

Shotley Parish Council

Minutes of a Meeting of the Council held on Thursday 21st March 2019 (7.15pm) at the Village Hall,
The Street, Shotley.

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

County and District Councils: District Cllr D Davis and County Cllr D Woods. District Cllr P Patrick's absence was noted.

Public gallery: Five members of the public.

At the start of the meeting, the High Sheriff "Recognition of Service" award was presented to a Shotley resident by the Parish Council Chairman and the District Councillor. Following this, the parishioner in question and one member of the public left the meeting.

1. **Apologies for absence:** Apologies had been received from Cllrs B Nichols, R Green and B Higgs.
2. **Declarations of interest with regard to items on the agenda and additions to register:** None received.
3. **Reports**
 - County Councillor's report (D Woods): A written report had been circulated to members and a brief verbal report was also received.
 - District Councillor's report (P Patrick): A report had not been received.
 - District Councillor's report (D Davis): Cllr Davis read out his report to those present.
4. **Public participation at meetings** (Meeting open to the public to allow members of the public to speak): There were no comments from members of the public.
5. **To approve the minutes of the meeting held on 28th February 2019:** It was resolved to approve the minutes as a true record of the meeting held.
6. **To approve the minutes of the extraordinary meeting held on 19 March 2019:** It was resolved to approve the minutes as a true record of the meeting held.
7. **Babergh District Council- Planning Matters**
 - To consider applications received from Babergh District Council:
 - i) **DC/19/01199 15 Queensland**- Conversion of garage to additional living accommodation, insertion of bow window and replacement of end window with French doors: It was resolved to recommend the approval of this planning application.
 - ii) **DC/19/01230 Jubilee Villa, Bristol Hill**- Erection of a single storey rear extension and attached garage: It was resolved to recommend the approval of this planning application.
 - To note Approvals/Refusals:

- i) **DC/19/01076 Former Peninsula Boatyard**, King Edward VII Drive: Non-Material Amendment to B/03/00074 - Installation of underground LPG tanks for heating of development. Removal of commercial units 13-16, to be replaced with green communal space. Addition of 2 no bin stores. Additional plot parking provision. Erection of low-level engineering brick wall to surround site. Confirmation of approved plans: **Granted**.
- ii) **DC/18/05508 Over Hall, Main Road**- Application for Listed Building Consent - Internal and external works in conjunction with change of use of outbuilding to incidental ancillary living accommodation for Over Hall (see schedule of works): **Granted**.
- iii) **DC/18/05507 Over Hall, Main Road** - Change of Use of outbuilding (former Bakehouse and Dairy) to incidental ancillary living accommodation for Over Hall, internal and external alterations as per the schedule of works: **Granted**.

- Other planning correspondence: No further planning correspondence had been received.

8. To review and approve Parish Council statutory documents and policies, as follows:

- GDPR related policies: The policies circulated to members had been fully approved. The remaining documents were deferred to the next meeting.
- Funding policy and forms (including thresholds): Deferred to the next meeting.

9. Finance and administration

- a) To appoint Responsible Financial Officer (Local Government Act 1972 Section 151): The appointment of the Responsible Financial Officer was noted.
- b) To approve appointment of Salc Internal Audit Services: The appointment of Salc as internal auditor was approved.
- c) Clerk's report: The Clerk's brief report included the following points:
 - Details of quotes received for various areas of maintenance/grass cutting in the village (more to be sought for consideration)
 - The five-a-side goal within the basketball court had been broken and would be disposed of. Members to consider whether to replace it or not at a future meeting.
 - The Fire Services had been asked about the location of fire hydrants in Shotley Gate as access to one was needed for the tennis courts surface clean. Unfortunately, as this information was not known, further enquiries would need to be made with Anglian Water.
 - SPS CIC update: *The group reported steady progress and was working hard to secure the funding for the survey; An application for a grant of £5,000 from the AONB was in its final drafting stages and would be submitted by the end of the week; Cllr D Woods had made a donation of £1,000 from his locality budget, for which SPS CIC was most appreciative; Shotley Open Spaces had made a verbal conditional offer of £1,000, a written confirmation was awaited but it should be noted the offer was conditional upon match funding being raised through community fundraising; The group of active supporters continued to grow with twelve people now sitting on the Steering Group.*
- d) To consider and approve accounts for payment and note receipts/bank balances: it was resolved to approve the accounts for payment as circulated to members and attached to these minutes.

The bank balances were not available due to Cllr B Nichols' absence.

- e) To approve direct debit payment to Nest (Clerk Pension Scheme) - including variation for financial year 2019/2020: It was resolved to approve the payments to Nest by direct debit.
- f) To agree date for next Beach Clean event: Members agreed on Saturday 13th April 10.30am for the next beach clean event.

10. **To consider application for funding for £600 towards the refurbishment of the outdoor learning area at Shotley Primary School:** It was resolved to grant fund the refurbishment of the outdoor learning area by £400.
11. **To note any further correspondence received and agree any response needed:** All correspondence received to date had been circulated to members and no further action was needed.
12. **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)
 - NE England Coast Path meeting held 07.02.2019- update (report by attending Cllr): A report was received from Cllr R Wrinch.
 - A discussion was held regarding the bollard recently installed at the allotments (The Street) and the damaged bollard at the entrance to the picnic area (Bottom of Bristol Hill). It was agreed that the allotment bollard should replace the picnic area one and a new one purchased for the allotments. The expenditure for this was also approved by members.
 - Cllr G Richens informed members of the upcoming Suffolk Walking Festival. Booklets were available at various locations within the peninsula or from Cllr G Richens.
13. ***In the event of the meeting scheduled for 19 March 2019 not going ahead- To appoint additional member (s) to the Complaints Committee:*** There was no longer a need for this consideration.
14. **Date of next meeting:** 18 April 2019: Noted.
15. **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.*
16. **To consider nominations for the Community Awards 2019:** A number of recommendations were put forward and these were approved by members.

With no further matters to be transacted, the meeting ended at 9.21pm.

Signed: _____ Date: _____