

Minutes of the Shotley Annual Parish Council Meeting held on Thursday 20 May 2010 at 7.15pm in the Large Committee Room, Shotley Village Hall

Present: Councillors: R Wrinch (chair), M Matthews, G Anderson, J Catling, T Ingram, B Nichols, G Steel, G Brown, N Bugg and Clerk: L Rowlands and RFO: D Bedwell

In attendance: Five members of the public, Community Warden, Cllrs Roberts and Clarke

Public Forum: -

1. **To elect Chairman for 2010/11** - Cllr Bugg proposed, seconded by Cllr Ingram, Cllr Wrinch as Chairman. All were in favour and Cllr Wrinch accepted the post and signed the appropriate forms.
2. **To receive apologies for absence** – Cllr Matthews (personal commitment), Cllr Wood (work commitment)
3. **To receive Declarations of interest and additions to register** – Cllr Ingram (item 13.4 personal) and Cllr Steel (items 6.9 and 16 - personal).
4. **To elect Vice-chairman for 2010/11** – Cllr Ingram proposed, seconded by Cllr Nichols, Cllr Matthews as Vice-chairman (in her absence). All were in favour. Cllr Matthews had indicated prior to the meeting she would accept the post if no other councillor was willing to stand.
5. **To approve the working parties and representation on outside bodies as outlined at the Review Meeting on 25 March 2010** (as outlined below):
 - a. Planning WP – *Cllrs Matthews, Catling and Bugg (sub Ingram)*
 - b. Employment WP – *Cllrs Bugg, Wrinch and Nichols*
 - c. Village Hall Management Rep – *Cllr Matthews*
 - d. SALC Rep – *Cllrs Wrinch and Steel*
 - e. SPPA Rep – *Cllr Steel*
 - f. Play Areas, Allotments and Footpaths WP – *Cllrs Wrinch and Bugg*
 - g. Youth Co-ordinator/Shotley School Liaison WP – *Cllr Matthews*
 - h. Parish Plan Implementation Board Rep – *Cllr Steel and Catling (sub Ingram)*
 - i. Babergh DC Area Rep – *Cllr Steel*
 - j. Risk Assessment WP – *Cllr Matthews, Community Warden, Clerk and RFO*
 - k. Finance WP – *RFO, Cllrs Catling, Nichols and Bugg*
 - l. Communications lead – *Cllr Anderson*
 - m. Suffolk Hedgerow Survey WP – *RW and Clerk (joint co-ordinators), Cllrs Catling, Steel and Matthews (volunteers)*
 - n. Internal Auditor – *SALC*
 - o. External Auditor – *BDO Stoy Hayward LLP*
 - p. Stour Footpath WP – *co-opted: Gary Richens, Jean Smart, Barrie Powell, Ian Saunders, Roger Cushing, Ken Cocksedge, Chris Adams, Guy Wallhead (and Cllr Ingram and Clerk)*
6. **To receive reports from (if available):**
 1. District Councillor – It was reported that Unitary for Suffolk was not now going ahead due to Government cuts; that council tax was frozen for the time being; there was to be a gypsy traveller site seminar on 22 June and an LDF meeting in Shotley on 25 June – Cllr Clarke was asked if this could finish later than 6.30pm so as to attract more locals – she would enquire and advise.
 2. County Councillor – No report available – full report would be available at the APM.

3. Safer Neighbourhood Team – Five crimes were reported for the month of April: one burglary, two theft and two criminal damage
4. Parish Plan Implementation Board – The Directory was well on its way to being compiled and an advert with terms would be in the Noticeboard this June. This year it would be fully self-financing.
5. Shotley Community Emergency Plan – No report this month, but Government cuts were expected in this sector so await results.
6. Parish Clerk – Concerns were expressed regarding a resident of Great Harlings extending their fence line to encompass a parking area, however it was confirmed that they owned up to the gutter past the parking area and therefore this was not an issue.
7. Responsible Financial Officer
 - 7.1. To approve and sign: the Annual Return for the year ended 31 March 2010; the Statement of Accounts and to display the Annual Governance Statement – **Deferred – to be discussed at the Extra Meeting after the APM on 27 May 2010**
 - 7.2. The Parish Council reserves were as follows:

Community Account	£ 9,001.55
Premium Account	£ 454.85
Tracker Account	<u>£69,182.95</u>
Total:	<u>£78,639.35</u>
<u>Which includes earmarked reserves and funds:</u>	
Ganges Playground	£ 7,500.00
Kingsland Playground	£ 7,500.00
BELSP (Tennis Courts £8K, SYNC £2K)	<u>£10,000.00</u>
Grand Total:	<u>£53,639.35</u>

(The above figures do not include Accounts Payable presented at this meeting)
8. Community Warden – Report - Litter plentiful, as always; all the new dog bins are being well used and seem to have been put in the right place - one still to put up in Kirkton Close; Bus stop drainpipe repaired again; Graffiti wall repainted; All the sports equipment has been received, Football nets and basketball nets have been put up, with much enthusiasm from children and adults. Adults are using the basket ball courts as well as the children; Old tennis posts/pots (x 2) have been dug out (more difficult than expected) and am hoping to put the new ones in today ready for use at the weekend; Hoping to speak to one of the tarmac companies soon as they may be able to get permission for us to look at a tennis court they resprayed at Coddendam; tennis courts to be put up and taken down daily for the time being just in case they are vandalised; signs re who to contact needed re-doing
Public requests verbal and from book - x1 more dog bin to go at the bottom of Queensland requested; The gate to be replaced on the sports field (smashed but repairable); Paint to be renewed or ground off the kids play park frame at Kingsland; The peeling paint will be ground off again this month – this will be an ongoing maintenance issue - longer term, the metal surfaces would need removing and powder coating.
 - 8.1. To consider quotations for resurfacing the tennis courts - **Deferred**
 - 8.2. To consider the purchase and installation of various sports equipment at the tennis courts - **agreed**
 - 8.3. To consider purchase and siting of two further dog litter bins (as above and one replacement) – **agreed**
9. Stour Footpath Group - Report – Planning application prepared in draft for BDC; FEPA licence applied for; response to Shoreline Management Plan consultation sent off; Lottery licence applied for from BDC; fundraising ongoing – quiz night on 21 May; to apply to EA for U1 waste storage exemption; attending meeting with Statutory bodies on 25 May; Tim

Yeo to visit Shotley Cliff on Friday 28 May at 2.30pm to familiarise himself with our problem

- 9.1. To consider funding application to cover cost of FEPA Licence – **It was resolved to fund cost of FEPA licence at £1500.**
 - 9.2. To report that a cheque had been issued to Hawes Assoc for design work for £587.50 - Funds now stood at £1412.50.
 - 9.3. Planning application completed in draft for BDC;
7. To agree minutes of the Parish Council Meeting held on 15 April 2010 - 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 – The Draft Fire Action Plan had been agreed via e-mail due to time constraints and submitted.
 9. To consider the authorisation of regular payments/subscriptions subject to rises affected by inflation:
 - a. SVHMC – subsidy for Over 60s Club = £276
 - b. SVHMC – use of village hall for 13 meetings = £220
 - c. SCC – maintenance of streetlights = £1000
 - d. Membership of SALC and publications = £750
 - e. Membership of Suffolk Acre (including insurance premium) = £1300
 - f. Friend of Suffolk Preservation Society = £20.00
 - g. Matt's tree and grass - grass cutting = £1920
 - h. BDC – collection of refuse from litter/dog bins = £1000
 - i. BDC – Nominal rent for Kingsland Green = £25
 - j. General maintenance of SPC property = £5680
 - k. Attendance at training courses for Employees and Councillors = £1000
 - l. Employees salaries and expenses = £12500 (incl NI)
 - m. Stour and Orwell Society = £10
 - n. Clerks and Councils' Direct = £9.50
 - o. Rospa inspection – £170
 - p. Audit fees = £650
 - q. Website hosting/development - £1300
10. To consider funding application from Kidzone for replacement games – **It was resolved to grant £250**
 11. To consider funding application from Homestart for start up costs for a new group in Shotley – **It was resolved to defer** to seek further information as it was thought another service was already carrying out a similar function on the peninsula and the Homestart.
 12. HMS Ganges: update and to agree any actions (if appropriate) in response to information received
 1. Reserved Matters (B/00/01318RES - 404 Retirement Homes) – Public Inquiry to be held from 22-24 June (incl) at The malting Suite, Kersey Mill, Ipswich –
 - Clerk to ask Babergh Planning if a pre-enquiry meeting would be held to fix times for representations etc and if Rule 6 statements of case had been presented
 - Several complaints regarding venue had been received – Clerk to advise Planning Inspectorate
 - Our submission to be finalised at June meeting
 - It was felt prudent that the June 9th Consultation Meeting at the village hall be cancelled until after the result of the Public Inquiry is known – Noticeboard and website to advertise.

2. Mast – update – No news

13. Planning matters – To consider responses to Babergh District Council on applications received upto 16 May 2010 and subsequently:

Applications received from Babergh:

13.1 B/10/00359/FHA – Dorian House, The Street, Shotley, Ipswich IP9 1LX – Erection of two – storey rear extension – **No objections**

13.2 B/10/00387/VOT – Former HMS Ganges Site, Shotley Gate - Construction of a Spine Road across the former HMS Ganges site which connects the B1456 Bristol Hill to the King Edward VII Drive and includes a new roundabout junction on the B1456, to give access to Shotley Marina. The proposed Spine Road is approx 840m long and designed to adoptable standards incl pedestrian footpaths share cycle/footway and traffic management measures (extension of time limit to condition 01 attached to PP B/07/01237/FUL)

13.3 B/10/00420/FUL – Shotley Community Hall, The Street, Shotley – Erection of detached community building – **No objections**

13.4 B/10/00449/FHA – 4 Lower Harlings, Shotley – Erection of a single-storey front extension – **Objected on the grounds that it would alter the building line and spoil the streetscape**

13.5 B/10/00495/FHA – Celeste, Kingsland, Shotley, Ipswich IP9 1NB – Erection of two-storey side extension – **No objections**

13.6 B/10/00532/FHA – Janci, The Street, Shotley, Ipswich – Single-storey rear and first-floor side extension. New pitch roof over front bay window – **No objections**

Applications approved by Babergh:

13.7 B/10/00107/FHA – 54 Kingsland, Shtoley, Ipswich I9 1NB – Erection of single-storey side and two-storey side and rear extensions

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

14.1 Clerk's salary (6.4.10-5.5.10) = 47.25hrs	£433.20
14.2 Clerk's expenses – Stamps, paper, ink,	£81.60
14.3 RFO's salary (6.4.10-5.5.10) = hrs	£81.60
14.4 RFO's expenses – stamps and ink	£49.74
14.5 Community Warden's salary (6.4.10-5.5.10) = 40 hrs	£360.00
14.6 Community Warden's expenses –	£ -
14.7 Litter Warden's salary (Village) (6.4.10-5.5.10) = 20 hrs	£140.00
14.8 Tess Brown – editing of website/directory = 12 hrs to 11 May	£96.00
14.9 Matt's Tree and Grass Garden Services	£137.50
14.10 Ian Smillie Architectural Services (plan app for SYNC)	£ -
14.11 SVHMC – venue costs for Community Responder Unit	£19.50
14.12 Simon Hewitt – Church Green signage for car park	£93.41
14.13 SCC – Photocopying charges	£10.45
14.14 Sportsequip – equipment for tennis courts	£387.75
14.15 Kidzone – grant to cover replacement costs of equipment stolen	£250.00
14.16 FEPA – grant to cover licence fee to go via BACS if possible	£1500.00
14.17 HM Customs & Revenue – income tax and NI (Bank transfer)	£256.88

15. To consider correspondence received upto 20 May 2010 **and any responses required**

- a. SALC – Governance and accountability for local councils – a practitioners' guide (England) 2010
- b. Suffolk on Board – transport newsletter April-June 2010.
- c. Policing Suffolk – a briefing sheet for local councillors April 2010
- d. Suffolk Joint Emergency Planning Unit – info regarding service along with posters and leaflet
- e. BDC – media releases: (1) The Great Outdoors – art events in unusual places this summer (2) Babergh elects its chairman for 2010/11 (Cllr David Wood!!!) (3) Closer working means benefit and other fraudsters are closer to being caught than ever before! (4) Match celebrates opening of new astro turf!

- f. Environment Agency – Coastlines newsletter Spring 2010
 - g. Clerks & Councils Direct May 2010 issue
 - h. SALC – LAIS 1251/1 – Sustainable Communities Act 2007 : Amendment Act
 - i. NALC – Car Allowances 2010/11 – *e-mailed to Dina*
 - j. SoS – Invitation to the Summer Party – *e-mailed to cllrs*
 - k. Shotley Peninsula Cycling Campaign – invitation to inaugural meeting at Chelmo Primary School on 27 May 2010 7pm – *advised them this clashes with our Parish Meeting so unlikely any cllrs will attend.*
 - l. SPS – AGM 2010 invitation on 3rd June at 6.30pm – Haughley Park Barn – Last booking day 21 May
 - m. SCHU – A Guide on England’s statutory landscape designations
 - n. Suffolk View – Spring 2010 Publication and events list for 2010
 - o. HHS – invite to chair to GSCE art and design exhibition 21 May 6-8pm
 - p. SALC – forthcoming courses – Clerk to attend Charity Law course
 - q. Suffolk ACRE article re E-communities
 - r. BDC – Gypsy and Traveller Parish Council Awareness Seminar - Tues 22 June 2010 2.15-4.30pm – *e-mailed to cllrs – RSVP 11 June*
 - s. Homestart – invitation to annual meeting on Monday 5 July 12.30pm at Brett Vale Golf Club – RSVP by 18 June
 - t. Suffolk ACRE – survey on mobile phone coverage – comments re our area - **reply that Chelmo, Bylam Lane and Great Harlings are black spots**
 - u. SCHU – Copy of the new Stour and Orwell Management Strategy 2010 and notice of the Forum to be held on 25 June 10am at Woolverstone – Cllrs Ingram and Steel, Gary Richards and Clerk to attend
16. To consider and agree draft response to Essex and South Suffolk SMP – Clerk to draft reply using Footpath Group’s comments as template and add in concerns regarding Wherstead and Marshes
17. To receive and consider nominations for Shotley Community Achievement Awards –
Nominations were: Carol Blumfield, Dawn Lambert and Christine Thomas
18. Reports from Councillors on matters not itemised on agenda/to be included in next agenda
- 18.1 Cllrs Catling, Brown and Roberts gave their apologies for the APM as they would all be away at the time.

Date of next meeting: 27 May 2010 – Annual Parish Meeting

BCT = Babergh Communities Together
 BDC = Babergh District Council
 BELSP = Babergh East Local Strategic Partnership
 CPRE = Campaign for the Protection of Rural England
 EERA = East of England Regional Assembly
 ENCAMS = Environmental Campaigns
 LAIS = Local Authority Information Services
 NALC = National Association of Local Councils

PPIB = Parish Plan Implementation Board
 SALC = Suffolk Association of Local Councils
 SCC = Suffolk County Council
 SCHU = Suffolk Coasts and Heaths Unit
 SOS = Stour and Orwell Society
 SPPA – Shortly Peninsula Parish Alliance
 SPC = Shortly Parish Council
 SPS = Suffolk Preservation Society
 SYNC = Shotley Youth New Crew