

## Shotley Parish Council

Minutes of the meeting held on Thursday 21<sup>st</sup> June 2018 at the Village Hall, The Street, Shotley.

**Present:** Cllrs B Powell (Chairman), R Green, N Green, B Higgs and Mrs D Bedwell (Parish Clerk).

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

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

1. **Apologies for absence:** Apologies had been received from Cllrs R Wrinch, B Nichols, M Williams, G Richens and J Catling.
2. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr R Green declared a non-pecuniary interest on item 12 as he was the Parish Council liaison member within the group.
3. **Presentation of Community Awards:** The Community Award was presented to Mrs J Nunn, who had been unavailable at the time of the Annual Parish Meeting. Mrs Nunn was thanked and congratulated on a number of achievements within the parish over the years and on her recent retirement from the Shotley Walking Group, which she had started some twenty four years ago and had helped to grow into the successful venture it had become.
4. **Reports**
  - a) County Councillor's report (D Woods-full report circulated and published): An additional verbal report was received from Cllr D Woods, which included updates on cuts to the "Home to school" transport, the upcoming policy for councils to be able to self-help with highways maintenance matters and his recent stepping down as leader of the Lib Dems in order to be able to concentrate on other matters. Cllr D Woods also answered a number of questions from the public gallery.
  - b) District Councillor's report (P Patrick): A brief written report had been received and was read out.
  - c) District Councillor's report (D Davis): A brief report had been received and was also read out.
5. **Public participation at meetings** (Meeting open to the public to allow members of the public to speak): The issues raised by members of the public were as follows:
  - Concerns were raised due to inconsiderate and sometimes dangerous driving on Bristol Hill
  - Could 30mph signage be placed on Bristol Hill as there were no reminders of speed limits between Netherhall and the bottom of Bristol Hill?
  - Could a local business be asked to sponsor combined signage?
  - Could alternative traffic calming measures be installed?
  - The Gate Farm Road caravan park application to increase it to 18 units had been refused and activity on the site seemed to have quietened down; the site appeared to have been acquired by Leisure Park Homes; A response was yet to be received to letters sent to Cllr Derek Davis in the previous month and members of the public looked forward to his

response to these on his next report.

Members of the public were informed that a meeting was due to be held between members of the Parish Council and SCC Highways to discuss pedestrian improvements to Bristol Hill and the issues raised at this point would be conveyed.

6. **To approve the minutes of the Annual Parish Council Meeting held on 17 May 2018:** Deferred to the next meeting.
7. **Planning Matters**
  - a) To consider applications received from Babergh District Council:
    - i) DC/18/02023 “Kirston”, Estuary Crescent, Shotley - Erection of extension to detached garage building: It was resolved to recommend the approval of this planning application.
  - b) To note Approvals/Refusals:
    - i) DC/18/01294 1 Visdelou Terrace, Main Road, Shotley - Erection of dwelling and single garage; Creation of vehicular access- Planning permission granted.
    - ii) DC/18/01792 The Moorings, Bristol Hill, Shotley Gate - Erection of extension- Planning permission granted
  - c) Planning correspondence: There had been no further planning correspondence.
8. **Finance and administration**
  - a) To approve the Annual Governance Statement 2017/2018 (Section 1 of the AGAR for Year ended 31 March 2018): It was resolved to approve the Annual Governance Statement.
  - b) To consider and approve the annual accounts for year ended 31 March 2018: It was resolved to approve the annual accounts for the year ended 31 March 2018.
  - c) To consider and approve the Asset Register for the year ended 31 March 2018: It was resolved to approve the asset register. The Clerk reminded members that the asset register was in the process of going through a complete review which should be complete by the end of the current financial year.
  - d) To approve the Accounting Statements 2017/2018 (Section 2 of the AGAR for year ended 31 March 2018): It was resolved to approve the Accounting statement 2017/2018 (Section 2 of the AGAR).
  - e) To consider and approve accounts for payment and note receipts/bank balances: It was resolved to approve the accounts for payment and receipts were noted.
  - f) To consider and approve the Service Level Agreement 2018/2019 between Norfolk and Suffolk Community Rehabilitation Company (Community Payback Unit) and the Parish Council: It was resolved to approve the Service Level Agreement between the NSCRC and the Parish council, thus allowing continued support for the maintenance of areas such as the Heritage Park and the allotments at no cost to the tax payer apart from minor sundries such as strimmer fuel and petrol. The Parish Council was most appreciative of the help and support the Community Payback team had given the Council over the years and wished to continue this very positive relationship between the two organisations.

- g) To consider changing the Parish Council meeting start time: There had been no response to the recent social media appeal for views and it was agreed that as meetings were already quite lengthy, putting back the start time would only exacerbate this problem. It was therefore resolved to continue with a start time of 7.15pm.
- h) To appoint membership of a Play Areas Working Group: Deferred.
- i) To agree revised date for the Beach Clean Event: Members received a report on the Primary School's current position with regards to an organised event and the preference that it took place on a non-school day so that children wishing to attend would do so accompanied by a responsible adult.

As the parish council already commissioned two litter wardens in the village who did a brilliant job of keeping litter at bay, it was agreed that the event should be focused on beach waste, so it was suggested it took place in September, which would be in line with the national beach clean event. This was agreed by all.

- j) Clerk's report: A brief report was received.

9. **To consider request for funding from the Centenary Commemoration Committee (1918 -2018 End of WW1-The Great War):** Deferred.
10. **Section of damaged gabions on RSPB land-** To receive update and consider any action: Deferred due to Cllr R Wrinch's absence.
11. **Phase 3 /coastal erosion matters:** To receive update regarding the formation of the new Steering Group, including formal status and designation and to consider any proposals received: The Steering Group had met and after considering available options, members had opted to form a Community Interest Company. The Parish Council had previously agreed in principle to help the group with set up costs and an initial request for funding in the region on £731 was put forward.

However, as the motion was not on the agenda for consideration at this point, an extraordinary meeting would need to be called in order for this funding to be formally considered. It was resolved to hold an extraordinary meeting at the earliest opportunity in order to support the group in progressing with the registration of the "Shotley Peninsula Shoreline Community Interest Company".

The cost of amending the Marine Management Licence (deadline/name group) had already previously been approved and was in addition to this funding.

12. **To consider suggestion from resident for the installation of a bench on Bristol Hill / near a bus stop in Shotley Gate** (as discussed on February 22<sup>nd</sup>), **including expenditure for the same:** A debate involving councillors and members of the public ensued, during which perceived needs and views were expressed. The initial suggestion of a bench at the top of Bristol Hill was the preferred option but it was agreed that this would be subject to land owners' permission being granted and external funding being secured, as it was not expected to be funded by the Parish Council. Due to insurance reasons, this bench would need to be manufactured by a registered organisation and would hopefully be in line with existing vandal and fire proof options.

- 13. To consider application from resident for the installation of a commissioned memorial bench** (preferred locations are the verge near Orwell View Road or front section of village hall grounds): A detailed report had been circulated to members ahead of the meeting and the applicant was also present to answer any questions.

The Parish Council was supportive of the proposal for the installation of a bench near the bus stop/ grass verge on Orwell View Road (junction with the Street) and enquiries would be made with SCC Highways in order for the necessary permissions to be secured. The applicant would be commissioning the bench, therefore there would be no additional expenditure for the Parish Council.

- 14. To consider action to take with regards to verge/path/hedge maintenance following advice received from RSPB:** The advice received from the RSPB was debated by members, with the assistance of County Cllr D Woods. The Clerk requested that in cases where the lack of maintenance became a health and safety risk, such as was the case when overgrowth obscured visibility for vehicles or pedestrians (example of East View Terrace given), she was granted permission to use her delegated powers in order to action a quick response, rather than await the routine SCC Highways annual or bi-annual visit.

It was explained this would not be applicable for when the issue was purely from an aesthetic point of view, in which case the advice from the RSPB would be followed and maintenance would not be carried out until September at the earliest. It was resolved to grant the Clerk permission to authorise maintenance works in cases of identified risk, which was in line with Standing Orders and Financial Regulations.

- 15. To ratify decision to place warning sign “Be aware- deep mud” near the picnic area, Bristol Hill:** The decision to place a finger post sign on the existing post at the bottom of Bristol Hill near the picnic area was ratified by members.
- 16. To note any further correspondence received and agree any response needed:** No further response was needed to correspondence already circulated at this point.
- 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 N Green expressed her disappointment that she sometimes felt left out of “the loop” when it came to correspondence between members and that it appeared only a minority of councillors were responsible for making decisions, when it should be the responsibility of full council. Cllr N Green stated that she was unhappy at how she continuously felt excluded from discussions during meetings and asked that changes were made to the way the meetings were managed to enable her to have a more active role in this democratic process.

**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.*

- 18. Opportunity for councillors to debate internal matters raised at the previous Parish Council meeting**

Due to the absence of a considerable number of councillors it was agreed to postpone this item on

The Agenda to a future meeting.

With no further matters to be transacted, the meeting ended at 9.15pm.

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