

Minutes of the Shotley Parish Council meeting held on Thursday 21 July 2011 at 7.15pm in the large Committee Room, Shotley Village Hall

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

In attendance: Five members of the public, Cllr David Wood

1. **To receive apologies for absence** – Cllr J Catling (holiday)
2. **To receive Declarations of interest and additions to register** – None
3. **Peninsula Cricket Club – Lee Mandley** – A new club has been established to provide coaching and a competitive cricket environment for Under 9's upto seniors to begin competing for the summer season of 2012. They hoped to be based at Holbrook High School. A business plan and constitution were being finalised.
4. **To receive reports from (if available):**
 - 4.1 District Councillor - Councillor John Deacon was introduced to the Council as the "other" Babergh Councillor for the Berners Ward – he would be covering Chelmo and Woolverstone and Cllr Tony Roberts will continue to cover Freston, Erwarton and Shotley. They will stand in for each other's "patches" during absences if available. Babergh had a £1.3m shortfall in their 2012/13 budget and cuts to services will be looked at although comments will be sought from Parish Councils
 - 4.2 County Councillor - The Buzabout bus service will be re-launched on August 4th at Tattingstone Village Hall. It will operate between 7am and 7pm from Monday through to Saturday (no Sunday service at all) and Tuesday, Friday and Saturday evenings from 7pm to 12am. The price of a journey will be the same as that of a normal bus fare.
 - 4.3 Safer Neighbourhood Team - PC Gary Austen advised that:
 - since the July 4th meeting with local youth, the agreed curfew had been largely adhered to and litter had reduced significantly – it was hoped that all parties were happy with this improvement.
 - a bollard had been placed directly in front of the Anglian Water facility so as to deter parking there.
 - a site for a teen shelter was being sought but was proving difficult as the current play area guidelines meant that what land the Council owned was not suitable.
 - He felt that placing yellow lines denoting rural waiting restrictions at the Anglian Water facility in Lloyd Road would deter parking there and the police could move vehicles on or impose fines. .
 - There had been six crimes in June – one of criminal damage to vehicle, one theft of pedal cycle, two thefts, one burglary and one indecent/threatening message
 - 4.3.1 To consider site and costs of a teen shelter – this was discussed at length, information given to youth representative in order to source type of shelter required and suitable site to be investigated.
 - 4.3.2 To consider imposing rural waiting restrictions in front of the Lloyd Road Anglian Water Station and grant toward cost of same – **Deferred** to allow for consultation with nearby residents – to go on August agenda
 - 4.4 Myshotley.com - Four applicants had come forward for the website manager position and interviews would take place over the next two weeks.

4.5 Parish Clerk – The clerk reported computer problems which had hampered work rate this month although a new computer had been ordered so hopefully things would improve.

4.6 Responsible Financial Officer –

4.6.1 To receive internal auditor's recommendations – **These were received and it was resolved to instigate procedures/make corrections in order to carry out the internal auditor's recommendations.**

Internal Auditor's Recommendations:

- The calculations for Cllr Steel's mileage expenses were listed incorrectly, ie cheque 1496 8 x 40p = £3.20
- That all salary payments are made only when timesheets are submitted
- That the Council completes and reviews annually a risk assessment that should cover all matters which could possibly prevent a smaller body from functioning ie loss of financial data, change of clerk, damage to play equipment etc
- That a current budget position is reported and minuted on a quarterly basis
- To review the amount currently paid for the Clerk's and RFO's subsistence
- That the basis of the valuation of the asset register is noted
- That un-presented cheques are deducted from the bank reconciliation and that cheques that do not clear within six months are cancelled and re-issued.
- That the following are reviewed annually: The Internal Controls, Risk Assessment, Standing Orders, Financial Regulations and Appointment of Internal Auditor.

4.6.2 To consider increase in cost of grass cutting contract – **It was resolved to accept the increase as it was felt to be modest**

4.7 Community Warden – Litter was the same as always and the new bin at the Ganges Play Area was proving helpful; unfortunately the dog litter in the play areas was worse than ever; the Kingsland road sign had been re-attached and graffiti ground off the playframe; and wire to repair the tennis courts had been purchased and repairs would be carried out over the coming weeks.

4.8 Stour Footpath Group –

Report:

- A £1500 grant had been awarded to the Group by Cllr Dave Wood's Locality Budget
- A further £3000 was confirmed from Suffolk Coasts and Heaths
- Funds generally for the sea defences, picnic area refurbishment and cliff purchase were looking healthy although more was needed.
- The contractors had started work on the remaining 120 metres of gabion sea defences on 11 July and despite a hiccup in the supply of materials work was progressing well.
- Anglian Water had been on site as there had been problems with foul water run-off and drainage issues generally. These were being investigated and would be rectified in the near future.

4.8.1 To consider quotations for picnic area resurfacing and appoint contractor – **It was resolved to appoint Groupbridge**

4.8.2 To agree to further essential works to access path behind gabions and behind existing sheet pile wall – **It was resolved that** Groupbridge would carry out repair works

5. **Open forum for members of the public to speak to Councillors on items appearing on the agenda**
6. **To agree the Minutes of the Parish Council Meeting on 16 June 2011** - The minutes were declared a true and accurate record and were signed as such by the Chairman
7. **To agree the Minutes of the Extraordinary Parish Council Meeting held on 12 July 2011** - The minutes were declared a true and accurate record and were signed as such by the Chairman
8. **Matters of report from minutes of previous meetings** – The Coffee Caravan Project confirmed it was to come to Shotley on 24 August and posters would be distributed.
9. **HMS Ganges: update and to agree any actions (if appropriate) in response to information received**
 - 9.1 To receive notes of a meeting with the developers on 11 July 2011 – Notes were received. Clerk to chase up developers commitment to swimming pool project.
 - 9.2 A youth organisation was interested in the possibility of leasing some of the retained buildings – details to be forwarded to Graham Steel to progress re the swimming pool project.
 - 9.3 There was no news on when the new planning application for the whole site would be submitted to Babergh.
10. **BDC/SCC Divestment Plans – update and to agree any actions (if appropriate) in response to information received re:**
 - 10.1 School crossing patrol – **Deferred until September**
 - 10.2 Chelmondiston recycling and household refuse centre – The existing facility was to close on 31st July and re-open on 4th August. This would be for a three month trial period with the same materials being accepted for disposal as previously, with the exception of engine oil. Opening times are expected to be: Monday, Thursday, Friday and Saturday 9am-4.30pm and Sunday 10am-4pm. A charge would be made for each vehicle attending A Community Composting Scheme was still being investigated and it was hoped to run it from the same site using local volunteers
 - 10.3 Bristol Hill Public Conveniences – The RFO was still chasing Babergh for contract and other information and hoped to have this in time for the next OSAC meeting in August.
11. **Planning matters – To consider response on applications received from Babergh upto 21 July 2011 and subsequently:**
Applications received
 - 11.1 B/11/00607 – Part side garden of 29 Lower Harlings, Shotley – erection of 2 No. 1 ½ storey dwelling with single garages and construction of new vehicular access – extension of time limit to condition attached to PP B/08/00739 – **No objections**
 - 11.2 B/11/00813/FHA – 1 Old Hall, The Street, Shotley Ipswich IP9 1NQ – Erection of single-storey rear extension (demolition of existing conservatory) – **No objections** – **(Note: application received after agenda published)**
12. **To authorise signing of cheques for payments previously agreed:**

12.1	Clerk's salary (6.6.11-5.7.11) = 54.75 hrs	£499.32
12.2	Clerk's expenses – Software (Microsoft Word 7)	£99.99
12.3	RFO's salary (6.6.11-5.7.11) = 33.25 hrs	£404.07
12.4	RFO's expenses –	£ -
12.5	Community Warden's salary (6.6.11-5.7.11) = hrs	£292.50
12.6	Community Warden's expenses –	£56.26
12.7	Litter Warden's salary (Village) (6.6.11-5.7.11) = 20.50 hrs	£143.50
12.8	Matt's Tree and Grass Garden Services	£150.00
12.9	Tess Brown – editing of website –	£ -
12.10	Cllr Mel Matthews – various expenses re youth meeting	£33.66

12.11	Groupbridge – supply of gabion cages (Footpath Group)	£7905.60
12.12	SALC – Internal Audit	£302.40
12.13	Cllr Pugh – travel expenses	£66.40

13. To consider correspondence received upto 21 July 2011 and any responses required

- a. Scottish Power Renewables – re offshore windfarm proposal – information days on 20 and 21 July Felixstowe and Ipswich – unmanned exhibitions at peninsula sports centre 18-22 July 4-9pm – further information at www.eastangliawind.com – **Cllr Wrinch to formulate reply pointing out unsuitability of local area for burying of cables etc**
- b. Clerks and Councils Direct publication July issue
- c. SALC – LAIS – update on various issues – open spaces, bribery, Localism etc
- d. SCC – Thatch register – Suffolk Fire and Rescue are currently compiling a thatch register of all properties in the county with a thatched roof. **Nil return to be advised**
- e. Young Suffolk Network Summer 2011 magazine – AGM on Thurs 10 November 2011
- f. Good Neighs and Jane Green – thank you letters re grant and award respectively
- g. Orwell Housing Association Ltd – Open Day at Wenham View, Capel St Mary to celebrate the opening of an innovative new development providing independent living for older people who wish to live as part of a vibrant community - 18 July 9.30-12 noon – contact Wendy Evans – weh@orwell-housing.co.uk
- h. BDC – Review of polling districts and polling places, 2011
- i. MSDC and BDC – Facing the Future June 2011 joint newsletter re amalgamation of services
- j. Hutchinson Ports (UK) Ltd – Agenda for LALC meeting to be held on Weds 21/9/11 11am and minutes of March meeting – attendees include town and parish councils from Wrabness, Manningtree and Harwich amongst others – **Cllr Richens is to attend, Clerk to advise organiser**
- k. SALC – LAIS 1308.2 – Publicity Code and LAIS 1322 – Audit Fees and regulations – LAIS 1325 Open Public Services – LAIS 1326 Cheque Payments – LAIS 1324 Change of Use
- l. SCC – Fostering and Adoption Services – leaflets and postcards – to be distributed
- m. SPCC – Draft study now available at www.spcc.info
- n. Suffolk Hedgerow Survey Newsletter – e-version circulated
- o. BDC - Housing On-line Service launched – <https://housingandhelp.ehodirect.org.uk>
- p. Infrastructure Planning Commission – Proposed East Anglia One Offshore Windfarm – See also a. Above

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

- 14.1 Cllrs Matthews and Pugh attended the Community Enterprise Now event – the premise of which was community which help themselves to become sustainable – information to be passed onto interested parties.
- 14.2 It was reported that the School Summer Fayre brought in over £2000 much needed funds.
- 14.3 Cllr Matthews attended the SVHMC meeting recently and reported that there was some discussion on possibly setting up a snooker club to make more use of the “snooker room” and also were also investigating the possibility of solar panels on the village hall roof.
- 14.4 Orange were taking down their mast at Alderton’s Farm.
- 14.5 Cllr Higgs attended the Village Gold event run by Suffolk Housing Society and passed on information to the Clerk

Meeting ended: 10.20pm
Date of next meeting: 18 August 2011