

Minutes of the Shotley Parish Council meeting held on Thursday 20 December 2007 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors: M Matthews (chair), T Ingram, N Bugg, G Steel, J Peters, RFO: D Bedwell and Clerk: L Rowlands

In attendance: Six members of the public, D.Cllrs T Roberts and P Clarke, Mr and Mrs Nicholls (Far East Travel)

1. **Open forum for members of the public to speak to Councillors on items appearing on the agenda (15 minutes maximum)** - Item 4. brought forward for presentation/discussion. For details see item 4. below.
2. **Apologies for absence** – SPC Cllrs: M Connell/D Armes/J Catling – other engagements, R Wrinch and C.Cllr D Woods – illness.
3. **Declarations of interest and additions to register** - None
4. **Change to bus route 97H** – Mr Ed Nicholls from Far East Travel was in attendance and presented a brief history of his company and the current situation with regard to the extending of the bus route into Kingsland/Queensland and Stourside/Kitchener Way. Bus users had requested the extended service and this was proving to be very popular with the older residents. However, he informed the meeting that he had made a commercial decision to no longer run the Kingsland part of the route due to the level of complaints that had been received from local residents. This change would be registered with the appropriate authorities and would take effect from the end of January 2008. Queries were raised with regard to various services running through Ipswich and he advised he would get back to the Council on these.

19:57 – All members of the public and Mr and Mrs Nicholls left the meeting.

5. **District Councillor's report** – Cllr Roberts advised that the bottle bank had been resited from the School to the Village Hall car park as it was felt this would be a more visible and profitable location - proceeds would continue to be received by the School; he advised that Good Neighbours were not able to help with the administration of the Charity for Older Needy Parishioners; Babergh's budget had been set at 3.9%; and the Secretary of State had made two decisions regarding Unitary: (1) to instruct the Boundary Committee to look at a unitary structure for Suffolk and (2) to terminate the Pathfinder Project put forward for the County and the other six districts - other options were now being looked at. Cllr Roberts sent his apologies in advance for the January meeting as he would be away.
6. **County Councillor's report** – Although Cllr Wood could not attend the meeting, he had sent a report covering: adult care services losing a star in CSCI assessment; the 2008-2009 budget; the Audit Committee calling for improvements in the management of care contracts; and advice on making Christmas green. See attachment 1.
7. **Safer Neighbourhood Team (duties permitting)** – Unfortunately no personnel were available to attend the meeting and the monthly crime report had not been received. Councillors provided feedback on the SNT meeting held on 28 November and came to the following conclusions:
 - the meetings needed to be chaired by an independent person – perhaps elected at the beginning of each meeting
 - there needed to be a structure to the meetings ie an agenda
 - more agencies should be present rather than just the Police
 - a work programme was needed so issues could be identified

Clerk requested to write to all SNT parties, County and District Councillors and all Peninsula parish clerks in order to garner their views.

- 8. Minutes of the Parish Council Meeting of 15 November 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)

25. Footpath rationalisation – BDC advised that they were still collating replies before letting us know the outcome of the consultation process.

26.1 SCC road sign right out of Shotley Rangers – Still to be progressed.

From previous minutes

St Mary's Church – placement of septic tank on common land – Advised PCC Secretary to write to BDC Planning Department outlining proposals.

Overgrown hedging at Ganges Wood – Woodland Trust has no funds to trim back their hedging, advised owners to trim back overgrowth themselves and throw over/dispose of waste materials appropriately.

Lloyd Road Bollard – Still to be progressed.

10. Play areas: update

10.1 There were still some repairs outstanding but these will be addressed in the next few weeks.

10.2 An estimate of £50 per strim (for both play areas) had been received. It was felt that this was on the high side. However, it was agreed to go ahead with the first strim and to consider further cuts once this had been done.

10.3 Only one quotation for an arboricultural report had been received at £375 + VAT. It was agreed that the tree warden be approached to see if he could help in this matter.

11. Parish Plan Implementation Board

No progress to report. See 19.3 for BELSP funding update.

12. Ganges

12.1 Minutes of the Special Planning Meeting of 30 October 2007 – deferred until January meeting

12.2 List of outstanding matters (draft) – deferred until January meeting

12.3 Reserved Matters application - revised drawings and reports (see 17.3 below)

12.4 Certificate of Lawful Development – reply received from BDC Planning with regard to our request for further documentation stating that
“correspondence/advice between the solicitor and client is exempt from disclosure under S.42 of the Freedom of Information Act”.

13. Breached Stour River Path

A meeting had been held with the County Council and concluded that a partnership be set up between the organisations with relevant responsibilities to secure the funding to repair the breach. SCC gave an assurance that the steps would not be removed. A note of the meeting to be circulated prior to the January SPC meeting.

14. Road issues:

14.1 Crossing point: Main Road, Shotley Gate – SCC had advised that they had no objection to the hedge being cut back for safety reasons but had no budget at the moment for this work. They would however consider sharing the costs if SPC wished to go ahead and engage its own contractor as this was likely to be more

cost effective. It was agreed that the Clerk obtain three quotations to remove the hedge to a height where there was a clear sight line.

- 14.2 Speed surveys: SCC had recently confirmed that they were able to arrange and fund the surveys. They would be done by the end of February. The agreed locations were: 1. The Street – at the Gayford Terrace bus stop and 2. Between Nether Hall and Nether Hall Cottages. Clerk to advise SCC of locations.

15. To consider participation in and contribution to costs of purchase of speed gun for peninsula use

It was agreed to participate in and contribute £200 towards the purchase of the speed gun. Other parishes were expected to contribute the same with C.Cllr Wood's Locality Fund picking up any shortfall. Holbrook had agreed to arrange collection of funds and purchase. The parishes will need to get together and draw up a set of rules/procedures including who will co-ordinate the rota and volunteers.

16. To consider purchase and placement of further litter and dog litter bins

It was agreed to purchase and site a dog litter bin near to Gayford Terrace at a cost of £78 (plus VAT and installation). Purchase of litter bin to be deferred.

17. Planning matters to 16 December 2007 and received subsequently

Application(s) received

- 17.1 B07/01860/FHA/AS – 25 Kirkton Close, Shotley, Ipswich, IP9 1QG – Erection of a two-storey rear extension (existing conservatory to be demolished) Erection of catslide dormer window to side elevation. Insertion of 4 No. rooflights and 1 No. dormer window. **No objections.**

- 17.2 B/07/01661/FHA/BEL – Cockle Creek Cottage, Rose Farm Lane, Shotley, Ipswich IP9 1PH – Erection of two-storey side extension to form annexe accommodation. **No objections.**

Revised plans/information received by Babergh

- 17.3 B/00/01318/RES/GD – Former HMS Ganges Site, Shotley Gate, Shotley, Ipswich IP9 – Submission of details under O.P.P. B/88/01560/OUT – the siting, design and external appearance of, the means of access to and the landscaping of the site for a retirement community development of 404 dwellings, nursing home and associated facilities, as amended by agent's letter dated 14 August 2007 and drawing numbers 18504A/100 to 119, 18504A/125 to 140, 18504A/150 to 181, 18504A/200 to 216, 18504A/217 to 230, 18504A/250 to 275, 18504A/500 to 577 and an Environmental Statement, all received by the Local Planning Authority on 15th August 2007 and as further amended by drawing numbers 1850A/102A, 103A, 104A, 108A, 110A, 115A, 151A, 152A, 169A, 170A, 171A, 201A, 202A, 251A 252A, 502A, 503A, 503A, 505A and 509A, Arboricultural Assessment (by Landscape Planning Limited) dated November 2007, Noise and Surveys (Sharps Redmore) dated 28th November 2007 and Drainage Strategy (KMN Group Ltd), all received by the Local Planning Authority on 4th December 2007. **Deadline for comments 18 January 2008. A draft response to BDC had been prepared and would be agreed/sent after the January meeting as further comments/information was awaited.**

Application(s) refused by Babergh

- 17.4 B/07/1076/CEU – Land to the west of St Mary's Church, Church Walk, Shotley – The issued of a Certificate of lawful Use is refused as the rights are not governed by planning legislation and cannot be granted by the issue of such a Certificate by a local planning authority.

General

- 17.5 B/07/01648/FUL/GD - Shotley Lodge, Bristol Hill, Shotley – Reply to our letter to BDC of 25 August. Contents read out to meeting.
- 17.6 B/07/01535/FHA/AS – 16 The Street, Shotley - Erection of a detached outbuilding for use as a gym. Reply to our concerns re use of building – contents read out to meeting.

18. To consider Clerk's attendance at SALC's intensive CiLCA training course

It was agreed to fund the Clerk's attendance at a cost of £250 (plus VAT).

19. RFO's Report

- 19.1 A quotation for next year's grass cutting services from Babergh had been received and had increased by £1,000 to £2,900. Quotations to be sought from three contractors and to be considered at the January meeting.
- 19.2 A second set of insurance claim forms had been sent to Suffolk Acre.
- 19.3 The Certificate of Insurance had been received and was displayed on the SPC noticeboard.
- 19.4 Tim Mutum still had a variety of BELSP funds held at BDC (£10K allocated to tennis courts, £3K to village hall and another £3K to be spent on a capital project). Tim confirmed these funds could be transferred to the Parish's account by 31 March as long as they were earmarked.

19.5 Council reserves:

Community Account	£ 4,984.53
Premium Account	£ 450.17
Tracker Account	<u>£33,450.14</u>
Sub Total	<u>£38,884.74</u>

Earmarked reserves:

Kingsland Playground	(£5,000.00)
Ganges Playground	<u>(£5,000.00)</u>
Grand Total	<u>£28,884.74</u>

20. To present final precept 2008-09 for agreement and signature

The final precept of £37,842.00 was presented for approval by the Council. It was duly approved by all councillors and the appropriate documentation was signed by Cllr Matthews as Chair, the Clerk and two Councillors.

21. Authorisation of payments:

21.1	Clerk's salary (6.11.07-5.12.07) = 55 hrs	£471.25
21.2	RFO's salary (6.11.07-5.12.07) = 25 hrs	
	Litter Warden's salary (6.11.07-5.12.07) = 26.5 hrs	£464.90
21.3	RFO/Litter Warden expenses: Disposable gloves/refuse sacks/bin cleaning (2007+2008), stamps	£115.52
21.4	Litter Warden's salary (Village) (6.11.07-5.12.07) = 19½ hrs	£136.50
21.5	Cllr D Armes – travel expenses	£31.24
21.6	Cllr J Peters – Website domain charges	£10.56

22. Correspondence to 20 December 2007

- a. BDC – Media releases – Babergh urges residents to “be safe and get a licensed lift home”, planning decision appeal backs Babergh (Sudbury elderly accommodation development), Stop anti-social behaviour, survivor's stories DVD launch and Babergh's sporting clubs get active.
- b. SCC – Leaflets and posters regarding Bird Flue outbreak in Suffolk – *posted up around village, details passed to Cllrs Peters and Matthews for publication*
- c. Suffolk Wildlife Trust – (e-mail) Autumn Newsletter re £5m grant scheme, Barn Owl project etc – *passed to cllrs*
- d. BDC – media releases: anti-social behaviour, plastic fantastic, stance on roadside clutter, community heroes, domestic violence,
- e. SPS – copy of their letter to BDC re design guide – supplementary planning guidance – draft
- f. Optua – grant request – *Grant form to be despatched for decision in June 2008*
- g. Ipswich & East Suffolk Headway – Grant request – *Grant form despatched for decision in June.*
- h. RSPB – Newsletter November 2007

- i. Clerks & Councils Direct – complimentary copy of Local Councils UPDATE – monthly legal resource publication for Clerks
- j. Greenspace Community Network – e-mail information via Babergh Online forum for community groups involved with parks and open spaces
- k. Hanover At Home – request for funds – they advise they have helped 20 people in parish in the last two years – *Grant form to be despatched for decision asap.*
- l. BDC – letter informing that Les Stebbings had been successfully nominated for the Community Achievement Awards 2008. Awards Evening on 5th March.
- m. The Rt Hon John Gummer MP – letter to Cllr Steel re “Creating the Greenest County Conference” and asking for feedback form to be completed – Cllr Steel to deal with
- n. Suffolk Coasts & Heaths – Annual Report 2006-7
- o. SPS – Suffolk View publication Winter 2007
- p. Rural Coffee Caravan Information Project – December 2007 Newsletter - Distributes advice and leaflets on a variety of topics.
- q. BDC – letter re nomination of warden for baberghood watch scheme. Nominations to be in by end January
- r. SCC – Env&Trans – Forthcoming Bus Service Changes – Affecting 97, 97H, 98 – Timetable running time extended by a few minutes on some journeys. Start date 11/2/08
- s. BDC – various media releases – win case against high aerial mast; podcasting, Christmas collections; The High Sheriff’s Suffolk Volunteer of the Year Award nomination form

23. Grounds maintenance – to consider report and recommendations – Deferred until January meeting as quotations still not received.

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 – None

26. Clerk’s report

26.1 A parishioner had concerns re the overgrowth of shrubs/trees at the Spinney which backed onto his property in Lloyd Road. BDC had been contacted in order to arrange the cutting back of the same.

27. Date of next meeting: 17 January 2008 at 7.15pm

Meeting ended: 21.39

KEY:

BCT = Babergh Communities Together
 BDC = Babergh District Council
 BELSP = Babergh East Local Strategic Partnership
 CPRE = Campaign for the Protection of Rural England
 EEAPTC = East of England Assoc of Parish and Town Councils
 ENCAMS = Environmental Campaigns

NALC = National Association of Local Councils
 PPIB = Parish Plan Implementation Board
 SALC = Suffolk Association of Local Councils
 SCC = Suffolk County Council
 SOS = Stour and Orwell Society
 SPC = Shotley Parish Council
 SPS = Suffolk Preservation Society
 SYCP = Shotley Youth & Community Project