

**Minutes of the Shotley Parish Council meeting held on Thursday 19 April 2007 at 7.15pm in the Large Committee Room, Shotley Village Hall.**

**Present:** Councillors: R Wrinch, N Bugg, G Steel, M Connell, M Matthews, C Sullivan, A Long, J Peters, RFO: D Bedwell and Clerk: L Rowlands

**In attendance:** Eight members of the public, C.Cllr D Wood, D.Cllrs W Sadler and P Clarke

**1. Open forum for members of the public to speak to**

- 1.1 Old Hall Road – Signs had appeared on the cut verges asking that the cutting back be stopped as it was detrimental to wildlife. It was not known who were placing them there. The cutting back of verges had commenced in order to encourage use of footpaths and make driving along the road safer. The Council confirmed that the cutting back would continue. The signs would be removed.
- 1.2 Almshouses – A parishioner asked what the current position was. Cllr Matthews to investigate.
- 1.3 Bull Fields Allotment road – it was reported that this was being used as a rat run, that it appeared a business was being run from the back, rubbish was being dumped on allotment land and a garage had been broken into recently. Gates had been erected previously in order to alleviate some of these problems although this was not a popular decision with the allotment holders and they were removed soon after installation. Clerk to speak with Warden and let allotment holders know it would be on the agenda at the next meeting.

**2. Apologies for absence** – Cllr B Hooper (work commitments), PC Garrod (on rest day)

**3. Declarations of interest and additions to register** – Cllr Peters (item 10 – The Bartlet appeal), Cllr Bugg (item 15 – Village Hall), Cllr M Matthews (item 19.2 – Planning application) and Cllr Wrinch (item 24 – rationalisation of footpaths)

**4. District Councillor's report** - Nothing to report

**5. County Councillor's report**

- 5.1 Closure of B1456 for resurfacing 4&5 May – C.Cllr Wood advised that concerns by various parties had been taken into account by the Transport Dept at SCC and the dates/times had now changed to 10, 11 and 12 May from 10pm to 6am. Confirmation to follow from SCC. The Parish felt that a letter should be sent to Mr Keeble at the Transport outlining further concerns we had. Clerk to arrange.
- 5.2 Resiting of bus stop signs – C.Cllr Wood advised that SCC have been asked by BT to remove their bus stop signs from BT's telegraph poles. As a consequence certain signs have been placed in potentially dangerous positions and there have been several complaints from parishioners. C.Cllr Wood advised he would be meeting with the SCC Infrastructure Officer in Shotley in the near future and will report back.
- 5.3 Problems with bus services – various timing problems had been reported recently but these were in hand and the buses should be running to time presently.
- 5.4 Breached Stour Footpath – (*Brought forward from 14*) C.Cllr Wood reported that following recent contact with SCC, originally a repair expected to last 2 years was planned. However, in view of the frequent use and constant battering this path receives, another engineer will be inspecting the breach with a view to instigating a repair lasting 5-10 years. Cllr Wood also wished to make the Council aware of another breached river wall beyond Crane Hills at the sluice.

**6. Police brief** - although PC Garrod was unable to attend, he had sent two e-mail reports.

- 6.1 There had been 20 crimes reported in the Shotley/Shotley Gate area between 15 March and 18 April – an increase of 8 crimes for the same period last year. Most notably an increase in theft and burglary offences.
- 6.2 He was aware of the problems in Lloyd Road and the Ganges play area. A task plan has been instigated and it should be checked on a regular basis with encounter forms submitted for any youths in the area.
- 6.3 Issues regarding a certain household in Kingsland and the type of people frequenting the address/area and the coincidence of this with the increase in crime in Shotley incl burnt out cars, haystacks and burglaries etc are being addressed and have been put forward to the Babergh information case sharing conference to be held in Hadleigh on 20 April.

- 6.4 The safer neighbourhood teams have been launched in Babergh and the new shift pattern should be finalised shortly and be in effect by August. Once up and running there should be greater staffing levels, especially on lates and nights to tackle local areas of concern.
- 6.5 The Police Direct messaging service had been suspended at the end of March due to financial and contractual reasons. C.Cllr Wood advised that Suffolk had been part of the pilot scheme and it was hoped that this would get off the ground again soon.
- 7. Minutes of the Parish Council Meeting 8 February 2007** – The minutes had been distributed beforehand and were declared a true and accurate record and were signed as such by the Chairman
- 8. Nominations received by Babergh**
- 8.1 Berners Ward : Penny Clarke, Tony Roberts and Richard Searle – Poll on 3 May
- 8.1.1 Shotley Parish : David Armes, Norman Bugg, James Catling, Michael Connell, Tony Ingram, Mel Matthews, Jeremy Peters and Graham Steel – Uncontested, one vacancy
- 9. Suffolk Preservation Society – invitation to become a “Friend of the Society”**  
An invitation had been received from SPS to become a Friend of the Society at a cost of £20 per annum. Prop. Cllr Steel, Sec. Cllr Matthews, five in favour, 1 abstention. Clerk to complete membership form. This payment to be put on the Regular Payments Schedule and voted on at each APCM
- 10. Bartlet Bequest Action Group – request for support to retain Bartlet**  
It was reported that residents from Shotley had benefited from the post-operative care supplied by this facility and we should show support their cause. Two Councillors were hoping to attend the meeting on 30 April. Clerk to advise BBAG.
- 11. A Unitary Council for Ipswich – to consider our response to the proposals**  
Deferred until May meeting to allow newly elected Councillors a chance to engage on this subject. C.Cllr Wood also offered to supply further information for our consideration.

*C.Cllr Wood and 2 members of the public left the meeting*

- 12. British Forces – removal of free postage for forces posted overseas – request for support**  
Tewkesbury Borough Council advised that British forces and their families who are stationed overseas cannot receive parcels free of charge as they could in 2003 and have requested that we write to the Secretary of State for Defence asking that the Government reinstate this service as a matter of urgency. Six Councillors were in support, one against and one abstention. Clerk to write to Sec of State for Defence accordingly.
- 13. Shotley School – letter from Year 6 re litter in Shotley**  
Year 6 had written to the PC requesting that “no litter” signs be placed along the B1456, lids be provided for litter bins and that the PC write to Felixstowe Docks to ask for a contribution to help clear the rubbish accumulated along the beaches. The PC agreed that this was an excellent letter and the Clerk to reply that SCC, who are responsible for road signs, are against “street sign clutter”, that the PC is replacing old “non-lidded” bins over the next 2-3 years and that we will write to both port authorities, passing on their letter.
- 14. Breached Stour Riverpath**  
See 5.4 above
- 15. Village Hall – to consider payment by PC for use of hall for regular meetings**  
It was agreed that the PC pay for the use of the village hall for regular meetings at the rate of £15 per meeting (this had been agreed in June 2005 although no procedure had been put in place). Payment to be made on production of an invoice from SVHMC, on an annual in arrears basis, from 1 April to 31 March of the preceding year. This payment to be put on the Regular Payments Schedule and voted on at each APCM. All other meetings to be paid for on an as and when basis, as is the current practice.

**16. Play areas: update**

- 16.1 Extensive damage done to Ganges Play Area prior to Easter weekend:-
- Three safety panels removed and nailed to underside to create a 'den'.
  - Two panels found in situ, other rumoured to have been thrown in the river.
  - Nails and panels removed by Oddjob.
  - Ordered new panels and various other small items from AdPlay – Costs to be advised. They are to attend on Friday 20<sup>th</sup> to carry out vandalism repairs and also RoSPA's recommended repairs. They will also be remounting the gates.
  - Reported vandalism to Police and obtained incident no.
  - Insurance claim form to be completed and returned to S.Acre as soon as costs known.
  - No reports received by Police, at all, from neighbouring properties.
- 16.2 Other general repairs to be carried out by Three Rivers are ongoing.
- 16.3 Playground signs: (a) age restriction – still awaiting receipt (b) ownership/no dogs allowed/please shut the gate – still investigating where these can be mounted – these may have to go on a specially constructed board as there don't appear to be any suitable surfaces.
- 16.4 Bin for Ganges Play Area to be installed this week.

## 17. Parish Plan Implementation Board: update

- 17.1 Tennis Courts - Tim Mutum confirmed that the BELSP monies awarded can be carried forward to the next financial year, without any penalty, whilst awaiting receipt of finalised proposals. We still await advice from the BDC Planning Dept re the requirement for planning permission etc.
- 17.2 Village Hall – Tim Mutum also confirmed the BELSP board meet next in late June – the proposal for the Village Hall should be submitted to them by the end of May. The costings for the Village Hall were now being worked on.

## 18. Ganges: update

- 18.1 Further information from SPS had been received regarding the Haylink architect's brief and will be circulated to all councillors.
- 18.2 Efforts to locate a person to facilitate local consultations had proved fruitless. Cllr Steel suggested that we carry out a review of where we are up to and decide if we have the resources to deliver a meaningful consultation. All agreed.
- 18.3 It was also agreed that once Richard Watson's successor was in place, a meeting should be arranged with him/her.
- 18.4 SPPA had been updated on recent communications with Haylink/Galliard in time for their meeting on 30 March.

20.50pm – Cllr Clarke and 3 members of the public left the meeting

## 19. Planning matters to 15 April 2007 and received subsequently

### Application(s) received

- 19.1 B/07/00237/FUL/CJTU – Linfield, The Street, Shotley, Ipswich IP9 1LX – change of use from part residential and part commercial use as single dwelling house. **No objections.** However, it had transpired that a request made to the consultant engaged by BDC, for an extension to await our comments, had not been actioned due to an oversight. BDC had subsequently refused this application. PC instructed Clerk to write to BDC planning dept to ensure that existing procedures should be tightened up, especially in relation to consultants. It was noted that there was an appeal process the applicant can pursue.
- 19.2 B/07/00206/FUL/MB – Shotley Post Office and Stores, The Street, Shotley, Ipswich IP9 1NU – erection of extension to existing shop and post office. **No Objections**
- 19.3 B/07/00366/FHA/MB – 4 Childers Close, Shotley, Ipswich IP9 1NX – erection of a two-storey side extension. **No objections.**

### Application(s) approved

- 19.4 B/06/02032/FHA/MB – 69 Great Harlings, Shotley, Ipswich IP9 1NZ – erection of single-storey side extension (following demolition of existing outbuilding) as amended by agent's letter received 8/3/07 and drawing no SH01/01/B received 8/3/07.
- 19.5 B/07/00069/FHA/MB – Samphire, 1 Gate Farm Rd, Shotley, Ipswich IP9 1QH – erection of pitched roof over existing garage, single-storey rear extension and 1½ storey side extension and porch
- 19.6 B/07/00126/FHA/MB – 4 Blake Avenue, Shotley, Ipswich IP9 1RL – erection of first-floor side extension

19.7 B/07/00282/FHA/BHW – 6 Kirkton Close, Shotley, Ipswich IP9 1QG – erection of two-storey side extension

Application(s) refused

19.8 B/06/02129/FHA/MB – 1 Brickfield Terrace, Wades Lane, Shotley, Ipswich, IP9 1EL – Erection of attached double garage, conversion of outbuilding into additional living accommodation with link extension and erection of a rear conservatory

Application(s) revised

19.9 B/03/01477/FUL/CT – Shotley Marina Limited - Variation of Condition 01 of PP B/91/00723/OUT – residential development for 150 dwellings incl public open space and access road to B1456 – (reduction in width (0.5m) of part of footpath)

**20. To approve accounts for 2006/7**

The RFO presented a bound set of accounts along with a laminated list of all cheques issued during the preceding year, a copy of which had been sent to Councillors prior to the meeting. It was agreed to approve the accounts prior to their onward transmission to Heelis & Lodge for internal audit. The Chair and RFO signed the accounts accordingly.

**21. RFO's Report**

21.1 Insurance – The bus shelter, bins and benches have been added to the insurance policy for an extra £17 for the remaining 5 months of this years policy.

21.2 The Inland Revenue have introduced a quarterly electronic payment system for collection of tax and national insurance and are offering an incentive payment of £100 to organisations who sign up. The RFO would recommend the PC signs up. All in favour.

**22. Authorisation of payments**

The Council authorised the following payments:

22.1 Clerk's salary (6.3.07-5.04.07) = 54 hrs	£445.80
22.2 Clerk's expenses: Paper	£2.93
22.3 RFO's salary (6.3.07-5.4.07) = 45½ hrs and Litter Warden's salary (Gate) (6.3.07-5.4.07) = 22 hrs	£603.91
22.4 Litter Warden's salary (Village) (6.3.07-5.4.07) = 20 hrs	£140
22.5 Inland Revenue – tax, NI	£247.21
22.6 Three Rivers – Spraying of weeds at tennis courts	£118.00
22.7 Glasdon – 2 x litter bins for Village Hall+Gt Harlings	£466.63
22.8 SALC – 2007/08 Subscription and 9 x The Local Councillor	£540.20
22.9 Communicorp – Subscription to Clerks & Councils Direct	£9.50
22.10 Oddjob – installation of litter bins x 3	not received
22.10 Domestic Computer Services – emergency callout for RFO/Clerk	£50.00
22.11 Cllr Steel – travel expenses	not received
22.12 Suffolk Preservation Society – Friend of Society subscription	£20.00
22.13 Cllr Peters – web-hosting expenses	£35.18
22.14 SVHMC – Homestart – to cover final meetings	£66.00

**23. Correspondence to 15 April and received subsequently**

- a. SPS – letter enclosing some initial comments on the Heritage White Paper (click on [www.culture.gov.uk](http://www.culture.gov.uk) – select news, white paper, heritage protection, open PDF file)
- b. Power Project – letter of thanks for grant towards Shotley Open Gardens event costs
- c. SPS – enclosing invitation to become a “Friend of the Society” along with membership details (cost = £20.00)
- d. Bartlet Bequest Action Group – letter gathering support to retain The Bartlet – a restorative care home
- e. BDC – Letter re British Forces Free Postage Position – Parish Councils are being asked to support a motion that British Forces still receive postage free of charge overseas
- f. SCC – Letter re “A Unitary Council for Ipswich” explaining the possible repercussions etc
- g. SALC – training courses leaflet including: New Councillor Briefing, Charing Skills, 2-day Councillor training and more. *Copies to be given to new councillors in May*
- h. SALC – Your guide to local support for voluntary and community organisations in Suffolk – *copied to Cllrs Peters and Matthews*
- i. SALC – information sheet for parishes – April 2007 re NALC motions etc – *copied to RFO for info ref S137 expenditure*
- j. NALC – Model Contract of Employment – Revisions (minor) – *copied to Employment Cttee*

- k. SCC – Letter re B1456 closure for resurfacing in May 2007 – *copied to Cllr Peters*
- l. Shotley School – Letter from Year 6 as part of their geography project re the litter problem in Shotley asking if we can put in lidded bins etc
- m. BDC – Letter enclosing Statements of Persons Nominated for BDC and PC elections on 3 May – *emailed/copied to all cllrs and posted on noticeboards as requested by BDC*
- n. SCC – Letter re Exercise/Activity Provision across Suffolk – request from SCC to complete survey re local activities for older people – *Clerk/Cllr Bugg completed and returned form*

**Received since 15 April:**

- o. SCC – Consultation on Suffolk Minerals Development Plan Documents – consultation period ends 28 May 2007
- p. BDC – Proposed Rationalisation of Public Rights of Way at Shotley and Chelmondiston – *to be dealt with at Chair's Urgent*
- q. Communities and Local Government – The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159) – will come into effect on 3 May 2007 – view online at [www.opsi.gov.uk/si/si-2007-index.htm](http://www.opsi.gov.uk/si/si-2007-index.htm)
- r. Suffolk Wildlife Trust magazines and events listings
- s. Home-Start Babergh – request for funds to cover shortfall of running costs – *clerk forwarded grant form for completion to be considered at June meeting*
- t. BDC – Community Achievement Awards 2008 – invitation to submit names for Awards Judging Panel 2007/8 – deadline 31 May 2007
- u. E-mail from SPPA (Elizabeth Aldous) re arranging next meeting, including request from Rob Sherington, Head of Holbrook High for info on parish meetings (*clerk responded*) and contact details for John Bowmen re Scout Jamboree at Alton Walter at harvest time.
- v. SPS – Suffolk View Publication Spring 2007 and Diary Dates

**24. Chair's urgent business: any other matters for immediate discussion at the discretion of the Chairman**

- 24.1 Footpath rationalisation - Further correspondence, including a plan and Order had been received from Mr Matthews at BDC. Mr Matthews asked that:
- (a) the PC verify the Order and plan and to confirm it sets out the wishes of the Council.
  - (b) the PC confirm, with regard to Footpath No. 62, that it will defray any compensation payable, carry out and defray the expenses of the accommodation works required by SCC and defray 50% of the actual advertising costs.
- All agreed (Cllr Wrinch did not take part in . Clerk to respond accordingly.

Mr Matthews also advised that the Ramblers Association had asked for an extra path to join up two others. Landowners had agreed to this

**25. Reports from Councillors on matters not itemised on agenda**

- 25.1 Spring Clean Suffolk Week - The PC wished to thank Dina and Eileen for organising the litterpicking event. Fifteen people helped to collect 21 bags of rubbish. Another event to be planned for mid-September. It was suggested that the school be approached so as to get the children involved.
- 25.2 Bus Shelter Cleaning – there had been complaints from some parishioners regarding the strong smell of Jeyes fluid and concerns should it come into contact with clothing following the cleaning of the bus shelter. It was felt that the alternative – to not clean the bus shelter after certain individuals used it as a urinal – would not be an acceptable solution. Alternatives to Jeyes fluid had been trialled previously by the cleaner but these had not proved successful at removing the offensive odours etc. It was suggested that a sign be erected after each clean, indicating that the facility had just been cleaned. The Clerk was also requested to seek advice from SALC.

**26. Clerk's report**

NEW

- 26.1 Clerk's/RFO's workload – As this is an incredibly busy time of year, Councillors were asked to bear this in mind when things do not appear to have been chased up/progressed or even started and to let either the Clerk or RFO know should anything need to be prioritised.
- 26.2 Bus Shelter – Damage to drain pipe reported by Cllr Bugg , builder contacted and instructed to effect repair asap.
- 26.3 Tudor Close grass trimming – complaint from residents that this is overdue. Lodged complaint with BDC who after a recent visit replied that they only maintain a thin strip across the road which the contractors would cut as it was not up to standard but that the encroachment on the path was from the communal grass area which they do not maintain. Cllr Long to take this further.

- 26.4 Open Space Audit – A request from Babergh (received between meetings) for an audit to be carried out in order to get an overview of all spaces open for public use. As the deadline was short (24 April) and this information would be useful for PC purposes, Clerk had almost completed the audit and will release soon. Possible future uses: identifying shortfalls in provision of play areas, for BDC lottery funding bids and LDF etc.
- 26.5 Bin at top of Bristol Hill – 6<sup>th</sup>/7<sup>th</sup> April – this had been lifted off base and deposited in neighbour's hedge – re-homed next morning.
- 26.6 Annual Parish Meeting – invites to be sent out next week in similar format to last year. WI to be asked if they can do teas again. Councillors to advise Clerk if they know of any alterations to invite list.
- OUTSTANDING**
- 26.7 Bridge at Golden Wood – SCC advised on 10 Jan that a technician had been scheduled to have a look. No progress as yet.
- 26.8 Grounds maintenance project – RFO looking at cost comparisons for hire/buying equipment etc. List of possible duties already drawn up. Hope to have something useful to present by June meeting.
- 26.9 Damage on bridge on public right of way opp Over Hall – Reported to SCC (Ref 565376) still awaiting update.
- 26.10 Overgrown verge opp Nether Hall – Reported to SCC Area Highways (Ref 571954) who advised that no room in budget and will look again in April.
- 26.11 Lloyd Rd bollard – No progress as yet.
- 26.12 Pathway behind Visdelou Terrace – results of Land Registry search received, will now ask for owner details, this will cost approximately £6
- 26.13 Whinney Creech/Lloyd Road churned up area – Again lodged concerns with BDC who agree that there is some evidence of tyre marks but they do not consider it excessive. They will monitor the situation.
- 26.14 Spraying of Weeds/Side of Verges etc – again lodged concerns with BDC – they have replied after a recent visit that they could find no proof of excessive spraying so assume that the grass has grown to cover the evidence!
- 26.15 Bristol Hill Locked Toilets – Despite several phone calls and e-mails, still no progress with this. A Cllr also visited recently to check to see if these were still locked and as at 17 April, they were.

**27. Date of next meeting (Annual Council): 17 May 2007 at 7.15pm**

**KEY:**

BCT = Babergh Communities Together	NALC = National Association of Local Councils
BDC = Babergh District Council	PPIB = Parish Plan Implementation Board
BELSP = Babergh East Local Strategic Partnership	SALC = Suffolk Association of Local Councils
CPRE = Campaign for the Protection of Rural England	SCC = Suffolk County Council
EEAPTC = East of England Assoc of Parish and Town Councils	SPC = Shotley Parish Council
ENCAMS = Environmental Campaigns	SOS =
	SPS = Suffolk Preservation Society
	SYCP = Shotley Youth & Community Project