

Minutes of a meeting of Shotley Parish Council held on Thursday November 17th 2005 at 7.15 p.m. in the village hall.

Present: Councillors R Wrinch (Chair), N Bugg, Mrs B Hooper, Mrs A Long, Mrs M Matthews, G Steel, Mrs C Sullivan, Temporary Clerk Mrs C Williamson.

In attendance: District Councillor Mrs W Sadler, and two members of the public, later, County Councillor Wood and PC Campbell.

Open forum for parishioners to speak to councillors: Mrs Williamson was introduced as the clerk covering Mrs Miller's absence. No other specific items were raised.

1. Apologies for absence: Councillor Mrs W Corness and clerk Mrs A Miller.

2. 1 Declarations of interest: Councillor Bugg declared an interest in the Bethlehem trek (see item 26.1)

2.2 Councillor Wrinch signed the declaration of acceptance of office of chairman, countersigned by Mrs Williamson.

3. Police brief : PC Campbell was not yet at the meeting but spoke briefly later (see item 26.5)

4. Minutes of the previous meeting:

4.1 Alterations to authorisations for payment were made as follows:

Add: Babergh District Council, grass cutting for 2005:
£1772.86

Alison Miller: £408.40

Delete: PC Use of village hall to March 31st 2006: £144.00

4.2 The minutes, having been previously circulated, were then accepted as a true and correct record and were signed by the Chairman.

5. Matters arising

5.1 It was agreed that the outstanding invoice for £144.00 to the village hall should be paid at this meeting.

5.2 **Bus shelter:** the clerk would progress with the claim when she knew the name of the driver's insurance company.

5.3 **Advising Babergh DC on siting of waste bins:**

The maps sent by Babergh DC did not cover the necessary area: the correct maps would be forwarded to Cllrs Long and Matthews for completion and return as soon as possible.

5.4 Cllr Long explained that Cllr Anna Clarke, as chair of the Standards Committee, had advised her that this council could not contribute funds to the Ganges Fighting Fund as it was essentially set up for businesses and private individuals. Should there be any shortfall in finances later, the parish council could make a donation.

6 **Street Light No 25, Kingsland**

The matter was to be passed on to the SCC for a further estimate of repair as they had recently taken over the contract from McAlpines. It was agreed that provided they quoted for less than £400.0 plus connection charges, their figure should be accepted in order that the light could be restored as soon as possible.

7. **Hanover Hardship Fund:** Details were still being awaited. A letter had not yet been written.

8. **Signage for Queensland:** Agreed that the clerk should write to Babergh DC requesting a new sign.

9. **Ownership of parking space opposite post office:** the clerk would contact SCC in time for the next meeting.

10. **Parish clerk:** extended absence. As this was a confidential matter it was agreed that it should be discussed at the end of the meeting [*item removed from this public version of minutes*].

11. **Play Areas:** completion of Ganges Play Area and signage of both

11.1 Unfortunately the new play area had been vandalised before completion. The police had visited the site and inspected the damage. The contractors had to spend three extra days making good but it was now completed.

(8.05 p.m. member of public arrived)

11.2 A resident nearby had complained about **noise from the playground** but it was felt that this problem would abate once the novelty had worn off. It was agreed that the police should be asked

to visit the area regularly. Cllr Wrinch expressed concern at the stability of the short front fenceposts, to the left of the small gate. Cllr Long said that she would inspect them herself.

11.3 The following costings had been received from Stocksigns Ltd:

1. 3 x Children's play area, no dogs allowed + pictogram: £18.77
2. 2 x Please keep this gate shut: £12.09
3. 1 x children's play area only children under the age of 11 years may use this play area: £18.77
4. 2 x large signs, conditions of use, measuring 297mm x 210mm: £61.76 each.

11.4 It was agreed: that the clerk should order items 1 and 2, cancel item 3 and ask for a revised cost for item 4, with new measurements of approx 450mm x 300mm., without corner fixing holes. If the new price quoted was less than £100.00 per sign, the clerk should order them.

12. Financial matters

Accounts: it was agreed that the clerk should ask Heelis and Lodge to perform an internal audit on the accounts from April 1st 2005 to the end of Mrs Cini's employ.

13. Insurance of play areas

13.1 Insurance cover includes public liability and accidental damage to a maximum of £10,000. Through Suffolk ACRE we were insured temporarily. All risks insurance cover would be £287.00 per play area. Agreed to defer to the next meeting, after the clerk had obtained more information from Suffolk ACRE.

13.2 Cllr Long reported that under insurance rules, the play areas would have to be inspected weekly, with an annual RoSPA inspection.

14. Insurance: others. Confirmation of insurance cover by Zurich had been received. It was agreed that libel and slander cover should be requested, at an additional cost of £20.00. It was agreed that the cost of insuring street furniture was too expensive.

15. Grass cutting: Babergh DC.

The cost for next year's cut would be £1549.88 + VAT, and increase of £41.00. District Cllr Sadler agreed to find out if Babergh DC put this type of work out to tender regularly – the suggestion being that

if not, we should do so ourselves, if only to ensure that we were being charged a reasonable sum by Babergh DC.

16. Parish precept: to be discussed at the next meeting.

17. Litter Warden.

As discussed earlier in the meeting, the future litter warden would be required to conduct a weekly safety check on the play areas as well as collect litter. It was anticipated that safety inspections could take up 2 –3 hours per week, and litter collection 5 hours. The post had already been advertised locally but no response received as yet.

18. Authorisation of payments

The following were approved for payment:

Adventure Playgrounds Ltd:	
Play Equipment, supply and installation:	£23951.20
SCC Removal of bus shelter rubble:	£ 349.72
Bethlehem Trek (see Minute 26.1)	£ 65.00
Village Hall COM, room rental for meetings to 31.3.06:	£144.00

19. Planning Applications:

B/05/01768 Springhill, Bristol Hill, Shotley: dropped kerbs for access. Being a minor alteration this had been considered during the past month and approval indicated.

B/05/00897 3 Hervey Terrace: Erection of single storey side extension with integral garage: this was approved.

20 Planning outcomes: none received.

21 HMS Ganges Development

21.1 There was to be a **pre-enquiry meeting** held by the planning Inspectorate on Tuesday December 6 at the Council Chamber, Cork Lane, Hadleigh from 2.00 p.m. The Inquiry date has also been arranged for Tuesday February 14th 2006, same venue, at 10.00 a.m., expected to last for twelve days.

21.2 **The first report** should be ready at the end of the month. Wendy le Las's invoice was possibly at Alison Miller's home: the clerk to inquire. Cllr Steel reported that a new fundraising group

had been set up (no name yet), and a volunteer was needed to join it, who could report back to the parish council. Cllr Wrinch offered and was accepted.

22. Parish Plan

Cllr Steel reported that it was now on CD, needing graphics and final proofing. In two weeks' time it should be finished.

23. Litter warden

This had been discussed earlier (see item 17)

24. Babergh Community Achievement Awards

Cllr Long proposed that Jeremy Peters should be put forward for the award, and was seconded by Cllr Matthews, all agreed.

25. Correspondence

25.1 Chelmondiston Fireworks: it was agreed that this council would not make a donation – the clerk to advise them.

25.2 Babergh DC:

1. Yearbook 2005/6
2. Crime and Disorder Strategy 2005 – 2008
3. Statement of Accounts 2004 – 2005

25.3 Resident's letter re litter and dog fouling problems: agreed to defer to next meeting.

26. Councillors points

26.1 *(Cllr Bugg took no part in the discussion)* **Trek to Bethlehem:** request for sponsorship. It was agreed that the only cost involved, £65.00 for hiring the village hall, should be paid by the council.

26.2 Cllr Steel reported that the **Harwich Haven Community Investment Fund** would be hosting a lunch at the Ransomes Park Marriott Hotel on November 22nd.

26.3 He also reported that the **Primary Trust Locality Consultation meeting** was to be held on November 23rd – all invited.

(9.50 PC Campbell arrived, County Councillor Dave Wood shortly afterwards)

26.4 It was reported that **Babergh Communities Together** would be having a meeting at Holbrook Village Hall on December 8th.

26.5 The council told PC Campbell of **recent problems in contacting the Suffolk Police**. Essex Police Force had finally taken up the call. Re the forthcoming amalgamation of local forces, it was felt that this council would prefer Suffolk Police to be connected with the Essex rather than the Cambridge Force.

26.6 Cllr Bugg asked that **reflectors** be put on the recently replaced culvert railings at the foot of Old Hall Hill: the clerk to arrange.

26.7 A new **village hall Committee of Management representative** was required: Cllr Matthews volunteered and was accepted.

26.8 It was reported that **the chiropodist** was no longer visiting Shotley.

26.9 Cllr Matthews reported that the **fire hydrant sign** at the top of Great Harlings was missing: the clerk to tell the Fires Service as soon as possible.

27. **Date of next meeting:** Thursday December 15th 2005.