

**Minutes of the Shotley Annual Parish Council meeting held on Thursday 17 May 2007 at 7.15pm in the Large Committee Room, Shotley Village Hall.**

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

**In attendance:** County Councillor D Wood, District Councillors P Clarke and T Roberts, two members of the public.

*Meeting commenced 7.15pm*

1. **To receive Declarations of Acceptance of Office** – Declarations signed by D Armes, N Bugg, M Matthews, J Peters, G Steel, J Catling, M Connell, and T Ingram and were received and signed by the Clerk.
2. **Election of chair for 2007/8** – Cllr Wrinch as retiring Chairman stood down. Cllr Steel, seconded by Cllr Connell proposed Cllr Matthews as Chairman. All were in favour. Cllr Matthews accepted the post, signed a Chairman's Declaration of Acceptance of Office and took over the meeting.
3. **Co-option to fill councillor vacancy** – A vacancy had arisen due to only eight nominations being received at the recent election. Cllr Bugg, seconded by Cllr Steel proposed Mr Richard Wrinch be co-opted. All were in favour. Mr Wrinch was welcomed as a member of the Council and signed a Declaration of Acceptance of Office.
4. **Election of Vice-Chair for 2007/8** – Cllr Steel, seconded by Cllr Bugg proposed Cllr Wrinch as Vice Chair. All were in favour. Cllr Wrinch accepted the post

*meeting suspended 7.24pm*

5. **Open forum for members of the public to speak to Councillors**  
(Chairman allowed item 22.2 to be brought forward)
- 5.1 B/07/00797/CEU/GD - Application for Certificate of Lawful Development Former HMS Ganges – Cllr Steel briefly outlined the Haylink/Galliard application and advised that it would be determined by Babergh Legal Services department. The owners have to prove the land and buildings have been used as a residential training centre in order to regularise the current situation. Parishioners present were advised that replies could be sent to Babergh from individuals, including those residents who were not in receipt of the written notification and to ensure these were sent by the extended deadline for comments of 30 May.

*Meeting resumed 7.34pm*

- 5.2 It was resolved to reply to Babergh that we were objecting to this application as the owners had not sufficiently demonstrated that the land and buildings had been in continuous use as a residential training centre and thus had not proved their case. However, if Babergh were minded to approve, the approval should be tightly drawn and limited to occasional use as is the present case and exclude class C2A uses. A draft reply to Babergh was agreed in principle, subject to further drafting and would be forwarded to Babergh before the extended deadline for comments of 30 May. The reply would also be posted on the website.
6. **Declarations of interest** – Councillors reminded that the new Register of Member's Interest forms needed to be completed and returned to the Clerk by 8 June for onward transmission to the District's Monitoring Officer.
7. **District Councillor's report - Cllr Penny Clarke**

Cllr Tony Roberts and Cllr Penny Clarke thanked residents for the courteous reception of their representations and made assurances that they would do their best to do a good job.

The final makeup of the new Babergh District Council is: Conservatives 19, Liberal Democrats 16, Independents 7 and No party 1. Once again, no party is in political control, there were no Labour candidates and only six lady councillors.

At the first full Council meeting on 17<sup>th</sup> May, Councillor Rex Thake was reappointed as Chairman and committees, panels, and ‘outside bodies’ representations were sorted out – Cllr Roberts - Suffolk Coasts & Heaths and Village of the Year and Cllr Clarke – The Standards Board and Overview and Scrutiny Committee. There are 14 new councillors who are attending a range of induction seminars. The SPC will be kept informed of any major changes of direction undertaken by the new Council.

8. **County Councillor’s report - C.Cllr Dave Wood** briefly spoke regarding the:
- standard of the road works recently completed on the B1456 - which he will look into;
  - school organisation review\*;
  - Ipswich Unitary Bid\*;
  - bus stop moves – a meeting was still to take place with relevant parties to discuss the present placement; and
  - Stour river path – no repairs could take place as yet as there were legal problems in regularising the status of the path as well as engineering and financial issues to address – he will pass on our concerns re tourist season, lack of re-routing information, lack of adequate safety measures in place.
- \* Please also see attachment 1.

*PC Garrod and Sgt Smith arrived 19.58pm*

9. **Police brief** - See attachment 2

10. **Assault on Litter Warden**

Following an assault on the Litter Warden at the Ganges Play Area on 27 April, it was decided at a closed meeting on 4 May, between Councillors and other interested parties, that (1) a village wide letter be drafted, in conjunction with the SNT, asking for information from residents relating to this incident and (2) a letter be sent to Mr Sherington at Holbrook High School. Letter (1) was approved and delivered to all parishioners over the weekend of 13/14 May and letter (2) was sent on 7 May. See attachment 3 for copy letters. A suspect had been charged under Section 5 of the Public Order Act. It was felt that a “multi-agency” approach was needed to find a solution to the escalating anti-social behaviour and both District and County Councillors agreed to help the Parish more on these issues as part of the SNT’s partnership arrangements.

11. **Appointment of Officers and Committee Members -**

- 11.1 Planning – *Cllrs Bugg, Armes, Matthews, Catling*
- 11.2 Employment – *Cllrs, Wrinch, Bugg, Armes, Connell*
- 11.3 Correspondence – *Cllrs Long, Matthews*
- 11.4 Village Hall Management - *Cllr Matthews*
- 11.5 SALC representative – *Cllr Wrinch*
- 11.6 Play Areas and Footpaths – *Cllrs Wrinch, Armes, Bugg*
- 11.7 Youth Co-ordinator/Shotley School Liaison – *Cllr Matthews, Ingram*
- 11.8 Parish Plan Implementation Board – *Cllrs Peters, Steel, Ingram*
- 11.9 Internal Auditor – *Heelis & Lodge*
- 11.10 SPPA representative – *Cllrs Steel, Matthews*
- 11.11 Communications lead – *Cllr Peters*
- 11.12 Babergh DC Area Rep – *None appointed – invitations to area meetings open to all*

There were no objections to any appointment

12. **To consider adopting the 2007 Model Code of Conduct for Parish and Town Councils including paragraph 12(2)** – It was resolved to adopt the Model Code of Conduct 2007 (No 1159), with the addition of paragraph 12(2) and without amendment. All Councillors had been furnished with a copy of the Code of Conduct and training was available at SALC.

13. **To consider the authorisation of regular payments/subscriptions subject to rises affected by inflation** – all in favour

13.1 Insurance (Suffolk Acre)	£970
13.2 SVHMC – subsidy for Over 60s Club	£150
13.3 SVHMC – use of hall for parish meetings	£195
13.4 SCC – maintenance of streetlights	£840
13.5 SALC subscription	£510
13.6 Membership of Suffolk Acre	£20
13.7 Friend of Suffolk Preservation Society	£20.00
13.8 BDC – grass cutting	£1,600
13.9 BDC – collection of refuse from litter/dog bins	£270
13.10 BDC – Nominal rent for Kingsland Green	£25
13.11 Suffolk Wildlife Trust membership	£35
13.12 Rospa Inspection	£160
13.13 Website Hosting	£70
13.14 Audit fees	£600

14 **Minutes of meeting dated 19 April 2007** – The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by the Chairman.

15 **Bulls Field Allotments** – Deferred to June meeting

16 **Breached Stour River Path: update** – See 8. above.

17 **HMS Ganges Development: update** –

17.1 A meeting is planned between parish councillors, the developers and architects later in May.

17.2 Galliard Homes have applied for a Certificate of Lawful Use – see 5.2 and 22.2.

18 **Play areas: update**

Ganges:

18.1 Following recent vandalism:-

- Three safety panels have been replaced at a cost of £846.00;
- Insurance claim form to be completed and submitted to S.Acre asap;
- Some RoSPA's repairs carried out – other small ones still outstanding;
- Repairs to matting subject to negotiation – may be done in next two weeks; and
- One gate remounted, other past repair – cost to be advised;

18.2 Other general repairs to be carried out by Three Rivers are ongoing.

18.3 Playground signs: mounting still being investigated.

18.4 Tennis court rammed by car on 27 April, damage/costs to be assessed – this has been reported to Police.

18.5 Bin fitted and vandalised same day and seen to be removed by vandal. Reported to Police and crime no. obtained. Bin to be replaced as soon as possible.

18.6 The metal entrance to the tunnel at the GPA had recently been painted with black paint. It was felt as this appeared to be domestic (non-toxic) paint, no action needed to be taken.

18.7 The central chainlink fencing at the tennis courts has been almost completely dismantled by vandals. It was resolved to have this removed as it was now a potential health and safety hazard – Clerk to arrange.

Kingsland

18.8 Three safety panels replaced by mistake by Adplay – no charge being made and other RoSPA repairs carried out;

18.9 Other general repairs to be carried out by Three Rivers are ongoing.

18.10 Playground signs: mounting still being investigated.

19 **Parish Plan Implementation Board** –

19.1 Tennis Courts – Still experiencing difficulty in getting replies from various departments at Babergh re planning permission, environmental impact etc.

- 19.2 Youth Club – This is still going strong. A summer activity programme is planned utilising monies coming in. Second trainee youth worker now employed.
- 19.3 Village Hall – Application for BELSP funding nearly finalised, to be

## 20 **Nominations for Shotley Community Achievement Awards**

Five nominations were put forward: Anna Long, Clare Sullivan, Brenda Hooper, Les Stebbings and Janet Norden for their many and varied voluntary good works within the community. Clerk to invite all five to a presentation of the awards at the Annual Parish Meeting.

## 21 **Unitary Council for Ipswich – to consider our response to the proposals -**

After a long discussion it was decided that overall a Unitary Ipswich would not be beneficial to Shotley and a reply outlining the reasons would be drafted by the Clerk for Councillors' approval before the deadline (22 June).

## 22 **Planning matters to 11 May and received subsequently: -**

### Applications received

- 22.1 B/07/00422/FHA/BHW – 1 Below Church, Church Walk, Shotley, Ipswich IP9 1EP – alterations to existing building with insertion of 2 no. dormer windows, 2 no. velux roof lights and 2 no. casement windows – **No objections**
- 22.2 B/07/00797/CEU/GD – Former HMS Ganges Site and Shotley Marina, Shotley Gate, Ipswich IP9 1QJ – application for Certificate of Lawful Development – use of land and buildings as a residential training centre and other uses within Class C2 of the Town and County Planning (Uses Classes) Order 1997 – **Objections - see 5. above**
- 22.3 B/07/00692/FHA/BHW – 30 Great Harlings Shotley IP9 1NY – Erection of single-storey front and side extensions and single-storey rear extension – **No objections**
- Applications approved
- 22.4 B/07/00366/FHA/MB - 4 Childers Close, Shotley, Ipswich IP9 1NX – erection of a two-storey side extension
- 22.5 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

## 23 **RFO's Report**

- 23.1 The first instalment of the precept has been transferred into the Tracker Account.
- 23.2 The 2006/2007 will be taken to the Internal Auditors next week as a larger amount of documentation has had to be collated this year in comparison to last year.
- 23.3 Contact has been made with Suffolk Acre regarding our most recent claims (Ganges Playground). I shall make the Council aware of the outcome at the next meeting.
- 23.4 An approach has been made (in person and in writing) by Mr. B. Ives regarding the previously requested grant for the Royal British Legion's new standard – It was resolved that the Clerk reply accordingly.
- 23.5 The Council's Reserves are as follows:

Community Account	£222.44
Premium Account	£445.17
Tracker Account	<u>£44,390.10</u>
Sub Total:	£45,057.71
<u>Earmarked Reserves:</u>	
Ganges Playground Depreciation	(£2,500.00)
Kingsland Playground Depreciation	(£2,500.00)
Grand Total:	<u>£40,057.71</u>

## 24 **Accounts for payment to 18 May 2006**

- 24.1 Clerk's salary (6.4.07-5.5.07) = 53.5 hrs = £594.66 + £140.25\*  
(\*NALC revised pay scales back pay from April 06) net: £540.44
- 24.2 Clerk's expenses: Subsistence (£100 - Oct06-Mar07), Ink (£69.76)  
Stationery (£8.83) £178.59
- 24.3 RFO's salary (6.4.06-5.5.07) = 19.25 hrs and Litter Warden's salary  
(Gate) (6.4.06-5.5.07) = 19 hrs = £348.98 + £81.11\* (see 24.1 above) £430.09

24.4	RFO's expenses: Subsistence (£50 – Oct06-Mar07)	£50.00
24.4	Litter Warden's salary (Village) (6.12.06-5.01.07) = 20 hrs	£140.00
24.6	SCC – maintenance and energy costs for street lighting (Apr-Sep 07)	£446.71
24.7	Signarama – signs for playground	£126.90
24.8	Odd Job – Clean and repaint village sign	£150.00
24.9	Odd Job – Recovery of vandalised play equipment and making safe	£20.00
24.10	Odd Job – installation of litter bins, Gt Harlings, play area and village hall	£165.00
24.11	SVHMC – hire of village hall for monthly meetings (Apr 06-Mar 07)	£195.00
24.12	SVHMC – subsidy for Over 60s use of village hall (Apr 06-Mar 07)	£150.00
24.13	SCC – School printing costs	£24.44
24.14	Suffolk Acre – Extra insurance premium	£17.33

**25 To consider increasing Clerk's and RFO's contractual hours**

A report was presented to the Council outlining the hours work by the Clerk and RFO to end of March 2007. The figures were considered and it was decided to increase their contractual hours to 12 (from 10) and 6 (from 2) respectively per week with immediate effect (17 May 2007). Letters confirming the changes to be issued to Clerk and RFO for retention with their respective contracts.

**26 To consider work priorities of Clerk and RFO – deferred to June meeting**

**27 Correspondence received to 17 May 2007 – actions in italics**

- a. EERA – Letter re Regional Gypsy and Traveller Public Engagement Event
- b. IBC – Letter re “A Unitary Council for Ipswich” setting out their case plus from BDC on the same subject – asking that we copy them in on our response to SCC's consultation exercise
- c. Suffolk Acre – Suffolk Scene – Spring Edition – *e-mailed/copied to all cllrs*
- d. BDC – letter re open space services – invitation to open morning (8 May) re procurement of contracts etc – *copied to RFO and Cllr Peters*
- e. SCC – B1456 Chelmo Rd resurfacing May 2007 – confirmation of change of dates/times to 10, 11 and 12 May between 10pm and 6am and e-mail reply to our letter of 26 April
- f. SPS – Affordable Housing Briefing note April 2007
- g. SCC (Children and Young Peoples Services) – School Organisation Review – preparing for stage two – leaflets and letter
- h. Suffolk Coast & Heaths – Beachwatch and Adopt-a-Beach Suffolk Results 2006 – *Copied to Cllr Peters, Matthews and Shotley School (Y6)*
- i. Stour and Orwell Estuary Mngt Group – invitation to 2007 Annual Forum, 16 June 9.15am, Venture Centre 2000, Lawford
- j. SCC (Suffolk Highways Partnership) – Spring 2007 Newsletter
- k. SCC – Env & Trans – forthcoming bus service changes – only local ones affected 96/96A.
- l. Homestart Babergh – invite to annual meeting Tues 12 June 12.30pm – RSVP by 31 May – *copied to Cllr Matthews*

**28 Chair's urgent business – None to report.**

**29 Reports from Councillors on matters not itemised on agenda –**

- 29.1 Cllr Bugg reported that the pathways cut by SCC needed some urgent attention – Clerk to chase up when these will be cut.
- 29.2 Cllr Peters confirmed that the Business Directory had gone to print and it had now expanded from 9 pages to 10.
- 29.3 Cllr Bugg confirmed that the mobility scooter issue at Queensland had not been resolved as yet and requested that the Clerk now write to the Suffolk Housing Association as previously resolved (25.1 15/03/07).

**30 Clerks report**

New:

- 30.1 Bus shelter/Jeyes fluid – SALC suggested contacting BDC to find out what they use, awaiting response.
- 30.2 Almshouses – Owner is looking to sell property on again as BDC Planning refused permission to extend.

- 30.3 Annual Parish Meeting – Agenda to be posted on 18 May and minutes ready for 20 May for reviewing – enough copies for all attendees will be available along with agenda and reports.
- 30.4 Staff sickness – Dina has been signed off sick since 3 May and no date at present for return to work. Eileen was in hospital for treatment from 11 May but is now home.

Still outstanding:

- 30.5 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.
- 30.6 Damage on bridge on public right of way opp Over Hall – Reported to SCC (Ref 565376) still awaiting update.
- 30.7 Lloyd Rd bollard – No progress as yet.
- 30.8 Pathway behind Visdelou Terrace – results of Land Registry search received, will now ask for owner details, this will cost approximately £6
- 30.9 Bristol Hill Locked Toilets – Despite several phone calls and e-mails, still no progress. A Cllr also visited recently to check to see if these were still locked and as at 17 April, they were. Further chasing late April – someone was scheduled to visit and report back. Person dealing at BDC on holiday until 21 May.

31 **Date of next meeting: 21 June 2006 at 7.15pm**

Meeting ended 10.15pm