

Minutes of the Shotley Annual Parish Council meeting held on Thursday 18 May 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors R Wrinch (Chair), N Bugg, B Hooper, A Long, M Matthews, J Peters, C Sullivan, Steel, RFO D Gouveia and Clerk L Rowlands

In attendance: County Councillor D Wood

Meeting commenced 7.25pm

1. **Open forum for members of the public to speak to Councillors** – No members of the public of being present the meeting proceeded to agenda item 2.
2. **Apologies for absence** – District Councillors Sadler and Clarke (other engagements), Councillor Connell (sickness in family) and PC Garrod (work commitments)
3. **Election of chair for 2006-07** – Cllr Wrinch was happy to continue as Chair, Cllr Matthews proposed, Cllr Bugg seconded. All in favour.
4. **Election of Vice-Chair for 2006-07** – Cllr Long was happy to continue as Vice-Chair, Cllr Sullivan proposed, Cllr Matthews seconded. All in favour.
5. **To receive declarations of acceptance of office for 2006-07** – All Cllrs present completed and signed said declarations and Clerk witnessed their signatures. Cllr Connell had completed his declaration in 2006 and so this would stand.
6. **To receive declarations of interest and additions to register** – None
7. **Police brief** - None available as PC Garrod unable to attend meeting. Chair read out the crime report for April (attachment 1).
8. **Appointment of Officers and Committee Members -**
 - 8.1 Planning – *Cllrs Bugg, Long, Matthews, Wrinch*
 - 8.2 Employment – *Cllrs Steel, Wrinch, Bugg*
 - 8.3 Correspondence – *Cllrs Long, Matthews*
 - 8.4 Village Hall Management - *Cllr Matthews*
 - 8.5 SALC representative – *Cllr Long*
 - 8.6 Footpaths – *Cllrs Hooper, Wrinch, Matthews*
 - 8.7 Youth Co-ordinator – *Cllr Matthews*
 - 8.8 Parish Plan Implementation Board – *Cllrs Peters, Steel, Long*
 - 8.9 Shotley School Liaison – *Cllr Matthews*
 - 8.10 Internal Auditor – *Heelis & Lodge*
 - 8.11 Babergh DC Area Rep – *Cllr Long*

There were no objections to any appointment

9. **Minutes of meeting dated 20 April 2006** – The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by the Chairman.
10. **Minutes of Special Planning Meeting held on 27 April 2006** – Not available. Clerk advised these will be ready for next meeting.
11. **Minutes of Annual Parish Meeting held on 4 May 2006** - Not available. Clerk advised these will be ready for next meeting.

12. **HMS Ganges Development: update** – Cllr Steel advised that the Inspector intends to have his recommendations out before 28 July.
13. **Play areas: update** –
- 13.1 To consider installation of tennis and basketball nets at Ganges Play Area – All agreed that this should go ahead as soon as practicable. It was noted that two of the four posts for the tennis netting needed replacing and the tarmac surface and perimeter chainlink fencing needed to be surveyed for Health and Safety reasons. Cllr Steel offered to contact Babergh DC to arrange for a survey to be carried out and would report back on their advice.
- 13.2 To consider more frequent grass cutting at both Play Areas – We have been asked if extra cutting of grass could be carried out to both play areas. Clerk to investigate with Babergh DC and chase up response regarding general overzealous application of weedkiller.
14. **Parish Plan**
- 14.1 Update – The PPIB had held its second meeting recently and were starting to do things.
- 14.2 Minutes - A summary of the minutes of the meeting held on 26 April were read out (attachment 2).
- 14.3 Babergh East Local Strategic Partnership (BELSP) Grant – The Business Directory application has been passed to Tim Mutum for consideration at the next BELSP meeting. Cllr Steel commented that the process for applying for the BELSP grant was overly complicated having to go through two committees with potentially a three month time period before a decision was made. He would be contacting Tim Mutum with a view to streamlining this process.
- 14.4 District Cllr Clarke had been in contact with County Cllr Wood and had suggested that the Business Directory apply to his Locality Fund to fund match. PPIB will action.
15. **Parish Council Surgeries: Update**
- 15.1 Cllr Long reported that details of these proposals were now incorporated within the draft Communications Strategy at item 16.
- 15.2 Clerk confirmed that a stall at the School’s Summer Fayre had been booked for the PC should this prove to be a useful platform.
16. **Presentation of Draft Communications Strategy** – Cllr Peters gave a short précis of the draft Communications Strategy which he had compiled. He asked that Councillors read it through before the next meeting with a view to adoption at that meeting. Chair asked that Councillors should give it a serious review so that any amendments could then be discussed at the June meeting and the strategy then adopted for implementation. Cllr Peters was thanked for his sterling efforts in producing this document.
17. (A) **To approve accounts for 2005/6** – Due to a small typographical error on the accounts these would be corrected and approved at the June meeting.
17. (B) **To approve contracts for:**
- 17.1 Clerk – Terms still to be agreed - held over until June meeting.
- 17.2 RFO – Terms still to be agreed - held over until June meeting
- 17.3 Litter Warden (Shotley Village) – Terms still to be agreed - held over until June meeting
- 17.4 Litter Warden (Shotley Gate) – Terms still to be agreed - held over until June meeting
18. **Continuation of subsidy to Over 60s Club for the use of the Village Hall** – This was expected to be in the region of £150 per annum. It was agreed that this be continued.
19. **Continuation of subsidy to Homestart for the use of the Village Hall** – This was expected to be in the region of £1200-£1400 per annum. It was agreed that this be continued.
20. **To consider purchase of a new computer for the RFO**

- 20.1 The RFO reported she had called in the IT specialist to carry out emergency repairs to her own computer system in order to keep working. He had produced a report outlining his conclusions, a précis of which was read out to the meeting.
- 20.2 The RFO felt that repair of her own computer system (at a cost of £100) would not be beneficial to the Parish Council (PC) as it would be paying for repairs to a system it didn't own. If the PC purchased a new computer, it became a transferable asset, if needs be.
- 20.3 The cost of a new computer should not exceed £500. It was agreed to go ahead.
- 21 **To consider attendance at PAYE course for RFO** – The RFO reported that the course was to be held on 15 June, was run by the Inland Revenue and is free. The only costs involved would be her time and travel expenses. All in favour.
- 22 **To consider attendance at “Effective Administration” course for Clerk** – Suffolk Training Partnership are running this course on 28 June, cost £60 plus VAT. Topics include time management, tried and tested problem solving and decision making techniques. All in favour of Clerk attending.
- 23 **To consider installation of a litter bin on the corner of Kitchener Way** – This request had come about as a result of a recent parishioner lead litter clear up. This area is generally prone to a large build up of litter due to its proximity to the bus stop and the Post Office. All agreed to a bin being installed of the same design as the Kingsland bus stop. Clerk to arrange.
- 24 **Accounts for payment to 18 May 2006** – Cheques were signed by Cllrs Long and Peters
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|-------|---|---------|
| 24.1 | Parish Clerk's salary 13/4 to 5/5 - 52½ hrs @ £10.61ph | £554.90 |
| 24.2 | RFO's salary 17/04 to 5/05 - 23 hours @£10.61 ph | £244.03 |
| 24.3 | Litter Warden's salary (Shotley Village) 15 hours @ £7 ph | £105.00 |
| 24.4 | Litter Warden's salary (Shotley Gate) 21 hours @ £7 ph | £147.00 |
| 24.5 | Three Rivers Home & Garden – sweeping of tennis courts | £60.00 |
| 24.6 | Babergh DC – Emptying of dog waste and litter bins Jan-Mar 06 | £65.78 |
| 24.7 | SVHMC – Hire of hall charges for Homestart | £198.00 |
| 24.8 | Temporary Clerk's salary | £141.68 |
| 24.9 | SALC - Cllr Steel attendance at Seminar 11 April | £10.00 |
| 24.10 | Top Banana - further repairs to perimeter fencing at Ganges Play Area | £72.24 |
| 24.11 | Domestic Computer Services | £650.00 |
| 24.12 | SVHMC – Hire of hall charges for Ad-hoc meetings | £18.00 |
| 24.13 | RFO for purchase of scanner | £39.00 |
- 25 **Planning correspondence received to 18 May 2006**

Applications approved:

B/06/00369/FHA/AT 68 Great Harlings, Shotley, Ipswich IP9 1NY Erection of part single-storey and part two-storey side extension

B/06/00289/FHA/AT 13 Gate Farm Road, Shotley Gate, Ipswich IP9 1QH Erection of 2 no. single-storey side extensions to form garage and shower/utility room, as amended by drg 1/AB and drg 2/AB received 20/03/2006

B/06/00445/FHA/AT 70 Kingsland, Shotley, Ipswich IP9 1NB Erection of single storey front extension

B/06/00536/FHA/MF 3 Hervey Terrace, Shotley, IP9 1NU Erection of front porch

Applications refused: None at present

Applications received:

B/06/00766/TPO/DC 40 Great Harlings, Shotley, Ipswich IP9 1NY Removal of overhanging limb of 1 No. Scots Pine tree and cut down and remove 1 No. Scots Pine – **No objections**

Revised description:

B/06/00606/ROC/CLD Shotley Marina Ltd, King Edward VII Drive, Shotley, Ipswich IP9 1QJ – Removal of Conditions 04, 05 and 06 attached to PP B/91/00723/OUT (residential development for 150 dwellings)

including public open space and access road to B1456) to allow commencement of development without the construction of new roundabout junction to B1456, a new link road from the roundabout to King Edward VII Drive via Laundry Hill and roadways from the dwellings to the link road – see **25.1 below**

- 25.1 B/06/00606/ROC/CLD – The letter received incorporated a revised description and no material changes had been made to the application. The Parish Council still wished to voice its opposition to the removal of these conditions as this put the burden of traffic (including construction) to and from the Marina development wholly on Bristol Hill and King Edward VII Drive. It was noted that although there was a proposal that no more than 70 of the houses be built (see (5) Wincer Kievenaar’s letter to Babergh dated 30 March 2006) this has not yet been formalised and there appeared to be nothing to stop the Marina building all 150 of the houses. Clerk to reply.
- 25.2 B/06/607&608/FUL/CLD – although these were not on the agenda It was also felt that a site meeting with Babergh’s Development Committee would be useful in order to clarify issues regarding car parking spaces, yellow lines and the railings on the wall now being too low to be considered safe.

26 Correspondence received to 18 May 2006

- a. Babergh Communities Together – Funding Surgeries, venues and dates
- b. Babergh Communities Together – Notes of meeting held 18.4.06
- c. Babergh DC– Media Release 24.4.06 – Retired navy man sentenced for benefit fraud
- d. Suffolk Constabulary – Neighbourhood Policing – revised boundaries across Suffolk
- e. SCC (Records Office) – Shotley Civil Parish Records, Ref: EG69 (Accession No. 4390) containing details of Shotley Parish records kept in safekeeping – **JP to scan and return**
- f. Suffolk ACRE – Probert Community Initiative Awards 2006
- g. Suffolk ACRE – Invitation to enter Village Hall of the Year Competition
- h. Suffolk ACRE – Suffolk Scene Bulletin 35 (Spring 2006)
- i. Suffolk ACRE – Child protection training (free) for managers of village halls etc – **copied to MM/AL/NB/Drama Group**
- j. SALC – Letter – A case for a Unitary Ipswich – **Clerk to reply – see below**
- k. SALC – Letter – Advising of Mary’s replacement: Shona Bendix
- l. SALC – New Code of Conduct Training 8 June 10am and 2.30pm – **Clerk and AL to attend**
- m. SALC – Newsletter of the Year 2006 – entry details – **Given to MM**
- n. NALC – Legal Briefing on Licensing Act – **Given to NB**
- o. NALC – Legal Briefing on Clean Neighbourhoods and Environment Act 2005
- p. NALC and Aon – Clerk of the Year 2006 – entry details
- q. NALC and Aon – Council of the Year 2006 – entry details
- r. Local Council Review/Co-operative Bank Communications Awards 2006 – **Given to JP**
- s. Defra – Letter – getting to grips with the Clean Neighbourhoods and Environment Act 2005 – a parish council guide to environmental enforcement
- t. NALC – Employment Briefing – Increases in statutory sick pay/maternity pay – **Given to Dina**
- u. Local Council Review/Co-operative Bank Website of the Year 2006 – **Given to JP**
- v. Suffolk Training Partnership – Clerks
- w. SALC – Spring Conference Friday 26 May 2006 11am-4pm Thurston – **AL going**
- x. SCC/MSDC – A note for Cllrs and Clerks about contacting Customer Service Direct
- y. SCC – Letter re The Suffolk Lorry Route Network
- z. Office of the Deputy Prime Minister – Letter re: Local Authority Byelaws in England: A Discussion Paper
- aa. Letter from John Williams re the SnOasis winter sports complex
- bb. Letter from SCC re “Minerals Specific Site Allocations Issues & Options Consultation Report
- cc. NALC National Conference Sun 24 Sept – Invitation to submit Topical Motions for Debate
- dd. E-mail from Marian Sedwell enclosing flyer re trustee training taster days
- ee. Babergh DC - Media Release 9.5.06 Amplifying Young Music Talent
- ff. Environment Agency – Letter re “The East Suffolk Catchment Abstraction Management Strategy”
- gg. NHS – Letter and leaflets “Become a Community Responder and help to save a life!” – **Village Hall**

27 **Chair’s urgent business** – None to report.

28 **Reports from Councillors on matters not itemised on agenda –**

- 28.1 Cllr Hooper had been asked why the work on the Alms Houses was not finished and where was the money from the sale. Cllr Bugg explained that the original trustees were not able to maintain them and therefore passed them on to the Leonard Hackett Memorial Trust (no recompense received by SPC). LHMT in turn sold them on (buyer unknown at time of meeting). It was not known why the building work had stopped. Clerk to ascertain present owner and find out state of play.
- 28.2 Cllr Bugg advised that there was an infestation of rats in and around the overgrown garden of the Almshouses. Clerk to inform Babergh DC.
- 28.3 Cllr Hooper complained about the speed and erratic driving of the Buzzabout buses within the village generally. She would be contacting the service directly to complain.
- 28.4 Cllrs also pointed out that other bus services including the Holbrook High School buses were also to be seen speeding/driving inappropriately through the village. Clerk to contact Suffolk Acre and report same and copy in County Cllr Dave Wood.
- 28.5 Cllr Bugg reported that the lamp post that had been replaced in Kingsland had not been taken away by Suffolk CC. Clerk to arrange.
- 28.6 Cllr Matthews asked when the swing shackles would be replaced at Ganges Play Area. Clerk advised these had not arrived yet and would chase, it was hoped these could be done before half term.
- 28.7 Cllr Long advised that she would be attending the SALC Spring Conference on 26 May.
- 28.8 Cllr Steel advised that he had attended the Emergency Planning Seminar on 11 April – report enclosed (attachment 3).
- 28.9 Cllr Hooper noted that our Employers' Liability Certificate was not on display and asked that this be rectified. Clerk to arrange.

29 **Clerks report -**

- 29.1 A resident of Gate Farm Road had reported seeing three bonfires alight on the Ganges Site on Friday 12 May. Clerk had informed Babergh's Environment Dept and will write to resident.
- 29.2 Clerks & Councils Direct magazine – Councillors were asked if they would like to receive a copy of this. It costs £9 per year for 12 issues. Cllrs Long & Matthews would like to be added to the circulation. All in favour.
- 29.3 Clerk advised that the February 2007 meeting date needed to be changed to the 8th as the Drama Group would be using the Village Hall on the 15th. Reminders will be sent nearer the time.
- 29.4 Freston x-roads. Cllr Clarke had e-mailed asking that we endeavour to inform all our contacts to desist from putting up signs/adverts at these already dangerous x-roads due to safety issues etc. All agreed.
- 29.5 Over-zealous application of weedkiller – no progress to report as yet.
- 29.6 A resident of Shotley had recently contacted Babergh Environmental Services with regard to the number of dogs that can be heard barking in their locality. They had asked that Shotley residents be informed of the lawful position via the website and newsletter. To this end Babergh suggested the following wording: “dog barking can cause a statutory nuisance and under the Environmental Protection Act 1990 the district council can take formal action on dog owners if their dogs are left to bark for long periods”. Clerk already actioned accordingly.

30 **RFO's report**

See attachment 4.

31 **Date of next meeting: 15 June 2006 at 7.15pm**

Meeting ended 10.15pm