

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

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

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

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

Items 16 and 18 were brought forward for discussion at the Chair's discretion – details below.

Meeting commenced 7.30pm

2. Apologies for absence – SNT Representative (none available), Parish Cllrs: M Matthews (work commitment) and J Peters (work commitment).

3. Declarations of interest and additions to register – None.

8.02pm – two members of the public left the meeting.

4. District Councillor's report – Cllr P Clarke confirmed that no Shotley Post offices were closing; the Suffolk Strategic Partnership Local Community Plan was to be launched soon and a summary would be available; a comprehensive spending review had been carried out - cuts may affect the Haven Gateway area; she had attended the Greenest County Conference - awaiting to see whether it permeates down.

5. County Councillor's report – A report for October was passed to the Clerk reporting on Bluetongue detected at a number of farms in Suffolk, launch of service to help older people in Suffolk volunteer - "Give it a Go!", debate on nuclear power and a discussion on the future of waste disposal services – e-mail version to be circulated. See attachment 1 for full report. Cllr Wood also reported that: the incinerator debate was being discussed by the full cabinet – the peninsula could be a potential site; the buzzabout had been dropping passengers off at Bourne Bridge; there was to be a BDC launch of the Suffolk SNT on Monday 22 October at 1pm at Lavenham.

6. Safer Neighbourhood Team – PCSO Gibson advised that she was on a rest day and no one else was available. However it was noted that there had been more police presence in the village recently which has possibly resulted in the lowering of the crime figures for the second consecutive month – down to 6 incidents for September. The SNT and the Parish Council were looking into setting up a Voluntary Accountability Scheme as a way of marking and tracing alcohol sold by local shops to underage drinkers. The next SNT meeting had been arranged for 7pm, 28 November at Shotley School.

7. Minutes of the Parish Council Meeting dated 20 September 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 from minutes of 20 September 2007 (for information only)

- 10 Beachwatch – a letter of thanks had been received for our participation in this Suffolk wide event. 425 bags of rubbish had been collected with 527 people taking part.
- 14.4 CLD – BDC Officer still not advised the current position.
- 22 Caledonia Rd – contact not made with SCC as yet.
- 27 Graffiti removal equipment had been received and would be passed to Cllr Armes – info had been put on the website and would be in the next issue of the Noticeboard

From previous minutes

Speed campaign – this will be chased up at the end of October

Boatyard – waste treatment activities – letter received from Environment Agency – they were satisfied with the current arrangements

Noticeboards – these had now been installed – As space is limited, Cllrs Matthews and Bugg will be removing commercial advertisements as and when

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

Ganges Mast – Babergh Environmental have visited and will be in contact with Galliard/Haylink direct regarding the repairs they believe are needed. The mast will be included in their “watching brief” folder.

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

9. Play areas: update

The installers have agreed to carry out all repairs to the playgrounds at cost. Steel barriers (to replace wooden ones) would cost £300 (includes fixing costs) per panel, amounting to £3000 (plus VAT) for the two playgrounds. It was agreed to defer making a decision on this item until the November meeting.

10. Parish Plan Implementation Board - Notes of the meeting on 28 August were received and noted.

11. Ganges: update

11.1 Open weekend at HMS Ganges – 5 & 6 October – Comments from parishioners attending the exhibition are being collated and will be put on the website asap.

Councillors attending felt there was nothing new to report.

11.2 CLD – Still no progress

11.3 Special Planning Meeting 30 Oct 7pm Village Hall – Due to difficulty in obtaining the main hall for this event, Clerk to ascertain if the School Hall is available and re-advertise.

11.4 SPPA meeting (13 Sept 07) – Notes of meeting were received. Richard Ward of SPS made a presentation on the Ganges site; SPC are asked to lend support to Freston’s campaign for a 40mph limit from The Boot to Woolverstone (agenda item 13) and Chelmo are seeking “a better deal for cyclists” and will meet with Sustans on 25 Oct – Cllr Wrinch will be attending and will report back.

12. To agree amended Work programme 2007/8 for Clerk/RFO/Council – Amendments suggested – (1) remove Procurement policy as RFO informed the Council that this was not workable (2) Community Speed cops – deferred until outcome of Freston’s 40mph speed campaign known (3) Cllr Steel wished to be removed as rep for Bathside/Haven Gateway meetings as these were in the daytime and he was already overstretched with Ganges work. Agreed.

8.56pm – three members of the public left the meeting.

13. To consider supporting Freston’s 40mph campaign from The Boot to Woolverstone – A representation from the Freston Chairman was discussed and it was decided by 4 votes to 3 not to support this campaign as it was felt it would lead to traffic bunching and be detrimental to road safety. Clerk to inform Freston.

14. Future of Rural Post Offices – To consider draft letter to Secretary of State – A letter to the Secretary of State had not been drafted as Cllr Ingram reported that neither of the Shotley Post Offices were due to close as part of the Network Change Programme.

15. **Vehicles using public footpath between Lower Harlings and Baker Road** – A letter had been sent to SCC and a reply was awaited with regard to the placement of a bollard to deter vehicles from using the footpath.
16. **Breached Stour River Path** – SCC advised that they:
- will be repairing the breach near the old blockhouse;
 - considered the cost of repair to the major breach to be too prohibitive to carry out – *Councillor Dave Wood as Chairman of Suffolk Coasts and Heaths assured the Council that he would pursue this matter further on its behalf as this path was an important part of the network of paths along the Suffolk Coast;*
 - intended to remove the steps leading from the river path to Stourside due to their unstable condition – *the Council were strongly opposed to this course of action and would investigate alternative options*
 - will be re-instating footpath 17 (Marsh Lane) to its original line, around the edge of the field, as the farmer wishes to plough up the field.

Clerk instructed to write to SCC relaying its views re the above.

9.06pm – *Two members of the public and Cllrs Clarke and Wood left the meeting.*

17. **Nominations for BDC Community Achievement Awards 2008** – It was agreed to put Mrs Patel and Mr Les Stebbings forward for these awards in recognition of their outstanding contributions to village life. Cllr Bugg agreed to complete forms and pass to Clerk for despatch.
18. **To consider letter from G M Ward re crossing point, Main Road, Shotley Gate** – Cllr D Wood advised that no speed cameras or other speed calming measures could be put in place at this location. However, he would look into a “danger – children crossing” sign being erected there. He was prepared to fund 50% of the costs from his Locality Budget subject to the Parish Council agreeing to do the same. Clerk to look into the foliage being cut back.

9.13pm – *Cllr Roberts left the meeting.*

19. **St Mary’s Church – to consider agreement, in principle, to request for placement of septic tank on common land** – Decision deferred until November to enable Clerk to investigate with BDC re (1) the position re the outstanding lawful use application, (2) if the Council need to register the land before taking this forward, (3) if SPC/BDC permission is actually needed bearing in mind the tank will be predominately underground with only a “lid” visible above ground.
20. **Public transport – possible change of route through village** – it was agreed that the route changes to the 97H recently advised involving buses travelling down Kingsland, Queensland, Stourside and Lower Harlings etc, although apparently requested by some passengers, were considered to be unnecessary and dangerous for other road users and pedestrians in the vicinity due to the narrowness of the roads, parked cars and playgrounds etc. It was agreed that the Clerk to make the Council’s concerns known to Far East Travel and SCC Environment and Transport.
21. **Planning matters to 14 October 2007 and received subsequently**
Application(s) received
- 21.1 B/07/01383/FUL/CJT – Land between 36 and 38 Kingsland, Shotley, Ipswich IP9
– Erection of 2 No detached two bed bungalows, construction of new vehicular access – **No objections – requested that Babergh consider altering the positioning to an east/west direction and slightly south of Nos. 38/40. Also suggested that access be maintained to the electricity cable under the footpath just beyond the boundary.**

- 21.2 B/07/01384/FUL/CJT – Land to the east of 44 Kingsland, Shotley, Ipswich – Erection of 1 No detached three bed bungalow and reduction of existing car parking area. Construction of new vehicular access. **No objections.**
- 21.3 B/07/00262/FHA/BHW – 15 East View Terrace, Ipswich Road, Shotley IP9 1NT – Construction of new vehicular access. **No objections.**
- 21.4 B/07/01385/FUL/CJT – 18 Queensland and Nos 45&47 Kingsland, Shotley, Ipswich – Erection of No 4 two bedroomed bungalows and 1 No four bed chalet bungalow. Construction of new vehicular access. **No objections – requested that the position of the dwellings be switched so as to prevent the existing bungalows being overlooked.**
- 21.5 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. **No objections.**

Application(s) approved by Babergh

- 21.6 B/07/00974/FHA/MB – Rose Farm House, The Street, Shotley IP9 1PQ – construction of 2 no. dormer windows to front elevation and 1 no. dormer window to rear elevation (existing front dormer window to be demolished)
- 21.7 B/07/00975/FHA/MB – Rose Farm House, The Street, Shotley IP9 1PQ – Application for Listed Building Consent – demolition of existing dormer window in front elevation; construction of 2 no. dormer windows to front elevation and 1no. dormer window to rear elevation; internal alterations to facilitate attic conversion; insertion of 1 no. replacement window in west gable.

Application(s) refused by Babergh

- 21.8 B/07/01016/FUL/MB – Bristol Arms, Bristol Hill, Shotley, IP9 1PU – Erection of roadside screening

22. RFO's Report

- 22.1 The earmarked reserves have increased by £5,000 as both playgrounds have been depreciated by £2,500 each. The insurance valuation stands at just over £48,000 and will remain the same throughout.
- 22.2 The new noticeboards have been insured at an annual combined cost of £24.88.
- 22.3 The second and last instalment of this year's precept had been received.
- 22.4 A full analysis of the Council's assets is underway following recent advice from the internal auditors who advised that all assets should be covered. The current policy covers: playgrounds, street lights, two benches, three litter bins, the bus shelter and two noticeboards. As the Council previously decided not to cover an asset if it was under the current insurance excess, it was agreed a letter to be drafted to the Auditors explaining our decision making.
- 22.5 As is common practice, the external auditors have requested explanations on a number of variances in figures between the last two financial years. All queries have been answered, justified and evidenced. The external auditors report is awaited.
- 22.6 The grass cutting contract is in the process of being changed as new contractors will be used by SCC from November. A quote for extra cuts was obtained at £6,500 for 28 cuts per year. This will be taken into account when looking at the grounds maintenance project.
- 22.7 Reserves as follows:

Community Account	£3,743.56
Premium Account	£448.38
Tracker Account	£43,100.90
Sub Total	£47,292.84
Earmarked Reserves	
Ganges Playground	(£5,000.00)
Kingsland Playground	(£5,000.00)
Grand Total	£37,292.84

23. To agree draft budget in preparation for precept – A draft budget was presented by the RFO for consideration. Various amendments were suggested and a finalised budget would be decided upon at the November meeting. The RFO advised that it was prudent to ensure the contingency budget put in place for last year again be made for the next financial year.

24. Authorisation of payments:

24.1 Clerk's salary (6.9.07-5.10.07) = 70 hrs	£573.75
24.2 Clerk's expenses: stamps/paper/subsistence (Apr-Sep £100) Telephone connection charges for extra line (£124.99)	£234.88
24.3 RFO's salary (6.9.07-5.10.07) = 30¼ hrs Litter Warden's salary (6.9.07-5.10.07) = 28 hrs	£514.09
24.4 RFO/Litter Warden expenses: Excel/subsistence (Apr-Sep £50)	£452.71
24.6 Litter Warden's salary (Village) (6.9.07-5.10.07) = 20½ hrs	£143.09
24.7 SALC – Attendance at AGM – Clerk and Cllr Matthews	£24.00
24.8 Cllr J Peters – Webhosting expenses	£35.18
24.9 Three Rivers – installation of noticeboards and various repairs to playgrounds	£210.00

25. Correspondence to 14 October and received subsequently

- a. BDC – Summary of Financial Information
- b. Defra – Booklet on Ways to tackle climate change – also available at <http://defra/environment/climatechange/uk/publicsector/index.htm> - *Passed to Cllr Matthews*
- c. SALC – Visioning Events “Suffolk: the future?” (free) - 5th, 7th, 9th and 21st Nov 10-1pm and 15th 6.30-930pm – various locations.
- d. SALC – Presents: *aninconvenienttruth* – to be screened at SALC Fri 2 Nov 7pm £2 advance booking required. *Cllr Peters booked to attend.*
- e. SALC – Training News September 2007
- f. BDC – Review of Polling Districts and Places – Comments on proposals needed by Weds 31 Oct – *No comments*
- g. St Mary's Church – request to place a septic tank on common land – AGENDA ITEM 19
- h. BDC – Annual meetings with Town and Parish Councils – 8 and 29 November – *Cllr Ingram may attend dependent upon commitments*
- i. BDC – Media release re Post Office closures – *Copy passed to Cllr Ingram*
- j. SCC – forthcoming bus service changes – AGENDA ITEM 20
- k. The Suffolk Coasts and Heaths – publication
- l. Town and Parish Standard – September 2007 issue
- m. BDC – Alan Baker – Footpath creation/extinguishment/diversion orders etc
- n. BDC – Draft Safeguarding Employment Land – Notice of Regulation 17 Public Participation – Consultation period 11 Oct – 12 Nov. This arrived too late to go on agenda. It was felt that no comment from SPC was needed
- o. BDC – Draft Babergh Design Guide – Notice of Regulation 17 Public Participation – Consultation period 11 Oct – 12 Nov. As above

26. Grounds maintenance: update – No progress due to workload. Deferred until November meeting.

27. Chair's urgent business: any other matters for immediate discussion at the discretion of the Chairman - None

28. Reports from Councillors on matters not itemised on agenda

- 28.1 Cllr Armes had attended the SPS Planning Seminar along with the Clerk and reported it was an informative day.

- 28.2 Cllr Catling suggested that the precept information, once finalised, be put on the website.
- 28.3 Cllr Steel advised that he and the Clerk were carrying out an audit of the Ganges file so as to “sweep up” all outstanding issues and that a draft response to the Reserved Matters application would be circulated prior to the meeting on 30th for consideration.

29. Clerk’s report

- 29.1 Clerk informed the Council of her holiday dates: 20-26 October.
- 29.2 The appraisals of the Clerk and RFO were to be put back to Jan/Feb 2008 due to workload.

30. **Date of next meetings:** Special Planning Meeting – 30 October 7.30pm and Council meeting - 15 November 2007 at 7.15pm

Meeting ended 22.20

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