

Minutes of the Annual Parish Council Meeting of the Shotley Parish Council held on Thursday 26th May 2016 at 7:15pm in the Large Committee Room, Shotley Village Hall.

Present: Cllrs T Lawford-Randall (Chairman), J Catling, N Green, M Williams, B Nichols, Mrs D Bedwell (Clerk), District Cllr D Davis, District Cllr P Patrick, County Cllr D Wood and twenty six members of the public.

- 1. To elect Chairman:** It was resolved to appoint Cllr T Lawford-Randall Chairman of the Parish Council.
- 2. To elect Vice-chairman:** It was resolved to defer this appointment until further members were co-opted onto the Council.
- 3. Apologies for absence:** There were no apologies for absence.
- 4. Declarations of interest with regard to items on the agenda and additions to register:** There were no declarations of interest.
- 5. Reports**
 - (i) District Councillor's report: District Cllr P Patrick gave members a verbal report. A further verbal report was also given by District Cllr D Davis.
 - (ii) County Councillor's report: A verbal report was received from County Cllr D Woods upon his arrival later on in the evening.
 - (iii) Noticeboard: It was reported that the Noticeboard was being printed and was due to be delivered at the end of the week.
 - (iv) Website: A brief report was received from Mr D Davis.
 - (v) Stour Footpath Group: A report had not been received.
- 6. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak:* **Meeting open-** Members of the public expressed their concern at the recent arrival of a Kebab van (mobile food sales) which was currently parking at the Primary School lay by. This feeling was shared by a number of local business owners, who felt this to be unfair as they all had to pay business rates and this new business did not appear to have permission to be on site or paid any rates to the local authority. A brief discussion ensued, involving members of the public, the owners of the aforementioned kebab van, District Cllr D Davis, County Cllr D Wood and members of the Parish Council. It was established that, contrary to the owner's belief, the van did not have a valid licence or formal permission to sell in Shotley and that until these were acquired, the Parish Council would not be in a position to consider any request for the van to park in Parish Council owned land.

Mr G Richens stated that he had received a fees notice from the Parish Council following his recent Freedom of Information request and proceeded to hand the Chairman two bags of small coins in payment of the said fee.

Mr G Richens then asked why the bench recently installed at the Heritage Park was at a different location to that originally mentioned. Mr G Richens was informed that the resident who sponsored the bench, as well as all parish councillors, had been consulted on a number of occasions on the exact siting of the bench and that this had been agreed by all. The resident had also thanked the Parish Council and had expressed how pleased they had been with the result.

Mr G Richens had a further question about policy matters and the deferral of minutes and this was duly clarified.

Mr Peter Sago, representing the Shotley Kidzone, gave members a presentation in which he explained what the funding being applied for was going to be used for.

- 7. To approve Minutes of the meeting held 17th March and 4th May 2016:** It was resolved to approve the minutes as a true record of the meeting held.

8. Administration

- (i) To receive and update the Clerk's Action Summary: The Action Summary had been circulated ahead of the meeting and was updated by members.
- (ii) To receive Clerk's report and update on Council matters not covered elsewhere on the agenda: Due to their confidential nature, these matters would be dealt under item 20.
- (iii) To consider the appointment of a Harwich International Port (Local Authority Liaison Committee) (HIP LALC) representative- (Mr B Powell and Mr T Ingram had volunteered at a previous PC meeting): It was resolved that Mr G Richens could continue this role and that Mr B Powell could also attend the meetings on behalf of the Council.
- (iv) To review the Employment Appeals Committee membership (to be deferred until PC membership is increased): Deferred.
- (v) To note changes to the current Complaints Panel membership: Cllr N Green's resignation from the Complaints Panel was noted.
- (vi) To receive nominations for the Community Awards 2016: Clerk to send list of past recipients so that members could consider this matter further.
- (vii) To note Councillors approval to receiving the meeting summons via e-mail: All members present agreed to receive the meeting summons by e-mail.
- (viii) To receive further update on new process for the Norfolk and Suffolk Community Rehabilitation Company to work on Shotley Parish Council owned/maintained land (with/without third party volunteers), including the signing of relevant forms: It was agreed that the main contact would remain as the Clerk but that the second contact would change depending on what group would be working with the NSCRC, rather than list a permanent second contact.

9. Finance

- (i) To consider an application for funding from Kidzone (previously circulated to members): It was resolved to approve the funding of £300.00.
- (ii) To consider an application for funding from the Shotley Scouts (previously circulated to members): It was resolved to approve the funding of £300.00.
- (iii) To consider an application for funding from the Friends of Shotley Primary School: It was resolved to approve the funding of £300.00.

- (iv) To consider a recommendation for the placement of a commemorative bench (Queen's 90'th birthday) on the footpath between the Primary School and Great Harlings and agree expenditure: Members discussed that the Church area and Kingsland may also benefit from additional street furniture, as those areas did not appear to benefit as much as Shotley Gate. The Clerk was asked to seek quotes for a wooden bench for circulation, therefore this matter was deferred to a future meeting.
- (v) To receive and note bank balances: The bank balances were noted as follows- Current Account £35,037.70, Tracker Account £456.28 and Deposit Account £43,328.94, therefore a grand total of £78,822.92.
- (vi) To consider and approve accounts for payment and note receipts: It was resolved to approve the accounts for payment, as follows:

Accounts for payment- May 2016

1. Clerk salary	£1,247.39
2. HMRC (April and May Tax, NI and Employer NI)	£1,110.27
3. E Bugg (Shotley Warden)	£168.00
4. D Bishop (Shotley Gate Warden and WC's)	£632.17
5. S A Meacock (grass cutting)	£220.00
6. D Davies (Website)	£120.00
7. Cllr N Green expenses (telephone calls)	£25.36
8. SVHMC (meeting venue hire)	£192.00
9. Mrs G Sillett (emptying of dog and waste bins)	£140.00
10. Clerk's expenses (BT bill and broadband x 2, postage, mileage)	£150.56
11. Cllr N Green (phone expenses)	£8.26
12. Pretty's disbursement for wc registration	£50.00
13. Realise Futures (memorial bench at Heritage Park)	£625.79
14. Norfolk and Suffolk Community Rehabilitation (3.04.16)	£90.00*
15. Shotley Friends of the school(funding)	£300.00
16. Shotley Friends of the School (replacement of lost cheque)	£300.00
17. First Shotley Scouts (funding)	£300.00
18. Shotley Kidzone (funding)	£300.00

* six out of twelve sessions were agreed at a rate of £75 plus vat

The Clerk reported that Mr D Hazelwood had collected £212.00 in allotment rents.

(vii) To agree action to take following difficulties in recovering the set of Christmas lights the Bristol Pub: Mr G Pugh, from the public gallery, handed the set of Christmas lights to the Chairman.

(viii) To consider setting up an accounts with a provider or materials for works regularly undertaken by volunteers on land owned or managed by the Parish Council: A brief discussion ensued, which included Mr G Richens, speaking from the public gallery. It was agreed that a proposal for a ceiling figure of £50 a month, non-accruable, would be added to the next agenda for consideration.

(ix) To consider and approve accounts for the third quarter 2015/2016: Deferred.

(x) To consider and approve accounts for year ended 31 March 2016: Deferred.

(xi) To consider and approve the Annual Return and local governance statement: Deferred.

10. To consider and approve the payment of regular expenditure and standing orders (subject to Financial Regulations and Standing Orders) : It was resolved to approve the payment or regular payment, as follows:

- (i) Village Hall hire charges for Social Club, Community First Responders Unit and SPC (and associated committees/working group/emergency and public meetings
- (ii) SCC – maintenance of streetlights and energy supply
- (iii) Membership subscriptions for SALC and Community Action Suffolk
- (iv) Purchase of publications
- (v) Zurich Insurance premiums
- (vi) Ground maintenance (including tree pruning etc) and general maintenance of SPC property
- (vii) BDC – collection of refuse from litter/dog bins and nominal rent for Kingsland Green
- (viii) Attendance at training courses for Employees and Councillors
- (ix) Employees' salaries and expenses
- (x) Contractors (grass cutting, bin emptying, street cleaning and public conveniences cleaning)
- (xi) HMRC
- (xii) Rospa inspections
- (xiii) Auditors' fees / RBS annual membership
- (xiv) Website hosting/development
- (xv) Suffolk Community Rehabilitation Company (6 yearly sessions)

11. Planning matters

- (i) Applications received for recommendation to Babergh District Council:
 - a) B/16/00472 and 0000471- Charity Farmhouse, Wades Lane, Shotley- Application for listed building consent and erection of cartlodge and part demolition of garage/boiler room- It was resolved to recommend the approval of this planning application.
 - b) B/16/00609 1 Great Harlings, Shotley- As the application had only recently been received, it was resolved that Cllr N Green would consult with the neighbouring residents and if they had no objections, the Clerk would use her delegated power to send the Parish Council recommendation to planning.
- (ii) To note Approvals/Refusals: B/16/00276 9 Orwell View Road, Shotley, Erection of detached garage/workshop- Planning permission granted.
- (iii) Planning Correspondence: No further planning correspondence had been received.

12. Highways matters: To consider initial suggestions put forward regarding improvements at the turning circle at the bottom of Bristol Hill (use of Marina development S106 funds of £20,000): The initial suggestions put forward by SCC Highways had been discussed at a site meeting. A discussion ensued, including the input of District Cllr D Davis, who had attended the Highways meeting with the Clerk and Cllr T Lawford-Randall. District Cllr D Davis urged the Parish Council to progress matters as swiftly as possible due to time scale, therefore this item would be added to the next agenda so that members could make recommendations to Highways as soon as possible. Clerk to

chase SCC Highways for their suggestions and plans.

13. Allotments:

- (i) Pest control issues reported by resident- To consider action to be taken: A resident had reported an issue with the presence of rats when plots were cleared. Matter to be monitored in case professional pest control was needed.
- (ii) Previously approved expenditure: to note ongoing works to re-instate allotment plots (up to £300) and consider whether any further expenditure will be needed: Mr B Powell (allotment warden) gave members a brief report on the works recently carried out at the allotment site to turn a large garden into rentable plots. The Parish Council had previously approved the expenditure of £300 for a new boundary fence. However, following a recent inspection it had been noted that existing hedgerows could be used for this purpose for one of the affected properties. The owner of the second affected property had erected their own boundary fence. Further necessary clearance works would have a cost due to the amount of plant and fuel that would be needed. It was resolved that the approved £300 could be used for this new purpose rather than for the erection of a boundary fence.

14. Litter Wardens/wc cleaning: To receive reports and agree any actions needed, including to consider and approve quote for the re-decorating of the public conveniences: It was resolved to approve the second quote for the re-decorating of the public conveniences, at a cost of £290.00. However, in order for this to be possible, the unit would need to be thoroughly deep cleaned, therefore the Clerk would seek a quote for such works before-hand, for consideration at the next meeting.

15. To note correspondence: Correspondence received already circulated to councillors or included on the agenda for consideration. All other administrative correspondence filled by the Clerk. The Clerk reminded members of the recent communication from UK Power Networks and the upcoming bat survey, which members agreed could go ahead. The Clerk also reminded members of the request for a bin to be removed from Baker Road and re-installed near the bus stop on the B1456. The Clerk was in the process of getting a quote for this re-siting and would add the matter to a future agenda for consideration.

16. Reports from Councillors on matters not itemised on agenda/to be included in the next 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): No further reports from councillors were received.

17. Chair's urgent business: any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: There was no Chairman's urgent business.

18. Date of next meeting: 2nd June 2016 (Annual Parish Meeting), 16th June 2016

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.*

19. Contracts and Tenders- to receive feedback, review current position and agree any actions

- (1) Grass cutting contract
- (2) Litter Warden contract (Shotley Gate)
- (3) Public conveniences cleaning contract (Bristol Hill)
- (4) Emptying of dog/household waste bins not within reach of Babergh waste services, including to

consider quotes received

20. Administrative matters

With no further matters to be transacted, the meeting ended at 11.15pm.

Signed:_____ Date:_____