

Minutes of the Shotley Parish Council meeting held on Thursday 21 February 2008 at 7.15pm in the Main Hall, Shotley Village Hall.

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

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

1. **Open forum for members of the public to speak to Councillors on items appearing on the agenda**
2. **Apologies for absence** – D.Cllr P Clarke (unwell), Cllr D Armes (other commitment) and Cllr M Matthews (unwell)
3. **Declarations of interest and additions to register** - None
4. **Bus route 97H**
 - 4.1 To consider signing Memorandum of Understanding between SPC and Far East Travel
It was resolved to sign the Memorandum of Understanding for onward transmission to FET for their signature and return.
 - 4.2 To consider supporting reinstatement of extended service via Kingsland by Far East Travel
A proposal to support the reinstatement during term time only and restricted to two services in and out per day along the extended route was unsuccessful. An amended proposal to support reinstatement running all year and restricted to two services in and out per day along the extended route was passed by a majority of 4 to 3. Clerk to advise FET.
5. **District Councillor's report** – The Executive Committee would be meeting with the Boundary Commission regarding Unitary proposals for Suffolk - a report due by August.
6. **County Councillor's report** – C.Cllr Wood apologised for not being able to follow up on the road signs for East View Terrace due to being away on holiday. SCC had set its budget at 3.75%, the police budget was being set on 22 February and it was noted that since late 2006 there had been a significant increase in police on the streets.
7. **Safer Neighbourhood Team** – No members of the team were available to attend. However, a crime report for January had been received between meetings and 14 crimes had been committed in Shotley, the majority on the same night consisting of mainly break-ins to sheds and cars. At the recent SNT meeting it was reported that a similar modus operandi had been used in both Hintlesham and Ipswich and suspects were being investigated. The next SNT meeting would be held at the Shotley Primary School on Wednesday 2 April at 7.30pm. Progress had been made regarding alcohol tagging and many licensees were willing to join in. Once funding was secured equipment would be issued and a meeting arranged to launch this initiative.
8. **Minutes of the Parish Council Meeting of 17 January 2008** - The minutes having been distributed beforehand, were declared a true and accurate record and signed as such by Cllr R Wrinch as Chair.
9. **Matters Arising**
 - 13.1 Hedge trimming at East View Terrace – Unfortunately a breakdown in communication had occurred resulting in a slimmed down hedge. to improve the sight line rather than the hedge being reduced for its full length to around 18in above ground. It was felt that the hedge still needed further cutting back and the Clerk to instruct the contractor to carry this work out (this had been costed at £100).
 - 15.2 BELSP funds – still awaiting response from BDC.
 - 20.2 Overflowing drains – Reported to SCC who will send someone to investigate – Ref 970547
 - 20.3 Road outside Kingsland PO – Enquiry made of BDC engineers re flooding of parking bay – await response.

Matters arising from previous minutes

Road sign by Shotley Rangers – enquiry made of SCC requesting this be moved/placed on taller pole. Awaiting response.

Dog bin opposite Gayford Terrace – ordered from BDC should be in by mid-March.

10. Play areas:

- 10.1 Update – An invoice had been received from Adventure Playgrounds for the recent work carried out by them, which had proved to be unsatisfactory. It was agreed not to pay the invoice until the work carried out was to our satisfaction.
- 10.2 To consider pruning of trees at Kingsland Play Area – It was resolved to order tree work to be carried out as per recommendations from the local tree warden at a cost of £20.

11. Community Warden: update - Several people had applied for the position and interviews were being held on 25 February.

12. Spring Clean Suffolk (1 March to 13 April) – To consider participation and recruit volunteers – It was agreed that SPC again sponsor this event with the same meeting times and places as last year. The date had been fixed for Saturday 5 April. Posters to be displayed throughout the village, in the Shotley Noticeboard and on www.MyShotley.com. Clerk to also contact Shotley School to encourage their participation.

13. Stour and Orwell Society – To consider becoming a member and appointing a representative It was resolved to become members of SoS. Cllr Wrinch agreed to act as the SPC representative. Clerk to complete forms and direct debit mandate.

14. Parish Plan Implementation Board

- 14.1 Update – Nothing to report
- 14.2 To consider appointing a paid Project Manager – In the absence of other quotations it was resolved to accept the quotation from Peninsula Financial Services to a maximum of £2,500. It was anticipated the costs of the overall project could be in the region of £25-£30,000 and would take approximately six months to a year to complete.

15. Ganges

- 15.1 Minutes of the Special Planning Meeting held on 30 October 2007 - The minutes having been distributed beforehand, were declared a true and accurate record and signed as such by Cllr R Wrinch as Chair
- 15.2 Certificate of Lawful Development – Nothing to report.
- 15.3 List of outstanding matters – Not available

16. Breached Stour River Path - Update

- 16.1 Clerk had not been able to contact the contractor in order to ascertain present position – insurance and H&S documentation still awaited.
- 16.2 BELSP had confirmed they would grant £3000 towards the repair on condition the work was done to SCC specification and the path re-opened.
- 16.3 Cllr Wood confirmed the Locality Budget would grant an amount once it was known how much the SPC would be contributing.
- 16.4 The Marina had been in contact and had offered some materials still on site at a subsidised price – this information to be relayed to contractor.

Cllrs Roberts and Wood left the meeting

17. The SWISS Centre – to consider our responses to the consultation documentation and complete questionnaire – It was resolved that no formal response be made.

18. Road issues:

- 18.1 Speed gun purchase: update – There seemed to be some reluctance on the part of some councils to make a decision until the situation is clarified regarding insurance cover for volunteers. Four parishes have agreed to go ahead, two declined, four outstanding. This will be an agenda item at the next SNT meeting.
- 18.2 Speed surveys: results – These were reported to the meeting and it was noted that most drivers were breaking the speed limit through Shotley.
- 18.3 Suffolk County Council (Parish of Shotley) (Various Roads) (Prohibition and Restriction of Waiting and On-Street Parking Places) Order 200- (Re: Bristol Hill and Queen Victoria

- Drive) – It was resolved to **support** the proposed parking restrictions on Queen Victoria Drive but to **oppose** the those proposed for Bristol Hill as (1) it would have a detrimental effect on the Post Office and (2) it was felt that the measures would not produce the required "traffic calming" as mentioned in statement of reasons as it would be removing obstacles from the Hill thus enabling vehicles to travel faster. Clerk to inform SCC.
- 18.4 Lower Harlings bollard – SCC have suggested painting the bollard white in order to make it more visible at night as any reflective material would need light to be effective.
- 18.5 Lloyd Road bollard – enquiry made to SCC for removable bollard with universal keys. SCC awaiting to see if this driveway belongs to them or BDC, if Anglian Water and EDF would be in favour of such a proposal and whether collapsible bollards with keys would be a suitable option as there is a high incidence of keys going missing etc.
- 18.6 To consider requesting planting up of the verge on The Street/Kingsland to prevent parking – Deferred until the outcome of 18.7 was known.
- 18.7 To consider requesting the provision of extra parking adjacent to the Kingsland Post Office – It was resolved to seek further parking provision from the appropriate authority in order to alleviate parking problems in the locality. Clerk to progress.

19. **Planning matters to 17 February 2008 and received subsequently**

Application(s) received

- 19.1 B/08/00047/FHA/AS – 10 Queensland, Shotley, Ipswich – Erection of single storey side extension. **No objections.**

Application(s) approved

- 19.2 B/07/01237/FUL/GD – 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. **Noted**

Revised Application(s)

- 19.3 B/07/01933/FHA/MB – 1 Charity Farm Cottages, Wades Lane, Shotley – Erection of a detached summer house. As amended by revised drawings received on 6.2.08. **Noted**

Planning General

- 19.4 BDC – Planning Applications - Local Validation Requirements consultation document – **Response agreed, Clerk to forward.**

20. **RFO's Report**

- 20.1 New external auditors had been appointed. The annual fee £185.00.
- 20.2 The Inland Revenue had advised of a discrepancy in NI contributions paid – deferred until March meeting in order for this to be investigated.
- 20.3 **Council Reserves:**
- | | |
|----------------------|--------------------|
| Community Account | £1,514.71 |
| Premium Account | £450.17 |
| Tracker Account | <u>£33,450.14</u> |
| Sub total | £35,415.02 |
| Earmarked reserves: | |
| Kingsland Playground | (£5,000.00) |
| Ganges Playground | <u>(£5,000.00)</u> |
| Grand total | £25,415.02 |
- 20.4 It was reported that following agreement from the Clerk and Chairman, the RFO would be acting as temporary RFO for Debenham whilst their clerk was on sick leave.
- 20.5 The RFO reported that she had passed the first ATT examination. Cllrs extended their congratulations on her achievement.

21. **Authorisation of payments:**

- | | | |
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| 21.1 | Clerk's salary (6.1.08-5.2.08) = 57 hrs | £486.64 |
| 21.2 | Clerk's expenses – folders (£2.25), ink (£69.75), tel/internet £49.99 | £121.99 |
| 21.3 | RFO's salary (6.1.08-5.2.08) = 23.45 hrs | |
| | Litter Warden's salary (6.1.08-5.2.08) = 24.5 hrs | £442.55 |
| 21.4 | Litter Warden's salary (Village) (6.1.08-5.2.08) = 18.5 hrs | £129.50 |
| 21.5 | Three Rivers – grass strimming and removal of surplus bins | £110.00 |
| 21.6 | Ian Peters – cutting of hedge opp East View Terrace | £100.00 |
| 21.7 | SCC – Maintenance and energy for street lighting | £446.71 |

21.8	SVHMC – Hire of Village Hall 8.2.08 for Breach meeting	£6.00
21.9	Staples - shredder for Clerk	£71.79
21.10	SLCC – Registration fee for Clerk’s CiLCA qualification	£70.00

22. Correspondence to 21 February 2008

- a. BDC – Media Release – Community Achievement Awards – list of successful nominations
- b. BDC – Planning Applications : Local Validation Requirements consultation document – response agreed, Clerk to forward
- c. BDC – Dates for meetings with Parish Councils – Thursdays – 13 Nov (east district) Hintlesham Hall Golf Club and 27 Nov (west district) Stoke by Nayland Club
- d. Environment Agency – Coastlines newsletter: issue 10
- e. Suffolk Accident Rescue Service – Letter asking for grant – For June agenda
- f. SCC – Suffolk Highways Partnership – Newsletter No 3 Autumn 2007
- g. SALC – The Local Councillor – *copies distributed to cllrs*
- h. SCC – Notice of proposed waiting restrictions, parking places and disabled parking places in Shotley Order 200- (re: Bristol Hill) – (Already agreed by SPC at drafting stage)
- i. SOS – Letter inviting Peninsula Parishes to become members
- j. SCC – Notice of temporary closure of part of the C411 The Street and Shop Corner Erwarton and Shotley – *details circulated 31/1/08 to all councillors*
- k. Suffolk Coastal DC – LDF consultation documentation – No comments
- l. Marine Conservation Society Newsletter – Winter 07/08
- m. BDC – Spring Clean Suffolk 2008 – 1 March to 13 April
- n. Rural Coffee Caravan Information Project – Invitation to AGM 9 April 2008 for more info visit coffee.caravan@btinternet.com
- o. Babergh Domestic Violence & Abuse Forum – request for grant - For June agenda
- p. SALC – Babergh Area Meeting 3 March – agenda and minutes of last meeting
- q. BDC – Media Release – (1) BDC looks for retail study consultants (2) Brantham affordable homes thumbs up! – for further information see www.babergh.gov.uk

23. Chair’s urgent business: any other matters for immediate discussion at the discretion of the Chairman – None to report

24. Reports from Councillors on matters not itemised on agenda

- 24.1 Cllrs extended apologies for future meetings: Wrinch and Armes: 6 and 20 March (holiday) and Peters 20 March (holiday)
- 24.2 It was reported that Shotley CP School had received an excellent Ofsted report and Clerk instructed to forward the SPC’s congratulations.
- 24.3 It was reported that a homeowner on Stourside appeared to have removed scrub, trees and an official footpath sign alongside a public footpath. Clerk to report to SCC.

25. Clerk’s report

- 25.1 Cllrs asked to note Clerk’s holidays: 31 March to 6 April
- 25.2 Clerk advised that she had recently attended one CiLCA intensive training session at SALC and as a result some SPC documentation will be revamped in order to comply “proper practice”.

26. Report on Clerk’s and RFO’s appraisals – to consider employment committee recommendations – It was recommended and resolved that both the Clerk and RFO proceed to the next increment in the NALC payscales being 28 – LC2 with effect from 6 April 2008.

**27. Date of next meeting: 6 March 2008 at 7.30pm – Review Meeting
20 March 2008 at 7.15pm – Council Meeting**

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

