

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

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

In attendance: Three members of the public, D.Cllr T Roberts

1. **Open forum for members of the public to speak to Councillors** – No items brought up for discussion.

Meeting commenced 7.30pm

2. **Apologies for absence** – SNT Representative (no one available), D.Cllr P Clarke (injury), C.Cllr D Wood (away), P.Cllr G Steel (away) and P.Cllr J Peters (family illness)
3. **Declarations of interest and additions to register** – Cllr Wrinch (items 24.4 – Personal and 24.5 - Prejudicial), Cllr Matthews (item 21 - Personal) and Cllr Bugg (item 32 – Personal). DOI forms completed, signed and placed in register.
4. **District Councillor's report** – D.Cllr Roberts reported that the Ipswich Policy Area Board made up of five local authorities had met recently, the forum were working together with Haven Gateway – John Hitcham from East Bergholt is the representative for our region. He also requested that the Council consider setting up a charity for the older needy people in the Parish – this to be added to October agenda.
5. **County Councillor's report** – Although C.Cllr Wood was unable to attend, a report for September had been received and circulated to all councillors prior to the meeting - see attachment 1
6. **Police brief (duties permitting)** – PCSO Gibson advised that her shifts had been changed and she would therefore be unable to attend. The Police report for August would be issued shortly. It was noted she had been seen more frequently in the area and this was welcomed.
7. **Collaboration between SNT, Parish Council and other parties to combat Anti-Social Behaviour** – An informal meeting was held on 11 September with SNT representatives from various organisations within Babergh, PCSO, five Shotley Parish Councillors, the Clerk, RFO and D.Cllr Clarke. A note of the meeting had been circulated and it was noted that various measures had been discussed and some of these would be followed up shortly, in particular more activities for the youngsters at the Tennis Courts – another Skatepark has been arranged and the possibility of a football skills workshop to attend on the same day during the half term. Disappointment was expressed due to the short notice of the SNT meeting held in Holbrook in early September – this was due to a breakdown in communication during the holiday period. Notes of the July SNT collaboration meeting in Shotley were circulated.
8. **Minutes of the Parish Council Meeting dated 16 August 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)**
 - 18 Yellow Lines on Bristol Hill – In reply to our request re parking bays, SCC would prefer to keep the right of access clear by the pier.
 - 19 Speed Campaign – Contact made with Brian Lomax, Safety Engineer (Central Area) SCC who will arrange for a covert survey to be carried out on Bristol Hill for 2 days during week and at the weekend commencing mid-October. Once Bristol Hill has been surveyed, the

“black box” will be moved to Stourside/Lower Harlings. He will liaise with Cllr Wood and Clerk re outcomes. He emphasised that there is no money available to address the issue of installing traffic calming measures in the area at the present time.

- 20 Boatyard – waste treatment activities - Reply received from Environment Agency who are looking into our concerns, will revert further once outcomes known.
- 27 (i) BDC – review of polling districts - Ray Amesbury requested suggestions as to siting of separate facilities before feasibility study could begin.
- 30.1 Noticeboards – these had now been received and will be installed over next 2-3 weeks.
- 30.3 Overgrown hedging at Ganges Wood – Woodland Trust had been contacted, awaiting reply.

From previous minutes

July Bristol Hill Toilets – These are now open, with just a locking mechanism. BDC still awaiting receipt of the coin operated entry box.

Ganges Mast – The condition and repair is being investigated by Babergh Environmental Dept.

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

10. **Beachwatch event Saturday 15 September 10am-12pm** – Cllr Armes reported on the excellent turnout of volunteers to help collate a survey of the litter dumped/washed up on Shotley beach from the end of the picnic area to the second pier. 22 bags of rubbish were collected. Unusual items included a saw, toilet seat (with lid), screwdriver and a pair of waders!
11. **Review of SCC Accommodation for Older People – Questionnaire for completion**
It was noted that SCC have no accommodation on the Peninsula at all on which to comment and therefore the form would not be completed.
12. **Play areas update:**
- 12.1 Recent damage
Kingsland has been damaged again, believed to have taken place on 14 September. Three more half log wooden panels were removed and have not been found. Three Rivers to carry out these repairs as soon as possible.
- 12.2 Ongoing repairs
- Three Rivers is replacing the half log wooden panels as and when necessary.
 - A final letter before action was sent to Adventure Playgrounds indicating that should there be no satisfactory reply, legal proceedings will commence. Their Finance Director has also been informed. An e-mail listing all the work involved and costs was received from AdPlay on 20 September. There are items still to be clarified, but their intention is that all works will be carried out by 19 October. An official quotation is awaited.
 - The RoSPA inspection is due this month – the report should be available for the October meeting.
- 12.3 Summer Skatepark at Ganges Play Area – This was a very successful event and thanks to Cllr and Mrs Bugg and the Clerk for their invaluable help in getting it clear of glass and litter before the event.
13. **Parish Plan Implementation Board** – A meeting was held on 22 August but no report available at present.
14. **Ganges: update**
- 14.1 Open weekend – 5 & 6 October – Haylink/Galliard were holding another open weekend. Flyers had been received and would be posted up and circulated with the Shotley Noticeboard.
- 14.2 SPPA meeting - 13 September at Tattingstone – Report not received by Clerk

- 14.3 BDC Newsletter #5 – This had been received from BDC and circulated.
- 14.4 CLD – Officer at BDC still collating information and expects to be able to advise the Solicitor this month (September) as he/she takes the final decision on applications of this type.
- 14.5 Meeting with Haven Gateway – Cllr Steel advised (circulated by e-mail prior to meeting) of an encouraging and positive meeting with Ed Bennett of Haven Gateway re the mixed development touching on the lack of sufficient economic development and employment opportunities.
- 15. To consider work priorities of Clerk and RFO**
The Work Programme for 2007/8 as drafted by Cllr Steel was considered and amendments made where necessary. Councillors volunteered for various tasks and a revised Programme will be considered and agreed at the October meeting.
- 16. Future of Rural Post Offices**
It was felt that this subject needed further in-depth discussion and research and if would be deferred until the October meeting. The Clerk and Cllr Armes to draft a letter for consideration outlining the Council's objections based on sociability grounds, very well used facilities, very isolated area etc.
- 17. Royal British Legion – to reconsider grant application for laying up of standard**
Representatives from the RBL were present and answered questions put to them by Councillors. The Council considered the revised grant application (now for £600) and supporting documentation. It was agreed that the Council grant the full amount requested in recognition of the excellent support RBL provide to many parishioners in Shotley.
- 18. Vehicles using public footpath between Lower Harlings and Baker Road**
Cllr Armes advised that vehicles had been seen to use the above footpath as a rat run between Lower Harlings and Baker Road, travelling at around 20mph. Contact had been made with SCC who advised that a formal letter outlining our concerns was needed before action could be taken. Once received, they would (1) carry out a survey (2) ascertain a form of action and (3) carry out works thought necessary. However, as they were short of funds at the present time, and a ballpark figure of £1000 for bollards was likely, they could not guarantee when any works could commence. The Council felt that as this was an important issue, the Council, once a report had been received, could suggest match funding with SCC. Clerk to write to SCC.
- 19. Breached Stour River Path: update** – Nothing to report.
- 20. Bull Field Allotments**
A complaint had been received from a resident of The Street regarding the speed at which cars accessing their parking areas at the back of their house were driving along the allotment track. The Council decided that unless the culprits were positively identified, it was not advisable to write to all residents on that side of The Street as this may encourage those not parking there to do so. It was also felt that residents had been parking at the back for many years and if they were required to move, The Street would then fill with cars once again.
- 21. Shotley Business Directory 2008 – to consider grant towards production costs**
It was decided that as this was a well conceived and received publication, the full forecast shortfall for production costs of £659.75 be granted. Prop Cllr Armes, Sec Cllr Bugg. All agreed.
- 22. Vehicle access to the Marina via Caledonia Rd during roadworks on King Edward VII Drive**

Formal notice had been received from Shotley Marina Limited advising that the Byway would be closed from 1 Oct to 28 Feb 08, cars and light vans would have a right of way through the old HMS Ganges site and leading to Caledonia Rd, the route being lined by

fencing and heavier delivery vehicles will muster at the Pier. Appropriate signage would be erected. Other than a Temporary Closure Order for Part of Restrict Byway 18, no correspondence had been received from SCC. Clerk to investigate why this was the case bearing in mind the volumes of traffic that would be using Caledonia Road, which was in effect a one track road and as such, in the Council's opinion, was not a suitable alternative route.

23. **Nominations for BDC Community Achievement Awards 2008** – Cllrs to come forward with nominations at the Oct meeting.

24. **Planning matters to 16 September 2007 and received subsequently**

Application(s) received

- 24.1 B/07/01237/FUL/GD – Former HMS Ganges Site and Shotley Marina, Shotley Gate, Ipswich IP9 – Construction of a Spine Road across the former HMS Ganges site which connects the B1456 Bristol Hill to the Kind Edward VII Drive and includes a new roundabout junction on the B1456, to give access to Shotley Marina. The proposed Spine Road is approximately 840m long and designed to adoptable standards including pedestrian footpaths shared cycle/footway and traffic management measures – **The Council strongly objected to this application. A draft letter had been circulated prior to the meeting and was approved.**
- 24.2 B/00/01318/RES/GD – Former HMS Ganges, Shotley Gate, Shotley IP9 1QJ – Submission of details under OPP 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 various drawing numbers and an Environmental Statement (*extended deadline for comments: 31 October 2007*) – **Decision deferred until a Special Planning Meeting for consultation with parishioners to be held on Tues 30 Oct 7.30pm Large Committee Room. Posters and notification to be placed in the Shotley Noticeboard.**
- 24.3 B/07/0116/FUL/MB – Bristol Arms – Erection of roadside screening – **The Council objected to this application as it was felt that the materials proposed would not be in keeping with the character of the area and would constitute an eyesore.**
- 24.4 B/07/01451/FUL/FB – Red House Farm, Wades Lane, Shotley Ipswich IP9 1EQ – Construction of horse arena with associated fencing – **No objections**
- 24.5 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. – **No objections**

Application(s) approved - None

Application(s) refused

- 24.6 B/07/01261/FH/BEL - 4 Lower Harlings, Shotley Gate, Ipswich IP9 1QE – Erection of two storey extension and alterations
- 24.7 B/07/01260/FH/BEL - 8 Lower Harlings, Shotley Gate, Ipswich IP9 1QE – Erection of two storey extension and alterations

Application(s) withdrawn

- 24.8 B/07/01285/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.

General

- 24.9 Enforcement Notice – 22 Orwell View Road, Shotley, Ipswich IP9 1NP – Aerial mast – **This had now been removed from the site**

25. **RFO's Report**

- 25.1 Mrs Bugg's tax affairs are now up to date and she is included in the deductions sheet for Income Tax and National Insurance Contributions.

- 25.2 The 2006/7 accounts have now been internally audited and returned. Highlights of the auditors report were read out to the meeting. With the exception of one issue to be resolved (an oversight on the auditor's part) the relevant paperwork will be sent to Lubbock Fine. See Attachment 2.
- 25.3 Cllrs were asked to inform the RFO of any future projects, schemes and plans for the next financial year which may have a cost implication. The draft budget and precept will be presented at the October meeting. Deadline for input: 14 October
- 25.4 The Council's reserves are as follows:

Community Account	£977.96
Premium Account	£448.38
Tracker Account	£30,975.90
Sub Total	£32,402.24
Earmarked Reserves	
Ganges Playground	(£2,500.00)
Kingsland Playground	(£2,500.00)
Grand Total	£27,402.24

26. Authorisation of payments:

26.1 Clerk's salary (6.7.07-5.8.07) = 45.5 hrs	£389.60
26.2 Clerk's expenses: stamps/internet/ink	£75.60
26.3 RFO's salary (6.7.07-5.8.07) = 25.5hrs (incl 6 hrs hols)	
Litter Warden's salary (6.7.07-5.8.07) = 32.45 hrs (incl 7 hrs hols)	£498.39
26.4 RFO/Litter Warden expenses: Excel/Text books	£tba
26.5 Suffolk New College – AAT course Registration/Tuition fees for RFO	£400.00
26.6 Litter Warden's salary (Village) (6.7.07-5.8.07) = 18 hrs	£126.00
26.7 Inland Revenue (Jul-Sept tax and NI) (paid by BACS)	£547.12
26.8 The Shipwreck Bar & Bistro (use of hall for SNT meeting 11/9)	£10.00
26.9 H Stebbing (supply of 1 noticeboard inv. 831cheq issued&sent 12/9)	£1051.63
26.10 H Stebbing (supply of 1 noticeboard inv. 834 – to be paid)	£1051.63
26.11 Cllr Steel – travel expenses and sundries	£135.97
26.12 Suffolk Preservation Society - Planning Training for Clerk and Cllr Armes (item 28 16/8/07)	£22.50
26.13 Royal British Legion – grant for laying up of standard (item 17)	£600.00
26.14 Mrs E Bugg – payment of outstanding hol/sick pay (item 32)	£330.00

- 27. Graffiti removal equipment from Babergh** – Clerk outlined the scheme and Cllr Armes volunteered to be the point of contact and operative for Shotley. Clerk to inform Babergh.

28. Correspondence received to 16 September 2007

- Marina Conservation Society (MCS) – leaflet on what happens to balloons after they are released – this came as part of the Beachwatch pack
- Tattingstone Village Hall Cttee – Letter inviting Shotley to join in organising/playing/watching cricket at their pavilion – **passed to Cllr Armes**
- SCC – Road Traffic Regulation re temporary 10mph and 30mph speed limits on parts of the B1456 Wherstead to Shotley 10-16 September - **scan circulated**
- SCC (Env&Trans) – Suffolk Materials Manual – shows examples of materials used in the “built environment” throughout Suffolk.
- The Suffolk Coasts and Heaths – Strategic Environmental Assessment – To be included on agenda for October
- Barrie Powell – reply to clerk's letter re bees at Coopers Close allotments
- Essex County Council – Statement of Community Involvement Submission Draft Document re minerals and waste development
- SALC - Application grant fund form towards parish council marquee purchase
- BDC – Community Achievement Awards 2008 – To go on agenda for October

- j. BDC – Media Release – Review of Conservation Areas – Three villages have their say (closest to Shotley: Pin Mill 26 Sept 7-8.30pm Sailing Club)
- k. BDC – Consultation draft of clean neighbourhoods and environment enforcement strategy – (doc on-line) – To be included on agenda for October

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

30. Reports from Councillors on matters not itemised on agenda

- 30.1 Cllr Bugg informed the Council that new flooring had been laid in the billiard and large committee rooms of the village hall and thanked the Council for the grant enabling this to go ahead.
- 30.2 The Gemini buses were still to be seen dropping passengers off at 6.15pm in Kingsland. Clerk to inform appropriate authorities.

31. Clerk’s report

All issues covered in previous points.

(Cllr Bugg did not take part in the following item)

- 32. To approve payment of holiday and sickness back pay for Village litter warden (Mrs Bugg)** – The RFO explained why the anomalies in salaries/sick pay/holiday pay had arisen and advised that the amount owed to Mrs Bugg was £330. All agreed that this amount be paid to Mrs Bugg immediately. A contract, along the same lines as that prepared for the Gate warden had been prepared and had been signed by Mrs Bugg previously. The chairman then signed and dated the same. Copy to be given to Mrs Bugg and a copy to be retained by the Clerk.

33. Date of next meeting: 18 October 2007 at 7.15pm

Meeting ended 22.14

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