

Minutes of the Shotley Parish Council Virtual Meeting held on Thursday 19th November 2020 (7.30pm)

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

County and District Councils: County Cllr D Woods and District Councillor D Davis.

Public gallery: No members of the public.

Public participation at meetings: There were no members of the public present.

SPC/20/111: To receive and consider any apologies for absence: Apologies had been received from Cllrs R Bareham and R Green and both were approved by Council.

SPC/20/112: To receive declarations of interest with regards to items on the agenda: Cllr T Ingram declared a non-pecuniary interest on item SPC/20/117 b).

SPC/20/113: To note County and District Councillors' reports: Both reports had been circulated to councillors ahead of the meeting and there were no further comments.

SPC/20/114: Planning matters:

- a) **Decision: DC/20/03710 Ceremonial Mast of The Former HMS Ganges, Caledonia Road-** Listed Building Consent - Partial dismantling, restoration and rebuilding of training mast: Listed building consent granted: Noted.
- b) **Decision: DC/20/04756 Former Peninsula Boatyard, King Edward VII Drive-** Non-Material Amendment sought following approval of DC/19/05538 and DC/19/05469 - Omission of the two central balcony posts to all floors of units 1-4, Insertion of rooflight 660x980mm to unit 4 south west elevation, Omission of garages and garage doors, Insertion of bi-fold doors in replacement of garage doors, Sliding doors proposed and bi-fold doors omitted to units 1-4 rear elevation, Footpath proposed between units 4 and 5 as previously approved, Internal alterations proposed including supplying 3sqm storage on ground floor in omission of garage: Amendment details approved: Noted.
- c) **Decision: DC/20/04022 18 Garden Close-** Conversion of and extension to garage and dwelling to provide additional living accommodation (amended scheme to approved DC/20/01796): Planning permission granted: Noted.
- d) **Decision: DC/20/03881 and 3882 Hill House, Wades Lane-** Replace bay window with glazed doors to breakfast room; Insertion of window to SE Elevation Landing; Replace external doors to annexe. Other works as detailed within the Design & Access Statement: Planning permission granted: Noted.

Application DC/ 20/04309 -Shotley Marina Ltd, King Edward VII Drive - Application under S73a for removal or variation of conditions relating to B/13/01384/FUL dated 07/03/2016. Town and Country Planning Act 1990. - To Vary Condition 2 (Approved Plans and Documents) - The proposal seeks to amend the layouts but retain the quantum of development (19 residential units) and reflects the overall scale of the previous approval and falls within the same site location, as per revised drawings received 2nd October 2020: The application had been received three days prior to the meeting and as some members had not had the opportunity to verify the details in order to make comment, it was resolved to defer it to the next meeting.

SPC/20/115: To approve the minutes of the Parish Council Meeting held on 22 October 2020: It was resolved to approve the minutes as a true record of the meeting held.

SPC/20/116: Finance and Administration

- a) To consider and approve the accounts for payment and note receipts/bank balances: It was resolved to approve the accounts for payment, as follows:

Salaries, Tax, NI and pension liabilities	£1,890.42
Clerk's expenses (Microsoft licence, E-mail domains, BT line, etc)	£127.68
Bristol Hill Public Conveniences cleaning contract	£330.00
Village Warden contract (inc. additional repairs and materials)	£807.39
Grass-cutting contract (October)	£192.50
Zurich annual insurance- SPS CIC	£99.31
Remembrance Wreath (Poppy Appeal)	£85.00
Food Parcel Scheme (between 13.08 to 07.11)	£499.79
High Cutz Tree and Garden Care (Heritage Park trees)	£2,320.00

- b) To receive and approve the Internal Audit for the year ended 31 March 2020: It was resolved to approve the Internal Audit. Some minor comments and suggestions were noted and the Clerk was congratulated on her work.
- c) To approve first and second quarter accounts for 2020/2021: Deferred.
- d) To approve meeting dates for 2021: It was resolved to approve the meeting dates for 2021 as per list circulated to members, as follows: January 21, February 18, March 18, April 15, May 20 (APCM) and 27 (APM), June 17th, July 15, August 19 (if meeting held), September 16, October 21, November 18 and December 9 (one week earlier than usual).
- e) To receive any further updates on ongoing matters: The Clerk reported that a number of Freedom of Information requests had been received by the Council and were being processed;

A member of the parish had welcomed the Parish Council's request for their assistance as mentor for the newly created village Tree Warden role;

The Community Orchard Group had been successful with a recent grant application to the tune of £390 (which was in addition to £330 received from donors for tree purchases), £ 150 of which would be spent on a hedge (as per circulated proposal), with the remainder to go towards seating and a pond (if agreed by Council);

Cllr Woods had approved Locality Budget funding towards recent works to the foreshore footpath repairs, to the tune of £350.

- f) Lockdown considerations and additional support provision: The Clerk put forward a proposal to organise a small seasonal gift to be given to the elderly residents of Shotley.

In a normal year, there would be a number of Christmas events which Shotley's senior members would be attending and some would have included a small gift of Christmas cheer. As all events had been cancelled due to Covid-1, the Clerk suggested that some of the more isolated elderly residents

may welcome such a gesture. It was suggested that it would be good to involve residents over 70 as a benchmark.

The Clerk would need to make enquiries regarding numbers and projected costs in order for a decision to be made electronically (through delegated power), as there would be insufficient time to defer it to the next Council meeting.

It was also suggested that some local businesses may wish to make a contribution towards the cost of the initiative. Clerk to progress.

SPC/20/117: To consider application for funding for £300 from Holbrook Academy towards the cost of a student recording studio: It was resolved to approve the funding application for £300.00.

It was not possible to establish contact with Cllr D Davis during the voting process for this agenda item and from this point onwards.

SPC/20/118: Open spaces and amenities:

- a) To receive report of site visit carried out 1st November and consider further quotes for the felling of a number of trees affected by Ash Die Back in the Heritage Park: The Clerk provided members with a detailed report following the site visit on the 1st November (as part of a wider and longer term management plan), the tree works already carried out for health and safety reasons, and the recommendations for further work to a number of other diseased or dangerous trees in December.

The quote received from the tree surgeon for a further number of trees which need to be felled was approved by members, with a recommendation to look at other more financially profitable ways of disposing of Oak logs. Cllr R Wrinch agreed to discuss the matter with the tree surgeon.

- b) SPS CIC- To receive update: A brief report was given by Cllr T Ingram, which included an update on insurance and banking arrangements. It was noted that the Environment Agency were working on the next stages of strategic planning, therefore the Group was advised to keep an open enquiry with the organisation in case funding opportunities became available.

The Clerk informed members that although the current financial strain being placed on local authorities had meant that no third party funding had been secured for coastal erosion projects, she had submitted a new bid to the Coastal Partnership for £2,500, which looked as though it may be successful in the new year.

- c) Shotley Community Orchard- To receive update and consider proposals received: included in the group's proposal had been a new hedge at the rear of the Orchard and a new pond. It was noted that the original plans agreed by the Council had been for a Community Orchard but that it appeared to be developing into something much bigger.

The Parish council had suffered a certain amount of public backlash when it had agreed to remove some scrub in order to facilitate the Orchard. The proposed hedge would need to be maintained regularly and the pond raised a number of serious safety concerns from Councillors.

Cllr D Woods had expressed some concern at the initial proposals sent in by the Group when they had applied for funding from the AONB Sustainable development Fund and had recommended that their Nature Officer carried out a site visit and provided the Group with further advice. Cllr D Woods

suggested that he could seek further clarification from the Nature Officer about the proposed scheme to ensure it was in line with expert's views.

Cllr D Davis virtual presence was no longer visible from this point in the meeting.

There appeared to have been some misunderstanding regarding the AONB Officer's recommendation for a pond, as being conditional to the approval of the funding, which Cllr Woods confirmed was not the case. Cllr Woods also recalled that Blackthorn should not be used in the proposed hedge as it spread too far.

It appeared that although a number of species had been suggested, it was not necessary to have one of each, as the Group's proposal indicated, and that one or two intertwined would be sufficient. Members were happy to approve a hedge in these terms. However, members refused the proposal for the inclusion of a pond.

- d) Appointment of a Parish Council Tree Warden- Update and further actions: Following on from the acceptance by a local resident to become a mentor to the future village Tree Warden, Cllr C Mills and the Clerk agreed to work together on the future strategy for this role. The Parish Council would reach out to the community in due course in an attempt to recruit an enthusiastic and passionate volunteer.

SPC/20/119: Correspondence:

- a) Notice of publication- Babergh and Mid Suffolk Pre-submission Joint Local Plan (Regulation 19) (November 2020): Noted.
- b) Notice of public consultation- Babergh and Mid Suffolk Proposed Revised Community Infrastructure Levy- Charging Rates under the Community Infrastructure Levy Regulation 2010 (as amended): Noted.

SPC/20/120: Reports from Councillors/requests for addition on future agendas for consideration: Cllr J Briscoe had continued to report the streetlights which were still not working, some of which had been outstanding for a number of months.

Cllr M Williams reported that she had been approached by parishioners who had congratulated the work of the litter warden (Clerk to inform Warden); Cllr M Williams also asked whether the residents parking their cars at the bus stop opposite Great Harlings had been contacted, which Cllr B Powell confirmed they had. Unfortunately, there had been no change, therefore the Clerk was asked to formally write to the said residents. However, if a response was not forthcoming, the case could be reported to traffic enforcement as a last resort.

Cllr B Powell reported that he had made the previously requested "No Dogs" sign for the Kingsland play area and would be installing it soon.

Cllr T Ingram presented a request from a parishioner to install a litter bin at the beach near the end of the gabion path (past Cockle Creek). For a number of reasons, it was agreed not to consider this proposal any further at this point.

SPC/20/121: Date of next meeting: December 10th 7.30pm: Noted.

SPC/20/122: To consider the 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:*

SPC/20/123: Staff matters: Deferred. It was noted that the Clerk would be on annual leave the following week.

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

Signed: _____ Date: _____