

Minutes of the Shotley Parish Council meeting held on Thursday 19 May 2011 at 7.15pm in the Large Committee Room, Shotley Village Hall

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

In attendance: Four members of the public and PC Gary Austen

1. **To elect Chairman for 2011/12** - Cllr Matthews proposed, seconded by Cllr Bugg, 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** – Cllr Dave Wood (chairing a BDC meeting)
3. **To receive Declarations of interest and additions to register - None**
4. **To elect Vice-chairman for 2011/12** - Cllr Nichols proposed, seconded by Cllr Ingram, Cllr Matthews as Vice-chairman.
5. **Councillor Vacancy - to consider candidates for co-option – Bob Higgs** had come forward and gave a short resume of his previous roles in public life. Cllr Matthews proposed and Cllr Bugg seconded Bob Higgs to fill the Councillor Vacancy. The appropriate forms were completed and Cllr Higgs took his place on the Council.
6. **Open forum for members of the public to speak to Councillors on items appearing on the agenda**
7. **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*
 - c. Village Hall Management Rep – *Cllr Matthews*
 - d. SALC Rep – *Cllrs Wrinch and Ad hoc (dependent on subject)*
 - e. SPPA Rep – *Cllr Ad Hoc – Ganges Nichols / Tip Wrinch*
 - f. Open Spaces & Amenities Committee – *Cllrs Wrinch, Ingram, Catling, Pugh and Richens*
 - g. Youth Co-ordinator/Shotley School Liaison WP – *Cllr Matthews*
 - h. Website WP – *Cllrs Ingram*
 - i. Babergh DC Area Rep – *Cllr Ad Hoc*
 - j. Risk Assessment WP – *Cllr Matthews, Community Warden, Clerk and RFO*
 - k. Finance WP – *RFO, Cllrs Catling, Nichols and Bugg*
 - l. Communications lead – *Cllr Ad Hoc*
 - m. Suffolk Hedgerow Survey WP – *RW and Clerk (joint co-ordinators), Cllrs Catling, Richens, Nichols, Pugh, Ingram and Matthews (volunteers)*
 - n. Internal Auditor – *SALC*
 - o. External Auditor – *BDO Stoy Hayward LLP*
 - p. Stour Footpath WP – *co-opted: Derek Fowler, Barrie Powell, Ian Saunders, Roger Cushing, Ken Cocksedge, Chris Adams, Guy Wallhead (and Cllrs Richens, Pugh, Ingram and Clerk)*
8. **To receive reports from (if available):**
 - 8.1 District Councillor - No report
 - 8.2 County Councillor – A written report had been received and circulated prior to the meeting.
 - 8.3 Safer Neighbourhood Team – The monthly report for April showed six crimes, two of arson, two criminal damage to vehicle, one theft of pedal cycle and one fraud by abuse of position. PC Gary Austen had attended an earlier meeting with concerned residents from the Lloyd Road/Kitchener Way areas (along with some parish councillors) to discuss the

current anti-social behaviour occurring there and what measures could be put in place to alleviate these occurrences. He reported that a neighbourhood watch was to be formed; a bollard was to be placed at the Anglian Water driveway; meetings between residents and youths was to be organised; there would be more patrols and more information was needed from residents regarding any incidents occurring so as to get a fuller picture. He warned that this would not be a “quick fix” scenario. The annual crime figures were: 78 – for 2010-11 (up 20 on the previous year). The figures reflected an increase in general metal and oil thefts).

8.4 Www.myshotley.com – no report

8.5 Parish Clerk - Clerk advised of holiday dates; there had been an oil spill on Gayford Terrace which was being attended to by Anglian Water, the Environment Agency and SCC to hopefully ensure water contamination is kept to a minimum if any has occurred; a report had been received regarding a resident of Ganges Road extending their garden into Ganges Wood – this has been reported to The Woodland Trust.

8.6 Responsible Financial Officer

8.6.1 To approve and sign: the Annual Return for the year ended 31 March 2011; the Statement of Accounts and to display the Annual Governance Statement –
Deferred until after APM on 26 May 2011

8.6.2 The Parish Council reserves were as follows:

Community Account	£23,921.52
Premium Account	£ 455.09
Tracker Account	<u>£82,538.73</u>
Total:	<u>£106,915.34</u>

Which includes earmarked reserves and funds:

Ganges Playground	£ 7,500.00
Kingsland Playground	£ 7,500.00
BELSP	<u>£ 8,000.00</u>
Grand Total:	<u>£83,915.34</u>

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

8.6.3 It was agreed that Cllr Norman Bugg could sign the cheque due at 15.7 until a further signatory could be arranged.

8.7 Community Warden

- **Litter** – increasing with lots of McDonalds - beer cans and bottles on the up again.
- **Tennis Courts/sports pitch** - fire damage in the playpark tunnel was rubbed/ground down and made usable again - bottles on tennis courts being broken still. Football nets in multi courts are not lasting well – they are getting cut/ripped used as rope ladder, no problem with actual goals though.
- **Dog bins** - The dog bin that was kicked down was re-sited – the Kingsland park one needs refitting also.
- **The ‘ No Dogs’ signs** went missing from the Ganges Play Area gates – these have been found and replaced
- **Street signs** located and repaired ready for re-siting.
- River walk. I have new perspex and edges to repair the last damage to the notice board, now just need the rest of it again!

8.8 Stour Footpath Group
Report

- Phase 2 Contractor appointed (Groupbridge) and start date is 4 July 2011;
- Order placed with Collins landfill Tattingstone for 650 Tonnes of recycled concrete;
- Hawes Associates appointed as Contract Manager. Footpath Group will provide regular feedback as in Phase 1 to minimise costs ;
- SCC are arranging footpath closure notices for Phase 2 works effective from 1 July 2011 until 1 September 2011. They will not charge for this work;

- Footpath Group have won the Haven Gateway Partnership prize of £18,000 with the highest number of votes. This money is to be used to contribute to Phase 2 gabion work, and the residual to be used to begin renovation of the picnic area at the bottom of Bristol Hill;
- Heritage Lottery Fund feedback obtained following 'pre application assessment'. In summary, our application to support cliff purchase for 'Shotley Heritage Park' needs to have much more educational links to develop young people, and to show how the capital purchases are necessary for the learning experience to continue, for all ages;
- Draft 'Sustainable Development Fund' application produced. Feedback obtained and form to be submitted by 27 May 2011 (closing date for applications);
- Three Group members attended ICVS 'Funding Application Workshop'. This will be very useful to make more effective funding applications in the future;
- Group agreed to work with Stour and Orwell Society in a joint Summer Party to be held on 24 June 2011 in the grounds of Woolverstone High School. Proceeds from this will be shared proportionately between the two groups based on numbers of tickets sold;

Actions in next period

- Apply for 'Locality Budget' support from Councillor David Wood;
- Provide a report following Ian Peters' survey of the cliff and woodland.
- Group to present 'The Shotley Story' to 'Stour and Orwell Estuaries Group' meeting on 24 June 2011 at Ipswich Waterfront;
- Define requirements for picnic area subject to funds available and place appropriate orders;

- 9. To agree minutes of the Parish Council Meeting held on 21 April 2011** – The minutes were declared a true and accurate record and were signed as such by the Chairman
- 10. To agree the Minutes of the Review Meeting of the Parish Council held on 24 March 2011 – Deferred**
- 11. Matters of report from minutes of previous meetings** – The Housing Survey carried out in April had elicited 276 replies which were currently being collated by Suffolk ACRE.
- 12. To consider the authorisation of regular payments/subscriptions subject to rises affected by inflation:**
 - SVHMC – subsidy for Over 60s Club = £276
 - SVHMC – use of village hall for 13 meetings = £220
 - SCC – maintenance of streetlights = £1000
 - Membership of SALC and publications = £750
 - Membership of Suffolk Acre (including insurance premium) = £1300
 - Friend of Suffolk Preservation Society = £20.00
 - Matt's tree and grass - grass cutting = £1920
 - BDC – collection of refuse from litter/dog bins = £725
 - BDC – Nominal rent for Kingsland Green = £25
 - General maintenance of SPC property = £5680
 - Attendance at training courses for Employees and Councillors = £1000
 - Employees salaries and expenses = £14250 (incl NI)
 - Stour and Orwell Society = £10
 - Clerks and Councils' Direct = £9.50
 - Rospa inspection = £170
 - Audit fees = £650
 - Website hosting/development - £1300

It was agreed to authorise above payments for 2011/12

- 13. HMS Ganges: update and to agree any actions (if appropriate) in response to information received**
- To receive "Ganges Toolkit" – The Council thanked Graham Steel for producing the Toolkit and agreed to hold a separate briefing meeting to go through its contents. It was also suggested that the Chelmondiston Clerk and any interested Councillors be invited along.
 - Development of site – The scoping report had been requested from the Planning Dept – The Council's comments (amongst other things) were: that buildings to be kept/demolished should be informed by the conservation appraisal when adopted; that the impact assessment for alternatives for the site are the 325 and 404 applications which were both refused, appealed and lost – a proper appraisal should be carried out and that demolition and construction should be managed.
 - Mast – the developers let it be known at the open day they had no intention of taking down the mast until development commenced as it may get damaged.
- 14. Planning matters – To consider responses to Babergh District Council on applications received upto 15 May 2011 and subsequently**
Applications received:
- 14.1 B/11/00477/FUL – Land adjacent to 6 Hervey Terrace, Shotley, Ipswich, IP9 1NU – Erection of 1 No. two-storey dwelling – **No objections**
- 15. To authorise signing of cheques for payments previously agreed:**
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|--|---------|
| 15.1 Clerk's salary (6.4.11-5.5.11) = 55.25hrs | £503.88 |
| 15.2 Clerk's expenses – ink, paper, | £17.45 |
| 15.3 RFO's salary (6.4.11-5.5.11) = 35 hrs | £319.20 |
| 15.4 RFO's expenses – computer, security package | £715.96 |
| 15.5 Community Warden's salary (6.4.11-5.5.11) = 40 hrs | £360.00 |
| 15.6 Community Warden's expenses – fuel | £6.30 |
| 15.7 Litter Warden's salary (Village) (6.4.11-5.5.11) = 22hrs | £154.00 |
| 15.8 Tess Brown – editing of website/directory = 5 hrs to 11 May | £40.00 |
| 15.9 Matt's Tree and Grass Garden Services | £137.50 |
| 15.10 1&1 Website hosting fee – (Tessa Brown) | £35.93 |
| 15.11 HMRC – Clerk and RFO tax | £274.36 |
- 16. SCC/BDC Divestment Plans – update and to agree any actions (if appropriate) in response to information received re:**
- School crossing patrol – no new information available from SCC but contact made with headmistress of primary school and parents being canvassed as to the level of support.
 - Chelmondiston recycling and household refuse centre – figures were still awaited from SCC/WRG and discussions were ongoing between SCC, WRG, Peninsula Parish Councils and other interested parties
 - Subsidised bus routes – a meeting had been held on 13 April which seemed to suggest that the service would cease all Sunday service and end at 6pm during the week. There was to be another meeting late June.
 - Mobile Library – SCC still to make decision on how many library closures were to take place and if mobile libraries were to be included
 - Bristol Hill Public Conveniences – It was proving difficult to obtain information from Babergh – RFO to try to progress before next meeting – no known deadline as such advised.
- 17. Changes to SCC street lights – to consider SCC's proposals for power saving – Deferred**
 – as the deadline was later on in the year
- 18. To consider correspondence received upto 19 May 2011 and any responses required**
- Stour & Orwell Estuaries Forum 2011 – Fri 24 June 9am – 12.30pm. Lecture Theatre 1, University Campus Suffolk – **Cllrs Richens and Ingram to attend**
 - RSPB newsletter May 2011
 - BDC – letter introducing new CEO – start date 23 May

- d. Environment Agency – sea defence vegetation management
- e. SALC – LAIS update – local tv; audit; councillor guide; citizenship survey; young people; gypsies and travellers; domestic waste; street parties; planning; retail burdens; sustainable communities
- f. SCC – Trusted Trader Scheme posters
- g. SC&H free newspaper Spring/Summer 2011
- h. NALC e-bulletin re precepts; standing orders; big society awards
- i. Marine Conservation Society – strandline newsletter
- j. SCC – road surface dressing programme 2011
- k. Mid-Suffolk/BDC – Facing the Future May 2011 (*e-mailed to cllrs 5/5*)
- l. HWRC – copy of letter from resident to D Wood
- m. Clerks & Councils Direct – May magazine
- n. Rural Action East – Developing Community Enterprise event – 30 June, Bury St Edmunds 10-4 – **Cllrs Matthews and Pugh to attend**

19. To receive and consider nominations for Shotley Community Achievement Awards – Graham Steel and Penny Clarke were nominated – further nominations to be advised prior to APM next week.

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

- 20.1 Church Walk weed grown was overdue for cutting as making driving down there dangerous - SCC to be advised
- 20.2 Cllr Richens and Higgs offered apologies for the meeting on 16 June as both on holiday.
- 20.3 The Open Gardens event was on 18 June 10-4pm
- 20.4 Shotley Primary School had a School Fayre on Sunday 25 June 2-4pm
- 20.5 SoS were holding an evening event at the Woolverstone High School on 24 June – art exhibition, bank, canapés, £10 ticket – the Footpath Group would also be selling tickets and would receive a percentage.
- 20.6 There was some discussion on re-siting the Ganges Playpark equipment so as to make the area less attractive to the ASB youth element but it was felt that it was best to see if proposed initiatives work before making this decision.

Meeting ended: 10.10pm

Next meeting: 26 May 2011 – Annual Parish Meeting
 16 June – Council 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

PIIB = 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