

**Minutes of the Shotley Annual Parish Council Meeting
held on Thursday 15 May 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, RFO: D Bedwell and Clerk: L Rowlands

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

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

1. **To elect Chairman for 2008/9** - Cllr Matthews, seconded by Cllr Peters proposed Cllr Wrinch as Chairman. All were in favour and Cllr Wrinch accepted the post.
2. **To receive apologies for absence** - Cllr Armes (holiday), SNT (rest days) and Community Warden (holiday).
3. **To receive Declarations of interest and additions to register** – Cllr Peters, item 9q – (personal).
4. **To elect Vice-chairman for 2008/9** – Cllr Peters, seconded by Cllr Wrinch proposed Cllr Matthews as Vice Chair. All were in favour and Cllr Matthews accepted the post.
5. **To form working parties (WP)/representation (Rep) on outside bodies:**
 - a. Planning WP – Cllrs Armes, Catling, Matthews and Bugg
 - b. Employment WP – Cllrs Armes, Connell, Bugg and Wrinch
 - c. Village Hall Management Rep – Cllr Matthews
 - d. SALC Rep – Cllr Wrinch and substitute Cllr Steel
 - e. SPPA Rep – Cllr Steel
 - f. Play Areas, Allotments and Footpaths WP – Cllrs Armes, Bugg and Wrinch
 - g. Youth Co-ordinator/Shotley School Liaison WP – Cllr Matthews
 - h. Parish Plan Implementation Board Rep – Cllrs Peters, Ingram and Steel
 - i. Babergh DC Area Rep – Cllr Steel
 - j. Risk Assessment WP – Cllr Matthews, Clerk and RFO
 - k. Finance WP – Cllrs Bugg, Catling and RFO
 - l. Communications lead – Cllr Peters
 - m. Suffolk Hedgerow Survey WP – Joint Co-ordinators Cllr Wrinch and Clerk, volunteers = Cllrs Catling, Steel and Matthews
 - n. Internal Auditor – Heelis & Lodge
 - o. External Auditor – BDO Stoy Hayward LLP
6. **To receive reports from (if available):**
 - 6.1 District Councillor – It was noted that work was progressing, albeit slowly, on the demolishing of the Almshouses following the BDC Environment Department contacting the developer.
 - 6.2 County Councillor – A written report was passed to the Clerk at the meeting for circulation to Cllrs containing items on the Boundary Review in Suffolk; Blue tongue vaccine, the “Join a library campaign” and Residential homes for older people.

6.3 Safer Neighbourhood Team – There were no members of the Team available due to rest days/leave etc. However, it was noted that a press release had been issued launching the Alcohol Marking Scheme. Licensees, SNT members, C.Cllr Wood and SPC Councillors were invited to attend the official launch at 2.30pm on 20 May at Shotley Village Hall. PCSO Gibson had run a Poster Competition at Shotley Primary School on “Looking after Our Environment” and the winning posters would be put up around the village soon. All entries would be displayed at the Annual Parish Meeting. No crime report for April had been received.

6.4 Parish Plan Implementation Board – A meeting had been held on 9 May and notes were circulated to all Cllrs.

6.5 Parish Clerk -

Annual Parish Meeting - Invitations had been sent out to all local organisations many of which have confirmed they are attending. Unfortunately no-one impartial could be found to speak on the Future of Local Government in Suffolk. Cllr Steel has kindly offered to arrange the tables for those organisations who require them; a volunteer is needed to display the school competition posters. All nominees for Community Achievement Awards have accepted their invitations to come along and accept their awards.

Clerk's holiday dates – 27 and 28 May.

6.6 Responsible Financial Officer –

The Council's reserves were as follows:

Community Account	£3.168.01
Premium Account	£451.76
Tracker Account	£62.947.78
Total:	<u>£66.567.55</u>

Earmarked Reserves and Funds:

Ganges Playground	£5.000.00
Kingsland Playground	£5.000.00
BELSP Fund	£20.000.00

Grand Total: **£46.567.55**

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

- The NALC mileage allowances had increased – details from RFO.
- The Clerk and RFO's hourly rate had been increased to £11.87 as agreed at appraisal.

6.7 Community Warden - Playparks (both)

- A report was presented to the meeting and it was noted that urgent repair was needed to the Kingsland Playpark in particular the painted hand holds of the play frame and the ‘fireman's pole’ as these were in a poor state. The Warden was to carry out repairs as soon as possible.
- The goal post nets have proved a great success and families are using the pitch.
- The ‘Graffiti’ wall was painted on one side and was an instant success.
- More graffiti removal was needed on the one wall that still has some on – below Ganges play park. There has been no new graffiti found since the last Parish council meeting.

7. **To agree minutes of the Parish Council Meeting held on 17 April 2008** - The minutes were declared a true and accurate record and were signed as such by the Chairman.
8. **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 had replied with layout suggestions - still awaiting response from SCC.
Lloyd Road Bollard – BDC are unable to help as the land does not belong to them, so contact will be made with Anglian Water.
Suffolk Hedgerow Project – Cllr Matthews and the Clerk are attending a training course in order to recognise hedgerow species.
Risk Assessment Working Party – An initial meeting was held this week, further meeting to complete documentation to be held in near future.
Finance Working Party – Meeting still to be arranged.
No waiting restrictions on King Edward VII Drive – A meeting had been held last week between SPC Cllrs, Philip Wright of SCC and two interested parishioners. A revised copy of the planned proposals had been supplied by SCC.
9. **To consider the authorisation of regular payments/subscriptions, subject to rises affected by inflation: All in favour**
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| a. | SVHMC – subsidy for Over 60s Club = | £275 |
| b. | SVHMC – use of village hall for 13 meetings = | £195 |
| c. | SCC – maintenance of streetlights = | £1000 |
| d. | Membership of SALC and publications = | £690 |
| e. | Membership of Suffolk Acre (including insurance premium) = | £1100 |
| f. | Friend of Suffolk Preservation Society = | £20.00 |
| g. | Elmy Landscaping – grass cutting = | £1800 |
| h. | BDC – collection of refuse from litter/dog bins = | £500 |
| i. | BDC – Nominal rent for Kingsland Green = | £25 |
| j. | General maintenance of SPC property = | £5680 |
| k. | Attendance at training courses for Employees and Councillors = | £1500 |
| l. | Employees’ expenses = | £2100 |
| m. | Stour and Orwell Society = | £10 |
| n. | Clerks and Councils’ Direct = | £9.50 |
| o. | Rospa inspection = | £150 |
| p. | Audit fees = | £650 |
| q. | Website hosting/development - | £75 |
10. **To consider Emergency Plan Working Party recommendations regarding the drafting of an Emergency Plan for Shotley**
It was resolved to accept the Working Party’s recommendations that SPC go ahead with the draft plan at a cost of £150. Further costs, which would be applied for once sourced would be:
- 1 emergency box (to contain plan, useful contacts, torches etc),
 - 2 potential increase in insurance (RFO to investigate); and
 - 3 upgrading village hall with phone and broadband connection (for emergency use only) (subject to negotiation with SVHMC)
11. **Democracy Week: To consider participation in and forming a working party** – It was felt that this should be taken off the agenda permanently due to time constraints.

12. **To consider purchase and installation of dog litter bin at Orwell View Road/Garden Close** – It was resolved to purchase and install a new dog litter bin at a cost of approximately £100 (plus VAT).
13. **To consider purchase of software to enable Clerk to edit the website** – It was resolved to purchase software at a cost of approximately £400.
14. **To consider response to BT's proposal to remove the Church Walk public phone box** – It was resolved not to oppose the removal of the phone box at Church Walk.
15. **To consider response re NATS proposals as per SOS's recommendations** - It was resolved to write to NATS using the formula letter as suggested by SOS.
16. **Ganges: update**
Mast – Nothing further had been heard from BDC. The HMS Ganges Assoc were still investigating previous repairs carried out in order to pass information on to Haylink/Galliard.
Reserved Matters – A copy of the IEMA report had been received from BDC. A draft response had been circulated prior to the meeting. Following minor amendments Clerk instructed to forward finalised response to BDC.
17. **Breached Stour River Path**
 17.1 Repair update – The contractor had confirmed a start date of 27 May. SCC had put in place a further closure order to facilitate the repair.
 17.2 To consider commissioning designs/drawings from BDC – It was resolved not to commission designs/drawings at this time, but to re-approach BDC once the current repair was complete.
 17.3 Funding update – It was possible that the preliminary grant (of £2,000) from BDC may not be forthcoming as the project did not meet their criteria. Therefore SPC's liability would be in the region of £4,000 (NOTE: it was resolved at a previous meeting to meet any shortfall arising from withdrawal of funds promised).
18. **Planning matters – To consider responses to Babergh District Council on applications received upto 11 May 2008 and subsequently:**
 18.1 B/08/00550/FHA – Waterside, Estuary Road, Shotley, Ipswich IP9 1PZ – Erection of part single-storey and part first-floor extensions – **Undecided - based on the information available at the present time.**
 18.2 B/08/00594/FHA – 2 Kirkton Close, Shotley, Ipswich, IP9 1QG – Erection of two storey side extension – **No objections**
 18.3 B/08/00603/OUT – Part rear garden of 1, Stourside, Shotley Gate – Outline Erection of 1 No. dwelling. Construction of new vehicular access – **Objection on grounds that the proposed bungalow is too large for the site, too close to neighbouring properties, loss of trees, adverse impact on biodiversity and overdevelopment within the locality and may lead to a precedent being set.**
Applications approved by Babergh
 18.4 B/08/00260/FHA – 22 Garden Close, Shotley, Ipswich IP9 ILZ – Erection of single-storey side extension
 18.5 B/08/00350/FHA/MB - Bristol House, Estuary Road, Shotley, Ipswich IP9 1PZ – Erection of single-storey rear extension
19. **To approve and sign: the Annual Return for the year ended 31 March 2008; the Statement of Accounts and the Annual Governance Statement**
 It was resolved to approve, sign and date the documentation.

20. To authorise signing of cheques for payments previously agreed:

20.1	Clerk's salary (6.4.08-5.5.08) = 71 hrs	£721.90
20.2	Clerk's expenses – stamps and general stationary	£17.99
20.3	RFO's salary (6.4.08-5.5.08) = 28¼ hrs	£335.3
20.4	RFO's expenses – (deferred to next meeting)	£ -
20.5	Community Warden's salary (6.4.08-5.5.08) = 32¼ hrs	£290.25
20.6	Community Warden's expenses – petrol and bin liners	£4.91
20.7	Litter Warden's salary (Village) (6.4.08-5.5.08) = 19½ hrs	£136.50
20.8	Cllr Peters – purchase of projector and screen (chq issued)	£552.21
20.9	Elmy Landscapes - grass cutting	£282.00

21. To consider correspondence received upto 15 May 2008 and any responses required

- a. Suffolk Acre – Community Initiative Awards – Nominations to be received by 9 June
- b. Suffolk Acre – Spring Bulletin
- c. SoS – Letter outlining activities over the past year
- d. BDC – Media releases: Sudbury scores a national first with woodland retreat; Babergh elects its chairmen for 2008/9; New Babergh chairmen aims “to be a supportive friend” during changing times; affordable housing named after village centenarian;
- e. SCC and Mid Suffolk District – letter re local government review in Suffolk – see their websites for a copy of their submission to the Boundary Committee
<http://www.suffolk.gov.uk> and <http://www.midsuffolk.gov.uk>
- f. Babergh Community Safety Partnership – Invitation to launch of “Babergh Be Safer” booklet at Stoke-By-Nayland Hotel on 2 June 1.30 – 3.30pm, Guest speaker: Tim Yeo
- g. SPS – Suffolk View publication and invitation to AGM 2008 Thursday 5 June – Haughley Park Barn 6.30pm – Agenda and Minutes of 2007
- h. NALC – Annual Conference and Exhibition 20-22 May
- i. Essex County Council – Letters x 3 re Introduction of 1 APP Application forms dated February and early April (too late to respond with comments as letters received via previous clerk w/c 28/4/08)
- j. SALC – (1) Note on Boundary Committee Review for Suffolk (2) Note on Review of Sub-National Economic development and Regeneration (3) Note on National Security Strategy: Community Resilience Measures (4) New Events Free to Attend “Crime Prevention in the Community” – Dates: 17 and 24 June and 1 July (10am-1pm) (5) Note on CRC response to *Unlocking the Talent of Our Communities* (6) Note on The Suffolk PCSO Pilot
- k. NALC – New Mileage Rates for 2008/9 – *copy passed to RFO*
- l. Suffolk Wildlife Trust – Poster and information re the Turtle Dove country-wide survey. *Posted on noticeboards.*
- m. Home Start – invitation to annual meeting on Monday 30 June 12.30pm followed by buffet lunch RSVP 31.5.08 – *e-mailed to all cllrs*
- n. Letter from parishioner re ball games etc on open space on Ganges Rd resulting in damage to his fence and disturbance – *letter passed to Jo Seymour at BDC and parishioner advised.*

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

- 22.1 It was noted that a CCTV camera had been installed on King Edward VII Drive.
- 22.2 Following purchase of the projector and screen, Clerk to write to the SVHMC to request room to store the screen.
- 22.3 Cllrs requested that a letter of thanks be sent to Radio Suffolk for featuring Shotley in their programme and to all the local people who participated in the show.

- 22.4 The Marina had advised that they had reached agreement with BDC re Shotley Lodge in that they would contribute £115K towards the social housing budget rather than supplying a flat in the development. They had also contributed £9K to the open spaces budget. Demolition of Shotley Lodge would start in 2-3 months and the new flats should be completed by Christmas. New fencing to screen off the boatyard and Ganges Pier would also be installed at the same time.

Meeting ended: 10.10pm

Date of next meeting: 22 May 2008 – Annual Parish Meeting