

**Minutes of the Shotley Parish Council meeting held on Thursday 16 August 2007 at  
7.15pm in the Large Committee Room, Shotley Village Hall.**

**Present:** Councillors: R Wrinch (chair), M Matthews (vice chair), T Ingram, J Catling, N Bugg, M Connell, G Steel, J Peters, D Armes, RFO: D Bedwell and Clerk: L Rowlands

**In attendance:** Three members of the public, D.Cllrs T Roberts, P Clarke and C.Cllr D Wood

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

Discussion re items 21.3, 21.4 and 16 – see numbered paragraphs below for detail.

*Three members of the public left the meeting.*

*Meeting commenced at 7.32pm*

**2. Apologies for absence – PC Garrod (not on duty)**

**3. Declarations of interest and additions to register – Cllr Ingram (item 21.3) and Cllr Matthews (item 24)**

*Member of the public arrived.*

**4. District Councillor's report if available – D.Cllr Roberts had been contacted by a resident of Lloyd Road regarding vandalism to her property and the throwing of dog faeces into her garden. She had contacted the police, who on the latter point had redirected her to him. It was pointed out to Cllr Roberts that unless she was willing to identify, or give sufficient details to allow identification of the culprits, no action could be taken either by the police or Babergh.**

**5. County Councillor's report if available – Please see attachment 1 - This had been circulated to all councillors prior to the meeting.**

**6. Police brief (duties permitting) – PC Garrod had notified the clerk that he would be unable to attend as he would be off duty at the time of the meeting and there were no other officers available.**

**7. Collaboration between SNT, Parish Council and other parties to combat Anti-Social Behaviour – An informal meeting had been arranged for 7.30pm on Tuesday 11 September at the Shipwreck (upstairs). Cllrs hoping to attend were: Ingram, Wrinch, Armes, Steel, Matthews, Catling along with the Clerk, RFO and C.Cllr Wood. List of SNT/other attendees to be circulated closer to time.**

**8. Minutes of the Parish Council Meeting dated 19 July 2007 - The minutes having been distributed beforehand were declared a true and accurate record and were initialled, signed and dated as such by the Chairman.**

**9. Matters Arising (for information only)**

13.3 CLD – Still awaiting decision from BDC.

13.5 Flood risk assessment still awaited from Haylink.

22 Third quotation for office furniture received – Clerk to go ahead with Latisha Cavernor.

23 Separate phone line – difficulty arranging new line/broadband prior to Clerk's holiday – will try again next week.

25(u) Suffolk Hedgerow Survey Volunteers – none forthcoming.

28.1 Parishioner contacted Sally Watson – BDC inspector on site and letter sent next day.

28.2 to 28.6 No progress.

**10. Beachwatch event Saturday 15 September 10am-12pm** – Contact had been made with the organisers, The Suffolk Coasts and Heaths to confirm our participation – awaiting survey pack and instructions. Contact also made with BDC Waste Management for collection of litter picking equipment etc. Members of the Sailing Club and Viking Forest Project had confirmed they were happy to participate. Clerk to contact School once term starts. Beach area to be covered from Pier south for approx 100 yards. Meeting point: Sailing Club. As the “Tidy Up Shotley” campaign was “piggybacking” this event two additional meeting points would be Kirkton Close green and the Village Hall.

**11. Review of SCC Accommodation for Older People – Questionnaire for completion**  
Clerk directed to former councillor Anna Long for guidance as she had completed the previous questionnaire. Draft to be approved at September meeting.

**12. Play areas update:**

**12.1 Recent damage**

- Kingsland Play Area - The newly installed wooden barrier has had two wooden sections removed. Another two single half logs were removed from other panels. Three have been removed for repair. Sections of the rubber matting have also been lifted. The incident has been logged as 209 16082007 with Suffolk Constabulary and Suffolk Acre have been contacted.
- Ganges Playground - Six wooden half logs removed. These were repaired two days later by Three Rivers. Invoice to follow. Also one of the rubber swing seats has been cut into and will need replacing. Clerk informed.

**12.2 Ongoing repairs**

Several attempts have been made to contact Adventure Playground unsuccessfully. Contact eventually made with Patricia Manual, Finance Director on 16 August. A list of all outstanding items were e-mailed to her – her assurances were given that she would deal with this personally. E-mail copied to Clerk and Councillors.

**13. Parish Plan Implementation Board**

13.1 Tennis Courts refurbishment: Another company to quote. A project manager with an engineering background, preferably from community sought. BCT to be approached and councillors to put out “feelers”.

13.2 Village Hall: Still awaiting hard quotes.

13.3 Next Meeting: to be arranged for end August – details to be forwarded to members.

**14. Ganges: update**

14.1 Open weekend – This event was very well attended and many residents took away questionnaires for completion. Some queries were raised re: listing of the swimming pool, condition of mast and future of B1456 and these were being looked into. Q&As and parishioners/councillors general comments to be featured on website within next few weeks.

14.2 Certificate of Lawful Development – No news as Officer dealing at BDC on holiday.

14.3 SPPA meeting - 13 September at Tattingstone – Cllr Steel to attend. Agenda items to be submitted: SNT collaboration.

14.4 Letter from Galliard – A letter dated 25 July had been received and was circulated. Cllr Steel to draft a reply for consideration between meetings.

20.52 – D.Cllr Clarke left the meeting

**15. Breached Stour River Path: update**

Nothing further to report at present – SCC were still looking for funding.

**16. Marina Ltd - access via School Lane/Battery Lane during roadworks on King Edward VII Drive**

Residents of the Old School House were concerned that access work had already commenced – in the form of the erection of barriers and taping off of areas on the Ganges site seemingly with a view to Battery and/or School Lane being used as temporary access to the Marina. As these are private roads, neither the residents of the Old School House nor the Bristol Hill Caravan Park wished the Marina to use them. Marina Ltd have stated that they have a right of way over these roads but have not yet provided proof. Cllr Wrinch was in contact with one of the managers and will try to ascertain the current position and revert back at the next meeting. The Council felt that neither road was suitable for any sustained amount of traffic and an alternative must be found.

20.56 – Meeting suspended to allow exhibit a photo taken in 1905 of roadway along Stour path.

20.58 – Meeting resumed

**17. Shotley Cliffs: update** – C.Cllr Wood confirmed that Suffolk Coasts and Heaths do not fund these types of projects. No further interest/information was forthcoming from other parties approached. It was felt that this was far too large a project for the Parish to take on alone.

**18. To confirm Proposed Traffic Regulation Order for Queen Victoria Dr and Bristol Hill** - Cllrs Armes and Wrinch met with the SCC Engineer at the end of July to discuss the above. The Council were in agreement with the proposals with the exception of the suspended two bays forming the access to the boatyard - it was felt that as the owner had not come forward, these bays be reinstated. The Council also wished to reserve the right to request further measures be incorporated, should it prove necessary. Clerk to advise SCC.

**19. Lowering of speed limit on Bristol Hill and surrounding roads**

Following an incident involving a car in the Bristol Hill/Lower Harlings area whereby a cat suffered fatal injuries, a resident requested that the speed limit be reduced to 20mph. C.Cllr Wood advised that speed limits were only lowered if human fatalities had taken place on a regular basis over a period of time. However, Highways were able to carry out a speed survey to ascertain the worst locations for speeding and two areas were thought to be worth surveying: Midpoint Bristol Hill and Stourside (near the Spinney entrance). As only one speed survey could be carried out at a time, it was felt that Bristol Hill be surveyed first. Clerk to contact SCC to arrange.

9.24pm - Cllr Wood left the meeting.

**20. To consider draft letter to Environment Agency re: Boatyard, King Edward VII Drive – waste treatment activities** – Concern was expressed about the apparent lack of properly regulated waste treatment at the above site. A draft letter had been circulated to all Councillors addressed to the Environment Agency for consideration. It was agreed that this be sent with no alteration. Clerk to arrange.

**21. Planning matters to 12 August 2007 and received subsequently**

Application(s) received

21.1 B/07/00974/FHA/MB – Rose Farm House, The Street, Ipswich IP9 1PQ – insertion of 2 No dormer windows and replacement of existing dormer to front elevation (in connection with attic conversion) – **No objections**

- 21.2 B/07/00975/IBC/MB - Rose Farm House, The Street, Ipswich IP9 1PQ – Application for Listed Building Consent – insertion of 2 No. dormer windows and replacement of existing dormer to front elevation. Internal and external alterations (incl attic conversion) – **No objections**
- 21.3 B/07/01261/FH/BEL - 4 Lower Harlings, Shotley Gate, Ipswich IP9 1QE – Erection of two storey extension and alterations – **Objections raised on the grounds that the size of the proposed extension is disproportionate to existing dwelling and loss of 2 bed “starter homes”.**
- 21.4 B/07/01260/FH/BEL - 8 Lower Harlings, Shotley Gate, Ipswich IP9 1QE – Erection of two storey extension and alterations – **Objections raised on the grounds that the size of the proposed extension is disproportionate to existing dwelling and loss of 2 bed “starter homes”.**
- 21.5 B/07/01285/FUL/GD - Shotley Lodge, Bristol Hill, Shotley, Ipswich IP9 1PU – Erection of three-storey detached building to provide 8 no. units of residential accommodation (existing building to be demolished). Alterations to existing vehicular access. **Objections raised due to: no change of use applied for, no traffic impact assessment, safety concerns with garages being at right angles to road, no improvements for pedestrian access, no flood risk assessment, outside of village envelope for residential development, loss of important amenity to local community. Cllrs felt that should permission be granted for anything other than its current use then appropriate compensation to the community should be made.**

Application(s) approved

- 21.6 B/07/00836/FHA/MB – 1 Brickfield Terrace, Wades Lane, Shotley IP9 1EL – Erection of detached double garage and conversion of outbuilding into additional living accommodation with single-storey link extension
- 21.7 B/07/00757/FUL/CJT – Linfield, The Street, Shotley, Ipswich IP9 1LX – change of use from part commercial/part residential to residential dwelling.

## 22. RFO’s Report

- 22.1 Due to being unable to contact the internal auditors there will be a delay in sending the accounts to the External Auditors. The deadline was 21 July. Lubbock Fine have been contacted regarding the delay.
- 22.2 The RFO advised that she had not yet purchased an Excel package (although this had been authorised previously) due to the cost involved. The limited Excel version on her computer was now not sufficient for her needs and she wished to purchase the full version before work on the precept began. Cost would be in the region of £300. All agreed with this course of action.
- 22.3 The Council’s reserves stand as follows:

Community Account	£3,294.33
Premium	£446.67
Tracker Account	<u>£30,669.90</u>
Total:	£34,410.90

Earmarked Reserves:

Kingsland Playground	(£2,500.00)
Ganges Playground	<u>(£2,500.00)</u>
Grand Total:	£29,410.90

**23. Authorisation of payments:**

23.1 Clerk's salary (6.7.07-5.8.07) = 53.5 hrs	£449.61
23.2 Clerk's expenses: stamps	£2.88
23.3 RFO's salary (6.7.07-5.8.07) = 23 hrs and Litter Warden's salary (Gate) (6.7.07-5.8.07) = 28 hrs	£449.96
23.4 RFO/Litter Warden expenses:	£nil
23.5 Litter Warden's salary (Village) (6.7.07-5.8.07) = 21.25 hrs	£148.75
23.6 BDC – Litter & dog bin emptying (1.4.07-30.6.07)	£103.54
23.7 Three Rivers Garden Services	£110.00

**24. To consider part funding of accountancy training for RFO**

The RFO outlined the benefits to the Council of her undertaking an Association of Accounting Technicians course at Suffolk College. As she would be also using this knowledge in running her own business – she would cover the costs of study time (10 hours per week) and travel expenses. The cost of the course, including books, exam fees and membership of AAT, was £614 which the Council agreed to fund. Clerk to draft a suitable letter to include a clawback clause (over two years) for signature prior to payment of invoice from the college.

**25. SALC Conference and AGM - 2 October 2007** – Cllr Matthews and the Clerk to attend.

**26. To consider work priorities of Clerk and RFO** – Deferred until September meeting – this item to be nearer top of agenda.

**27. Correspondence received to 16 August 2007**

- a) SCC – Review of SCC's Accommodation for Older People Questionnaire for completion – Clerk to draft reply and agenda at next meeting
- b) EEAPTC News June 2007
- c) Supporting people in Suffolk – Leaflet outlining support available to vulnerable people – *copied to Cllr Matthews*
- d) SALC – The Councillor's Brief Summer 2007 – Are you sustainable? Also competition for Newsletter of the Year – *details circ to Cllr Matthews 26/7/07*
- e) Suffolk ACRE – invitation to AGM to celebrate 70<sup>th</sup> Anniversary on 27/9 at 5pm – *e-mailed to all cllrs 22/7 by Cllr Steel- No one able to attend.*
- f) Suffolk Scene Bulletin 40 Summer 2007 – articles on car sharing, lottery funding, credit unions, village halls and lots more
- g) BDC – Media Release – (1) Phone numbers streamlined to improve customer service (2) Summer shake-up with new activity programme (3) Why Not You – Babergh seeks member of the public to serve on Standards Committee – *copied to Cllr Matthews*
- h) BDC – Monitoring Officer – Letter re revised code of conduct for members. Confirmation of notification of our adoption of revised model code of conduct and enclosing flow-chart – *copies will be available at meeting*
- i) BDC – Review of Polling Districts and Polling Places, 2007 – Ltr from Ray Amesbury – response needed by 31 August – *Clerk to reply: a mobile unit at Shotley Gat and separate facility for Erwarton. Also to note new location of village hall on their map.*
- j) Martin Lister – letter re fortnightly waste collections – *circulated to all cllrs 2/8 and forwarded to BDC*
- k) Suffolk Wildlife Trust – Invite to AGM 27 Oct 07, Annual Review, Autumn 07 Wildlife mag, and What's On – *invitation details to be passed to Cllrs Armes, Matthews, Wrinch*
- l) SPS – Suffolk View Summer 2007 edition
- m) SALC – Conference and AGM Booking form – 2<sup>nd</sup> October 3pm – 9pm – *Clerk & Cllr Matthews to attend*
- n) Babergh Crime and Disorder Reduction Partnership – Leaflets and posters advertising the mobile skate park on 31 Aug at Ganges Play Area for distribution

- o) SALC – The Councillor’s Brief Summer 2007 No 2
- p) Tim Yeo MP – Letter re Future of Rural Post Offices – *To go on September agenda*
- q) BDC – Licensing Act 2003 Consultation – statement of Licensing policy

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

**29. Reports from Councillors on matters not itemised on agenda – none**

**30. Clerk’s report**

- 30.1 Noticeboards – These are now being made and should be delivered at end of August. Clerk to source quotations for installation.
- 30.2 Planning training workshops run by SPS - Clerk to attend two workshops in October specifically aimed at Town and Parish Councils.
- 30.3 Overgrown grasses/hedging at Ganges Wood – backing on to houses in Great Harlings. Residents concerned re lack of cutting back leading to growth spilling into their back gardens and potential fire risk. Clerk to write to Woodland Trust in first instance.

**Exclusion of press and public:** *owing to the confidential nature of the following business the press and public are asked to leave the meeting*

**31. To approve payment of holiday and sickness back pay for Village litter warden –**  
Deferred until September meeting

**32. Date of next meeting: 20 September 2007 at 7.15pm**

**Meeting ended 22.22**

**KEY:**

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|--|---|
| 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                           | SPS = Suffolk Preservation Society            |
|  | SYCP = Shotley Youth & Community Project      |