

Shotley Parish Council

Minutes of a Meeting of the Council held on Thursday 18th April 2019 (7.15pm) at the Village Hall, The Street, Shotley.

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

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

Public gallery: Eight members of the public.

- 1. Apologies for absence:** Apologies had been received from Cllrs B Nichols, B Higgs, G Richens and R Wrinch.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllrs B Powell and R Green declared a non-pecuniary interest on item 6.3.
- 3. Reports by County and District Councillors** (Moratorium period being observed): Cllrs D Davis' and D Wood's reports had been circulated to members ahead of the meeting. Cllr D Davis answered a number of questions from members of the public, including questions regarding recent developments at the Gate Farm Road caravan park.
- 4. Public participation at meetings** (Meeting open to the public to allow members of the public to speak): A member of the public thanked all the Council members for their service in the past four years; Another member of the public reported on the disruptive nature of ongoing works at the Gate Farm Road caravan park, namely the felling of trees (one of which had caused damage to their property), the noise pollution, the road works and possible damage to the Poplar trees' roots. Cllr D Davis informed members of the public that there had been a recent change in senior enforcement staff at Babergh DC and that enforcement action was indeed being taken and would be pursued robustly by the new incumbent with regards to matters pertaining to this site.

A member of the public asked about the traffic calming measures/SID previously discussed for Bristol Hill. The Clerk provided an update: A recent application for CIL 123 funding towards a SID had been unsuccessful but Cllr D Woods may be able to part-fund it (this would be checked at the end of the moratorium period); SCC Highways had been approached with regards to the installation of posts for a SID as there was a process which would need to be followed-this was in hands; The cost of a good quality, portable SID was around £2,500. It could be positioned in various areas in the village, as well as provide statistics regarding traffic/speeds in the areas being monitored. The Parish Council had approved the installation of a SID to be placed initially on the Street, near Corner Garage although funding was to be established (could be sourced from CIL moneys due to the PC as well as Locality funding).

- 5. To approve the minutes of the meeting held on 21th March 2019:** It was resolved to approve the minutes as a true record of the meeting held.
- 6. Babergh District Council- Planning Matters**

6.1 To consider applications received from Babergh District Council:

- i) **DC/19/01765 - Hill House, Wades Lane**- Application for Listed Building Consent - Internal and external alterations as detailed in the Design and Access Statement and proposed plans including addition of a bay window: It was resolved to recommend the approval of this planning application.
- ii) **DC/19/01764 - Hill House, Wades Lane**- Internal and external alterations as detailed in the Design and Access Statement and proposed plans including addition of a bay window: : It was resolved to recommend the approval of this planning application.
- iii) **DC/19/01120 - 73 Orwell View Road**- Erection of 2No front bow windows: It was resolved to recommend the approval of this planning application.
- iv) **DC/19/01456 - 1 Visdelou Terrace, Main Road** - Application under Section 73 of the Town and Country Planning Act DC/18/01294 without compliance with Condition 2 (Plans and Documents) to allow the house to be pushed back and repositioning of garage and access: : It was resolved to recommend the approval of this planning application.
- v) **DC/19/01425 20 Great Harlings** - Notification of Works to Trees Protected by a Tree Preservation Order - Fell 1 Pine tree- *Recommendation for approval sent to BDC as agreed by delegated power to the Clerk.*

6.2 To note Approvals/Refusals: There were no further approvals/refusals to be noted.

6.3 Other planning correspondence: **APP/D3505/W/18/3212782** – application DC/18/01384 - **Shotley Pier, Queen Victoria Drive**- Alterations to the Pier including provision of two buildings for Community/Volunteer facility- **An appeal has been made to the Secretary of State against the decision of Babergh District Council to refuse permission – Shotley Parish Council may submit written representation, which must be received by May 1st** : Members of the Pier Group present were invited to speak. Councillors were informed that an appeal had been lodged against Babergh’s planning decision to refuse the previous planning application but that a new planning application was in the process of being submitted which would seek to address all the concerns/issues raised by the planning authority on their refusal notice.

The Clerk explained to members that the Council’s written representation regarding this appeal process must only take into account member’s views with regards to the previous planning application, as that was what the appeal was about and that the new application, once submitted to the planning authority, would be considered in it’s own merit once presented to the Council as part of the consultation process. If Councillors’ views remained the same, then so should their representation to the appeal inspector.

District Cllr D Davis, through the Chair, reminded members of what was being considered and of councillors’ obligation to observe their respective declarations of interest on this matter. Cllr D Davis was reminded by a member of the public of his own pecuniary interest on this matter due to his financial links with the Marina.

Some debate ensued, with the previous comments submitted to Babergh DC Planning being

read out to members by the Clerk as a reminder of their previous position.

Members resolved that their views had not changed and that the comments sent to the planning inspectorate should reflect that and be the same as before. At the request of the Pier representatives and as agreed by members, an addition to the original statement was approved as follows: "The Parish Council understands that new plans are being submitted which seek to address the issues raised and will consider those plans in due course".

7. Finance and administration

7.1 To note results of Shotley Parish Council Uncontested Election 2019: The results of the election had been circulated to members and were noted.

7.2 To approve change of date for the Annual Parish Meeting due to European elections on May 23rd 2019: It was resolved to change the APM from May 23rd to May 30th.

7.3 To consider and approve accounts for payment and note receipts/bank balances: It was resolved to approve the accounts for payments as per attached listing. Receipts and bank balances were also noted.

7.4 To approve direct debit mandates for regular payments due to loss of cheque signatories (new mandate to be processed May 2019): It was resolved to approve direct debit payments for all the regular payments.

7.5 Recommendations from the Finance Working Group meeting held on 11 April 2019, including:

a) To approve the Annual Governance Statement (Section 1 of the AGAR) for Year ended 31 March 2019): It was resolved to approve the Annual Governance Statement- Section 1.

b) To consider and approve the Annual Accounts for year ended 31 March 2019: It was resolved to approve the annual accounts.

c) To consider and approve the Asset Register for the year ended 31 March 2019: It was resolved to approve the asset register.

d) To approve the Accounting Statements (Section 2 of the AGAR) for year ended 31 March 2019): It was resolved to approve the Accounting Statements- section 2.

7.6 To consider expenditure for the Annual Parish meeting (£150): It was resolved to approve the expenditure for the Annual Parish Meeting.

7.7 To review and approve the revised Parish Council Funding policy and forms (including thresholds): It was resolved to approve both the new forms and the threshold for grant funding applications.

7.8 Clerk's report: The Clerk's report was read out to members. One of the items included was the consideration for the purchase of two strimmers for use by the Community Payback Team, as they did not have any and were, therefore, unable to carry out some of the much-needed work in areas such as the Heritage Park. It was resolved to approve the purchase of two appropriate strimmers (cost between £200-250), subject to clearance from Sodexo with regards to H&S and insurance issues raised by members.

It was also approved to appoint local contractors (at a reasonable cost) to carry out clearance works at the Lloyd Road open space following the cutting back of a large area of overgrowth / brambles by the same organisation during their previous session. The trailer routinely used for such works had been unavailable and the waste was currently being stored on site and needed to be cleared.

8. **To consider application for funding from FOSS for an amount towards their fundraising activity “Elmer’s Big Parade” to benefit St Elisabeth Hospice:** It was resolved to grant £200 towards this project.
9. **To note any further correspondence received and agree any response needed:** The Clerk directed members to the results of the recent CIL review. All other correspondence had been circulated to members and no further response was needed.
10. **Reports from Councillors on matters not itemised on 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): Condolences were offered to Holbrook Academy following the recent passing of Dr Simon Letman (Headteacher), whose loss was being felt by the local community.

Cllr R Green gave members a brief update on SPS CIC matters:

- The group had been awarded £1,000 from the AONB team;
- The Indian night planned by a local business to raise funds for the group (as well as another local organisation) had been cancelled but would be rearranged for a different date;
- Shotley Open Spaces had formally responded to the Group’s request for the £5,000 currently held for Phase 3. There had been a conditional offer of £1,000 from those funds. Councillors questioned whether the Parish Council’s position with regards to this matter should be considered;
- Leaflet holders were currently installed on the information boards on the foreshore for Explorer Guides and the Group was seeking permission to install some of the same for SPS CIC leaflets. It was hoped the purchase of the holders could be funded by the residual amount being held by the Parish Council from previously approved funds. Members approved both the purchase and the installation of the leaflet holders.

Cllr M Williams raised a number of issues, namely:

- The allotment bollard (an update was given by Cllr B Powell on this matter);
- Following the re-painting of the double yellow lines, the “No parking” signage near Shotley stores and Post Office had disappeared and this caused a number of potential risks in that very busy junction. It was unclear whether legislation had changed, therefore the Clerk would make enquiries and report back.

11. **Date of next meeting:** 16 May 2019 (Annual Parish Council Meeting): Noted.

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. **To consider any further nominations for the Community Awards 2019:** A further

recommendation was received from the Clerk and this was approved by members.

13. **Employment matters, including NJC rates for 2019/2020 and Clerk annual leave dates:** The NJC contractual annual rate increase was approved by members and the Clerk's annual leave was noted.
14. **To consider recommendations made by the Complaints Committee and approve any expenditure necessary depending on resolution:** The recommendation received from the Complaints Committee was approved by members. Clerk to action.

With no further matters to be transacted, the meeting ended at 9.30pm.

Signed: _____ **Date:** _____