

Minutes of the Shotley Parish Council meeting held on Thursday 20 January 2011 at 7.15pm in the Large Committee Room, Shotley Village Hall

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

In attendance: BD Cllr T Roberts, PC Austin (part of meeting only), Louise Wilby of Suffolk ACRE and three members of the public

1. **To receive apologies for absence** – C.Cllr D Wood (holiday) and D.Cllr P Clarke (illness))
2. **To receive Declarations of interest** – None
3. **To receive reports from (if available):**
 1. District Councillor – There was to be an event to highlight the proposed joining of MSDC and BDC at the end of the month.
 2. County Councillor – No report
 3. Safer Neighbourhood Team – PC Austin reported that there had only been one crime in December – Assault Occasioning ABH - which had been detected. He advised that scrap metal theft was on the increase and parishioners should ensure valuable items are stored out of sight.
 4. Parish Plan Implementation Board – It was noted that the SYNC building was up and running.
 5. Shotley Community Emergency Plan – No report.
 6. Parish Clerk – Councillor Training had been scheduled for 24 and 31 January and 28 February at 7pm in the LCR. Grit bins had been ordered and were due to be delivered on 21 January.

3.7 Responsible Financial Officer

3.7.1 The Request for Precept Form was signed for onward transmission to Babergh.

3.7.2 The Parish Council reserves were as follows:

Community Account	£ 2570.66
Premium Account	£ 455.03
Tracker Account	<u>£55369.33</u>
Total:	<u>£58395.02</u>
<u>Which includes earmarked reserves and funds:</u>	
Ganges Playground	£ 7,500.00
Kingsland Playground	£ 7,500.00
BELSP (Tennis Courts £8K, SYNC £2K)	<u>£10,000.00</u>
Grand Total:	<u>£33395.02</u>

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

3.8 Community Warden - Report

- **Litter** - As usual for the festive period, many more bottles, cans and bunting.
- **Tennis Courts** - A few smashed bottles. Football goal nets, goals expected soon. Goal areas of the football pitch filled in, grass seed to go in before spring.
- **Footpaths/roads** – various footpaths have been cleared of leaves, several fallen branches and trees have been cleared. Some snow clearance outside of shops.
- **Beach** - sign board for the gabions area to be put up this week.

- **Trees** - around Kingsland playpark grass will be trimmed and shaped. Dangerous hanging branches below the play area need to be cut, but Babergh to be consulted first
- **Yet to be completed** - Paint to be renewed or ground off the kids play park frame at Kingsland.

3.9 Stour Footpath Group **Report**

- SSFRG Constitution drawn up and agreed. Elected Honorary Members as of 17 January 2011 are: Chairman - Gary Richens, Secretary - Linda Rowlands and Treasurer - Chris Adams
- SCC confirmed that they will provide funding of £35,000 towards Phase 2 erosion protection of Shotley Cliff by end of March 2011;
- Hawes Associates have provided costs of design work for Picnic Area wall re-build and concrete beach access ramp to SSFRG, and these have been forwarded to Babergh District Council for consideration for possible funding of design work;
- Footpath from Bristol Hill to end of Picnic Area now closed and awaiting resurfacing by SCC;
- Application for grant of £5,000 prepared for submission to 'The Suffolk Foundation'. Grant possible from 'Transforming Suffolk Community Fund'.

Actions in next period

- Continue search for funders for Phase 2 Erosion Protection and Picnic Area.
- Continue with local fundraising – e.g. Textile and Book Collections
- Work with SPC on structure and development of 'Open Spaces' Sub committee.
- Discuss future of footpaths in Shotley Gate with Suffolk County Council, with focus on future of Stour Footpath adjacent to Shotley Cliff.
- Apply for future funding with Suffolk Environmental Trust for access to 'Landfill Community Funds'.
- Continue to work with SPC on transfer of ownership of land occupied by gabions from current landowner to Shotley Parish Council.
- Obtain three quotations for Phase 2 erosion protection work.

3.9.1 To receive the Shotley Stour Footpath Renovation Group's Constitution – Received. It was noted that the Clerk was to act as Secretary to the Group

4. **Open forum for members of the public to speak to Councillors on items appearing on the agenda (15 mins max)** – A member of the public wished to know if the Council was to object to SCC's proposal to close the waste recycling centre at Chelmondiston – See 14.2 below
5. **Minutes of the Parish Council Meeting held on 16 December 2010** - The minutes were declared a true and accurate record and were signed as such by the Chairman
6. **To agree minutes of the Extraordinary Meeting held on 10 August 2010** – The minutes were declared a true and accurate record and were signed as such by the Chairman
7. **To agree minutes of the Extraordinary Meeting held on 9 September 2010** – Not available
8. **Matters of report from minutes of previous meetings** – Grit bins had been ordered and were due to be delivered on 21 January 2011
9. **Presentation by Louise Wilby Of Suffolk ACRE re Local Housing Needs Survey** – Louise advised the Council of the process, likely outcomes and costs of a LHNS and was thanked for her presentation.

1. To agree to carry out a Local Housing Needs Survey – **It was agreed** to carry out a survey at a cost of approximately £600 for the printing of the survey. Separate costs will include the printing of SPC's letter to accompany the survey and envelopes. The deadline was mid-March for forms to be included in the Noticeboard
10. **To consider and agree the Terms of Reference for the "Open Spaces and Amenities Committee" – It was agreed** to make some minor alterations and adopt ToR at next meeting
11. **To consider appointing a new Shotley Historian – It was agreed** to appoint Cllr Bernard Nicholls to the role.
12. **To agree a replacement signatory and sign appropriate paperwork - deferred**
13. **HMS Ganges: update and to agree any actions (if appropriate) in response to information received re:**
 1. Development of site
 - 1.1. It was noted that the Spine Road application for an extension of time had been granted by Babergh on 23 December 2010.
 2. Mast – An extensive reply had been supplied by Babergh – copy to be forwarded to English Heritage for their information. BDC can not act until the three years permission is up.
 3. Conservation Appraisal – The Conservation Architect at Babergh is to carry out a conservation appraisal of the whole site over the coming months. He will attend the Review Meeting in March in order to make a presentation to the Council and any interested parishioners.
14. **SCC Divestment Plans – to discuss and agree the PC's position**
 1. School crossing patrol – **It was agreed** to write to SCC protesting the withdrawal of this service.
 2. Chelmondston recycling and household refuse centre – **It was agreed** to write to SCC protesting the closure of this centre.
 3. Subsidised bus routes – **It was agreed** to write to SCC protesting the withdrawal of subsidies for the bus services
15. **Planning matters – To consider response on applications received from Babergh upto 16 January and subsequently:**

Applications approved

 1. B/10/00387/VOT/GD – Construction of a Spine Road across the former HMS Ganges site which connects the B1456 Bristol Hill to the King Edward VII Drive and includes a new roundabout junction on the B1456, to give access to Shotley Marina.
16. **To authorise signing of cheques for payments previously agreed:**

1. Clerk's salary (6.12.10-5.01.11) = 44.75 hrs	£427.86
2. Clerk's expenses – travel expenses	£12.80
3. RFO's salary (6.12.10-5.01.11) = 30 hrs	£291.80
4. RFO's expenses –	£ -
5. Community Warden's salary (6.12.11-5.01.11) = 32.20 hrs	£292.50
6. Community Warden's expenses –	£13.20
7. Litter Warden's salary (Village) (6.12.11-5.01.11) = 17 hrs	£119.00
8. Matt's Tree and Grass Garden Services	£137.50
9. SALC – Cllrs Wrinch and Ingram attendance at training workshop	£58.75
10. Glasdon Manufacturing Ltd (grit bins)	£632.01
11. BDC – Litter bin emptying	£811.97
12. SALC – clerks training (election briefing)	£18.00

17. To consider correspondence received upto 16 December 2010 and any responses required – No comments/actions

- a. Suffolk Wildlife Trust – Various magazines and What's on for 2011
- b. The Suffolk Foundation – Annual review 2009/10
- c. Unison – letter re SCC's New Strategic Direction (Divestment plans) – *copied to all cllrs 22/12*
- d. Babergh Affordable Housing – December 2010 update
- e. SALC – Clerk's Briefing and New Councillor Briefings; Working in Collaboration Event Thurs 27 Jan 2011 –
- f. SPS – Suffolk View Winter 2010 and events for 2011
- g. Suffolk Age UK – Annual Review 2010, services leaflet and posters
- h. The Royal British Legion – Great Poppy Party Weekend
- i. Shoreline Management Plan – Update

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

1. It was noted that some residents of Kitchener Way appeared to be annexing part of the Ganges Wood for garden use although no fencing-in had occurred as yet – Clerk to inform Woodland Trust
2. SC&HU were preparing new bait and dog signs for the picnic and gabion areas on the foreshore.
3. There had been severe flooding outside 21/23 Kingsland and again outside the Kingsland Post Office – Clerk to inform Babergh/SCC

Meeting ended: 10.05pm

Next meeting: 17 February 2011

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