

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

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

**In attendance:** Twelve members of the public, PCSO Trish Gibson, PC Gary Austin, C.Cllr D Wood and D.Cllrs P Clarke and T Roberts (all for part of the meeting)

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

1. **To receive apologies for absence** – Cllr G Brown (work commitment)
2. **To receive Declarations of interest** – Cllr M Connell (item 14.1 - personal interest)
3. **To receive reports from (if available):**
  - 3.1 District Councillor – Cllr Roberts reported that the Boundary Commission would not now report to the Secretary of State until 13 February. The delay was caused by further financial information of a three unitary option having to be analysed.
  - 3.2 County Councillor – A report was received by all councillors at the meeting. Cllr Wood advised that there was a small amount of locality budget available and requested that the SPC make it known to local groups.
  - 3.3 Safer Neighbourhood Team – Another SNT meeting was due to be held at Holbrook Village Hall on 19 January; an SNT surgery was to be held at Holbrook High School for local people and teenagers; it was hoped that the youth bus and skate park would again visit Shotley in the summer; a meeting had been held regarding funding for the Barn Project and a further meeting was due to take place in January – it was agreed that the PC should be more closely involved and the PPIB was the most appropriate way to liaise; there were eight crimes reported for November: two involving fireworks (two boys had been arrested) one fraud, the theft of a bicycle (recovered), theft from the Marina, three thefts from vehicles (filler caps); it was also noted that building materials had been stolen from Harkstead recently and parishioners should be aware.
  - 3.4 Parish Plan Implementation Board – Nothing to report.
  - 3.5 Shotley Community Emergency Plan – Some items had been purchased for the “emergency box”. A date for the “paper exercise” is still to be arranged for January.
  - 3.6 Parish Clerk – Nothing to report
  - 3.7 Responsible Financial Officer
    - 3.7.1 The draft precept figures for 2009/10 were presented to the meeting for consideration. After some amendments and additions **it was resolved to set the precept at £44,125.83.**
    - 3.7.2 There were yet again issues with HM Customs & Excise regarding the collection of correct National Insurance contributions for both the RFO and Clerk. This unfortunately will result in a demand for a sizeable sum in the new year.

The Parish Council reserves were as follows:

Community Account	£3,893.08
Premium Account	£454.01
Tracker Account	<u>£50,957.07</u>
<b>Total:</b>	<b><u>£55,304.66</u></b>

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>
<b>Grand Total:</b>	<b><u>£23,304.66</u></b>

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

### 3.8 Community Warden

- Litter was down, possibly due to the weather, currently collecting 3-5 bags a week
- Quite a few 'diamond white' cans on the road from Shotley Street to Shotley Gate
- Paving slabs have been laid at the high use field entrance of Ganges wood
- Trimming of the edges around the footpaths is ongoing and shall continue over the winter
- Plans for the Christmas holidays include trimming back the over growth on the path up from the Bristol Arms

4. **To agree minutes of the Parish Council Meeting held on 20 November 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**

- Poplar trees on B1456 had been reported to SCC and will be felled/cut back as appropriate in the near future
- Overflowing drains opposite Netherhall have been reported to Highways and will be cleared over next 5 days
- Wendy Sadler's nomination for a Babergh Community Achievement Award was successful – awards evening 4 March 2009
- Shotley Community Responder Unit started operation on 8<sup>th</sup> December
- Ipswich Buses advised that they would not be reinstating the midnight buses run by the previous operator – they have not advised as yet re the 9am service
- Ipswich Buses advised that the latest buses on Christmas and New Years' Eve would leave Ipswich at approximately 6.30pm – a press statement had been agreed by Councillors via e-mail as to the irresponsibility of this decision

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

Reserved Matters Application – The IEMA report on the revised ES statement has been received by BDC and the applicants have had it for one week – our copy will be forwarded next week; a meeting has been fixed between BDC, Haylink and Natural England for the new year; the officer advised that this is unlikely to go to committee until February/March as there are still outstanding issues that need addressing.

HMS Ganges Mast – A survey of the mast had been carried out in early December by a specialist company from Cornwall. Haylink await the full survey and specification for repairs.

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

- One resident had contacted the clerk in order to join the working party.
- Contact to be made with all previous agencies in order to arrange an initial meeting in the New Year.
- Possible funding sources were passed to Clerk to chase up/bring to working party.
- Ipswich Flood Defences paperwork were passed to Clerk.

### 8. **Kingsland/Post Office parking: update**

8.1 To consider how to progress the project – It was resolved to initially contact the Asset Management Dept and the Chief Planning Officer at Babergh to outline our proposals and ascertain the possibility of obtaining planning permission and being able to purchase the land.

8.2 To consider the various costs of acquiring and developing the land – See 8.1 above.

8.3 Existing Kingsland parking bay (outside post office) - SCC Highway Maintenance had been contacted in late November regarding requested repairs to the parking bay – no further progress to report. Clerk to follow up.

8.4 Extension to East View Terrace footpath – Clerk requested to follow up

8.5 Extension to Pipkins layby on the Street – Clerk requested to follow up

**9. Myshotley.com**

9.1 To consider continuation/alteration of present management arrangements – **It was resolved to increase the hours and rate of pay.** It was however noted that the present incumbent was unable to continue updating the site after January 2009 due to time constraints and it was agreed that an advertisement be placed in the Noticeboard to see if anyone was interested in taking over.

9.2 To consider (in principle) funding of website redevelopment – **It was agreed to defer** as it was not likely to happen in this financial year and external funds may be available next year.

**10. Shotley Film Project – To consider grant towards venue costs** – Deferred until January meeting as costs of venue were not available at the time of the meeting.

**11. Casual Vacancy for Councillor** – It was noted that appropriate notices had been posted advising of the Vacancy and so far one candidate was known to be interested in co-option.

**12. Royal British Legion – To consider donation to Poppy Appeal** – The RBL had again provided a wreath at the Remembrance Service on SPC's behalf and a donation had been requested for same. **It was resolved to donate £25.00.**

**13. Freedom of Information – To adopt (unaltered) the Model Publication Scheme – It was resolved** to adopt the Model Publication Scheme unaltered and to make minor amendments to the information available prior to publicising on the website.

**14. Planning matters**

**To consider responses on applications received upto 16 November 2008 and subsequently:**

14.1 B/08/01673/FHA – Waterside, Estuary Road, Shotley, Ipswich IP9 1PZ – Erection of part single-storey and part first-floor extensions (BDC) – **Not supported**

14.2 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 - Revised drawings/additional information (**for info only**) (BDC)

14.3 B/08/ Shotley Primary School, Main Road, Shotley, IP9 1NR – to install a canopy to the east elevation of the Primary School (SCC) – **Supported**

Applications refused by Babergh

14.4 B/08/01563/FHA - 59 The Street, Shotley , Ipswich IP9 1NQ – Erection of pitched roof over existing rear flat roof and erection of rear first floor extension

General

14.5 Disabled Parking – Lower Harlings – SCC Highways advised that they would extend the existing parking bay to 6m and would inform nearest neighbours.

**15. To authorise signing of cheques for payments previously agreed:**

15.1	Clerk's salary (6.11.08-5.12.08) = 45 hrs	£528.04
15.2	Clerk's expenses –	£ -
15.3	RFO's salary (6.11.08-5.12.08) = 33 hrs	£401.20
15.4	RFO's expenses	£55.18
15.5	Community Warden's salary (6.11.08-5.12.08) = 16.40 hrs	£150.75
15.6	Community Warden's expenses – litter picker	£10.54
15.7	Litter Warden's salary (Village) (6.11.08-5.12.08) = 19 hrs	£133.00
15.8	Jeremy Peters – editing of website	£96.00
15.9	Elmy Landscapes – grass cutting	£141.00
15.10	BDC – footpath rationalisation costs - <b>deferred</b>	£ -
15.11	Royal British Legion "Poppy Appeal"	£25.00
15.12	Heelis & Lodge – End of year Audit costs	£105.00
15.13	SALC – Clerks attendance at Fol training	£34.50
15.14	BDO – external audit fee	£411.25

15.15	Inland Revenue (Tax and NI for last quarter) paid by BACS	£128.04
15.16	Cllr J Catling – purchase of wind up radio for SCEP	£14.69

**16. To consider correspondence received upto 18 December 2008 and any responses required**

- a. SPS – Suffolk View Winter 2008 publication
- b. BDC – Christmas recycling initiatives
- c. BDC – Consultation re Draft Supplementary Planning Document re adopting and implementing a planning policy framework for the district – deadline for comments 29 January 2009 – documents are available at [www.babergh.gov.uk](http://www.babergh.gov.uk) – **To be discussed at January meeting**
- d. SCC – waste core strategy issues and options (Part II) strategic sites and supporting sustainability appraisal – comments by 30 January 2009
- e. SoS – Members Newsletter December 2008
- f. Marine Conservation Society – Newsletter Autumn 2008
- g. BDC – Standards committee training sessions for parish councillors on “Complaints and how to avoid them” being held on 3 Feb and 10 Feb 2009 6pm – **Cllr Wrinch wished to attend the 10 Feb session.**
- h. Suffolk Coasts and Heaths – Connect grants availability and newsletter
- i. SCC – Unitary councils in Suffolk: independent report on affordability of the financial cases published – deadline for comments 24 December – the review period for the Boundary Committee to report to the Secretary of State is now 13 February 2009.

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

- 17.1 Cllr Steel had attended the BDC/SALC Area Meeting on Monday 24 Nov and gave a short report.
- 17.2 Cllr Matthews had read the Draft Fire Action Plan for Suffolk Fire Service (2009/10) and apprised the meeting of the contents. It was not felt necessary to complete the questionnaire.
- 17.3 Contractors had been seen to drive a bore hole at the bottom of Bristol Hill near the steps. Clerk instructed to contact SCC to find out why.
- 17.4 Seawall repairs were being carried out between Collimers Point and Crane’s Creek and should be complete by the new year.
- 17.5 The footpath rationalisation paperwork and signage should be completed by mid-January.

**The press and public are asked to leave the meeting due to the confidential content of the remainder of the meeting**

**18. Confidential Matters – HMS Ganges: To consider response to Draft Heads of Terms – A response was considered and agreed subject to fine tuning regarding reference to our previous letters to Babergh Planning and the Planning Inspector.**

Meeting ended 10.20pm

**Key:**

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