tents) and to facilitate event hosting - Erection of an outbuilding to provide toilet/shower facilities and storage capacity in connection with existing vineyards operated by the applicant: Cllr B Powell started by informing members that he had received feedback from a concerned resident as the view over the fields from the Church may be obscured and he added that the new marquee appeared to be a temporary structure and may be useful for the Church.

There was some debate as to the meaning of the expression “glamping” but as Cllr R Wrinch clarified his position with regards to the site, it was established that he had a Pecuniary Interest on this matter and he left the meeting accordingly.

Members and the Clerk had not received any considerable feedback from parishioners either way and there had only been two objections logged on the planning website.

However, District Cllr D Davis stated that he had received a number of comments from concerned residents due to the development being on an AONB and bordering a SSSI and Ramsar site, and that he had advised them to report directly to the online planning comments facility. It appeared the system had been down, which may have caused some of the comments to not yet be available to the public.

With this in mind, the suggestion to use the Clerk’s delegated power on this occasion was approved in order to allow members the opportunity to review public comments, the deadline for which was set as March 24<sup>th</sup>.

- (ii) To note Approvals/Refusals
  - a) DC/17/05704 and 5705 Hill House Farm, Wades Lane, Shotley - Full planning application- Covert timber framed barn into two dwellings - Planning Permission Granted - Noted.
- (iii) Planning Correspondence: Correspondence regarding the Gate Farm Caravan Park had been read to the public earlier in the meeting and there was no further correspondence.

**7. To review and approve/adopt the following statutory documents and policies:** It was resolved to approve all the documents, as per amended versions circulated to all members.

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Financial Risk Assessment
- (iv) Statement of Internal Controls
- (v) General Risk Assessment
- (vi) FOI Model Publication Scheme
- (vii) Electronic Communications Policy
- (viii) Internal Auditor Terms of Reference 2018
- (ix) The Suffolk Local Code of Conduct (v2014) for the purposes of (a) fully complying with the Localism Act and (b) discharging its duty to promote and maintain high standards of conduct within its area.
- (x) Complaints Policy

**8. Facilities and Open Spaces:**

- (i) Tree maintenance within Lloyd Road open space (to consider request from Kirkton Close resident): UKPN had already been approached to carry out some tree maintenance in this area once their works at Whinney Queech had been completed in order to save the Parish Council

funds, as the last quote for the same was in the region of £500. Members agreed with the suggestion that UKPN should be asked to help with this maintenance as well.

- (ii) To consider the organisation of a "Beach Clean/Litter Pick "event: Various reports had been received regarding the appalling amounts of waste and plastic on our shores and with the National beach clean event not due to take place until September, members discussed the possibility of organising a combined litter pick/beach clean event before then.

Cllr G Richens informed members of an event being organised by the Marine Conservation Society on 18<sup>th</sup> March at 2pm starting at the Bristol Arms; Cllr R Wrinch suggested he could organise for litter to be collected near his land and also volunteered the use of a low loader which could take children to/from agreed points in order to facilitate a learning experience; it was also suggested that the Scouts, Viking Forest and other local organisations could be invited to join such an event.

June 16<sup>th</sup> was put forward as a starting point to enable the Clerk to make initial enquiries, including approaching the local primary school.

## **9. Finance and administration**

- (i) To review and approve the annual insurance policy: The Clerk explained the current position with regards to Asset Register updates in line with auditor's recommendations. It was resolved to approve the annual insurance policy and any resulting increases would be considered as and when the relevant changes were made.
- (ii) To consider and approve accounts for payment and note receipts: It was resolved to approve the accounts for payment.
- (iii) Clerk's report: A brief report was presented, which included an item about a parishioner currently raising funds for a trip to Tanzania for a training course which, due to legalities, the Parish Council was unable to fund but members could personally sponsor if they wished (details available from the Clerk).

**10. To note any further correspondence received and agree any response needed:** Correspondence received had been circulated to members ahead of the meeting.

**11. 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 further reports from 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*

**12. Contracts and Tenders:** To consider tenders received and appoint contractor: The grass cutting contractor for the three year period starting April 2018 was appointed and it was resolved to agree his quote.

The verges between Mole End and East View Terrace were only maintained by SCC once a year and frequently became overgrown. As this was the only safe pedestrian access and route to school, it was agreed that the Parish Council contractor would be asked to carry out one cut to the area at the start

of the school term so that the total cost of the exercise could be established. It was envisaged that the Parish Council would seek to maintain this area in future if possible so that it did not become a problem as it had in the past.

- 13. Employment matters** (Council's Pension Enrolment responsibilities-To approve arrangements from April 2018): It was resolved to approve the arrangements for the year starting April 2018.

**With no further matters to be transacted, the meeting ended at 9.40pm.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_