

**Minutes of the Shotley Parish Council meeting held on Thursday 15 September 2011 at 7.15pm
in the large Committee Room, Shotley Village Hall**

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

In attendance: Three members of the public, PC Gary Austen, Ian Tippet (BDC) and Louise Wilby (S.Acre)

1. **To receive apologies for absence** – Cllr D Wood (work commitment) and Cllr T Roberts (vacation)
2. **To receive Declarations of interest and additions to register** – None
3. **To receive Housing Needs Survey and discuss and agree further action** – A summary of the results of the Survey were presented to the meeting by Louise Wilby – highlights being: 272 completed survey forms had been received – representing a 25% return rate which is lower than similar parishes; 78% (207) were in favour of a scheme which indicates an excellent overall support, 33 were not in favour (12%); it had been established from the figures that 47 households were in need of accommodation. **Recommendations:** That the parish council aim for a small scheme of 20 homes of various sizes, probably over 2-3 sites. Ian Tippet then outlined what would happen next and recommended that a small working party be set up to meet up with a potential partner. He warned that the whole process, bearing in mind the current financial climate, could take up to 3 years to complete. **It was resolved to set up a working party at the next council meeting to take this project forward.**
4. **To receive reports from (if available):**
 - 4.1 District Councillor - A written report had been received from District Cllr Roberts which advised that BDC had commenced a consultation on cutting costs - "The Budget Challenge" and were asking that residents complete an on-line questionnaire on what services to keep and what can be delivered differently.
 - 4.2 County Councillor – A full written report had been received from Councillor Wood which advised that: a consultation by Suffolk County Council on mobile libraries runs from Mon 5 Sept to Fri 14 Oct – The Parish is to complete the questionnaire and would urge all interested residents to do the same; the Fire Service were to hold free testing days for electric blankets and that Suffolk's bid to improve Broadband across the County has finally been approved. Councillor Wood also confirmed that the School Crossing Patrol was not to be axed
 - 4.3 Safer Neighbourhood Team – There had been eight crimes in September, two of which had already been detected (wasting police time and breach of the peace). Others included three of criminal damage, two of burglary and one of assault. PC Austen confirmed that the SNT were still please with the decreased level of anti-social behaviour and was advised by the Clerk that coppicing of the area near Whinney Creech was to be carried out over the winter period by BDC.
 - 4.4 Myshotley.com – Steve Leach gave a short report on the work he had done on the site so far and felt that a new site was needed rather than a revamp of the existing. As previously agreed a working party was to be set up consisting of Steve, Councillors Ingram, Nichols and Matthews, RFO Dina Bedwell, Richard Jackaman and Graham Steel. A suitable date for an initial meeting to be organised by the Clerk. **It was resolved that a ceiling of £500 from the website budget be used to cover the initial work needed to set up a new site.**

4.5 Parish Clerk – Nothing to report.

4.6 Responsible Financial Officer – The RFO wanted it noted that Councillor Tony Roberts had been in contact with a Shotley Parish Councillor to ask for a copy of the most recent audited accounts. This was despite having been told previously by herself and the Clerk that once the accounts had been received back from the external auditors, he would be sent a copy. She felt that his approach and some of his remarks showed a lack of expertise and were extremely unprofessional and disparaging towards the Council.

4.6.1 The Parish Council reserves were as follows:

Community Account	£ 3589.34
Premium Account	£ 455.21
Tracker Account	<u>£43288.22</u>
Total:	<u>£47332.77</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>£24332.77</u>

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

4.7 Community Warden – A new litter bin had been fitted at the Queensland entrance to the fields and a replacement bin fitted at Whinney's Queech; at Kingsland play area - more low lying branches removed, cherry blossom trees to be done over winter, a new swing fitted and the tower panels removed and straightened; Picnic area tree thinned out; graffiti wall repainted, beach clean carried out by Community Payback team

4.8 Stour Footpath Group –

Gabions/Footpath -.Retrospective planning applied for to cover the extra 48m of gabions built, extra maps to be purchased from BDC.

Picnic Area/Slipway – BDC planning advised that planning permission was desirable before work was to be carried out but there was nothing to prevent work going ahead at our own risk. The Council felt that as we were only replacing what BDC had put in a little over 20 years ago, we would simply be maintaining the area. Legal advice was sought which confirmed our stance and improvement work went ahead – we were also advised to start adverse possession proceedings. The Environment Agency required drainage consent within the next three months if more extensive work to the surface was required. Tim Yeo MP was to open the improved picnic area on 19 September at 11am. **It was resolved to start adverse possession proceedings** - Clerk to speak with Birketts.

4.9 Open Spaces & Amenities Committee – A meeting had been held on 8 September but minutes were not available as yet. Some issues from the meeting were discussed in the confidential section of the meeting.

4.10 Community Use Project – The CUP had held its first meeting; there were a good spread of members; ex-Councillor Penny Clarke and the Deputy Head of Holbrook High School were on board and keen to be involved; an initial Heads of Terms from Haylink had been received and was being discussed; an application to the Co-Op consultancy service was progressing and a hoped for site visit had been cancelled due to asbestos issues.

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 21 July 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 Parish Council Meeting on 18 August 2011 – Deferred as unavailable**
8. **Matters of report from minutes of previous meetings – None to report.**
9. **HMS Ganges: update and to agree any actions (if appropriate) in response to information received –** No plans had been received by Babergh as yet.
10. **Babergh Budget Challenge –** On-line survey for completion – The Council did not feel anything would be achieved by completing the survey.
11. **SCC Divestment Plans – update and to agree any actions (if appropriate) in response to information received re:**
 - 11.1 School crossing patrol – Cllr Wood had confirmed via e-mail that this service was not now being cut.
 - 11.2 Peninsula recycling and household refuse centre – It was noted that the site was not very busy possibly due to inconsistency in the charging structure (amounts were different to those published in the original agreement). A notice had been placed outside the site detailing charges and flyers were being widely distributed around the peninsula. The site was not covering costs so a day may be dropped
 - 11.3 Mobile Library consultation – the consultation was aimed at individuals to complete and councillors were therefore urged to go on-line to complete the survey.
12. **Planning matters – To consider response on applications received from Babergh upto 14 August 2011 and subsequently:**

Applications received

 - 12.1 B/11/01079/FHA – 13 Orwell View Road, Shotley Ipswich IP9 1NW – Erection of a two-storey side extension and a single-storey rear extension (following demolition of existing garage) – **No objections**
 - 12.2 B/11/00959/TPO – 35 Blake Avenue, Shotley, Ipswich IP9 1RL – Reduce Scots Pine (T2) in rear garden protected by TPO BT130 (G4) – **No objections**

Applications approved:

 - 12.3 B/11/00617/FUL/ETR – Shotley Post Office and Stores, The Street, Shotley IP9 1NQ – Part change of use of ground floor from A1 (retail) to mixed use comprising part A1 (retail) and part A5 (take-away pizzas). Installation of kitchen extraction equipment. - **Noted**
 - 12.4 B/11/00813/FHA – 1 Old Hall, The Street, Shotley, IP9 1NQ – Erection of single-storey rear extension (demolition of existing conservatory) - **Noted**

General To Note:

 - 12.5 FP/10/04565 - Erection of a single storey communal building - Village Hall The Street – BDC advised that a Building Regulation notification for commencement of work had not been received. **Letter copied to SYNC organiser for action**
13. **To authorise signing of cheques for payments previously agreed:**

13.1 Clerk's salary (6.8.11-5.9.11) = 61 hrs	£639.00
13.2 Clerk's expenses – ink, stamps,tel/broadband	£160.35
13.3 RFO's salary (6.8.11-5.9.11) = 35 hrs	£425.60
13.4 RFO's expenses –	£ -
13.5 Community Warden's salary (6.8.11-5.9.11) = 48 hrs	£432.00
13.6 Community Warden's expenses – petrol`	£32.94
13.7 Litter Warden's salary (Village) (6.8.11-5.9.11) = 19.5 hrs	£136.50
13.8 Matt's Tree and Grass Garden Services	£150.00
13.9 Steven Leach – editing of website – Aug/Sept 11	£64.00
13.10 Whitehouse Enterprises (Footpath Grp) signs and benches	£648.00
13.11 Wicksteed Playscapes – Swing parts	£134.11
13.12 Suffolk Acre – Buzabout Bond	£200.00
13.13 Groupbridge – Footpath Group	£21,374.65
13.14 HMRC – Tax for Clerk (Aug)	£81.45

14 To consider correspondence received upto 15 September 2011 and any responses required

- a. BDC – Community Achievement Awards 2012 – **No nominations**
- b. Clerks & Councils Direct Sept issue
- c. RSPB – Newsletter for the Stour estuary area
- d. Environment Agency – notification of temporary public right of way closure FP13 between 15 and 12 – 22/8/11 – 22/2/12
- e. Suffolk View Summer Magazine and events calendar
- f. BDC _ Core Strategy Consultation 10/10 to 2/12 – *workshops available to councillors if interested*
- g. SALC – LAIS 1329 – Big Lottery Fund; Up2Date – Big Lottery, Waterways, Roadworks, Business Rates
- h. BDC/MSDC – The Queens Diamond Jubilee – Beacons
- i. Suffolk Acre – information re the Buzabout Transport Service
- j. The League of Friends of Aldeburgh and District Community Hospital
- k. BDC – coppicing programme for 2011/12 – *e-mailed to Councillors and Community Warden*
- l. Local Foods Suffolk – developing local food projects

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

- 15.1 There had been a power cut at Shotley Church area and parts of Chelmo caused by willows at Coopers Close Allotments interfering with overhead power cables. The problem was quickly rectified by the power company who contacted Cllr Wrinch who authorised work to go ahead on the Council's behalf.
- 15.2 Cllr Matthews advised that at the Village Hall Management meeting recently it was decided to increase hourly hire rates by 50p per hour from January 2012; that a new bookings secretary would be taking over from Mr Prior in the near future; and that for a trial period of 6 months, a take-away pizza van would be parked on the village hall car-park from 4.30-9.30 Tuesday evenings.
- 15.3 There had recently been some vandalism at the village (paint damage and plants removed) and this had been reported to the SNT.

Meeting ended: 10pm

Date of next meeting: 20 October 2011