

Minutes of the Shotley Parish Council meeting held on Thursday 15 November 2007 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors: R Wrinch (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, C.Cllr D Wood (arrived 20.24) and PCSO Gibson (arrived 19.50)

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

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

Meeting commenced at 19.40pm

Two members of the public left the meeting.

2. Apologies for absence – Cllr Matthews (family emergency) and D.Cllr Clark (poorly)

3. Declarations of interest and additions to register – Cllr Steel (Interest in item 17.2). Cllr Peters submitted and the clerk signed a new Register of Interests form to be forwarded to the Monitoring Officer at BDC.

4. District Councillor's report – Cllr Roberts informed Councillors that they were invited to a Christmas party at the Royal Hospital School, being held by SoS on December 7th at 7pm, £7.50 a ticket – there would be an artwork display and jazz quartet. Babergh were considering a change in the managing of the council from a consensus basis at present to a leader cabinet. He was on the study group looking at this and would be coming back to the Council for consultation. It is hoped that decision making would be faster.

5. County Councillor's report – Please see attachment 1. Cllr Wood produced his report to the meeting encompassing: the second stage of consultation on School Organisation Review; Audit Commission report; 2008-2009 Budget announced and Waste -. Cllr Wood also confirmed regarding the current buses situation that SCC were unable to get involved with anything to do with commercial routes.

6. Safer Neighbourhood Team (duties permitting) – PCSO Gibson reported that although the crime figures seem to have risen again last month, this was due in the main to Halloween and Bonfire Night. She did feel however that residents seemed reluctant to report incidents and asked that the Council urge them to do so. She advised that there was a community speed watch scheme being set up and wondered if SPC would be interested. A speed gun could be purchased for £2,000 and training provided. Clerk advised that we had received correspondence regarding this and it would be on the agenda next month for discussion. There was to be a "Street Meet" at the Village Hall on Tuesday 27 November 2-7pm, other agencies would be in attendance and Councillors were asked to attend if possible. Posters and leaflets to be circulated by the Clerk. Another SNT meeting was to be held on Wednesday 28 November at 7pm at the School Hall. Sally Watson had reported to the Clerk that no progress had been made so far on the Voluntary Accountability Scheme.

7. Minutes of the Parish Council Meeting dated 18 October 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.

8. Matters Arising (for information only)

- 19 St Mary's Church – placement of septic tank on common land – BDC Planning requested that we send an initial letter containing details of what was envisaged along with a plan and they would advise whether planning permission was required – Clerk to liaise with Church Secretary

- 20 Public transport – possible change of route through village - SCC advised that they were unable to influence at all changes to timetables or routes for commercial bus operators. An e-mail had been received from Far East Travel in reply to the Council's letter and it was agreed to take up their offer to come to the December meeting to answer questions directly from Councillors and parishioners.

From previous minutes

Speed campaign – A summary of the speed detection radar readings was read out to the meeting. The results indicate that in both locations (Stourside and Bristol Hill) compliance of the speed limit is relatively good and much better than recorded in most other villages in the county. Clerk to obtain the full report and ask if surveys could be carried out at East View Terrace and the top end of The Street.

Overgrown hedging – No reply received as yet from Woodland Trust – to be chased again.

Lloyd Rd Bollard – Still no progress due to continued lack of response from Anglian Water.

9. To consider setting up a charity for older needy people of the parish

Cllr Roberts outlined a proposal that the Council set up a fund and delegate the running of it and dispersal of donations to a committee. The fund to receive monies from donations and the Council and that charitable status be applied for. Its remit to be that it should be run for the needy elderly residents of Shotley.

The Council felt that it was not within its auspices to carry out this function and it might be better done by Good Neighbours who are in a good position to see what the needs are. Cllr Roberts to approach GN to see if they would be happy to take this forward. The Council confirmed applications for grants could be made in the normal way.

10. Play areas update:

- 10.1 Recent repairs – Small repairs were ongoing. Adventure Playgrounds were due to attend and repair all other outstanding items on 16 November – repairs to be inspected once carried out.
- 10.2 Rospa report – Outstanding issues from last year's report feature as well as some new ones linked to wear and tear, vandalism and overgrown trees. Any risks identified have been classified "medium" and most will be rectified during AdPlay's attendance on 16 November.
- 10.3 To consider replacement of wooden safety barriers with steel barriers – It was felt that as there had been no damage caused to the barriers for some time, and with winter coming on – a decision be deferred until the Spring (or sooner if damage occurs again on a more frequent basis).
- 10.4 To consider raising crown/trimming width of a tree at Ganges Play Area (at back of 25 Kirkton Close) – It was agreed that no work be carried out unless it is considered the trees are either dangerous or are interfering with overhead telephone/power lines etc. The Clerk to arrange for a survey of the trees to be carried out in the next month and on an annual basis thereafter. Also to obtain quotations for any work considered necessary at both play areas and to inform owner of 25 Kirkton Close of the Council's decision.

11. Parish Plan Implementation Board

- 11.1 Update – A meeting is to be arranged for January – date to be advised.
- 11.2 To consider further options to appoint a project manager – An approach still to be made to BDC. Should this prove unsuccessful, to look at utilising skills/capacity of Clerk and/or RFO.

12. Ganges: update

- 12.1 CLD decision – Babergh had issued a Certificate of Lawful Use meaning that the site could now be used for residential training purposes without further planning permission. Clerk requested to obtain a copy of the Officer's report, along with copies of any correspondence between Babergh and Galliard/Haylink and that the lawful use does not extend to the building being used for an Asylum Centre and/or a Prison
- 12.2 Special Planning Meeting 30 October – Over 40 members of the public attended the meeting along with an Officer from Babergh Planning. A letter of objection, having been agreed at the meeting, had been sent off to Babergh Planning Department and all Development Committee Members. The minutes of the meeting still to be drafted and agreed at the December meeting.

13. **To agree amended work programme 2007/8 for Clerk/RFO/Council** – Clerk to obtain Redundant (non-farm) buildings survey form from BDC planning. Emergency Plan information to be forwarded to Graham Brown.

14. **Vehicles using the public footpath between Lower Harlings and Baker Road** – SCC (Environment and Transport) having been asked to erect a bollard at this location, have kindly agreed to do so and advise that it should be in place within the next 4-6 weeks.

15. **Breached Stour River Path: update** – Cllr Wood advised that he would be attending a meeting with an Officer from SCC next week. Clerk was in the process of arranging a meeting between Annette Robinson (East Area Rights of Way Officer), Mike Carter and SPC Councillors in December to discuss ways forward and would contact all councillors for dates to avoid.

16. **Crossing point - Main Road, Shotley Gate** – Cllr Wood advised that a “children crossing” sign was not an option as the school was too far away from the crossing point. Clerk had been unable to contact SCC re cutting back of the hedging but hoped to progress this before the next meeting.

17. Planning matters to 11 November 2007 and received subsequently

Application(s) received

- 17.1 B/07/01648/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. **Cllrs voted 6 for, 1 against, 1 abstention. Therefore “no objection” reply to be forwarded to BDC with the proviso that previously requested information be provided.**
- 17.2 B/07/01535/FHA/AS – 16 The Street, Shotley, Ipswich IP9 1LD – Erection of a detached outbuilding for use as gym. Erection of attached gazebo. **No objection, however Cllrs requested that BDC impose conditions, if it is able, to ensure that the structure is used only for the stated purposes on the planning application and will not at some future date be used for either commercial or residential use.** (Cllr Steel did not vote)

Application(s) approved by Babergh

- 17.3 B/07/01451/FUL/FB – Red House Farm, Wades Lane, Shotley Ipswich IP9 1EQ – Construction of horse arena with associated fencing
- 17.4 B/07/01512/FHA/BHW – 8 Queensland, Shotley, IP9 1NE – Erection of a single-storey side extension, erection of detached single garage and erection of outdoor swimming pool
- 17.5 B/07/00262/FHA/BHW – 15 East View Terrace – Construction of new vehicular access.

Application(s) refused by Babergh

- 17.6 B/07/01322/FUL/FB – Hill House Farm, Wades Lane, Shotley, Ipswich IP9 - Conversion of agricultural buildings to 7 no. holiday dwellings. Erection of building to house swimming pool and changing facilities

Application with part consent/part refusal

- 17.7 B/07/01734/TPO/DP – 25 Ganges Road, Shotley Gate, Ipswich IP9 1RJ – Consent to remove 2no. smaller suppressed Scots Pines numbered 2 and 3 within application, covered by Tree Preservation Order BT130 and refusal to remove trees 1 and 4 – *due to oversight extension for comments not applied for*

18. **To consider donation to Royal British Legion towards cost of wreath at Remembrance Service** – It was agreed to donate a sum of £25.00 towards the cost of the wreath.

19. RFO's Report

- 19.1 Salary awards for Clerk/RFO (applicable from 1/4/07) as agreed by NALC provides for an increase in pay to £11.49ph. Backpay for Clerk £95.76 and RFO £41.73 added to salaries for this month.
- 19.2 Car/petrol allowances have also been updated (please supply a petrol receipt pre-dating claim) =
451-999cc = 40.5p 1000-1199cc = 44.2p 1200-1450cc = 55.8p
- 19.3 The external audit has been completed. Lubbock Fine recommends a documented assessment of all key risks faced by the Council in relation to its key activities and that standing orders and financial regulations are updated to reflect current law and regulations.
- 19.4 The Inland Revenue requested we supply them with a return for 2005/06 or the Council would be fined. They were reminded that the Council was not registered until 30 March 2006 and previous incumbents had made their own tax arrangements. Confirmation awaited that no liability has been incurred by the Council.
- 19.5 Suffolk Acre and Zurich have misplaced our insurance claims paperwork re the playgrounds. Further copies will be forwarded to them.
- 19.6 Request for agreement to holiday dates (also litter warden) - two weeks commencing 24 December to 6 January inclusive. All agreed.
- 19.7 Council's reserves:
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| Community Account | £5,345.37 |
| Premium | £448.38 |
| Tracker Account | <u>£38,100.90</u> |
| Total: | £43,894.65 |

Earmarked Reserves:

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| Kingsland Playground | (£5,000.00) |
| Ganges Playground | <u>(£5,000.00)</u> |
| Grand Total: | £33,894.65 |

20. To agree budget in preparation for precept

The final budget for 2008-2009 amounting to £37,842.00 was presented for approval by the Council and was duly agreed. Precept paperwork is awaited from Babergh and would be signed at the next meeting.

21. Authorisation of payments:

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| 21.1 | Clerk's salary (6.10.07-5.11.07) = 64¼ hrs (incl incr back pay) | £617.62 |
| 21.2 | Clerk's expenses: mouse+mat | £21.98 |
| 21.3 | RFO's salary (6.10.07-5.11.07) = 31½ hrs | |
| | Litter Warden's salary (6.10.07-5.11.07) = 29 hrs (incl incr backpay) | £576.68 |
| 21.4 | RFO/Litter Warden expenses: | £n/a |
| 21.6 | Litter Warden's salary (Village) (6.10.07-5.11.07) = 19½ hrs | £136.50 |
| 21.7 | BDC – grass cutting summer 07 | £1,886.00 |
| 21.8 | D Wright – supply and delivery of Clerk's hideaway office | £505.00 |
| 21.9 | BDC – emptying of dog and litter bins 1.7.07-20.9.07 | £124.64 |
| 21.10 | SCC (Shotley School) use of main hall for special planning meeting | £33.00 |
| 21.11 | SCC (Shotley School) photocopying charges | £7.68 |
| 21.12 | Rospa – playground inspections | £141.00 |
| 21.13 | Suffolk Acre – insurance premium | £984.86 |
| 21.14 | Cllr D Armes – travel expenses | £def |
| 21.15 | Lubbock Fine – for external audit | £334.88 |
| 21.16 | Royal British Legion – donation for wreath | £25.00 |

22. Correspondence received to 15 November 2007

- a) Suffolk Fire Authority – Draft Integrated Risk Management Action Plan 2008/2009 – Consultation (period ends 24 December 2007) full document available on www.suffolkcc.gov.uk – *No comments*
- b) SCC – Forthcoming bus service changes – change to route 97H to go around back roads

- c) SCC – Temp closure of part of the U4117 Oldhall Road, Shotley to enable BT to lay underground and overhead cable. Provision will be made for the passage at all times of peds and cyclists. Vehicles to use Church Walk/Shotley Walk/B1456/TheStreet and vice versa. – *details passed to all Cllrs and website*
- d) BDC – letter informing that the Council’s Statement of Accounts for 2006/07 is now available to view online.
<http://www.babergh.gov.uk/Babergh/Home/Council+and+Democracy/Statement+of+Accounts>
- e) BDC – agenda for annual meetings with town and parish councils – Thurs 29 Nov at Hintlesham Hall Gold Club (East) – *Cllr Ingram attending*
- f) SCC – Consultation on Suffolk Waste Development Plan Issues Document – see
<http://www.suffolk.gov.uk/Environment/MineralsAndWastePlanning/WastePlanning/> *No comments*
- g) SALC – Note on the Accounts and Audit (Amendment) (England) Regulations 2006 – *copy passed to RFO*
- h) SALC – Showing of An Inconvenient Truth by Al Gore at the Leiston Film Theatre 74 High St 30 Nov 2.30pm £2 to be paid on day
- i) SALC – Note re post office consultation
- j) Suffolk Roadsafe and Community Speed Watch – Letter outlining a partnership amongst various agencies to reduce the number of road casualties and to promote road safety. *Clerk to contact organisation and confirm we would like to participate. Cllr Ingram and Mr David Mullet wished to be involved. To be on agenda for December.*
- k) Suffolk Acre – Autumn Bulletin 2007
- l) Clerks and Councils Direct November 2007 issue
- m) SALC – E-mail containing e-link and information of the consultation on Suffolk climate action plan
<http://extranet.onesuffolk.co.uk/salc/Consultation%20documents/Forms/AllItem> - *passed to Cllr Matthews*
- n) BDC – media release – Figures show affordable housing numbers rise and Affordable Housing News Autumn 2007
- o) Holbrook High School – Invitation to a Presentation Evening to celebrate the achievements of the pupils Thurs 22 November 7.15pm at Peninsula Sports Centre RSVP Fri 16 Nov (328317) – *Cllr Matthews had confirmed prior to meeting that she would be able to attend – Clerk to inform HHS*
- p) SCC - Countryside Access Community Scheme – Invitation for Parish to get more involved in the improvement/maintenance/decision making re rights of way – *Copy to be passed to Cllr Wrinch. TO GO ON DECEMBER AGENDA*
- q) SPS – Copy of their letter to BDC re the consultation exercise on Safeguarding Employment Land
- r) The Suffolk Coasts and Heaths – Winter 2007 magazine and letter introducing locally funded scheme support conservation, access and awareness projects ie tree planting etc – *passed to Cllr Armes re village hall grounds*

23. Agree 2008 dates for meetings and to agree date for a “review” meeting – All 2008 dates noted and agreed. Extra review meeting scheduled for 6 March, Clerk to arrange

24. Grounds maintenance: update – Several companies have been approached for quotations for grass cutting but are not interested due to small size of area and travelling costs. BDC have a new grass cutting contractor in place and they have been approached with a view to them carrying out extra cuts as and when – their response awaited. A meeting date for working party to be arranged in the New Year.

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

A parishioner’s concerns regarding the footpath rationalisation had been passed to the Council. A comprehensive reply had been despatched to the person concerned. Clerk to find out from BDC if there were any outstanding issues before entering the next stage.

26. Reports from Councillors on matters not itemised on agenda

- 26.1 It was reported that the “sharp bend” road sign on the right out of Shotley Rangers field obstructs the view of the road as it is too low. SCC to be asked if they would reposition it.
- 26.2 There appeared to be a lot of litter appearing outside the newly refurbished Post Office and a new litter bin had been suggested. To be discussed at the December meeting.

- 26.3 A dog litter bin was requested for Gayford Terrace. This to be discussed at the next meeting by which time a site should have been identified.
- 26.4 Cllr Steel had attended the Suffolk Greenest County Conference in October and presented his report.

27. Clerk's report

- 27.1 The Clerk had been advised that His Excellency the Dutch Vice President was to visit the Dutch war graves at St Mary's Church on 14 December and the Chair or another representative of the Parish Council had been asked to attend. Details to be put on website.
- 27.2 Clerk had attended the joint workshop on the Local Development Framework at the end of October.

28. Date of next meeting: 20 December 2007 at 7.15pm

Meeting ended 22.41

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 | SOS = Stour and Orwell Society |
| ENCAMS = Environmental Campaigns | SPC = Shotley Parish Council |
| | SPS = Suffolk Preservation Society |
| | SYCP = Shotley Youth & Community Project |