

**Minutes of the Shotley Parish Council meeting held on Thursday 19 June 2008 at  
7.15pm in the Large Committee Room, Shotley Village Hall**

**Present:** Councillors: R Wrinch (chair), T Ingram, J Catling, N Bugg,  
G Steel, 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** – Cllrs M Connell (car breakdown), M Matthews (work commitment) and D Armes (holiday)
2. **To receive Declarations of interest and additions to register** – Cllr N Bugg, item 7.10 (personal interest)
3. **To receive reports from: (if available):**
  - 3.1 District Councillor – Cllr Roberts had received a complaint from a parishioner regarding the non-arrival of buses. Clerk requested to write to the bus company.
  - 3.2 County Councillor - Cllr Wood advised that the proposed yellow lines on Bristol Hill had now been approved at committee level; the cycle routes proposal had been turned down at cabinet level; SCC had lodged a complaint due to lack of consultation on the SWISS centre travel plans; the Boundary Committee's report on Local Government in Suffolk is likely to be delayed and he would chase up again the siting of a children crossing warning sign at East View Terrace.
  - 3.3 Safer Neighbourhood Team -. The April and May Crime Reports were read out to the meeting. It was noted that the SNT were carrying out a two-stage review in order to take them forward. PC Garrod attended the meeting for a short period having come from an incident at the beach.
  - 3.4 Parish Plan Implementation Board –. A meeting had been held with the SVHMC and a development plan was being compiled along with a "wish list". Four quotations were still awaited on the tennis courts redevelopment.
  - 3.5 Parish Clerk - Councillor vacancy – A vacancy had arisen due to the resignation of Jeremy Peters for personal reasons. The Council wished to thank him for all his hard work whilst on the Council. Notices of the vacancy had been posted up as is required. BDC Returning Officer advises that an election can be called if 10 parishioners write to him asking for one before the cut off date of Monday 7 July 2008.  
**Clerk's Hours** – These had increased recently and the Chair has been made aware of the reasons for this.
  - 3.6 Responsible Financial Officer –Internal auditors required changes to the way the accounts are presented – details to be finalised prior to submission to the external auditors. BELSP had been advised that £3,000 of the earmarked funding had been transferred to general funds following the repair of the breached Stour River path.

The Parish Council reserves are as follows:

Community Account	£2,318.22.
Premium Account	£452.92
Tracker Account	<u>£63,258.62</u>
Total:	£66,029.76

Which includes earmarked reserves and funds:

Ganges Playground	£5,000.00
Kingsland Playground	£5,000.00
BELSP (SVH kitchen £7K – Tennis Courts £10K)	£17,000.00

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

3.6 Community Warden – A detailed report was read out to the meeting, highlights included:

- Litter is up slightly due to reading books having their pages ripped out and thrown all over the sports pitch. This has been off-set by no bottles being smashed on the Tennis courts recently.
- Beer can and bottle litter is down – details of items found had been passed to SNT
- Paving had been placed in front of the Kingsland notice board.
- A no smoking sign has been fixed onto the bus shelter.

It was also noted that BDC would be holding some more sports activities in Shotley as part of their summer holiday programme at the Ganges Wood Play Area. Dates advised: 29 July (2-4pm), 6 Aug (10-12noon) 11 and 21 Aug (2-4pm). Activities to be confirmed.

4. **To agree minutes of the Annual Parish Council Meeting of 15 May 2008** - The minutes had been distributed beforehand and were declared a true and accurate record and were signed as such by the Chairman

5. **To agree minutes of the Planning Meeting of 5 June 2008** - The minutes had been distributed beforehand and were declared a true and accurate record and were signed as such by the Chairman

6. **Matters of report from minutes of previous meetings**

Road/parking outside Kingsland PO – Letters had been dispatched to the relevant departments in BDC and SCC. BDC Planning has replied with layout suggestions, still awaiting response from SCC.

Lloyd Road Bollard – Corresponding with Anglian Water currently to ascertain if the drive in front of their facility belongs to them.

Suffolk Hedgerow Project – Maps to be distributed along with survey sheets soon.

Risk Assessment Working Party – Further meeting to complete documentation to be held in near future.

Finance Working Party – Meeting still to be arranged.

Dog litter bins – These had been ordered, no installation date set as yet.

Dreamweaver software – had been installed on Clerk's computer to allow for editing of website and one "training session" had been held, another to be scheduled.

7. **To consider making grants to:**

- 7.1 Suffolk Family Carers – resolved to grant £125
- 7.2 Home-Start Babergh – resolved to grant £125
- 7.3 Babergh Domestic Violence and Abuse Forum – resolved not to grant at this time
- 7.4 Ipswich and East Suffolk Headway – resolved to grant £125
- 7.5 Suffolk Accident Rescue Service – resolved not to grant at this time
- 7.6 OPTUA Leisure Service – resolved to grant £125

- 7.7 Shotley School PFA – resolved to grant £1000
- 7.8 Shotley Drama Group – resolved to grant £1500
- 7.9 Kidzone – resolved to grant £450
- 7.10 St Mary's Church Shotley – resolved to grant £900

**8. Presentation regarding provision of local bike track/skatepark – Deferred**

**9. Ganges: update**

Reserved Matters 404 – Clerk in contact with BDC Planning in order to arrange a meeting to discuss the way forward - Cllrs Steel, Ingram and Wrinch hope to attend along with the Clerk Ganges Mast - Details received and passed on to Haylink re mast repairers.

**10. Breached Stour River Path**

- 10.1 Repair update – Groupbridge have completed their sections of the path and an invoice has been received. Groupbridge had resurfaced at the water pipe outlet, however it flooded again overnight and it washed away the surfacing. They advise that they will have to charge extra if called back to resurface at a later date.
- 10.2 Other issues - Anglian were contacted re the missing grille, exposed pipes in the path and pipe on the hill needing repair. The grille had been fitted to the outlet pipe on the beach on 18/6. Resurfacing has proven a rather more complex problem than originally anticipated due to ground water, however Anglian Water say this is not their responsibility. The broken pipe has been repaired. Clerk to investigate remedy with SCC Rights of Way initially regarding ground water problem.
- 10.3 Funding - Letters had been sent to BELSP, SCC Rights of Ways and SCC Locality Budget in order to obtain the funding promised totalling £8,000. SPC's liability is £4,000 along with the VAT, which will be reclaimed in due course.
- 10.4 Meeting with BDC – A meeting had been fixed for 22 July with the Open Spaces Manager in order to discuss the way forward. Agenda to be discussed at next parish meeting. Cllrs Wrinch, Ingram and Roberts attending along with Clerk.

**11. Electoral Commission Update** – It was agreed to arrange a public meeting for early September in order to pass on/discuss the Boundary Commission's findings. In view of the likely delay in receiving their report, Clerk requested to contact BDC to ask if their meetings for parish councils schedule for 14 and 17 July could be put back until mid-September to allow time for advice to be sought if necessary.

**12. Planning matters – To consider responses to Babergh District Council on applications received upto 15 June 2008 and subsequently:**

- 12.1 B/08/00680/FHA – 69 Great Harlings, Shotley, Ipswich IP9 1NZ – Erection of a rear conservatory – **No objections**  
Applications approved by Babergh
- 12.2 B/08/00594/FHA/MB – 2 Kirkton Close Shotley IP9 1QG – Erection of two-storey side extension incorporating ground floor annex
- 12.3 B/07/01535/FHA/AS – 16 The Street Shotley Ipswich IP9 1LD – Retention of a detached outbuilding for use as gym. Retention of attached gazebo.  
Applications refused by Babergh
- 12.4 B/08/00603/OUT – Erection of 1 No. dwelling. Construction of new vehicular access – part rear garden of 1 Stourside Shotley

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

- 13.1 Clerk's salary (6.5.08-5.6.08) = 79.45 hrs £793.7
- 13.2 Clerk's expenses – paper, telephone/internet charges/picture frames non-smoking sign, blu tack £147.57

13.3	RFO's salary (6.5.08-5.6.08) = 29 hrs	£344.2
13.4	RFO's expenses – McAfee virus protection + sundries	£61.97
13.5	Community Warden's salary (6.5.08-5.6.08) = 22.20 hrs	£200.97
13.6	Community Warden's expenses – petrol, graffiti removal, paint	£25.84
13.7	Litter Warden's salary (Village) (6.5.08-5.6.08) = 20.30 hrs	£143.50
13.8	BDC – Bin emptying Jan-Mar 08	£138.70
13.9	SVHMC – Hire of hall for meetings on 20 May and 5 June	£18.00
13.10	Groupbridge Ltd – repair to Stour breach river path	£13,933.15
13.11	SALC – Clerks networking day on 10 June 2008	£11.75
13.12	Jeremy Peters – purchase of Dreamweaver programme	£373.98
13.13	HMRC (direct payment) 3 month's tax and NI	£514.09
13.14	Three Rivers – herbicide treatment of weeds at tennis courts	£65.00
13.15	SCC – photocopying charges	£17.78
13.16	Elmy Landscapes – grass cutting	£141.00
13.17	Suffolk Family Carers	£125.00
13.18	HomeStart Babergh	£125.00
13.19	Ipswich and East Suffolk Headway	£125.00
13.20	Optua Leisure Service	£125.00
13.21	Shotley School PFA	£1,000.00
13.22	Shotley Drama Group	£1,500.00
13.23	Kidzone	£450.00
13.24	Shotley Church	£900.00

**17. To consider correspondence received upto 19 June 2008 and any responses required**

- a. Stour and Orwell Estuaries Management Group – invitation to 2008 Annual Forum on Thurs 3 July 9.30am -1pm – RSVP by 13 June if interested – *Ian Peters is attending*
- b. SCC – Rural Deprivation Report (on a memory stick) also available on [www.suffolkacre.org.uk/ruralreport](http://www.suffolkacre.org.uk/ruralreport)
- c. BDC – copy of their response regarding Terminal Control North – proposed changes to airspace consultation Spring 2008
- d. BDC – Local Government Review – meetings on 14 and 17 July 7 – 9.30pm at Hintlesham and Stoke by Nayland respectively
- e. BDC – Local Code of Conduct Complaints – Changes to the complaints process
- f. BDC – Various media releases
- g. IBC – Local Government Review – Ipswich's proposals
- h. BDC – instructions on how to view planning applications on-line!
- i. SPS and Orwell Housing Assoc – Joint Conference on Affordable Housing - Tues 22 July 9.30-15.30 £37.50 (incl lunch) at Blackbourne Hall, Elmswell – V.limited spaces
- j. Suffolk Coasts and Heaths – AONB Management Plan Launch – Invitation to the Chairman to attend on Monday 30 June 1015am followed by lunch and an afternoon walk at Thorpeness County Club - RSVP 6 June
- k. BDC – Response to BT's public Phone Box removal plan
- l. Letter from parishioner complaining about dog fouling and parking outside the Almshouses along with my letters to BDC and PCSO Gibson
- m. BDC – e-mail containing details of the Community Sentencing project whereby offenders carry out unpaid work for local communities. *Passed to cllrs, CW and TW 040608*
- n. Suffolk Coastal – News Release re first stage of expansion works at Felixtowe Port are underway – *passed to cllrs 040608*
- o. Mr & Mrs Cocksedge – letter regarding overgrown brambles on footpath from Estuary Road through to Lower Harlings – *passed to SCC Rights of Way and parishioner informed*
- p. SNT – Letter advising of a two stage review of the SNT network.

- q. SoS – Further letter outlining their stance and background to NATS Consultation – *no further action required*
- r. BDC – Letter informing SPC that they are currently consulting on land available for housing within the district as part of the SHLAA study.
- s. BDC – Hackney Carriage quantity controls and zoning consultation – comments required by 21 July
- t. SoS – copy of a response re NATS Consultation for our information.
- u. SPS – copy of their response re the NATS Consultation
- v. Letter of complaint re Pow Wow attendees using a field as a toilet facility (author also wrote to SVHMC)

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

None

**Meeting finished 10.00pm**

**Date of next meeting: 17 July 2008**

**Key:**

BCT = Babergh Communities Together

BDC = Babergh District Council

BELSP = Babergh East Local Strategic Partnership

CPRE = Campaign for the Protection of Rural England

CW = Community Warden

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

TW = Tree Warden