

## Minutes of the Shotley Parish Council meeting held on Thursday 15 October 2009 at 7.15pm in the Large Committee Room, Shotley Village Hall

- Present:** Councillors: R Wrinch (Chair), B Nichols, J Catling, G Steel, G. Brown, T Ingram and N Bugg, RFO: D Bedwell and Clerk: L Rowlands
- In attendance:** Five members of the public, DC.Cllrs P Clarke and SC.Cllr D Woods – all for part of the meeting
- Public Forum:** Speeding at East View Terrace was again raised – Highways contact details were passed onto parishioner.

1. **To receive apologies for absence** – SNT (rest days), M Matthews (work commitments)
2. **To receive Declarations of interest** - None
3. **To receive reports from (if available):**
  1. District Councillor – Nothing to report.
  2. County Councillor – e-mailed report circulated prior to meeting.
  3. Safer Neighbourhood Team – The September monthly report had been received and showed four crimes for the month: one each of - common assault and battery; exposure; theft and criminal damage. An SNT meeting is scheduled for Wednesday 21 October 8pm at Holbrook Village Hall.
  4. Parish Plan Implementation Board – A meeting had been held recently; and the minutes had been circulated. Discussions are to be held with the SYNC re the siting of the cabin and the possible use of it by other village groups. It was hoped to hold a volunteer recruitment fair in the village and leaflets to garner interest were to be produced and distributed in the new year. **It was agreed that £50 from the agreed budget be drawdown for a letter to be circulated to local groups to gauge support.**
  5. Shotley Community Emergency Plan – A copy of our plan was to be supplied to Chelmondiston so as to help co-ordinate responses.
  6. Parish Clerk
    - Clerk had attended Affordable Housing event given by Babergh and would pass details on to PPIB
    - Clerk to attend Babergh's Standards Committee training event in November.
  7. Responsible Financial Officer
    - 7.1. The external audit had been concluded – the notice of same to be displayed for following 14 days. Issues raised were: risk assessments still outstanding; fidelity guarantee cover to be increased when external funding received; quarterly finance meetings to be arranged and to follow internal auditors' recommendations.
    - 7.2. The final balance of the BELSP funding (£123.73) had been passed to the SVHMC in part payment of the flooring invoice for the kitchen. Clerk to advise BELSP.
    - 7.3. The Parish Council reserves were as follows:

Community Account	£ 4020.21
Premium Account	£ 454.73
Tracker Account	<u>£69,004.93</u>
<b>Total:</b>	<b>£73,479.87</b>

Which includes earmarked reserves and funds:

Ganges Playground	£ 7500.00
Kingsland Playground	£ 7500.00

BELSP (SVH kitchen £123.73 – Tennis Courts £10K) £10123.73

**Grand Total:** **£48,356.14**

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

8. Community Warden

- All grass areas have been kept to a reasonable cut height;
- Litter up;
- Fence around the tennis court has been tightened but further replacement wire will be purchased;
- Play parks both require repairs as detailed in separate reports with Clerk;
- Cutting and trimming of hedges and pathways will take place in next few weeks; and
- The beach clean produced seven bags of rubbish, one bicycle frame and wheels, bike tyre and two car tyres.

9. Stour Footpath Group

- Draft conceptual design report received from Hawes Associates;
- Invitation to Hawes to group meeting to present the completed conceptual design report and discuss next actions
- Artists impression of picnic area coming along;
- The SOS Lottery funding application had been unsuccessful;
- Meeting with Estuaries Officer to be arranged;
- Cllr Wood to arrange a meeting with Babergh regarding avenues of funding etc; and
- Continue to construct trial sea defences

4. **To agree minutes of the Parish Council Meeting held on 17 September** - 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** – Highways had confirmed that the ditch on the B1456 near Styngnam Cottages would be cleaned out as part of routine maintenance within next 3-4 weeks.

6. **HMS Ganges: update**

1. Reserved Matters (B/00/01318RES - 404 Retirement Homes) – Replies to consultations had been finalised between meetings and despatched to the Planning Officer. It was expected that this would go to Development Committee in November at which we had several slots - the SPPA was due to meet soon to decide who would use the “slots”.
2. Mixed use development (B/08/00964/ENQ – “Paragraph 29” application) – No news.
3. Mast – Babergh had issued a second newsletter updating residents of the current situation. The Strategy Committee had considered a report outlining the options open to the council; the Historic Buildings Officer was considering in detail a proposal from the developers; the developers had appointed an architect to help them through the process; Babergh will be continuing discussions with the developer to ensure proposals are acceptable before the finer details are ironed out and a Listed Building Consent application is submitted.

7. **Planning matters**

Response to applications received up to 11 October 2009:

**Applications received from Babergh**

1. B/09/01065/FHA – 1 and 2 Charity Farm Cottages, Wades Lane, Shotley, Ipswich IP9 1EN – Erection of single-storey side extension to south-east elevation.

Erection of detached triple cartlodge (1 no. existing garage to front of property to be demolished) Erection of 1.2 metre high wall and fence and associated gate.  
Relocation of oil tank – **No objections**

2. B/09/01066/LBC – 1 and 2 Charity Farm Cottages, Wades Lane, Shotley, Ipswich IP9 1EN – Application for listed building consent – erection of single-storey side extension. Insertion of 2. No. Dormer windows to north-east elevation; insertion of 2 no. Replacement windows to south-west elevation; insertion of Juliet balcony to south-east elevation; infill of 1 no. roof light on south-west elevation; internal alterations, including enlargement of door opening and insertion of double doors between sitting room and utility room of ground floor, creation of door opening between utility room and hall on ground floor, and removal of window to sitting room on ground floor to form opening into proposed side extension – **It was felt that the Council was not equipped to comment on listed building consent as this was a specialised area.**

#### **Applications approved by Babergh**

3. B/09/00983 – 38 Great Harlings Shotley Ipswich IP9 1NY - Crown lift to 4m 2 no. Corsican Pine trees covered by TPO BT264
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8. **To consider compassionate leave for Clerk** - It was agreed to allow Clerk one week's paid compassionate leave.
  
  9. **To authorise signing of cheques for payments previously agreed:**
    1. Clerk's salary (6.9.09-5.10.09) = 27.5 hrs (+ 12 hrs c.leave) £484.45
    2. Clerk's expenses – stamps £8.28, subsistence £115 (Apr-Sep) and mileage (£39.50) £148.08
    3. RFO's salary (6.9.09-5.10.09) = 23.50 hrs £285.76
    4. RFO's expenses – subsistence £57.50 (Apr-Sep) £64.86
    5. Community Warden's salary (6.9.09-5.10.09) = 34:35 hrs £310.50
    6. Community Warden's expenses – £ -
    7. Litter Warden's salary (Village) (6.9.09-5.10.09) = 19 hrs £133.00
    8. Tess Brown – editing of website = 5.5hrs to Oct £44.00
    9. Jeremy Peters – web domain fee £10.34
    10. Stephen Hawes Associates – footpath design work £862.50
    11. SVHMC – Balance of BELSP funding for kitchen renovation £123.73
    12. BDO Stoy Hayward – External audit £500.25

#### **10. Councillor Vacancy**

Councillor Michael Connell had tendered his resignation for personal reasons. The vacancy had been advised to Babergh who had supplied notices for display. If there is no request received for an election to fill the vacancy by 29 October we will be advised and a co-option can take place. Candidates would be sought and interviewed prior to a decision being made at the November meeting.

#### **11. To consider correspondence received up to 18 June 2009 and any responses required**

- a. BDC – Note on disapplication of certain mandatory conditions for 'community premises' – *passed to SVHMC*
- b. RSPB – newsletter for September 2009
- c. NALC – Legal Topic Note on Freedom of Information
- d. NALC – Legal Topic Note on Section 137 of the LGA 1972
- e. EERA – 2031 Scenarios for housing and economic growth – *No comments*
- f. SCC - Views sought again on Energy Saving Issues specifically with regard to parishes with G39 conflict lighting units – *No views*

- g. Essex and South Suffolk Shoreline Management Plan – Key Stakeholder Events, November 2009 – workshop covering our area on 10 Nov in Ipswich – *Details passed to Footpath Group three of whom were to attend along with Clerk*
- h. Young Suffolk Network Magazine Autumn 2009
- i. Harwich LALC meeting minutes of 23.09.09
- j. Nacro – crime reduction charity looking for projects locally for young people to take part in.
- k. Suffolk Coastal DC – consultation on Suffolk Coastal Local Development Framework – Core Strategy proposed changes to housing distribution – comments by 18 November 2009 – *No comments*

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

- 1. Cllr Bugg advised that the SVHMC had secured funding from the Suffolk Foundation to complete the kitchen renovation.
- 2. Cats eyes in the road near School had been removed and some left on verge – Clerk to speak with Highways
- 3. The bus shelter downpipe needed replacing – Community Warden to be advised.
- 4. Clerk asked to speak again to SCC Highways re putting in a layby on The Street side of the Kingsland PO.

Meeting ended: 9.35pm

Date of next meeting: 19 November 2009