

**Minutes of the Shotley Parish Council meeting held on Thursday 16 May 2013  
at 7pm in the Large Committee Room, Shotley Village Hall**

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

**In attendance:** Four members of the public, District Cllr T Roberts and County Cllr D Wood.

1. **To elect Chairman for 2013/14** - Cllrs proposed and seconded Cllr Wrinch as Chairman (in his absence). All were in favour and Cllr Wrinch had intimated, prior to the meeting that he would be happy to stand again if voted in.
2. **To receive apologies for absence** – Cllr Wrinch (work commitment),
3. **To receive declarations of interest and determine any dispensation requests received** – None
4. **To elect Vice-chairman for 2013/14** - 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** - The owner of land at Jubilee Cottages (item 13.1) made representations to the meeting. A member of the public informed the meeting that school footpath needed clearing again and the Netherhall drain was still flooding – Clerk to inform SCC Highwaysl.
6. **To appoint councillors to working parties and as representatives on outside bodies – Majority of list as per 2012** with the addition of Cllr Peters on the OSAC, substituting Linda Rowlands for Lynne Catling on the Stour Footpath Group, Cllrs Pugh and Ingram on the CUP and Cllr Ingram to act as sub if necessary on the Employment Working Party. List to be updated and circulated by August meeting.
7. **To receive reports from (if available):**
  - 7.1 District Councillor – An e-mailed report had been received and circulated prior to the meeting. BDC and MSCD had been shortlisted for an award for merging services.
  - 7.2 County Councillor – Cllr Woods advised that the 98 bus was not disappearing, he had been re-elected in the recent elections and was to remain chairman of the SC&H; and the proposed Solar Park decision had been deferred to enable an archaeological survey to be carried out.
  - 7.3 Safer Neighbourhood Team – There were five crimes in March in Shotley: two of criminal damage, one each of arson, drink driving and danger to road users (last two detected). The total crimes for the 2012/13 period was 51 compared to 65 in the previous 12 months. A breakdown was not available nor were any SNT members due to rest periods etc.
  - 7.4 Myshotley.com – This month the work has been reviewing and updating the site to keep it relevant including adding new images and new events. Local groups' pages have been reviewed and updated. A periodic review of the contact page has been

carried out and a backup/archive of the site has taken place. A meeting to be held in the near future to discuss developments.

7.5 Litter Wardens' Reports – **Gate:** Litter at same level – lots of McDonald's wrappers; the area around the shelter still mostly litter free; dog poo still a real problem although bins are full to overflowing most weeks; glass in BT callbox broken although repaired within 24 hours; some geotextile ripped up on new footpath and fires being built on the beach; toilets being well used – toilet paper being used at an alarming rate!; spate of minor fly tipping (household waste) at the top of the woods and in the undergrowth and at the end of Lower Harlings. **Street:** Kingsland play area litter bin looking a little worse for wear – may need replacing.

7.6 Stour Footpath Group

- **Shotley Heritage Park** – Still awaiting quotation for replacement steps and information on naval WWII structure. Adjacent landowner to Heritage Park has agreed that SPC can install a coastal path sign at the brickyards end; and a 250kg four wheel tipper truck has been acquired for Footpath Group use.
- **Erosion Protection Phases 2&3** – MMO adverts appeared on 1 & 8 May; hard copy of application at Shotley Post Office, additional information for application request by Natural England; public consultation ends 5 June 2013 and BDC have no comments.
- **Phase 1 Erosion Protection and new footpath** – funding approved by SC&H for the information board and an erosion protection inspection had been carried out on 15 May had been .
- **Picnic Area** – Still awaiting confirmation of start date for resurfacing and delivery of balance project information board.

7.7 Open Spaces and Amenities Committee – The April minutes were received and the OSAC recommended that the SPC order two new grit bins to replace those vandalised recently – **agreed**.

7.8 Affordable Housing Working Party – Local landowners had been contacted again to see if any wished to sell land for this project.

8. **To agree and sign the Minutes of the Parish Council Meeting held on 18 April 2013** - 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** – The 2009 Emergency Plan had been nominated for an award – it was hoped that the author (Graham Brown) would be able to accept it on the Council's behalf.

**10. Responsible Financial Officer:**

10.1 To approve and sign: the 2012/13 accounts; the Annual Return for the year ended 31 March 2013; the Statement of Accounts and to display the Annual Governance Statement – **All duly approved, signed and displayed as appropriate**

10.2 Account balances

Community Account	£43577.66
Premium Account	£ 455.11
Tracker Account	<u>£ 8295.08</u>
<b>Total:</b>	<u><b>£52328.37</b></u>

This includes earmarked reserves and funds:

Ganges Playground	£10,000.00
Kingsland Playground	<u>£10,000.00</u>
<b>Grand Total:</b>	<b><u>£32328.37</u></b>

(The above figures do not include Accounts Payable presented at this meeting)

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

- 11.1 Village Hall hire charges for Over 60s Club, Community First Responders Unit and SPC meetings – **approx. £1000**
- 11.2 SCC – maintenance of streetlights – **approx. £1500**
- 11.3 Membership subscriptions for SALC, Community Action Suffolk and SoS – **approx. £800**
- 11.4 Purchase of publications – **approx. £100**
- 11.5 Zurich Insurance premiums – **approx. £2000**
- 11.6 Ground maintenance (including tree pruning etc) and general maintenance of SPC property – **approx. £2500**
- 11.7 BDC – collection of refuse from litter/dog bins and nominal rent for Kingsland Green – **approx. £700**
- 11.8 Attendance at training courses for Employees and Councillors – **approx. £500**
- 11.9 Employees’ salaries (incl NI) and expenses – **approx. £21000**
- 11.10 Rospa and Sea Defence annual inspections – **approx. £500**
- 11.11 Auditors’ fees – **approx. £800**
- 11.12 Website hosting/development – **approx. £1000**

**12. Former H M S Ganges Site Planning Application – B/12/00500/FUL** – Nothing has changed with regard to the planning application – Environmental information still awaited, expected by end of April. All parties will be re-consulted once received.

**13. Planning matters** – To consider responses to Babergh District Council on applications received up to 12 May 2013 and subsequently

**Applications received:**

- 13.1 B/13/00364 – Jubilee Cottages, The Street - Erection of 2 No. two-storey detached dwellings and construction of new shared vehicular access – **Supported**. However, Babergh asked to consider whether the overall size and design of the two properties proposed could be modified by the architect to mitigate some of the concerns strongly expressed by nearby residents' about the close proximity of building to boundary lines and the general loss of amenity.

**Applications refused:**

- 13.2 B/12/01454 – 4 Bristol Hill, Shotley – Erection of single storey rear extension - **Noted**

**14. To authorise signing of cheques for payments previously agree**

14.1 Clerk’s salary (6.4.13-5.5.13) = 44 hrs	£535.04
14.2 Clerk’s expenses	£ -
14.3 RFO’s salary (6.4.13-5.5.13) = 39.5hrs	£480.82
14.4 RFO’s expenses –	£ -
14.5 Gate Litter Warden/Loo cleaner wages (6.4.13-5.5.13) = 44/29hrs	£511.00
14.6 Gate Litter Warden expenses –	£ -

14.7 Village Litter Warden's salary (6.4.13-5.5.13) = 21 hrs	£147.00
14.8 Steve Leach – managing website = 8hrs to Apr/May	£126.31
14.9 Meacock Garden Services – April Monthly account	£200.00
14.10 SVHMC – PC meetings, Over 60s and OSAC	£583.00

**15. To consider correspondence received up to 16 May 2013 and any responses required – No responses required**

- a. SALC - 2013 Training Programme – *Circ'd to all cllrs*
- b. RSPB April newsletter
- c. Suffolk Flood Risk Management Partnership booklet and request for assistance from parishes
- d. BDC & MSDC – Homelessness consultation
- e. BDC & MSDC – summer holiday activity provision within Babergh and Mid Suffolk – *e-mailed sent to SYNC*
- f. SALC – LAIS 1351 Precept Referendums – 2<sup>nd</sup> reading delayed
- g. SVHMC – 2013 AGM minutes
- h. Suffolk Wildlife Trust – What's On and May publication

**16. Soup Lunch - To consider application for funding** - Deferred as paperwork not received in time for meeting.

**17. To receive and consider nominations for Shotley Community Achievement Awards** - Alex Pettersson; Dawn Girling; Sandra Whayman; and Roger Cushings' names were put forward for awards to be presented at the Annual Parish Meeting next week.

**18. Reports from Councillors on matters not itemised on agenda/to be included in next agenda**

- 18.1 The Youth Club were planning a "Graffiti day" during the half term – they would be painting panels to be put on the outside of the cabin. The SVHMC were happy for this to go ahead and planning permission was not needed.
- 18.2 The Alexander weed was overgrowing on the left side near Corner garage – Clerk to inform SCC.
- 18.3 It had been noted that the Shotley Churchyard had an area which needed clearing – community payback to be asked if they could help along with volunteers from the village.
- 18.4 Mr Whippy was apparently parking in the disabled bay at the bottom of Bristol Hill – SCC to be informed although it was recognised that they would probably not take any action.

Meeting ended 9.50 pm

**Key:**

BDC = Babergh District Council  
 EEAPTC = East of England Assoc of Parish and Town Councils  
 ENCAMS = Environmental Campaigns  
 LAIS = Local Authority Information Services  
 MSDC = Mid Suffolk District Council  
 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  
 SPCC – Shotley Peninsula Cycling Campaign  
 SPC = Shotley Parish Council  
 SPS = Suffolk Preservation Society  
 SYNC = Shotley Youth New Crew