

Minutes of the Shotley Parish Council meeting held on Thursday 20 November 2008 at 7.15pm in the Large Committee Room, Shotley Village Hall

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

In attendance: Two members of the public (for part of meeting) and two representatives from Ipswich Buses (for part of meeting)

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

1. **To receive apologies for absence** – C.Cllr D Wood, D.Cllrs T Roberts and P Clarke, SP Cllr R Wrinch (other engagement) and T Ingram (transport difficulties) and SNT representatives (off duty)
2. **To receive Declarations of interest** – None
3. **To receive reports from (if available):**
 - 3.1 District Councillor – No report received.
 - 3.2 County Councillor – An electronic report had been received and forwarded to councillors prior to meeting.
 - 3.3 Safer Neighbourhood Team – An electronic report had been received and forwarded to councillors prior to meeting. It was noted that there was to be a crime reduction/neighbourhood watch evening at Holbrook Village Hall on Monday 24 November – unfortunately no councillors were able to attend. PC Austin reported (by e-mail) that the Barn Project was continuing to gather pace.
 - 3.4 Parish Plan Implementation Board – No progress made this month.
 - 3.5 Shotley Community Emergency Plan – A meeting had been held recently and the plan is very near completion. Contents for the emergency box are to be purchased shortly following a grant from the SPC. A “paper exercise” is to be held in January following which, the SPC will be asked to formally “adopt” the Plan at its February meeting.
 - 3.6 Parish Clerk
 - Some allotment rent letters had been sent out (for two years) – rest to follow after clearing up some discrepancies. Two more evictions likely from Bulls Field due to condition of plots.
 - Shotley and Erwarton Business and Information Directory – Did the SPC wish to support a 2009 edition? **It was felt that there would not be sufficient new information to warrant a 2009 edition and to look at this again in 2010.**
 - Cllrs Ingram and Bugg have been asked to carry out a street sign survey at either end of the village in readiness for BDC to carry out any repairs needed at the end of the financial year (funds allowing)
 - 3.7 Responsible Financial Officer
 - 3.7.1 It was agreed that the five cheque signatories would be: Cllrs Wrinch, Steel and Bugg (existing), Catling and Ingram (new)
 - 3.7.2 The draft precept figures for 2009/10 were presented to the meeting for consideration. **It was agreed to defer agreement to figures until the December meeting to allow councillors time to study these in more detail.**
 - 3.7.3 Both the Clerk and RFO’s salaries were to be increased as per NALC’s guidance (Ref: SCP – LC2.28) and backdated to 6 April 2008.

3.7.4 The first Finance Working Party meeting had been held recently and in future quarterly meetings would be scheduled in line with the external auditors' recommendations.

The Parish Council reserves were as follows:

Community Account	£2,081.77
Premium Account	£454.01
Tracker Account	<u>£54,679.00</u>
Total:	<u>£57,214.78</u>

Which includes earmarked reserves and funds:

Ganges Playground	£7,500.00
Kingsland Playground	£7,500.00
BELSP (SVH kitchen £7K – Tennis Courts £10K)	<u>£17,000.00</u>
Grand Total:	<u>£25,214.78</u>

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

3.8 Community Warden

- The bollard at the bottom of Bristol Hill has been replaced.
- All notice boards have been treated with preservative twice.
- The bramble bush between Tudor close and the main road has been trimmed back and cuttings removed.
- The Graffiti wall has been painted again.
- The bent fence post in the tennis courts was straightened only to be bent over again – It will be removed it soon.
- No beer bottles or cans have been found in the normal dumping area although some have appeared in hedges.
- Spare turf has been laid around the paving at the Shotley Post Office noticeboard

4. **To agree minutes of the Parish Council Meeting held on 16 October 2008** - The minutes were declared a true and accurate record and were signed as such by the Chairman

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

- The summerhouse/shed erected at a property on Bristol Hill was reported to BDC who advised that an incomplete planning application had been received. They would keep us informed of developments.
- School sign left out of OVR had been reported to SCC
- Lower Harlings street sign reported for repair to BDC

6. **Ipswich Buses: to discuss timetabling of new service**

A representative from Ipswich Buses was in attendance and answered questions on the timetabling of the 98 and 202 bus services. The issue concerning the 7.23am service, which students attending Colchester College used, had been resolved and a new timetable issued late October. He was apprised of passengers experiencing problems with the withdrawal of the 9am and midnight (Fri/Sat) services and would look the feasibility of reinstating these.

7. **Ganges: update**

Reserved Matters Application – BDC advised that no date had been set for a committee panel site visit yet, nor for the committee meeting this will be reported to. The application is currently in abeyance pending a further review of the Environmental Statement by IEMA.

HMS Ganges Mast – The Conservation Architect at BDC advised that he had been in contact with the developer and understood that the mast was to be inspected shortly. He was of the view that the developers should be allowed six months in order to take down the mast, get quotes, undertake repairs and then re-erect. **SPC's view was that the developers had had long enough to effect repairs and six months was too long to wait – Clerk to relay comments to BDC.**

8. Breached Stour River Path:

- BDC had been in contact with the Environment Agency who advised that no strategic report has been produced and therefore no decisions have been reached for our part of the coast – a suggestion was put forward that a working party made up of interested individuals and representatives from statutory bodies be set up with a view to arranging a meeting in January to work out a way forward – clerk to arrange
- SALC and NALC had been contacted for their comments on the draft letter to the landowner – results were inconclusive – it was agreed that the letter be sent asap marked “without prejudice” and to contact SALC/NALC again relaying all the background and asking who they believe should be responsible for the repairs/upkeep
- Anglian Water – pipework maps had been ordered and were still awaited – Clerk to chase again.

9. Kingsland/Post Office parking: update – Both SCC and BDC have been contacted but no progress to report so far this month.

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

Applications received from Babergh

- 10.1 B/08/01587/OUT – Part side garden of 6 Hervey Terrace, Shotley – outline – erection of 1 no. two storey detached dwelling. Construction of new vehicular access – **No objections**

Applications approved by Babergh

- 10.2 B/08/01477/FHA - April Rose, 46 Ganges Road, Shotley Gate, Ipswich IP9 1RJ – Erection of a rear conservatory
- 10.3 B/08/00739/FUL - Part side garden of 29 Lower Harlings, Shotley, Ipswich – Erection of 2 No. 1½ storey dwellings with single garages and construction of new vehicular access
- 10.4 B/08/01255/FHA - Cockle Creek Cottage, Rose Farm lane, Shotley, Ipswich IP9 1PH – Erection of single-storey and two storey extensions
- 10.5 B/08/01520/FHA – 15 Garden Close, Shotley, Ipswich IP9 1LZ – Erection of front conservatory and erection of lean-to roof to existing rear elevation

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

11.1	Clerk's salary (6.10.08-5.11.08) = 37 hrs (-10 hrs overpaid last month)	£447.20
11.2	Clerk's expenses – ink (£79.96) and stamps (£6.48)	£86.44
11.3	RFO's salary (6.10.08-5.11.08) = 30.05 hrs	£414.02
11.4	RFO's expenses –	£ -
11.5	Community Warden's salary (6.10.08-5.11.08) = 24.30 hrs	£220.50
11.6	Community Warden's expenses –	£ -
11.7	Litter Warden's salary (Village) (6.10.08-5.11.08) = 22 hrs	£154.00
11.8	Jeremy Peters – editing of website	£96.00
11.9	Elmy Landscapes – grass cutting	£141.00
11.10	SALC – annual subscription	£tba
11.11	SALC – Supper for Cllr Ingram at SALC AGM 2008	£14.10
11.12	SALC – Supper for Cllr Steel at SALC AGM 2008	£14.10
11.13	SVHCM – Hire of hall for extra meetings 4 Sept and 29 Oct	£34.00
11.14	Holbrook High School (see 12 m)	£30.00

12. To consider correspondence received upto 20 November 2008 and any responses required

- a. SALC – Information Service – Freedom of Information Act – Publication Scheme.
- b. SALC – Information Service – Making and Enforcing Byelaws.
- c. BDC – Town Centre and Retailing Research for the Babergh District – health checks have been carried out on Sudbury and Hadleigh town centres
- d. Shotley Kidzone – letter of thanks for grant
- e. Dept for Communities and Local Govt. – Sustainable Communities Act 2007 – First invitation to local authorities to submit proposals – deadline for proposals 31 July 2009 – **No comments**
- f. SoS – Invitation to Christmas Party Fri 5 Dec at Woolverstone Hall – **Cllr Wrinch will be attending**

- g. SALC – Invitation to BDC Area Meeting - Monday 24 November 7-9.30pm – **Cllr Steel to attend**
- h. Dept for Communities and Local Govt. – Communities in control: Real people, real power, Codes of conduct for local authority members and employees – a consultation – comments required by 24 December – **No comments**
- i. SCC – Draft Fire Action Plan 2009/10 – Comments needed by 9 January 2009 – **Cllr Matthews to report back to December meeting**
- j. BDC – Letter outlining Choice Based Lettings Scheme (Gateway to Homechoice)
- k. Notice from BDC re Hackney Carriage Zone Amalgamation Resolution – amalgamation of taxi licensing zones for Sudbury, Hadleigh and rest of District into a single district-wide controlled zone for the whole of Babergh.
- l. BDC – Confirmed Orders for the Creation, Diversion and Extinguishment of Public Rights of Way in the Parishes of Shotley and Chelmondiston – no action needed – invoice to follow.
- m. Holbrook High School – invitation to presentation evening on 3rd December 2008 and request for SPC to sponsor an award – **It was agreed that an award be made from the Chairman’s Allowance. No Councillors available to attend presentation.**
- n. Suffolk Acre – Information re Buzabout service – **details passed to Cllr Matthews**

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

- 13.1 Cllr Steel attended the SALC AGM and gave a verbal report.
- 13.2 Cllr Steel had also attended a Business in the Community seminar held by Prohelp which provides various one-off services free of charge to communities including legal and accounts help. Details to be passed to the Noticeboard.

Meeting ended: 9.07pm

Date of next meeting: 18 December 2009

Key:

BCT = Babergh Communities Together	NALC = National Association of Local Councils PPIB =
BDC = Babergh District Council	Parish Plan Implementation Board
BELSP = Babergh East Local Strategic Partnership	SALC = Suffolk Association of Local Councils
CPRE = Campaign for the Protection of Rural England	SCC = Suffolk County Council
EEAPTC = East of England Assoc of Parish and Town Councils	SOS = Stour and Orwell Society
EERA = East of England Regional Assembly	SPC = Shotley Parish Council
ENCAMS = Environmental Campaigns	SPS = Suffolk Preservation Society
	SYCP = Shotley Youth & Community Project