

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

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

In attendance: Three members of the public, PC Gary Austen and Cllr T Roberts

1. **To receive apologies for absence** – Cllrs Ingram (unwell), G Pugh (Holiday) and D Wood (work commitment)
2. **To receive Declarations of interest and additions to register** – None
3. **To receive reports from (if available):**
 - 3.1 District Councillor - A written report had been received and circulated to councillors prior to the meeting. Cllr Roberts advised that two senior directors had been appointed to see through the Babergh's Core Strategy and Councillors were urged to look at it and comment. A meeting date was agreed in November to discuss the Strategy.
 - 3.2 County Councillor – No report available.
 - 3.3 Safer Neighbourhood Team – There had been five crimes in September: two of criminal damage; one of harassment; one burglary and one indecent/threat by message/e-mail. The Crime Reduction Officer for Babergh had been asked to suggest crime reduction measures and had visited Shotley – her report to be discussed in more detail at the next OSAC meeting.
 - 3.4 Myshotley.com
 - General maintenance of the site continues;
 - The redesign has started with the first working party meeting on 12 October;
 - The general look and feel of the new website was discussed along with a structure that allows users to navigate the site with ease
 - 3.5 Parish Clerk – Nothing to report.
 - 3.6 Responsible Financial Officer –
 - 3.6.1 The external auditors required the un-presented cheque figures to be removed from the final balance and the RFO initialled these alterations as required.
 - 3.6.2 The RFO expressed her disappointment at the fact that Cllr T Roberts had recently made enquiries regarding the PC's financial affairs with other Councillors rather than approaching the Clerk, the Chairman or RFO. The RFO felt that some of the comments made appeared to be ill informed or inflammatory. The RFO has to date produced in excess of ten sets of annual accounts, with resulting positive notices of conclusion of audit by the external auditors. She felt her position in the Council had been somewhat undermined by his actions. Cllr Roberts explained that he was carrying out a survey on several Parish Councils' accounts generally and apologised if his actions had caused any distress.
 - 3.6.3 The Parish Council reserves were as follows:

Community Account	£36523.96
Premium Account	£ 455.21
Tracker Account	<u>£ 8288.22</u>
Total:	<u>£45267.39</u>

Which includes earmarked reserves and funds:

Ganges Playground	£ 7,500.00
Kingsland Playground	£ 7,500.00
Grand Total:	<u>£14267.39</u>

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

3.7 Community Warden

- Litter on Stour path being cleared by many and bin area working well, dog litter still a problem;
- Dog litter bins opposite Shotley Gate PO and Gate Farm Rd repaired and Gate Farm Rd sign reset;
- Chainlink fence at Ganges playpark damaged by vandals – new fencing and posts ordered, damage materials removed from site (**crime no. obtained and claim to insurance company to be made**) ;
- Kissing gate at the footpath on The Street removed as it was rotten;
- Tarmac at entrance to Whinney Creech a trip hazard has been marked by SCC for repair;
- Cliff top path has been cut/strimmed;
- Three dead trees in Ganges Rd grass area to be reported to BDC winter works team and Cherry Blossom trees to be pruned in Kingsland over winter;

3.8 Stour Footpath Group –

3.8.1 To consider siting of 2 x funded benches at picnic area – **It was resolved to** site two more benches at the picnic area but to defer any requested for the footpath until the cliff had been purchased.

3.8.2 To consider co-funding a 'Shotley Walks' leaflet with SCC – **It was resolved to** find out further information/costs before making a decision.

- Picnic Area and Phase 2 Gabions officially opened by Rt Hon Tim Yeo;
- Retrospective planning application for 48 metres of additional gabions sent to Babergh District Council. Application failed to be registered due to incorrect scale maps and scale drawings of gabions. Additional information provided – application still failed to be registered due to scale map not showing entire area of construction. Revised map requested from BDC 14 October 2011;
- Information provided to Birketts solicitors for 'Adverse Possession' of the land occupied by the picnic area, and a section of land up to the beginning of the sheet piles. Ordnance Survey Map to a scale of 1:1250 purchased from BDC;
- SCC Highways department made modifications to the new drainage outlet pipe that runs 10 metres on to the foreshore adjacent to the picnic area. The modification is not expected to resolve the problems of the drain 'backing up' during heavy rain and further discussion will be had when it's effectiveness is seen (it hasn't rained heavy since the modification was made);
- Presentation of the 'Shotley Project' delivered to the 'Haven Gateway Green Infrastructure Steering Group' on 11 October. Appeared to be well received by attendees. 'Groundwork Trust' are to feature our project as a case history on their website, as are Haven Gateway Partnership;
- 'Expression of Interest' application form submitted to 'Rural Action East', the registered agency for accessing the 'Biffaward' funding scheme. This is to support the Heritage Park land purchase and initial development work (replacement steps and viewing gallery);
- Holbrook High School Head of History, Hannah Byrne, expressed an interest to be involved with Heritage Project, and to liaise with Suffolk Records Office;
- Councillor David Wood has confirmed that he will make £1500 available to support cliff purchase. Along with the Suffolk Coast and Heaths 'SDF' funding of £3000, we have a total of £4500 available for cliff purchase;

- Joint 'Information Board' for picnic area discussed with Suffolk Coast and Heaths. Detail and costs to be agreed
- 3.9 Open Spaces & Amenities Committee – The October meeting was cancelled due to lack of items for discussion.
- 3.10 Community Use Project – No meeting notes were available, but the group were in e-mail contact and progress was being made.
4. **Open forum for members of the public to speak to Councillors on items appearing on the agenda** – A member of the public wished the Council to talk to the developer regarding what sports facilities they were inclined to put in at the development.
5. **To agree the Minutes of the Parish Council Meeting on 18 August 2011** – The minutes were declared a true and accurate record and were signed as such by the Chairman
6. **To agree the Minutes of the Parish Council Meeting on 15 September 2011** – The minutes were declared a true and accurate record and were signed as such by the Chairman
7. **Matters of report from minutes of previous meetings** – None to report.
8. **Royal British Legion** – to consider contribution towards Poppy Appeal wreath for November – **It was resolved to contribute £25.00** and Cllr Wrinch would present the wreath on behalf of the Council.
9. **Housing Needs Survey** – To form a working party – **Cllr Higgs, Bugg and clerk volunteered.** Cllr Ingram to be approached and a meeting date to be arranged with Suffolk ACRE and developer.
10. **SCC – The Budget Challenge Consultation** – to consider response. **It was resolved** that all councillors complete the on-line survey individually and details to be sent to website.
11. **Babergh's Core Strategy Submission Draft** – to consider response – Meeting arranged for 14 November in order to go through this document.
12. **Community Composting Scheme for the peninsula** – A site for this had been found. The current operator of the site was not in favour of the community carrying out composting as it would affect his operation. It has been suggested that the CCS on the peninsula would be one of the biggest in Suffolk and SCC would help with the costs upfront, the eco survey and planning etc – the CCS would have to pay for the construction. There is to be another meeting in early November.
13. **Shotley School Nursery Class closure** – To consider response to public consultation questionnaire – Cllr Matthews and RFO D Bedwell were to attend the consultation meeting to be held at the School and would report back at the November meeting.
14. **HMS Ganges: update and to agree any actions (if appropriate) in response to information received** – No new plans had been received by Babergh as yet; the High Court had found in favour of Haylink's appeal against the Inspector's decision – more details at next meeting.
15. **Planning matters – To consider response on applications received from Babergh upto 20 October 2011 and subsequently:** No applications received.
Applications approved:
- 15.1 B/11/00847/FHA – Cockle Creek Cottage, Rose Farm Lane, Shotley, Ipswich IP9 1PH – Erection of two-storey front extension, two-storey side and single-storey rear extensions (amended scheme to that approved under PP B/08/01255) - **Noted**

- 16 Traffic Regulation Order – To consider response to request for Waiting Restrictions for outside No.12 to No. 33 Lloyd Road, Shotley – It was resolved to approve above request.** A request for “skinny” lines was to be forwarded to SCC.
- 17 To authorise signing of cheques for payments previously agreed:**
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| 17.1 | Clerk’s salary (6.9.11-5.10.11) = 49.50 hrs | £586.12 |
| 17.2 | Clerk’s expenses – ink | £7.47 |
| 17.3 | RFO’s salary (6.9.11-5.10.11) = 27 hrs | £328.32 |
| 17.4 | RFO’s expenses – (virus protection) | £56.85 |
| 17.5 | Community Warden’s salary (6.9.11-5.10.11) = 45.20 hrs | £407.25 |
| 17.6 | Community Warden’s expenses – mileage (16miles) | £6.40 |
| 17.7 | Litter Warden’s salary (Village) (6.9.11-5.10.11) = 19.5 hrs | £136.50 |
| 17.8 | Matt’s Tree and Grass Garden Services | £150.00 |
| 17.9 | Steven Leach – editing of website – 15.5 hrs Aug/Sept 11 | £124.00 |
| 17.10 | Groupbridge – Picnic area refurbishment | £10218.00 |
| 17.11 | Royal British Legion | £25.00 |
| 17.12 | Cllr T Ingram – telephone expenses (for 6 months) | £85.53 |
| 17.13 | Cox Landscapes Ltd (fencing materials) | £173.52 |
| 17.14 | Gary Richens – postage expenses | £87.72 |
- 18 To consider correspondence received upto 20 October 2011 and any responses required**
- Suffolk ACRE – Buzabout Evening Service – They are cancelling the Tuesday evening service from 25 Oct as it is not viable.
 - BDC – Licensing Act 2003 – Government Consultation – feedback sought by 3 December 2011 on potential impacts of removing most forms of “regulated entertainment” from licensing – more information at <http://www.culture.gov.uk/consultations/8408.aspx>
 - SALC – AGM invitation – 7 Nov (plus constitution and consultation docs)
 - NALC – communication briefing on The Queens Diamond Jubilee
 - Suffolk Wildlife Trust – magazines, Conservation Day and AGM invitation and what’s on
 - Good Neighbours AGM invitation for 25 October 7.30pm – Cllr Nichols to attend
 - SALC – Broadband
 - Suffolk Coasts and Heaths – September 2011 update
 - The Queen’s Diamond Jubilee Beacons – the guide to taking part
 - SCC – Preparations for the coming winter – letter re grit bins/heaps – query why none of our heaps/bins appear on their list!
 - Young Suffolk Network Autumn 2011 magazine
 - RoSPA – play area report received – query over appointment fee – report to be brought up next OSAC meeting
- 19 Reports from Councillors on matters not itemised on agenda/to be included in next agenda**
- The Queensland Dog Litter bin had not been emptied recently – Clerk to inform BDC
 - The Village Hall were investigation installing solar panels on the roof to reduce energy costs and bring in some funds.

Meeting ended: 10.20pm

Date of next meeting: 17 November 2011