

Minutes of the Shotley Parish Council meeting held on Thursday 19 October 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors: N Bugg,, M Matthews, B Hooper, J Peters, RFO: D Bedwell and Clerk: L Rowlands

In attendance: District Councillor W Sadler, PC Hardmeier

1. **Open forum for members of the public to speak to Councillors** – None in attendance
2. **Apologies for absence** - Cllrs R Wrinch, A Long and M Connell (illness). C Sullivan (work commitments), G Steel (holiday) and County Cllr D Wood (holiday). In the absence of both chair and vice-chair Cllr M Matthews chaired the meeting.
3. **Declarations of interest and additions to register** – Cllr N Bugg (item 14)
4. **District Councillor's report** – D.Cllr W Sadler confirmed that leaflets for display on the village hall stand were being collated at BDC and would be available shortly.
5. **County Councillor's report** – The Clerk's e-mail system was down so unfortunately this report was not received in time for the meeting.
6. **Police brief** - PC Garrod was unable to attend due to an injury sustained at work. PC Hardmeier attended in his place, although he had not had sufficient time to prepare a crime report. There were no items for discussion.

PC Hardmeier departed 7.50pm

7. **Minutes of the Parish Council Meeting dated 21 September 2006**
The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by Cllr M Matthews as Chair.
8. **Talk by John Needle of East of England Air Ambulance Service re setting up a hub in Shotley** – Postponed until the next meeting due to small number of councillors able to attend.
9. **Play areas: update**
 - 9.1 Ganges
 - a. Chainlink fencing to play area had been repaired
 - b. Large litter bin to be installed once RoSPA report reviewed
 - c. Gates to be remounted as per RoSPA report once Adventure Playgrounds contacted re repairs needed etc.
 - 9.2 Kingsland - Nothing to report
 - 9.3 Outcome of RoSPA inspection
This was carried out on 29 September 2006 and the report received. There are areas for concern although most are either medium or low risk. Some of the areas highlighted fall below the BS kite mark standards that Adventure Playgrounds should have adhered to on installation. Clerk, Litter Warden (Gate) and Cllr Long to review the report and draw up an action plan.
 - 9.4 To consider repair/replacement of tennis court chainlink fencing
Deferred until November meeting.

10. Parish Plan Implementation Board: update

Deferred to November meeting.

11. To consider replacing noticeboards

Deferred until November meeting.

12. Coopers Close Allotments

12.1 Coopers Close: update

12.1.1 The Clerk had invited allotment holders to a meeting at Coopers Close on 15 October. Allotment holders had been sent a rough map and several had helpfully completed these.

12.1.2 Measurements were taken of a section known to be two plots – results were: 15m x 50m = 750sqm ie three times a “standard” plot at 250sqm. The present holder has been renting these plots for some considerable time and it was felt that all “tenanted” plots remain the size they are for now but new ones adhere to the “standard” sizing as closely as possible.

12.1.3 An area of very congested bramble growth is to be cleared in order to make way for 3-4 more plots. The area is being cleared voluntarily, by 3-4 people on the waiting list at their own expense. As was agreed at the September SPC meeting, allotments holders’ rents will be waived for three years in return for clearance.

12.1.4 An allotment holder whose plot has in recent years got out of control is to clear this up, also at his own expense.

12.1.5 Those allotment holders in attendance, confirmed that they hold no noxious substances in their sheds.

12.1.6 A van was parked on the site and it was felt that this was not within the “spirit” of allotment gardening and the owner is to be asked to remove the chassis, leaving the shell as a shed. If this cannot be done, he is to be asked to remove the whole vehicle.

12.2 Increasing allotment rents (for both sites)

12.2.1 The Clerk advised that on reviewing the rents, it appeared that they had been at their current rate for some considerable time (possibly 1981). As administration and other costs were increasing, it was important that rents at least cover these. Therefore an increase of 50% from Nov 2007 and the same for Nov 2008 was suggested (as detailed below). Proposed by Cllr Hooper, seconded by Cllr Peters. All agreed.

12.2.2 Six months notice of an increase in rent is required and the allotment holders will be advised when they receive their rent notices in November.

Rent	At present	From Nov 2007	From Nov 2008
	Full/half	Full/half	Full/half
Non-pensioner	£4.00/£2.00	£6.00/£3.00	£9.00/£4.50
Pensioner (25% discount)	£3.00/£1.50	£4.50/£2.25	£6.75/£3.30

13. Community Achievement Awards 2007

Councillors were asked to recommend a local person or group of people in the Parish worthy of public recognition for the four categories of award under this scheme. Cllr Bugg put forward Mr Les Stebbings, all agreed. Cllr Long (having contacted the Clerk before the meeting) put forward John and Jenny Mullen, all agreed. Forms to completed by proposers and returned to the Clerk for onward transmission.

Cllr Bugg left the meeting temporarily in order that the next item be discussed.

14. Grant to Shotley Bowls Club

The application for funding form (for £900 towards the cost of purchase of a new lawnmower) had been circulated before the meeting and was discussed. Prior to leaving the meeting, Cllr Bugg was asked what additional fund raising events were planned to assist with the cost of the mower, over and above the items listed. He responded that none were planned other than an 'open day' for the beginning of the 2007 season. This was encouraged by the PC in order to widen membership etc. It was felt that the club offered facilities for both young and old and provided much needed entertainment within the community as well as organising the annual Fete in August (alongside the football club). It was also noted that they had made efforts to increase their income by raising membership fees etc. Grant for £900 proposed by Cllr Peters, seconded by Cllr Matthews and opposed by Cllr Hooper.

Cllr Bugg returned to the meeting.

15. Bathside Bay: update

Copies of the S106 document and Deed of Variation had been obtained from Hutchinson Ports. Clerk to contact them to ascertain how the monies due on the back of these agreements are to be drawn down.

16. Ganges: update

- 16.1 A letter had been received from Richard Ward of SPS (9/10/06) answering some questions posed by Cllr Steel. This had been circulated to all Cllrs prior to the meeting.
- 16.2 BDC had e-mailed a newsletter to interested parties (although Clerk was not included!) to update everyone of their stance and the current state of play. Cllr Peters, who had received the e-mail asked them to include the Clerk and Cllr Matthews (for Noticeboard).
- 16.3 Chelmondiston had sent us a copy of their letter to Richard Watson (4/10/06) and this had been circulated to all Cllrs prior to the meeting.

17. To consider grounds maintenance more generally

Deferred until next meeting to allow the Clerk time to gather information as to what other parishes do re warden type schemes.

- 18. Clerk's attendance at SALC IT course (Nov 16)** - Clerk wished to attend a course on IT skills relating to maintenance, security and backups at a cost of £25.00 plus VAT. All agreed.

19. Shotley Peninsular Parishes Alliance

Deferred until November meeting.

20. Planning matters to 15 October and received subsequently

20.1 Application(s) received

- 20.1.1 B/06/01573/FHA/LJB – 3 Gate Farm Rd, Shotley IP9 1QH – Erection of part first-floor and part two-storey side and rear extension incl dormer window to front elevation of first floor extension (amended to approved PP under B/05/02031/FHA) – **No objections**
- 20.1.2 B/06/01401/FHA/RC – Holly Cottage, Church Walk, Shotley IP9 1EU – Erection of single-storey side extension incorporating a rear conservatory – **No objections**
- 20.1.3 B/06/01549/CPU/AT – 19 Garden Close, Shotley IP9 1LZ – Application for a Certificate of Lawfulness for a Proposed Use or development – Erection of detached single garage and bedroom accommodation in roof space – **No objections**
- 20.2 Application(s) approved by Babergh:

- 20.2.1 B/06/01511/TPO/DC – Removal of 1 No. Pine Tree covered by area A1 of TPO BT264 – 16 Gt Harlings, Shotley Gate, IP9 1NY
- 20.2.2 Tree Preservation Order No. BT00401 – Land at the former HMS Ganges Site, Shotley Gate, Ipswich
- 20.2.3 B/06/00975/FHA/AT – Construction of vehicular access – 12 Gayford Terrace, Shotley IP9 1LE

21. RFO's Report

- 21.1 The Annual Returns for years ending 31 March 2003/04/05/06 have now been sent to Lubbock Fine (external auditors). Council will be informed as soon as any news is received.
- 21.2 The Audit Report from Heelis has still not been received after several contacts.
- 21.3 General Insurance for year starting 1 October 2006 will cost £912.00 but only includes, from the Asset Register, the 17 street lights and 2 playgrounds. Quote to insure the rebuilding cost of the bus shelter would be under £30.00 for the year. Also to be added are: two new computers, two benches worth and dog bins. Once information received regarding excesses due in case of a claim, the Council need to consider including these assets on the Insurance Policy. Cllr Hooper requested the RFO to find out what effects the recent claims have had on the premium and report back at the next meeting.
- 21.4 Precept / Budget – The necessary data is being collated and Cllrs were again asked to let the RFO know of anything else to be included. A draft will be issued prior to the next meeting.
- 21.5 On going through the Adventure Playgrounds paperwork re the playgrounds there appeared to be a discrepancy relating to a discount not having been claimed. Cllrs recalled that the 5% discount was disallowed due to the order being placed too late. RFO to investigate.
- 21.6 After liaising with the Clerk, allotment charges to the holders prior to the next meeting should be despatched. Please note that these are paid in arrears.
- 21.7 The last instalment of this year's Precept was received on 27/09/2006, a total of £12,850.00.
- 21.8 Our **reserves** are as follows:

Community Account	£2,911.40
Premium Account	£442.68
Tracker Account	£37,968.52
Sub Total:	£41,322.60

Earmarked Reserves

Ganges Playground Depreciation	(£2,500.00)
Kingsland Playground Depreciation	(£2,500.00)
Grand Total:	£36,322.60

22. Accounts for payment

22.1	Clerks salary (6.9.06-5.10.06) = 52.5hrs (- £50 back tax)	£392.70
22.2	Clerks expenses - Subsistence (Mar-Sept)	£116.66
	- Stationery	£5.99
	- Postage	£6.60
22.3	RFO salary (6.9.06-5.9.06) = 27.5hrs plus: Litter Warden (Gate) salary (6.9.06-5.10.06) = 29 hrs	£492.75
22.4	RFO/Litter Warden (Gate) expenses:	
	- Subsistence (Feb-Sept)	£62.49
	- Typists chair/ink	£113.12
	- RFO Travel	£14.40
	- Warden Travel	£9.60
22.5	Litter Warden (Village) salary (6.9.06-5.10.06) = 23½ hrs	£164.50

22.6	Inland Revenue – tax, NI and back tax (Sept)	£228.65
22.7	Domestic Computer Services (emergency callout)	£100.00
22.8	Playsafety Ltd (RoSPA inspection of play areas 29.9.06)	£176.25
22.9	Kevin Smith – 6 months web hosting costs to Sept 06	£35.18
22.10	Babergh – Charges for Litter/dog bin emptying (Jul-Sept)	£117.41
22.11	SVHMC – (Homestart/Sept/£88 and PPIB/7 Sept/Cllr Steel £6)	£94.00
22.12	Cllr G Steel – travel expenses (various)	£190.60
22.13	Cllr A Long – travel expenses to SALC AGM Kesgrave	£24.00
22.14	BDC – June installation of 2xdog litter bins (overdue)	£217.62
22.15	Shotley Bowls Club	£900.00

23. Correspondence to 19 October – actions in italics

- a) East Suffolk Mind – Christmas Card/Gift catalogue
- b) Bunting & Sons – letter outlining developments at the Anchor Inn Heritage Farm (near Nayland) relating to traditional non-intensive farming
- c) BDC – Media release – Youngsters set to slam dunk with new club, relating to basketball in Great Cornard
- d) BDC – Media release – Young music talent on display – Amplifier project – detailing youngsters, dates and venues
- e) BDC – Media release – Babergh Youths focus on health – report on event
- f) BDC – Annual Meetings with town and parish councils – Thurs 2 Nov (West) and Thurs Nov 16 (East) (evenings) - invitation for two councillors to attend – Main agenda: Local Government Review, Emergency Planning and Safer and Cleaner Neighbourhoods. Need agenda items and reply **before 18 October**. No one available to attend, reply sent.
- g) Haven Gateway Partnership – Rural Conference on Monday 16 October 9am-1.30pm Royal Harwich Yacht Club, Wolverstone. Speakers: ADAS, East of England Dev Agency, Rural Development Programme. Topics: use of redundant farm buildings, inward investment of rural economy and economics of alternative crops.
- h) Haven Gateway Partnership – Redundant Rural Buildings Survey (in conjunction with g) above. They have sent forms for completion to farmers already in the area but wish for details of any non-farm owned buildings.

24. Chair’s urgent business: any other matters for immediate discussion at the discretion of the Chairman - None

25. Reports from Councillors on matters not itemised on agenda

- 25.1 Bridge at Golden Wood – Cllr Peters had been advised (via the website) that the bridge had become very slippery and dangerous. Details were passed to Ian Peters who along with Richard Jackaman spent some time placing wire mesh on the surface. Within days this had been ripped off the bridge and thrown into the adjacent ditch. Clerk asked to contact SCC to see if they could deal with this problem.
- 25.2 Bins/vehicles parked on pavement outside Endeavour House, The Street – Cllr Hooper had been made aware of the refuse bins from the Kirkton House flats being permanently sited on the pavement outside Endeavour House. This, coupled with the illegal parking of vehicles half up on the pavement was leading to pedestrians either pushing the bins to pass, causing the fence to Endeavour house to collapse, or having to walk into the road, which was obviously dangerous. The Clerk was asked to write to tenants of flats 1, 2 and 3 Kirkton House to request that they remove the bins to their property and to contact PC Garrod to see if anything could be done about the cars on the pavement.
- 25.3 Overcrowding of chickens at Bull Fields allotments – Cllr Hooper had received a letter regarding the above subject. Cllr Matthews was aware of the allotment holder and would speak to them about drastically reducing the number of chickens kept there.

25.4 Civic Amenity Facility – It was reported that David Goddard had now left Viridor and the Clerk was asked to send a letter of appreciation for his years of good work.

26. Clerk's report

26.1 BELSP awards – Attempts have been made to contact Tim Mutum twice this month, to no avail. He is now off sick so await reply to e-mails and phone calls (bear in mind since 13/10 Clerk's e-mail erratic).

26.2 Bus Shelter – Motor Insurance Bureau advised going to court is the right course of action, however solicitor's and court costs may not make this worthwhile. This was also the opinion of Zurich. Awaiting SALC's input. Clerk wished to contact a solicitor to ascertain likely costs and outcome. All agreed.

26.3 Marina dog litter bins – complaint received from BDC operatives re no steel liner in bins as is usual (plastic bags instead). Marina manager contacted who is to order inserts directly from Glasdon.

26.4 Toilets Bristol Hill – No reply from Anglian as yet re tidying up front of loos, will chase again this month – no reply to e-mails.

26.5 Dog litter bin – Marsh Lane – Have requested Babergh move this to other side of road, will chase up again this month – person dealing on hols at present.

26.6 Appraisals – Dates to be arranged with Richard/Linda and Graham/Dina for appraisals in November. Cllrs should liaise with Richard or Graham if there are any concerns/comments regarding employment issues etc.

26.7 Reminder: Clerks holiday dates for October – Weds 25 – Tues 31 (10 hrs)

27. Agree dates for meetings next year

The schedule of dates already circulated were agreed and the Clerk confirmed the village hall had been booked accordingly.

28. Date of next meeting: 16 November 2006 at 7.15pm

Meeting ended 9.55pm

KEY:

BCT = Babergh Communities Together

BDC = Babergh District Council

BELSP = Babergh East Local Strategic Partnership

CPRE = Campaign for the Protection of Rural England

ENCAMS = Environmental Campaigns

NALC = National Association of Local Councils

SALC = Suffolk Association of Local Councils

SCC = Suffolk County Council

SPS = Suffolk Preservation Society