

Minutes of the Shotley Parish Council meeting held on Thursday 17 January 2008 at 7.15pm in the Large Committee Room, Shotley Village Hall.

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

In attendance: Eight members of the public, PCSO Gibson, D.Cllr P Clarke and C.Cllr D Wood

1. Open forum for members of the public to speak to Councillors on items appearing on the agenda

Some parishioners present wished to discuss the 97H bus service. However, it was pointed out that as Councillors had not had time to peruse recent copy correspondence, it could not be discussed in detail at the meeting. It was agreed that this issue would be on the agenda for the February meeting.

Meeting commenced 19.33

2. Apologies for absence – D.Cllr T Roberts (holiday)

3. Declarations of interest and additions to register - None

4. District Councillor's report

Cllr P Clarke advised that Babergh's budget had been set at 3.9% which was to be approved in February; she would no longer be chair of the Standards Committee as the Government now required an outside independent chair to be put in place; and that the Babergh East Local Strategic Partnership had no co-ordinator at present, was not big enough to attract funding and remained in limbo at the moment.

5. County Councillor's report

C.Cllr Wood's report had been circulated prior to the meeting. It contained updates on: the end of bird flu restrictions; 2008-2009 budget; Real Nappy Network; concerns over waste recycling target; and Unitary Ipswich/Suffolk – for full details see attachment 1. Cllr Wood sent his apologies in advance for the February meeting as he would be away and advised that Cathy Pollard would be able to assist in his absence.

6. Safer Neighbourhood Team

Trisha also announced she will be using SID speeding equipment around the parish and peninsula; that overall Shotley's crime figures were 1 crime down compared to Nov/Dec 2006; and that motorists who park on the verge at Kingsland/The Street will be formally warned by the police to not do so.

PCSO Trisha Gibson hoped that local people would attend the SNT meeting on Tuesday 29 January if they had issues to raise. The minutes for the SNT meeting held on 28 November had been received and circulated. Trisha confirmed that SPC's comments regarding the conduct of meetings would be a discussion point at the next SNT meeting. The Clerk, RFO, Cllrs Ingram, Peters and Matthews confirmed they hoped to attend the SNT meeting.

It was noted that the December crime report indicated three thefts and one common assault.

20.36 – D.Cllr D Wood left the meeting

- 7. Minutes of the Parish Council Meeting of 20 December 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)**
Road sign by Shotley Rangers – Still to be progressed.
Use of Church Green – Letter received from resident re outcome of his investigations in correspondence folder. Other than an acknowledgement, no further action was required at present.
Lloyd Road Bollard – Still to be progressed.
- 9. Play areas: update**
Adventure Playgrounds have carried out some repairs to the playgrounds. Unfortunately they did not make contact prior to visiting the sites and a breakdown of costs was not forthcoming. There are still repairs to be carried out and Rospa issues remain outstanding. It was agreed that they be advised that SPC will withhold any payment due until all work is completed to our satisfaction.
- 10. Parish Plan Implementation Board**
10.1 Update – No progress had been made recently. It was hoped a small working party could be formed in order to review the working of the Implementation Board.
10.2 Consider appointing a paid project manager – Nothing heard from BDC – Cllr Steel to progress.
- 11. Ganges: update**
11.1 Spine Road – BDC had approved the planning application by Haylink to build the spine road.
11.2 Certificate of Lawful Development – A reply had been received from the legal dept at BDC regarding SPC's request for further information. They were still claiming legal privilege and would not release the information. It was agreed to follow their complaints procedure and write to the Chief Executive pointing out that these were important decisions and should be made with openness and transparency. Should a satisfactory answer not be forthcoming, SPC would then make contact with the Information Commissioner re Freedom of Information.
11.3 Reserved Matters – 404 – to agree response to BDC re amendments - draft response was agreed and would be forwarded to BDC.
11.4 Reserved Matters – 404 – Minutes of Special Planning Meeting 30 October 2007 – The minutes had been distributed prior to the meeting, but a decision re their accuracy was deferred until the February meeting.
11.5 List of outstanding matters – Deferred until February meeting.
- 12. Breached Stour River Path**
12.1 Update – Clerk advised that as time had been short over the Christmas period only limited research on who to contact had been carried out and that assistance was needed in formulating letters to be sent to the various agencies asking for help/guidance etc. Cllr Peters offered assistance.
12.2 To consider quotation for repair of breaches – This had not been received. It was noted that the contractors would be on site until the end of February and that a special meeting could be called if an urgent decision was needed on any quotations received between meetings.

21.18 – Cllr Clarke left the meeting

13. Road issues:

- 13.1 Hedge trimming at East View Terrace - Three quotations had been received and it was agreed to accept the lowest at £100 from Mr Ian Peters.
- 13.2 Speed gun purchase – Holbrook clerk writing to all parishes to seek agreement to take part and contribute. Outcome still awaited.

14. Planning matters to 13 January 2008 and received subsequently

Application(s) received

- 14.1 B/08/00008 – 36 Great Harlings, Shotley Gate – Erection of single storey side and rear extension (including conservatory) – **No objections.**
- 14.2 B/07/01933 – 1 Charity Farm Cottages, Wades Lane, Shotley – Erection of timber summer house. **No objections.**

Application(s) granted

- 14.3 B/07/01860/FHA/AS – 25 Kirkton Close, Shotley, Ipswich, IP9 1QG – Erection of a two-storey rear extension (existing conservatory to be demolished) Erection of catslide dormer window to side elevation. Insertion of 4 No. rooflights and 1 No. dormer window.

15. RFO's Report

- 15.1 All invoices which include VAT have been copied and listed for the annual VAT claim.
- 15.2 Release of the BELSP funds awarded to various parish projects was still awaited. Clerk to chase.
- 15.3 The Tax and NI contributions for the last three months have been processed upto and including December (£824.51).
- 15.4 Reserves as follows:

Community Account	£2,941.61
Premium Account	£450.17
Tracker Account	<u>£33,450.14</u>
Sub total	£36,841.92
Earmarked reserves:	
Kingsland Playground	(£5,000.00)
Ganges Playground	<u>(£5,000.00)</u>
Grand total	£26,841.92

16. Authorisation of payments:

- 16.1 Clerk's salary (6.12.07-5.01.08) = 52 hrs £448.05
- 16.2 Clerk's expenses – paper and stamps £9.89
- 16.3 RFO's salary (6.12.07-5.01.08) = 34½ hrs
- Litter Warden's salary (6.12.07-5.01.08) = 22½ hrs £529.02
- 16.4 RFO/Litter Warden expenses £63.40
- 16.5 Litter Warden's salary (Village) (6.12.07-5.01.08) = 19½hrs £136.50
- 16.6 BDC – Election Costs – May 2007 £60.51
- 16.7 BDC – Bin Emptying Oct-Dec 07 £129.53
- 16.8 Inland Revenue (December quarter payment Tax + NI) £824.51
- 16.9 B Nicholls for clerk's computer healthcheck £50.00

17. Correspondence to 17 January 2008

- a. SCC – Suffolk Bus Strategy 'get on board' booklet
- b. SALC – copy correspondence re post office closures, Suffolk estuarine strategy,
- c. Suffolk Hedgerow Survey/Newsletter Winter 2007.

- d. Suffolk Wildlife Trust – various magazines, raffle tickets, dates for year, catalogue
- e. BDC – media releases - £100K capital grants scheme
- f. SPS – Letter updating on situation re SPS's relationship with CPRE
- g. Mr Cutmore – letter re access and egress over "Church Green" – *No action needed other than acknowledging letter*
- h. Dept of Communities and Local Government – Consultation on orders and regulations relating to the conduct of Local Authority members in England
- i. SPS – Copy of their letter to SCC re Water Issues Report – October 2007

18. Grounds maintenance: to consider working party recommendations re:

- 18.1 Grass cutting quotations – Three companies had been approached for quotations although only two were received. It was agreed to engage the services of Elmy Landscapes (after obtaining satisfactory verbal references) who would make 16 cuts per year on a fortnightly basis between mid-March and October for £1920 (plus VAT). RFO to obtain a contract for signature from Elmy and to serve notice on Babergh's contractor before the end of February.
- 18.2 Employing a Community Warden – the wording of an advertisement was agreed following various amendments/additions and this would be advertised in the various free publications available on the peninsula as well as the website. Closing date for applications: 15 February. The employment committee would make a shortlist of any applicants after that date.

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

The Footpaths Rationalisation programme was moving forward with the exception of a path at Mill Farm in Wades Lane due to anomalies. More information notices would be erected in due course.

20. Reports from Councillors on matters not itemised on agenda

- 20.1 Cllr Catling advised that The Big Quiz was on at the Village Hall on 26 January and asked that an SPC team be put together. Cllrs Wrinch and Ingram were happy to join him.
- 20.2 The drains along the Ipswich Road towards Shotley Gate and on The Street opposite the allotment path were blocked again. Clerk to contact SCC.
- 20.3 Recent roadworks outside the Kingsland Post Office needed levelling off as water was lying on the road. Clerk to contact BDC.
- 20.4 Cllr Steel had written a report about a greater role for the Shotley Community in the future – this had been circulated and was to be discussed at the Review Meeting in March
- 20.5 It was noted that the Marsh Lane path had been cleared of shrubs by the farmer to enable equipment access.
- 20.6 Graham Brown had kindly agreed to look at Emergency Planning for Shotley and would present an overview at the Review Meeting in March.

21. Clerk's report

Nothing to report.

22. Date of next meeting: 21 February 2008 at 7.15pm

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