

## Minutes of the Shotley Parish Council meeting held on Thursday 18 September 2008 at 7.15pm in the Large Committee Room, Shotley Village Hall

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

**In attendance:** Five members of the public (for part of meeting) and D.Cllr P Clarke (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 and D.Cllr T Roberts (attendance at another meeting) and SP.Cllr G Brown (work commitments)
2. **To receive Declarations of interest** – Cllr R Wrinch – item 9.1 (prejudicial), Cllr M Matthews and Cllr M Connell. – item 12 (personal)
3. **To receive reports from (if available):**
  - 3.1 District Councillor – Short verbal report given
  - 3.2 County Councillor – None available.
  - 3.3 Safer Neighbourhood Team – Although no SNT representative was able to attend the meeting, it was noted that interested parties had met at the Bristol Arms on 22 August in order to discuss ways of dealing with anti-social behaviour and a public meeting of the Safer Neighbourhood Team was held on Monday 8 September, 7.30pm at The Shipwreck to discuss any issues residents were concerned about – approximately 40 residents attended.
  - 3.4 Parish Plan Implementation Board – A meeting had been held on 15 September and a note of the meeting had been circulated. It was recommended that Cllr J Catling was nominated as a representative on the board – **all agreed**; the Board wished to offer every assistance to the potential development of a youth facility at The Bristol Arms; a written report had been received from the Project Manager re the refurbishment of the tennis courts and it was recommended that the S106 Play and Open Spaces money be allocated to this project – **all agreed** – and that a sum is identified to aid refurbishment of the tennis courts in the 2009/10 budget from the precept – **all agreed**; it was noted that the Parish Plan was now over four years old and bearing in mind coming changes in local government structures it was recommended a new plan be formulated and that this would need to be a 2009/10 budget item – **all agreed**.
  - 3.5 Shotley Community Emergency Plan – Cllr G Brown had advised the Clerk that the draft SCEP was very near completion. At a future meeting (to be arranged) the cost of the “Emergency Box” will be finalised along with launch details. A grant request will be made at the October meeting.
  - 3.6 Parish Clerk
    - The Noticeboard at the bottom of Bristol Hill (by the beach showing the walking routes) had been demolished, along with some of the seawall and two bollards by a car suffering from loss of brakes. It had been reported to SCC who would remove the debris and arrange a replacement via Suffolk Coasts & Heaths although this may take some time as they are understaffed until Jan 2009.
    - Meeting dates for 2009 – calendar circulated
    - Updated SPC contact details sheet circulated

### 3.7 Responsible Financial Officer

- Due to recent income tax changes, both the Clerk and RFO would not pay tax this month
- Councillors were reminded to advise the RFO of any projects for the forthcoming year as the precept needed to be agreed in the coming months

The Parish Council reserves were as follows:

Community Account	£551.54
Premium Account	£454.01
Tracker Account	<u>£44,258.00</u>
<b>Total:</b>	<b><u>£45,263.55</u></b>

Which includes earmarked reserves and funds:

Ganges Playground	£5,000.00
Kingsland Playground	£5,000.00
BELSP (SVH kitchen £7K – Tennis Courts £10K)	<u>£17,000.00</u>
<b>Grand Total:</b>	<b><u>£18,263.55</u></b>

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

### 3.8 Community Warden

- Shotley will again be participating in the Beachwatch event on Saturday 20 September between 10am and 12 noon at Shotley Beach.
- The hedge stumps opposite East View Terrace had been removed and disposed of and the grass will be strimmed in the near future.

4. **To agree minutes of the Parish Council Meeting held on 21 August 2008** - The minutes (after a small amendment to item 3.6, page 2) were declared a true and accurate record and were signed as such by the Chairman

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

- Road/parking outside Kingsland PO – Note of a meeting (22 July) agreed. Letter received from SCC – no funding available for either project until next year. Response from BDC received outlining planning procedures – still await outcome of discussions with Open Spaces Dept (officer away at present)
- Community First Responder Scheme – Cllr Wood has bid for £600 from his Locality Budget towards the grant, once outcome known, SPC can issue a cheque for the remainder of grant requested
- Risk Assessment Working Party – Further meeting still to be arranged.
- Finance Working Party – Meeting still to be arranged.
- Dog litter bins – Still no installation date set – Clerk to chase BDC Waste Dept.

### 6. **Ganges: update**

- 6.1 The Babergh case officer advised that they had received the updated Environmental Statement back from the developer along with amended plans. These would be supplied to the SPC on CD next week.
- 6.2 The yardarm had now fallen from the mast – the developer and Babergh had been advised. Babergh advised that if nothing had been done by the end of the month by the developer they would write to them to arrange a site visit. Clerk to inform HMS Ganges Assoc of same.

### 7. **Breached Stour River Path:**

- 7.1 BDC had requested information from the Dept of the Environment for which a reply was still awaited.
- 7.2 Anglian Water – pipework maps had been ordered and were still awaited

8. **To consider application for grant by Kidzone** – It was resolved to grant £500.

- 9. Planning matters – To consider responses to Babergh District Council on applications received upto 14 September 2008:**  
Applications received from Babergh
- 9.1 B/08/01216/AGD – Land north of Upper Lodge, Wades Lane, Shotley – Construction of irrigation reservoir Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 – **the Council supported this application as it was felt it would prove to be an asset for local wildlife and the landscaping planned would be in sympathy with the surrounding area**
- Applications approved by Babergh
- 9.2 B/08/01180/FHA – 1 Charity Farm Cottages, Wades Lane, Shotley, Ipswich, IP9 1EN - Erection of detached summer house (alternative scheme to PP B/07/01933/FHA)  
Notification from SCC - Highways
- 9.3 Disabled Parking – 13 Lower Harlings, Shotley – SCC would like to extend the disabled bay so it is longer, allowing the resident to park to the front of the bay leaving sufficient space to the rear to load and unload a wheelchair – **the Council resolved to oppose the extension to the disabled bay as it was felt there was sufficient space afforded by the existing bay**
- 10. Boundary Committee’s Draft Proposals for unitary local government in Suffolk** - This was again discussed at length and SPC’s comments finalised.
- 11. Kingsland Pharmacy – to consider response to threat of closure** – It was resolved to respond that the status quo be maintained ie Option 1 of the Pharmacy White Paper consultation document.
- 12. To consider application for grant to Shotley CP School hardship fund** – It was resolved by four in favour, three opposed and one abstention, to grant £750 subject to the school seeking advice from HHS who run a similar scheme. It was noted that a similar amount be allowed for in the budget as this may be an ongoing request for funds.
- 13. To review subsistence payments for clerk and RFO and agree any increase if applicable** – it was resolved to increase subsistence payments by 15% with immediate effect, backdated to April 2008. Future increases to be applied in April in line with NALC’s recommended salary increases.
- 14. To agree further cheque signatories and to complete appropriate forms** – Clerk to request forms from Barclays and place on agenda for October.
- 15. To authorise signing of cheques for payments previously agreed:**
- |       |  |                        |
|-------|--|------------------------|
| 15.1  | Clerk’s salary (6.8.08-5.9.08) = 61 hrs  | £694.25                |
| 15.2  | Clerk’s expenses – paper, BT landline & internet                                   | £115.76                |
| 15.3  | RFO’s salary (6.8.08-5.9.08) = 26 hrs  | £308.62                |
| 15.4  | RFO’s expenses –   | £ -                    |
| 15.5  | Community Warden’s salary (6.8.08-5.9.08) = 24.35 hrs                              | £220.50                |
| 15.6  | Community Warden’s expenses – petrol, building materials, screws                   | £7.45                  |
| 15.7  | Litter Warden’s salary (Village) (6.8.08-5.9.08) = 21 hrs                          | £147.00                |
| 15.8  | SALC – Charing Skills course (MM unable to attend)                                 | £29.38                 |
| 15.9  | Jeremy Peters – editing of website   | £32.00                 |
| 15.10 | Jeremy Peters – <a href="http://www.Myshotley.com">www.Myshotley.com</a> site fees | £35.18                 |
| 15.11 | Elmy Landscapes – grass cutting  | £282.00                |
| 15.12 | SALC - Clerk planning training   | £35.25                 |
| 15.13 | Suffolk Acre – annual insurance premium  | £1023.67               |
| 15.14 | Suffolk Acre – Attendance by Clerk and MM at AGM 2/10/08                           | £26.00                 |
| 15.15 | Kidzone Breakfast Club – grant   | £500.00                |
| 15.16 | SCC – Shotley School Hardship Fund grant   | <u>£750.00</u>         |
|       | <b>Total:</b>  | <b><u>£3457.06</u></b> |

**16. To consider correspondence received upto 18 September 2008 and any responses required** (shown in **bold**)

- a. SALC – letter from Jayne Cole – new Deputy CEO advising of her appointment
- b. SALC – training news – three new dates for Chairing Skills (*copied to MM*)
- c. SALC – training in planning (dealing with applications) for Councillors 13 and 23 October 6.30pm
- d. SALC – Invitation to Conference (1.30-5.30pm) and AGM (7-9pm) 2008 Tues 21 Oct (incl buffet supper) – **GS to attend if available**
- e. SCC – traffic management order re waiting restrictions etc on Bristol Hill
- f. BDC – South and Heart of Suffolk Walking Festival 2009 (May 9-25 incl) – **information to be passed to Shotley Walking Club organiser**
- g. BDC – Reply re public open space contributions – we have £9,174 at our disposal for the provision of new or improved public open spaces and play equipment - **Copy passed to DB and GS**
- h. BDC – The Planning System – An Overview – two events in October for parish councillors to attend – 8 and 16 October at 6.30pm
- i. BDC – Affordable Housing News Summer 2008 edition
- j. SALC – The Local Councillor Issue 3 2008 – *Copies passed to all cllrs*
- k. SALC – Note re BT public payphone removals. Opportunity to “adopt a kiosk” ie keep the kiosk without a payphone for aesthetic reasons. Details on [www.bt.com/payphones](http://www.bt.com/payphones) - **No response**
- l. RSPB Stour Estuary and Wolves Wood reserves newsletter
- m. BDC – Community Achievement Awards 2009 – Nominations required by 30 November 2008 – **To go on October agenda**
- n. Harwich Haven Authority – Proposed launch point signs – HHA are hoping to install information signs at various launch points warning of speed restrictions etc. *passed to Mark Taylor at Shotley Sailing Club*
- o. SALC Information Service – Planning Policy Statement 12
- p. SALC Information Service – Policing Green Paper – *copy passed to GB for comment*
- q. SCC – Suffolk LINK invitation to four more public meetings to report on progress
- r. HHS – invitation to the opening of the Learning Resource Centre and Garden – Fri 26 Sept at 4pm – **DA and NB may attend**
- s. SCC – reply from Highways re Kingsland parking and extension to footway opp East View Terrace
- t. Good Neighbours – invite for clerk and/or cllr to AGM 28 October 7.30pm Shotley Vill Hall (Lg Ctte Rm) RSVP Richard Davis – **NB to attend**
- u. SCC – Unitary councils in Suffolk – summary financial cases published on website 19 Sept. [www.suffolk.gov.uk/yourcouncil](http://www.suffolk.gov.uk/yourcouncil)

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

- 17.1 It was noted that the BBC One programme was to film an item on the Shotley and Erwarton Good Neighbours on 22 Sept.
- 17.2 The fair sited at the Village Hall the end of August did very well and no complaints were received. It was likely to come back again next year.
- 17.3 The SVHMC had a meeting on 8 October at which a Health and Safety Executive would talk.
- 17.4 The Lower Harlings sign had been removed – Clerk to arrange replacement.
- 17.5 A meeting was to be held at Pin Mill on 25 September regarding a tourist brochure for the Shotley Peninsula – RW hoped to attend.

**Meeting ended: 10.00pm**

**Dates of next meeting: 16 October 2008**