

Minutes of the Annual Shotley Parish Council meeting held on Thursday 17 May 2012 at 7pm in the Large Committee Room, Shotley Village Hall

Present: Councillors: R Wrinch (chair), M Matthews, M Vaughan, J Catling, G Richens, T Ingram, N Bugg, G Pugh and B Nichols. Clerk: L Rowlands and RFO: D Bedwell

In attendance: Three members of the public and Cllr Wood

- 1. To elect Chairman for 2011/12** - Cllrs proposed and seconded Cllr Wrinch as Chairman. All were in favour and Cllr Wrinch accepted the post and signed the appropriate forms
- 2. To receive apologies for absence** – None
- 3. To receive Declarations of interest and additions to register** - None
- 4. To elect Vice-chairman for 2011/12** – Cllrs proposed and seconded Cllr Matthews as Vice-chairman who was happy to accept.
- 5. Open forum for members of the public to speak to Councillors on items appearing on the agenda**
- 6. To appoint councillors to working parties and as representatives on outside bodies:**
 - a. Planning WP – *Cllrs Matthews, Catling and Bugg (sub Ingram)*
 - b. Employment WP – *Cllrs Bugg, Wrinch and Nichols(sub Ingram)*
 - c. Village Hall Management Rep – *Cllr Matthews*
 - d. SALC Rep – *Cllrs Wrinch and Ad hoc (dependent on subject)*
 - e. SPPA Rep – *Cllr Ad Hoc*
 - f. Ganges – *Cllr Nichols*
 - g. HWRC – *Cllr Wrinch*
 - h. Open Spaces & Amenities Committee – *Cllrs Wrinch, Ingram, Catling, Pugh, Nichols and Richens*
 - i. Youth Co-ordinator/Shotley School Liaison WP – *Cllr Matthews*
 - j. Website WP – *Cllrs Ingram, Nichols, RFO and Steve Leach (website manager)*
 - k. Babergh DC Area Rep – *Cllr Ad Hoc*
 - l. Risk Assessment WP – *Cllr Matthews, Community Warden, Clerk and RFO*
 - m. Finance WP – *RFO, Cllrs Catling, Nichols and Bugg*
 - n. Communications lead – *Cllr Ad Hoc*
 - o. Suffolk Hedgerow Survey WP – *RW and Clerk (joint co-ordinators), Cllrs Catling, Richens, Nichols, Pugh, Ingram and Matthews (volunteers)*
 - p. Internal Auditor – *SALC*
 - q. External Auditor – *BDO Stoy Hayward LLP*
 - r. Stour Footpath WP – *co-opted: Barrie Powell, Ian Saunders, Roger Cushing, Ken Cocksedge, Chris Adams and Cllrs Richens, Pugh, Ingram and Clerk.*
 - s. *Community Use Project – Cllrs Pugh and Ingram and co-optee Graham Steel*
- 7. To receive reports from (if available):**
 - 7.1 District Councillor - A written report had been received and circulated prior to the meeting. Cllr Roberts also reported that Babergh and Mid Suffolk's Revenue and Benefit Services had combined with Ipswich and a new computer system was in place. The Joint

Strategy Committee's decision to not sell any surplus premises had been challenged and would be looked at in more detail

- 7.2 County Councillor – Cllr David Wood advised that the Buzabout had lost its SCC fuel subsidy and would not be running its evening service any longer as it was not financially viable, day services however were safe for the next four years. The Suffolk Coasts & Heaths Management Plan was up for review and the Council was urged to comment via the website. A fuller report would be presented at the Annual Parish Meeting.
- 7.3 Safer Neighbourhood Team – The monthly report for April showed only one crime – that of plant pots damaged on The Street. A fuller annual report would be available at the Annual Parish Meeting on 24 May.
- 7.4 Www.myshotley.com – Photos of the parish councillors, clerk and RFO were taken for the website and all were asked to supply a biopic to go with them. The SCC new host site had been requested. A website review meeting was held in which the priority of move was established in that key information would be moved first and the rest of the data would follow. A link to the site would be available soon so that content and layout could be seen.
- 7.5 Parish Clerk – No report.
- 7.6 Responsible Financial Officer
- 7.6.1 To approve and sign: the Annual Return for the year ended 31 March 2012; the Statement of Accounts and to display the Annual Governance Statement –
Deferred until after APM on 24 May 2012
- 7.6.2 The Parish Council reserves were as follows: No bank balance figures were available as the bank's computer systems were down
- 7.7 Community Warden
- **Litter** – beer cans and bottles on the up again.
 - **Tennis Courts/sports pitch** – Repairs have continued on the fence around the court with more straining wires in place. More of the centre posts have been destroyed and damage caused to the tarmac. A half height wooden fence would protect what is left and repairs will be made to the tarmac. The graffiti on the wooden play equipment has been cleaned off. Trees lining the edge of the pitch will need topping and thinning and will be done during the summer months. A new generation of "moped kids" are now riding on the pitch – to be identified and report to SNT
 - **Grass/Dogs mess** – Cutting of grass on paths and public areas underway but unfortunately the dog mess left by owners between Broadwater Gardens and Estuary Crescent is horrendous and results in getting completely covered when cutting grass.
- 7.8 Stour Footpath Group
- **Shotley Heritage Park** – The first registration process had commenced with a cheque to cover legal costs deposited with our solicitors; Holbrook High School had carried out research at Suffolk Records Office – unfortunately nothing new relating to the cliff had been found. SRO suggested that HHS contact both the War

Office and Maritime History Museum for possible further information; the Biffaward funding application had been withdrawn due to the closure of Rural Action East – the application to be resubmitted by SSFRG if funding is offered.

- **Picnic Area** – schedule of works to finish the picnic area has yet to be specified – this will involve drainage improvements to the access path leading up to the picnic area and improvements to the surface to provide easier wheelchair access. The issue of who owns the land is still to be resolved although further new information had been received recently
- **Erosion Protection Zones 1&2** – land ownership issues still ongoing although some new information had been received recently as was being investigated; Hawes Associates were to carry out the design work and SCC are to cover the costs of this at approximately £2,000
- **Gabions** – public liability insurance still not in place as our insurers not entirely clear on what is required – it was suggested that possibly a new insurer to be sourced at renewal

7.9 Open Spaces and Amenities Committee – The minutes of the April meeting were received.

7.10 Community Use Project – A quote for printing costs were awaited for the questionnaire prior to its insertion in the Noticeboard circulation.

7.11 Affordable Housing Working Party – No report

8. **To agree minutes of the Parish Council Meeting held on 19 April 2012** – The minutes were declared a true and accurate record and were signed as such by the Chairman

9. **Matters of report from minutes of previous meetings** – None.

10. **To consider the authorisation of regular payments/subscriptions subject to rises affected by inflation:**

- 10.1 SVHMC – subsidy for Over 60s Club = £288
- 10.2 SVHMC – use of village hall for 13 meetings = £227.50
- 10.3 SCC – maintenance of streetlights = £1300
- 10.4 Membership of SALC and publications = £750
- 10.5 Membership of Suffolk Acre (including insurance premium) = £1500
- 10.6 Friend of Suffolk Preservation Society = £20.00
- 10.7 Matt's tree and grass - grass cutting = £2000
- 10.8 BDC – collection of refuse from litter/dog bins = £725
- 10.9 BDC – Nominal rent for Kingsland Green = £25
- 10.10 General maintenance of SPC property = £5680
- 10.11 Attendance at training courses for Employees and Councillors = £1000
- 10.12 Employees salaries and expenses = £14250 (incl NI)
- 10.13 Stour and Orwell Society = £10
- 10.14 Clerks and Councils' Direct = £9.50
- 10.15 Rospa inspection = £170
- 10.16 Audit fees = £900
- 10.17 Community First Responders = £200
- 10.18 Website hosting/development - £1300

It was agreed to authorise above payments for 2012/13

11 HMS Ganges: update and to agree any actions (if appropriate) in response to information received

The Planning Officer had confirmed the new planning application had been through the validation process and unfortunately not all the information needed to determine the application had been received. The developers were currently preparing these for submission.

12 Planning matters – To consider responses to Babergh District Council on applications received upto 15 May 2011 and subsequently

No applications received

13 To authorise signing of cheques for payments previously agreed:

13.1	Clerk's salary (6.4.12-5.5.12) = 50hrs (gross as HMRC website not working)	£608.00
13.2	Clerk's expenses – ink, paper,	£13.16
13.3	RFO's salary (6.4.12-5.5.12) = 46 hrs (gross as above)	£559.36
13.4	RFO's expenses –	£ -
13.5	Community Warden's salary (6.4.12-5.5.12) = 46.5 hrs	£418.50
13.6	Community Warden's expenses – fuel	£44.00
13.7	Litter Warden's salary (Village) (6.4.12-5.5.12) = 21hrs	£147.00
13.8	Steve Leach – editing of website = April/May	£120.00
13.9	Matt's Tree and Grass Garden Services	£150.00
13.10	Cllrs Richens – expenses	£17.41

14 To consider correspondence received upto 19 May 2011 and any responses required – No comments

- a. SPS – Spring 2012 magazine
- b. SALC – LAIS 1337 – Local Council Precept Data
- c. SCC – Notification of temporary traffic orders – B1456 at Main Rd Chelmo – highway maintenance
- d. Clerks and Councils Direct – May issue
- e. Suffolk Coastal District Council – Notification of submission of the Local Dev Framework Core Strategy etc.
- f. BDC/MSDC – HMS Ganges Briefing Note April 2012 – *circulated to cllrs via e-mail 25/4*
- g. BDC – Community Development Newsletter No. 7
- h. RSPB – April Newsletter

15 Jubilee Celebrations – to consider grant request to cover some Funday costs and momento for primary school children – It was agreed to grant the full request of £500.

16 To receive and consider nominations for Shotley Community Achievement Awards – Allana Baxter, Matt Clarke and Derek Long were nominated for awards – to be presented at the Annual Parish Meeting.

17 Reports from Councillors on matters not itemised on agenda/to be included in next agenda

- 17.1 Cllr Ingram had attended a "Peer Group Review" of the BDC/MSDC merger of services and reported that the consensus of meeting was that communication had been very difficult

over the past 2-3 months with many departments hard to get hold of either by phone or e-mail and that the Council Tax department had a 5-6 week backlog of work.

- 17.2 The recent grass cutting by BDC contractors had left lots of wet slippery loose grass everywhere which was proving to be a hazard and also over-enthusiastic weed killing was on the increase again with large areas dying off – Clerk to contact BDC
- 17.3 On Tuesday 15 May at teatime Police were seen to be taking speed readings by the side of the road near Great Harlings – Cllrs asked if the results of these could be advised.
- 17.4 The sub-station on the Ganges site had been removed.
- 17.5 The new owner of the pier’s proposal to supply fuel at the end of it was unlikely to progress due to SOS concerns.
- 17.6 The Ganges Museum was up for “Museum of the year” – Councillors were urged to support them by voting on-line

Meeting ended: 9.05pm

Next meeting: 24 May 2012 – Annual Parish Meeting
 21 June – Monthly meeting

Key:

BCT = Babergh Communities Together
BDC = Babergh District Council
BELSP = Babergh East Local Strategic Partnership
CPRE = Campaign for the Protection of Rural England
EERA = East of England Regional Assembly
ENCAMS = Environmental Campaigns
LAIS = Local Authority Information Services
NALC = National Association of Local Councils

PPIB = Parish Plan Implementation Board
SALC = Suffolk Association of Local Councils
SCC = Suffolk County Council
SCHU = Suffolk Coasts and Heaths Unit
SOS = Stour and Orwell Society
SPPA – Shotley Peninsula Parish Alliance
SPC = Shotley Parish Council
SPS = Suffolk Preservation Society
SYNC = Shotley Youth New Crew