

Shotley Parish Council
Minutes of the Parish Council Meeting held on Thursday 20th June 2019 (7.15pm) at the Village Hall, The Street, Shotley.

Present: Cllrs R Wrinch (Chairman), B Powell (Vice -chairman), R Green, J Briscoe, C Mills, D Davis, T Ingram and Mrs D Bedwell (Parish Clerk).

County and District Councils: District Cllr D Davis and County Cllr D Wood.

Public gallery: Six members of the public.

- 1 Apologies for absence:** Apologies had been received from Cllrs M Williams and R Bareham.
- 2 Declarations of interest with regard to items on the agenda and additions to register:** Cllrs R Green and T Ingram declared a non-pecuniary interest on item 8.

Cllr D Davis stated that as District Councillor/ Ward member he may sometimes have to take part in Babergh DC's planning committee meetings / considerations, therefore for the duration of his term of office (four years) he would not vote on any planning issues being considered by the Parish Council. This would ensure that there was no perceived issue of pre-determination on his part. Cllr Davis would, however, be willing to give his opinion on planning matters if that was requested by members.

- 3 Reports by County and District Councillors:** Reports by Cllr D Davis and County Cllr D Woods had been circulated to members ahead of the meeting. The loss of some of the local bus service provision (Sunday service and 202 from October) were discussed, with community approaches being noted as a possible consideration.
- 4 Public participation at meetings** (Meeting open to the public to allow members of the public to speak): A member of the public requested an update on the Gate Farm caravan park situation; another member of the public gave a brief presentation on their planning application, which would be considered later on.

A number of questions were asked by those present. Concerns were raised when one of the councillors objected to the plans but was later found to have already written to the planning authority objecting to the planning application, albeit on behalf of a third party.

This was deemed to constitute pre-determination and the said councillor was asked to refrain from making further comment or voting on the matter. It was noted that the Clerk was unaware of this Councillor's actions, otherwise they would have been advised accordingly.

Item 6.1 (I) was brought forward for consideration at this point and it was resolved to recommend the approval of this planning application.

- 5 To approve the minutes of the Annual Parish Council Meeting held on 16th May 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/19/02229 Innisfree, Estuary Crescent-** Severance of garden and erection of 1No detached dwelling, creation of new vehicular access: Brought forward and resolved under item 4 of the agenda.

- ii) **DC/19/02394 Former Peninsula boatyard, king Edward VII Drive**- Application for planning permission without compliance of conditions- It was resolved that although the Parish Council did not wish to raise any objections, it recommended the developer was encouraged to seek alternative solutions which would avoid the roof being raised and enable the present roofline to be retained.

6.2 To note Approvals/Refusals:

- i) **DC/19/02231 30 Great Harlings**- Works to Trees Protected by a Preservation Order - T1 and T2 (Scots Pine) - Fell: **Planning permission granted.**
- ii) **DC/19/02501 Hill House Farm, Wades Lane** – Non-Material Amendment to DC/17/05704 - Alteration to fenestration and internal alterations to include an additional shower room: **Amendment approved.**

6.3 Other planning correspondence:

- i) **Appeal APP/D3505/W/18/3212782 Shotley Pier, Queen Victoria Drive- Dismissed.**

7 To receive reports from Parish Council Committees, Working Groups and Representatives:

- 7.1 Neighbourhood Development Plan W G- Response to membership appeal, draft Terms of Reference and date of inaugural meeting: Cllr D Davis provided members with a brief report. The initial appeal had met with a response from twelve parishioners, with five agreeing to join the group. A further three would be required and additional appeals would be made on forms of communication other than social media.
- 7.2 Facilities and Open Spaces W G- To note inaugural meeting on 1st July 2019 and draft Terms of Reference: Following a brief discussion, it was resolved to approve the Terms of Reference circulated by the Clerk and to hold all Committees and Working Group meetings of the Council at the Shotley Village Hall. It was noted that specific “play areas project” terms may also be needed in due course once that task group was formed.
- 7.3 Babergh East Police Forum (meeting 19 June 2019): Noted but unfortunately no representatives were available to attend. Members were informed of the appointment of a new Chief Constable for the area and his encouraging views on local policing.

8 Shotley Peninsula Shoreline CIC considerations:

- 8.1 To receive update following statutory bodies’ meeting held on June 4th 2019: A brief report was read out by Cllr R Green.
- 8.2 To approve Terms of Reference and scheme of works for activities on PC land: It was resolved to approve the Terms of Reference document, with the SPS CIC group due to approve and sign it at their next scheduled meeting.
- 8.3 To allow the group to store a limited number of assets within PC owned facilities (note implications re register, insurance, indemnity, setting of precedent and limitations): It was resolved to approve the request subject to: a) the liaison Cllr holding a copy of the key for access and b) maintaining the register, which would be completed every time an item entered or exited the premises.
- 8.4 This agreement would be at the group’s own risk, as the Parish Council would not take responsibility for loss or damage to any item whilst in storage or during transit. The storage facility would also be made available to other local groups on a “waiting list” basis if needed.
- 8.5 To note Coastal Partnership East confirmation that the group’s administrative expenditure may be

drawn from funding already received and held in reserve by the Parish Council: A brief report was received from the Clerk, in addition to the correspondence already circulated to all members, which included a detailed timeline of the SPS CIC's activities, all expenditure to date and sources of funding.

- 8.6 As the group continued in their efforts to secure volunteers, funding and work with external bodies, essential expenditure for items such as venue hire, stationery, merchandise and other related costs would be deducted from the £2,500 earmarked reserve held by the Parish Council.
- 8.7 To approve the group's public liability insurance costs (to be drawn from above funding): It was resolved to approve the payment of the insurance policy costs, as per report circulated to members (£99.31).
- 8.8 To approve group's additional expenditure incurred (meeting venue, sundries, stationery) to be drawn from PC's residual funding and above funding): It was resolved to approve the additional expenditure, as listed on the accounts for payment schedule.

9 Finance and administration

- 9.1 To consider and approve accounts for payment and note receipts/bank balances: It was resolved to approve the accounts for payment as per schedule attached to these minutes. The bank balances were not available in time for the meeting.
- 9.2 To consider quote for repair of damaged section in tennis courts fence / installation of access gate (insurance claim initiated): Deferred – contractor awaiting costings for replacement gate from a third party.
- 9.3 To approve Sodexo's (Community Payback Team) Service Level Agreement for 2019/2020: Although the approval of the formal document was deferred to the next meeting, members agreed with the items to be added to the new document as per list circulated by the Clerk.
- 9.4 Clerk's report: A brief report was received from the Clerk.
- 9.5 Councillor briefing sessions attended by new members- to receive feedback from attendees: Members shared their views regarding the recently attended training sessions.

10 To note any further correspondence received and agree any response needed:

- 10.1 UKPN notification that repair works will be carried out at Whinney Queech from July 1st for one week, followed by reinstatement process: Noted.
- 10.2 Draft national flood and coastal erosion risk management strategy for England (consultation) - *Councillors views needed by 30th June- deadline for responses 4th July*: Noted.

11 Reports from Parish 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): Cllr D Davis had requested a listing of the open spaces / grass verges which were maintained by Babergh District Council to enable the Clerk to know who to contact when needed as it was sometimes uncertain whether an area belonged to BDC or SCC;

- 11.1 The height of the grass and the non-collection of cuttings (following a cut) in the Lloyd Road open space was also discussed- no further action needed as it would result in additional contractual costs;

- 11.2 Cllr D Wood informed members that Suffolk County Council only carried out one cut a year and that it had already carried out this year's cut;
- 11.3 Correspondence had been received from residents using the Lloyd Road grassed area for physical activity, in that a drone had flown over and hovered for some time. Questions were asked regarding the legalities of doing what could be considered invasion of privacy, as well as safeguarding concerns as it was a play area- to be added to the next agenda for further consideration;
- 11.4 Recent roadworks were also discussed, with their resulting improvement being noted. However, there were concerns that "cat's eyes" were not being replaced;
- 11.5 One of the Councillors volunteered the use of their industrial water container should it be suitable for use during the Lloyd Road tennis courts surface clearance. Clerk to check with contractor.

12 Date of next meeting: 18th July 2019: 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.*

13 UK Power Networks survey considerations: Cllrs R Wrinch, C Mills and R Green had recently met in order to go through the UKPN survey. Their recommendations to full Council, which were approved, included the following points:

- Meeting with SCC Rights of Way
- Commissioning of a desk study exercise
- Restricted availability of the report subject to strict non-disclosure agreements
- Insurance liability position
- Alternative access provision and possible consultation with affected residents
- Site meeting to be held by Councillors in order to establish some of the points raised

14 Personnel matters, including Clerk's annual leave: Items of a personnel nature were discussed by members and the Clerk.

With no further matters to be transacted, the meeting ended at 9.45pm.

Signed: _____ **Date:** _____