

Minutes of the Shotley Parish Council meeting held on Thursday 18 January 2007 at 7.15pm in the Large Committee Room, Shotley Village Hall.

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

In attendance: District Councillor W Sadler and one member of the public

1. **Open forum for members of the public to speak to Councillors on items appearing on the agenda**
2. **Apologies for absence** – County Cllr D Wood (adverse weather), Cllr B Hooper (work commitments) and RFO (family ill-health)
3. **Declarations of interest and additions to register** – Cllr R Wrinch (item 19: Chair's urgent re SCC Public Rights of Way Rationalisation) and Cllr M Matthews (item 11: Ganges update)
4. **District Councillor's report** – none available
5. **County Councillor's report** – none available

7.36pm – District Cllr W Sadler arrived

6. **Police brief** - none available

7.40pm – Cllr J Peters arrived

7. **Minutes of the Parish Council Meeting 21 December 2006**
The minutes having been distributed beforehand, were declared a true and accurate record and signed as such by Cllr R Wrinch as Chair.
8. **To consider grant to East of England Ambulance Trust to set up a community responder scheme**
The grant application had been distributed before the meeting and was considered. It was felt that this was a very worthy scheme and it was agreed by all to grant the full £700 requested. It was noted that the application for £700 left a shortfall of around £200 in the finance needed and Cllrs asked the clerk to inform the applicant that should they be unable to secure funding elsewhere to approach the SPC again.
9. **Play areas: update**
 - 9.1 A further chasing letter had been sent to Adventure Playgrounds followed by telephone contact. Advised that a representative had visited both sites and will be sending a report regarding the areas that needed addressing as per RoSPA's inspection.
 - 9.2 RFO and Clerk to draw up a schedule of other general repairs to be carried out by local handyman over next 6-8 weeks.
 - 9.3 Playground signs previously ordered now in Clerk's possession and will be erected asap - age restrictions signs still to be ordered.
10. **Parish Plan Implementation Board: update**
 - 10.1 Tennis Courts - A Sport and Recreation Design Brief had been circulated early January to Cllrs for comment and once finalised e-mailed on 8 January to Tim Mutum in time for consideration at the BELSP meeting on 11 January. A letter had also been sent asking if planning permission was needed in order to carry out the plans to R Watson at Babergh.
 - 10.2 Youth club/village hall to work on ways to use the remaining £10k BELSP money to lever more funds from other agencies.
 - 10.3 The new Extended Schools Officer had agreed to join the PPIB – name to be advised.

11. Ganges: update

- 11.1 A draft letter in reply to Haylink/Galliard's proposed uses/options and timetable had been circulated to Cllrs during early January for comment. Final letter along with supporting documents sent on 17 January. Response awaited.
- 11.2 There was to be a SPPA meeting on 22 January at which Cllr Steel would attend.

12. To consider replacing noticeboards – Deferred until February meeting to enable contact to be made with local carpenter.

13. Planning matters to 13 January and received subsequently

Applications received

- 13.1 B/06/02032/FHA/MB – 69 Great Harlings, Shotley, Ipswich IP9 1NZ – Erection of single-storey side extension (following demolition of existing outbuilding) – **Contact could not be made with neighbours prior to meeting. Clerk to contact BDC to request an extension until next meeting for SPC observations.**

14. RFO's Report

- 14.1 The External Audit for the years 2002, 2003, 2004 and 2005 have been completed and returned to us with some recommendations. The 2006 External Audit has been completed and will be returned shortly. A breakdown of the total costs can be seen at Accounts Payable 16.6. The charge for extra work carried out did not exceed £250 for the five years. The overall cost, inclusive of VAT, totals £1,962.25. Further discussion regarding the recommendations made by the Auditors to take place at the next meeting to ensure best practice is adopted and maintained in future. **Cllrs wished to thank the RFO for her efficient handling of this work.**

- 14.2 A cheque for £401.24 from Zurich received and banked in settlement of our claim regarding damage to the No 25 street light.

14.3 Reserves:

Community Account	£2,889.90
Premium Account	£443.78
Tracker Account	<u>£29,098.56</u>
Sub Total:	£32,432.24

14.4 Earmarked Reserves:

Ganges Playground Depreciation	(£2,500.00)
Kingsland Playground Depreciation	<u>(£2,500.00)</u>
Grand Total:	£27,432.24

Please note the above totals do not include Accounts for payment at 16.

15. Precis of report from Lubbock Fine re 2002-06 accounts - Deferred until February meeting

16. Accounts for payment

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|------|---|-----------|
| 16.1 | Clerk's salary (6.12.06-5.01.07) = 50.5 hrs (-£55.81 back tax) | £371.02 |
| 16.2 | Clerk's expenses: Stationery/Postage/Internet charges (Nov-Jan) | £83.03 |
| 16.3 | RFO's salary (6.12.06-5.01.07) = 25.5 hrs and
Litter Warden's salary (Gate) (6.12.06-5.01.07) = 22 hrs | £432.30 |
| 16.4 | Litter Warden's salary (Village) (6.12.06-5.01.07) = 20 hrs | £140.00 |
| 16.5 | Inland Revenue – tax, NI and back tax (Dec) | £205.88 |
| 16.6 | Lubbock Fine - external audit 2002-2006 – breakdown below | £1,962.25 |
| | a. 2002 329.00 | |
| | b. 2003 340.75 | |
| | c. 2004 352.50 | |
| | b. 2005 470.00 | |
| | d. 2006 470.00 (to be despatched once RFO reviewed report) | |
| 16.7 | East Anglian Ambulance NHS Trust – Responder Scheme | |
| | £700 | |

17. Correspondence received to 18 January

- a. Suffolk Biodiversity Partnership – update and “Natural Connections” document
- b. SCC Env&Trans – Letter re Minerals Core Strategy – Further revised issues and options (V3) Paper, additional consultation exercise – ends 7 Feb 07 – see www.suffolk.gov.uk/environment/mineralsandwasteplanning/mineralsplanning/mineralscorestrategy.htm
- c. BDC – timetable of meetings for 2007/8
- d. GO-East – letter re proposed changes to the East of England Plan – For paperwork if interested visit www.goeast.gov.uk/goeast/planning/regional_planning?a=42496
- e. BDC – Dates for Meetings with Parish Councils – Thursday 8 and 29 November, West and East of district respectively including notes of 2006 meetings
- f. SALC – Details of re-launch of SALC website.
- g. SALC – Summary of East of England Plan proposed changes consultation
- h. SALC – AGM motions
- i. SALC – training update
- j. SALC – One day event re: Building & Strengthening your Community – in conjunction with various organisations exploring the possibilities available for taking local action on matters affecting your community – **Clerk to ascertain if any evening/Saturday events planned**
- k. SALC – Local Government Review (1) The Local Government and Public Involvement in Health Bill and (2) Pathfinder Status – NALC Briefings and copy letter from SALC to SCC
- l. BDC – Letter re tree and shrub planting for winter 06-07 in Shotley at Ganges Road – **Clerk to ascertain where exactly planting will take place**
- m. Patient and Public Involvement (PPI) – letter introducing the Forum which represents the public within the NHS etc. – *copied to Cllrs Matthews and Peters*

18. Citizen Governance

Cllr Steel felt that active recruiting of new councillors was now appropriate given that there was to be an election in May this year. The government had issued some guidance on the reasons why people were reluctant to come forward to act as parish councillors. Some perceptions were that it took up too much time, you needed to be intelligent, only middle class people did it, you needed a skill etc. It also found that the people were persuaded most often if they were approached personally.

Conclusions were:

- To hold an open evening attended by outgoing Councillors, the Clerk and RFO
- To publish articles in the noticeboard and website highlighting:
 - That a minimum time commitment could be as low as 2 hours a month in order to attend an evening meeting
 - that training was readily available and paid for by the parish
 - any expenses incurred would be reimbursed
- Cllrs to approach community minded people to gauge response

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

19.1 Proposed Rationalisation of Public Rights of Way at Shotley and Chelmondiston

Chair advised that further correspondence and documentation regarding the above had been received recently from Mr Matthews at BDC and although he had declared an interest, as no other Cllrs had been involved in any depth for time reasons, he would briefly outline any alterations for SPC to consider but would not take part in any decision:

- Golden Wood – the route used frequently by walkers had now been clarified;
- Bottom of Shotley Common – this had been inspected by SCC and a new route to be instigated due to very boggy and overgrown areas; and

- All other routes remain the same other than provision for extra waymarking and removal of old stiles where appropriate.
- 19.2 All agreed with the alterations outlined. Clerk to inform Mr Matthews at BDC.
- 19.3 Cllr Peters asked the Clerk to ascertain if an electronic version of the footpath network could be obtained from BDC to be placed on the website.
- 20. Councillors reports on matters not itemised on agenda**
- 20.1 Cllr Bugg advised that the date of the SVHMC's AGM was 28 February 2007.
- 20.2 Cllr Bugg had received a call from a resident in Lloyd Rd who had suffered vandalism to her property caused by youths loitering near the Ganges Play Area recently. Having informed the police, it had taken them two hours to respond. Clerk requested to bring this to PC Garrod's attention and request more presence in the area as previously promised.
- 20.3 Cllr Peters asked that installation of a bollard restricting access to vehicles at the Lloyd Road/Anglian Water driveway be further explored as the grass area beside the access had been churned up by vehicles. Clerk to investigate
- 20.4 Several Cllrs had received complaints regarding the new bus service run by Far Eastern Travel in that it was rarely on time. Students were missing their connections in town because of the lateness of the service and were also unable to catch the 5.10pm evening service and had to wait until the much later bus to travel home. Clerk asked to convey all above to operator. Cllr Peters advised that he had been copied in on e-mail correspondence between the operator and an interested party in Shotley. Apparently the operator is awaiting delivery of two further vehicles, due in mid-February and they had recently also taken on a further service, at short notice, in Bawdsley and so were rather stretched at present.
- 20.5 Cllr Matthews reported a large muddy puddle due to a blocked drain which was causing difficulties for pedestrians opposite the gate at Nether Hall on the driveway. Clerk to report to SCC.
- 20.6 Cllr Peters wondered if the SPC would like to receive a talk regarding fall prevention. It was agreed that a 30 minute slot should be set aside for the talk at the Annual Parish Meeting in May.
- 20.7 Cllrs Peters and Steel had attended a briefing on the Haven Gateway Ipswich A14 Corridor Study. A long list of potential transport-related measures were being assessed in order to identify a "short list" to be taken forward. Amongst other things views were sought on where there were omissions and gaps in provision etc. Cllr Steel would circulate a draft commentary on the proposed list of actions.
- 20.8 Cllr Sullivan reported that the bridge at the bottom of the footpath opposite Over Hall was in a state of disrepair. Clerk to report to SCC.
- 20.9 Cllr Wrinch had received from Suffolk Wildlife Trust a document entitled "Overview of sensitive sites and assessment of recreational impacts on the Orwell Estuary by Michael Wright. Pages 30-36 of relevance to Shotley. In brief it had been noted that disturbance to birds along the Orwell Estuary was being caused by users of the footpaths. Proposals to limit the use of the paths by users were being considered. Possible measures included screening the river from the path, extra signage and less cutting back of foliage. Cllrs voiced their general disagreement to these proposed measures. Cllr Wrinch to report Council's thoughts to April meeting of the Stour and Orwell Management Group regarding proposed changes.

21. Clerk's report

- 21.1 Bus Shelter – The deadline for the Defendant to file a defence expired on 31 December 2006. Request for Judgment form completed and returned to the Court. Once Judgment received it will be forwarded to the insurance company and await their settlement offer.
- 21.2 Bridge at Golden Wood – SCC advised on 10 Jan that a technician had been scheduled to visit.
- 21.3 Allotments – Cooper's Close cleared plots now let, although still have three more uncleared plots available. Bull Fields also has 5-6 half plots available for letting. Delay in sending out rent letters due to further accounting anomalies, will go out next week
- 21.4 Grounds maintenance project – No time to progress.

- 21.5 CiLCA training 170107 – this was unfortunately cancelled – next course in March.
- 21.6 Libraries Service – for info only – they have been in contact to find out if they could use the village hall car park from the summer onwards after their reorganisation – information passed to SVHMC.
- 21.7 Gayford Terrace – for info only – some owners have had soil cleared away from an existing roadway surface to enable parking on their driveways and the bollards have been moved. SCC Highways were consulted before this work was undertaken. No planning permission required as alterations do not involve direct access to main highway.
- 21.8 Elections – Thursday 3rd May 2007 – A letter from BDC Electoral Services had been received (as noted at 1. in correspondence received last month) advising that:
- Candidates' guide and nomination papers would be available late February
 - Notice of election has to be published by Tuesday 27 March - copies will be supplied before then for display
 - Nominations may only be submitted after that date
 - Final date and time for nominations to be submitted: Noon on Wednesday 4 April
 - If the election is contested, a poll will take place on Thursday 3 May between 7am and 10pm
 - A decision as to whether SPC require polls cards needs to be made before 4 April 2007 – cost approx 21p per card
- Copies of the letter and timetable to be issued to all Councillors for information.

22. Date of next meeting: 8 February 2007 at 7.15pm

Meeting ended 9.35pm

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

SPC = Shotley Parish Council

SPS = Suffolk Preservation Society

SYCP = Shotley Youth & Community Project