

## Minutes of the Shotley Parish Council meeting held on Thursday 17 April 2008 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, G Steel, J Peters, D Armes, RFO: D Bedwell and Clerk: L Rowlands

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

Open forum for members of the public to speak to Councillors **on items appearing on the agenda** (15 minutes maximum)

1. **To receive apologies for absence** – Safer Neighbourhood Team
2. **To receive Declarations of interest and additions to register** - None
3. **To receive reports from: (if available):**
  - 3.1 District Councillor – No report available. Cllr Clarke had advised the Clerk previously that Cllr Roberts would be covering Shotley and she would cover all the other villages in Berners Ward as per previous arrangements.
  - 3.2 County Councillor - Cllr Wood confirmed that a triangular warning sign with an exclamation mark indicating pedestrians crossing would be up at East View Terrace in the next two weeks. The Parish Report has been received and circulated which included: the progress by the Boundary Committee regarding the Local Government review in Suffolk; the appointment of a new chair for the Suffolk Resilience Forum; and the appointment of a new chief executive for SCC, Ms Andrea Hill.
  - 3.3 Safer Neighbourhood Team - SNT meeting notes and the March crime figures had been circulated prior to the meeting. Cllr Wood advised that the speed gun could not now be purchased as insufficient villages were willing to contribute to the cost. PCSO had confirmed prior to the meeting that the alcohol tagging equipment was being stored at Sudbury (which had been funded by Cllr Wood's locality budget) and she would be arranging a meeting between all interested parties in the near future.
  - 3.4 Parish Plan Implementation Board – No formal meetings had been held by the PPIB. Regarding the tennis courts project – meetings had been arranged with three different companies to obtain quotations. It was envisaged that one court would remain basic ie for tennis and have a card entry system and the other would be where different games could be played and have a locking mechanism. Two meetings were to be arranged with the heads of Shotley and Holbrook schools in order to carry out consultations with the children. It was hoped that quotations and the results of consultations would be available for the next meeting.
  - 3.5 Parish Clerk  
Litter/Dog Bins – BDC have advised that since a new contractor started late last year, the collection day has changed to Friday and a different coloured bin liner is inserted each week in order to identify that they are being emptied weekly.  
Annual Parish Meeting - Invitations had been drafted and would go out early next week once the list of local organizations is updated. A speaker on the Future of Local Government in Suffolk is being sought.

### 3.6 Responsible Financial Officer

The Year end returns for tax and NI payments have been completed and filed on line, which entitles the Parish Council to a refund of £100.00.

An underpayment of NI contributions for the RFO was due and a cheque was issued on 11 April for £54.65. Payments to the HMRC should now be up to date.

A second cheque was issued on 11 April for PCSO Patricia Gibson for £50.00 (previously approved) to cover the prize for the school poster competition.

All the P60s have been produced and are in the process of being forwarded to all staff.

The 2007/2008 Accounts have been completed and balanced to the penny. At the next meeting the audit file will be presented to Council for signing. It will then be forwarded to Heelis and Lodge for audit.

The external audit date has been set as 18<sup>th</sup> July 2008 as deemed by the Accounts and Audit (Amendment) Regulations 2006 and failure to do so will result in a qualified audit opinion. The dates set to display the notice regarding the exercise of electors rights are 02 June to 15 June. The records will then have to be made available from 16 June to 11 July.

The new external Auditors request that a variety of forms be completed and sent with the Annual Return. Failure to do so will result in extra fees being charged. This will mean there will be an increase in the amount of RFO hours for next month.

The s137 rate for 2008/2009 is £5.86 per elector.

A cheque for £20,000.00 from BELSP has been received and banked.

A VAT refund for £1,292.02 has been received but was too late to go through this years accounts. VAT will now be claimed twice yearly and by the end of December to ensure receipt before financial year end.

The Parish Council reserves are as follows:

Community Account	£21,671.37
Premium Account	£451.76
Tracker Account	£30,026.78
Total:	£52,149.91

Earmarked Reserves and Funds	
Ganges Playground	£5,000.00
Kingsland Playground	£5,000.00
BELSP Fund	£20,000.00

**Grand Total:** **£22,149.91**

The above figures do not include Accounts Payable presented at this meeting.

### 3.7 Community Warden

Play Areas (both) - A detailed report was presented to the meeting and the contents noted. Matt confirmed that any outstanding repair/replacement issues would be dealt with over the coming weeks. The repair/replacement of the matting to be considered at a later date.

Spring Clean Shotley - This was a very successful event with 14 people (including some willing children/teenagers) turning up at the beach, Shotley village and Ganges play area to help. Twelve bin bags were filled along with two boxes of glass, one moped exhaust and a large electrical cable reel.

Holiday Dates – From 12 to 25 May. Arrangements had been made for Eileen to do 2 hrs per week at the Ganges Play Area and the grass would be cut in the play areas before and after.

- 4. To agree minutes of the Parish Council Meeting of 20 March 2008** - The minutes had been distributed beforehand and were declared a true and accurate record and were signed as such by the Chairman

- 5. Matters of report from minutes of previous meetings**

Road/parking outside Kingsland PO – BDC had been contacted and agreement had been reached that the existing bay outside the PO could be extended, at which time the road would be repaired. The possibility of a parking area being created opposite the PO was also being discussed.

Dog litter bin – Gayford Terrace – An alternative site had been found. Some time ago a parishioner asked for a bin to be placed on the footpath between Orwell View Rd and Garden Close. This will be on the May agenda and if agreed an order both bins will be made.

Removal of trees/scrub/footpath sign at Stourside - SCC have investigated and do not consider that any damage has been done to the footpath itself. Re the sign, if it was removed, that was unlawful, however it was of the old type and should have been replaced so no action will be taken and they will install another.

Emergency Planning for Shotley – The first meeting was held on 8 April. Notes still to be finalised. This will be on the May agenda.

Village of the Year Competition - No volunteers had come forward.

“Celebrate St Georges Day” - No volunteers had come forward.

Lloyd Road Bollard - SCC do not own the land and cannot help. Contact will now be made with BDC.

First Responder Unit – This was still on track. Volunteers are to attend a training course once arranged.

Suffolk Hedgerow Project – Documentation had been received and volunteers would be contacted soon. Cllr Wrinch and the Clerk would be joint co-ordinators.

- 6. To receive nominations for SPC Community Achievement Awards** – Those persons nominated were: Mr and Mrs Patel, Mrs Wendy Sadler and Mrs Joan Wrinch. Clerk to inform nominees and to invite them to Annual Parish Meeting.
- 7. Democracy Week: To consider participation in and forming a working party** - Deferred to May meeting.
- 8. To review Communications Strategy and consider purchase of a projector and screen** – Review deferred until June meeting. It was resolved to allow £550 for the purchase of a projector and screen.
- 9. Ganges: update**

Reserved Matters 404  
BDC have not yet received the report from Institute of Environmental Management and Assessments – a copy has been requested. Copies of correspondence requested as exchanged between BDC and developer were received today and will be looked at by Cllr Steel. Clerk still attempting to arrange a meeting between BDC Planning/legal and ourselves – date to be advised.

Ganges Mast  
Still awaiting sight of the recent English Heritage Report.
- 10. Breached Stour River Path**
  - 10.1 Repair update** – Natural England had given assent for the repair to go ahead. Clerk requested the contractor to commence work as soon as possible. The contractor

advised that he was awaiting confirmation of delivery of the sheet piling before scheduling the repair.

10.2 Funding update and to consider further funding applications – Funding from SCC, BELSP and the Locality Budget had been successful amounting to £8,000, with a further contribution of £2,000 from SPC. A further £2,000 had been applied for from BDC and if successful the repair would be fully funded. A decision by BDC was expected to be made on 16 April.

10.3 To agree minutes of the Breach Stour Path meeting on 8 February 2008 - The minutes had been distributed beforehand and were declared a true and accurate record and were signed as such by the Chairman.

11. **Planning matters – To consider responses to Babergh District Council on applications received upto 13 April 2008 and subsequently:** None received

**Applications approved by Babergh:** None

**General points to note:** Re: B/08/00107/ENF - 4 Lower Harlings, Shotley – Erection of single-storey rear extension - BDC Planning had fully investigated the issue involved and advised that there had been no breach of Town Planning control.

12. **To approve accounts prior to internal audit** – A copy of the accounts was passed to all Councillors for their final approval at the May meeting.

13. **To authorise signing of cheques for payments previously agreed:**

13.1	Clerk's salary (6.3.08-5.4.08) = 64¾ hrs	£653.96
13.2	Clerk's expenses – stamps and subsistence of £100	£106.96
13.3	RFO's salary (6.3.08-5.4.08) = 27.25 hrs	£369.10
13.4	RFO's expenses – subsistence of £50	£50.00
13.5	Community Warden's salary (6.3.08-5.4.08) = 27 hrs	£243.00
13.6	Community Warden's expenses - fuel	£19.00
13.7	Litter Warden's salary (Village) (6.2.08-5.3.08) = 19 hrs	£133.00
13.8	SVHMC – hire of hall on 25.2.08 and 6.3.08	£24.00
13.9	SALC – Subscriptions for 08/09 and copies of The Local Councillor	£556.20
13.10	Personal Papers – production of Shotley Business and Info Directory	£672.95
13.11	Patricia Gibson (already issued)	£50.00
13.12	Elmy Landscapes – for two grass cuts	£282.00
13.13	Inland Revenue (NI - RFO underpayment for 2006/7) (already issued)	£54.65
13.14	SPS - training	£80.00
13.15	SVHMC - hire of hall for SPC meetings	£195.00
13.16	SVHMC - subsidy for over 60s Club	£264.00
13.17	SVHMC - hire of hall for APM 07	£15.00

14. **To review complaints procedure** – Deferred until May meeting.

15. **To set up risk assessment working party** – Clerk, RFO and Cllr Matthews.

16. **To set up finance working party** – RFO, Cllr Catling and Cllr Bugg

17. **To consider correspondence received upto 17 April 2008 and any responses required**

a. SALC – The Local Councillor – Issue 2 2008 – **details of payback scheme to be passed to Viking Forest Project**

b. Boundary Committee for England – leaflet, letter, poster and details of a meeting (7 April – GS, TI going, RW on reserve list) re the Local Government review for Suffolk

- c. Suffolk NHS – Consultation on head and neck cancer services for residents of Suffolk PCT – list of meetings.
- d. SALC – Employment seminar – Thursday 17 April 9.30-1pm
- e. SPS – copy correspondence re Suffolk Coast and Heaths Partnership Management Plan 2008-2013
- f. RSPB Stour Estuary and Wolves Wood reserves newsletter April 2008
- g. Suffolk Wildlife Trust – Spring newsletter and leaflets
- h. Marine Conservation Society – Beachwatch 2007 Summary Report – *copied to MM and JP*
- i. BDC – Media release – Babergh kicks off spring clean Suffolk Early – offering an amnesty for unwanted cars – waiving admin fee of £35 for collection until end of April!
- j. Margaret Warner – letter of thanks re grant to Open Gardens
- k. Suffolk Waste Partnership – Annual Report
- l. BDC – Boundary Committee Review – letter from CEO enclosing copy report/draft response for consideration by BDC Extraordinary Meeting 8 April - copy recommendation dated 9 April also attached) – *copied to GS*
- m. BDC – media release – breach of condition notices on development
- n. BDC – media release – new sheltered housing complex in Capel St Mary
- o. BCT – Spring Newsletter (via e-mail) – *forwarded to cllrs by e-mail*
- p. BDC – Letter advising of delegation of certain highway development control functions to district councils
- q. Suffolk Coast and Heaths – Beachwatch Results 2007 plus newsletter – date for diary – 20-21 September – **It was resolved to participate again this year**
- r. BDC – letter re changes to management of the public conveniences on Bristol Hill

**18. Reports from Councillors on matters not itemised on agenda/to be included in next agenda**

Further car parking at Kingsland PO – (see also 5 above) Cllr Wrinch reported on his discussions with BDC and SCC – a rough draft plan of 5 potential new parking bays had been put together. This would go through the planning system in the normal way once firmed up.

No Waiting Restrictions on King Edward VII Drive – This will be going to committee at the next available date. A meeting with SPC Cllrs was to be arranged to meet with Phillip Wright regarding the proposed parking restrictions on Bristol Hill.

The Suffolk Structural Review – Cllr Steel had attended the Briefing by the Electoral Committee for Town and Parish Councils and gave a report.

**Meeting finished 9.45pm**

**Date of next meeting: 15 May 2008 (APCM)  
22 May 2008 (APM)**

**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  
 EERA = East of England Regional Assembly  
 ENCAMS = Environmental Campaigns

NALC = National Association of Local Councils PPIB  
 = Parish Plan Implementation Board  
 SALC = Suffolk Association of Local Councils  
 SCC = Suffolk County Council  
 SOS = Stour and Orwell Society  
 SPC = Shotley Parish Council  
 SPS = Suffolk Preservation Society  
 SYCP = Shotley Youth & Community Project