

Minutes of a meeting of Shotley Parish Council held on Thursday 20 April 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors R Wrinch (Chair), N Bugg, B Hooper, A Long, M Matthews, J Peters, C Sullivan, and Clerk L Rowlands

In attendance: County Councillor D Wood, District Councillor W Sadler, PC Chris Garrod and approximately 8 members of the public.

Meeting commenced 7.20pm

1. Open forum for members of the public to speak to Councillors

- 1.1. The subject of the Marina planning applications was raised, so for convenience, agenda item 22 was brought forward.
- 1.2. Application B/06/00606/ROC/CLD by Shotley Marina Ltd, King Edward VII Drive, Shotley IP9 1QJ – to remove Conditions 04, 05, and 06 attached to PPB/91/00723/OUT – This relates to planning permission for 150 houses to be built around the Marina basin and releases the owners of The Marina from the obligation to build a roundabout and new access road from the B1456 across the Ganges site and into the proposed development (planning permission originally granted in 1991). It was felt that more information was needed from Babergh with regard to this application before a decision on how to reply could be formulated.
- 1.3. Applications B/06/00607/FUL/CLD and B/06/00608/FUL/CLD (detailed more fully at 22. below) would, if granted, allow access to the proposed development to be via Bristol Hill and an improved road along the sea wall (the plans were previously presented to the Parish Council meeting on 16 March by Shotley Marina Ltd).
- 1.4. Points raised:
 - 1.4.1. Planning letters sent out to interested parties did not include all relevant documentation in order to make an informed view. Babergh to be informed.
 - 1.4.2. Will yellow lines be introduced, thereby restricting parking on an already busy and congested area?
 - 1.4.3. Paths to sailing club appear to be very high in relation to the wall, is this to remain so?
 - 1.4.4. There appear to be less parking spaces than before building works began – is this so?
- 1.5. It was felt that a Special Planning Meeting should be arranged in order to discuss the above. Details will be notified in the normal way.
- 1.6. A member of the public wished to know when the toilets on Bristol Hill would be re-opened as the sign on the door indicated that works would be finished on 13 February 2006 – Clerk to contact Babergh.

Standing orders commenced.

2. Apologies for absence – Cllr G Steel due conflicting engagement

3. Declarations of interest and additions to register - None

4. Vacancy for Councillor:

- 4.1. Babergh had advised that no one had come forward to ask for an election, therefore we were allowed to co-opt. Cllr Matthews proposed Mr Michael Connell (in attendance as a member of the public) and was seconded by Cllr Long. All in favour.
- 4.2. Mr Connell was welcomed as a member of the council, signed the declaration of acceptance of office and was invited to take his seat as councillor.

5. District Councillor's report – None given

6. County Councillor's report - Cllr Wood spoke on the Police Forces amalgamation debate which was to be imposed upon Cambridge, Norwich and Suffolk. There would be a four month consultation period involving SCC and Babergh but not local parishes. He was concerned who would pay. Our performance rating, once amalgamated would go from one of the best to one of the worst performing areas. Cllr Wood advised he would be attending a Police Authority meeting the next day (21 April) and would be pushing

for public consultations and asking “Can we afford the amalgamation?” Cllr Wood will update us on the outcome of the meeting. The costs of implementing these changes are estimated at £300m. The Chair thanked Cllr Wood for his report.

7. **Police brief** – PC Chris Garrod introduced himself as being the replacement Community Parish Police Officer for Capel South and his report is enclosed (attachment 1). March crime figures also enclosed (attachment 2).
8. **Minutes of meeting dated 16 March 2006** - The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by the Chairman.
9. **HMS Ganges Development: update** – None available as Cllr Steel not in attendance.
10. **Bus shelter replacement:**
 - 10.1 Update – This had been completed and many favourable comments received from parishioners. It was noted that graffiti had appeared within 2-3 hours of completion!
 - 10.2 Insurance – Bus shelter valued at £2,500 - to be added to insurance policy at a cost of £29.75 plus £1.49 insurance tax (quoted by Zurich via Suffolk ACRE). All in favour.
 - 10.3 Reimbursement - Temporary Clerk to request full payment of building costs (£2620) plus reimbursement to the Parish Council of the 12 hours she had spent on progressing the claim. All in favour.
11. **Play areas: update**
 - 11.1. Ganges:
 - 11.1.1. Matting - Clerk reported that the matting had been repaired. We await invoice prior to settlement of insurance. Although insurance will cover the cost of replacement there is a £100 excess. It was felt that to bring charges against the perpetrators was not appropriate but that recompense should be sought. Clerk to write to the three families asking for £33 each towards the excess. Six in favour. One abstention.
 - 11.1.2. Swings – Small swing cannot be mounted as one of the fixings is damaged. Order to be placed with Adventure Playgrounds for part. Large swing has been removed due to it hanging from one chain. Again new part(s) to be ordered.
 - 11.1.3. Tennis courts – Brambles and grass growth had been removed. Quarterly inspection and remedial works to be carried out when necessary. Chain link fencing needs a specialist company and clerk to research supplier.
 - 11.1.4. Fencing – New fencing erected behind tennis courts. Extra cross rail inserted behind goal posts and square galvanised fencing replaced. Further areas of fencing repairs will be carried out over the next 2-3 weeks.
 - 11.1.5. Play tunnel – Still awaiting settlement of insurance claim.
 - 11.2. Kingsland – Nothing to report.
 - 11.3. General:
 - 11.3.1. Seat for parents – Cllrs had been asked if a seat could be provided within both play areas. Clerk to research and report back types/prices etc.
 - 11.3.2. Safety inspections by ROSPA of play equipment - Our insurers would like to see these carried out on an annual basis. ROSPA do these in sequence around the country. They are due in Suffolk in September at a cost of £60 per playground. It was agreed by all that the Clerk book this up.
 - 11.3.3. Play equipment inspection training for Dina Gouveia (Dina) – Clerk had only been able to source RoSPA training in June so far. Costs: £170 (training), £60 (examination fee) plus Dina’s time and travel expenses. It was felt that this was expensive and clerk to (1) research other sources of training (2) check with SALC to see whether Dina is allowed to inspect the playgrounds without this training using the Babergh inspection form and (3) where we stand insurance wise either way etc.
12. **Parish plan:**
 - 12.1. Update – Five more interested local people had been recruited to oversee the implementation of the Parish Plan.
 - 12.2. Minutes of the meeting held on 22.3.06 – These had been circulated to all interested parties and

a copy is enclosed (attachment 3). Next meeting of the PPIB 24.4.06.

13. **Bank accounts: update** – All signatories were now in place, consisting of: Cllrs R Wrinch, A Long, J Peter, N Bugg and G Steel.
14. **Parish Council Surgeries: update** – Cllr Long reported no significant progress on this as yet, but she did have a contact name for Lavenham. Cllr Peters reported that he had almost completed the communications plan and he would circulate this before the next Council meeting for comment.
15. **Annual Parish Meeting: update**
 - 15.1. Clerk reported that no agenda or minutes of last year’s meeting could be found as yet and asked if all could see if they had any record.
 - 15.2. Local organisations coming/sent reports in so far: Gardening Club; Walking Club; WI; The Royal British Legion; Drama Group; Viking Forest Project; Good Neighbours; PPIB; MyShotley.com; PFA; Over 60’s; and Kidzone.
16. **Commemoration plaque for new seat at the marina: update** – The suggested wording “HMS Ganges and Shotley Village 1905-1976 – Two Communities Together” had been agreed by the chair of the HMS Ganges Museum as being appropriate and the Marina had been informed accordingly.
17. **To consider purchase of new computer for Clerk**
 - 17.1. A report on the condition of the existing computer equipment had been carried out by an IT specialist. He considered that the system was not trustworthy and another significant failure would render the system unusable and not cost effective to repair. Replacement costs should not exceed £650 for purchase and installation of new equipment. All in favour.
 - 17.2. It was felt that provision should be made in the accounts for new IT equipment and IT health checks for both Clerk and RFO on an annual basis to keep upto date with technology. Clerk to inform RFO.
18. **To consider request from Parishioner for a “Shotley Gate” sign** – A sign had been requested so as to enable easy identification of Shotley Gate to visitors and delivery drivers. It was noted that this subject had come up many times previously over the years. The view was still held that Shotley and Shotley Gate were one village and the PC did not wish to “separate out” Shotley Gate. All were in favour of no Shotley Gate sign being erected. Clerk to inform parishioner of the PC’s decision.
19. **Clearance of litter at Shotley Gate by volunteers** – An e-mail from Glenda Parsonson had been received by the clerk informing the PC that a group of people from the Shotley Sailing Club had embarked on a litter clearing operation in and around the public “spaces” of Shotley Gate. Clerk had sent thanks and congratulations on their sterling efforts and their pictures and a report etc had been posted on the MyShotley.com website. Glenda had requested that a litter bin be placed by the Kitchener Way bus stop and queried why the one near the Ganges Play Area was where it was. Clerk asked to reply that the Kitchener Way bus stop bin will considered at the next meeting and that bins have to be sited within easy reach of a collection route.
20. **Accounts for payment**

20.1.	Temporary Clerk’s salary 08.03 to 05.04 – 1½ hrs @ £15 ph =	£22.50	
	Temporary Clerk’s salary 06.04 to 12.04 – 13½ hrs @ £15 ph =	£202.50	
20.2.	Planning Register costs 08.03 to 05.04 - 2 hrs @ £10.61 ph =	£21.22	
	Planning Register costs 06.04 to 12.04 - 9 hrs @ £11.00 ph =	<u>£99.00</u>	£345.22
20.3.	Expenses to 12.04 for Temporary Clerk:		
	Photocopying since 14.11.05	£82.61	
	Stationery	<u>£0.83</u>	£83.44
20.4.	Parish Clerk’s salary 09.03 to 05.04 - 60½ hrs @ £10.61ph (gross £641.90)	£500.68	
	Parish Clerk’s salary 06.04 to 12.04 - 14 hrs @ £10.61ph (gross £148.54)	£115.86	
20.5.	Expenses to 13.04.06 for Parish Clerk:		
	Postage	£11.00	
	Stationery	<u>£52.85</u>	£63.85
20.6	RFO’s Salary - 22 hours 13.03 to 16.04 @£10.61 ph	£233.42	
20.7	Expenses to 16.04 for RFO:		

	Postage	£5.30	
	Travel - 82 miles x 40p pg (+ parking £2.80)	<u>£35.60</u>	£40.90
20.8	Litter Warden's salary (Shotley Village) 10 hours @ £7 ph		£70.00
20.9	Litter Warden's salary (Shotley Gate) 7½ hours @ £7 ph		£52.50
20.10	Shotley Village Hall Management Cttee – Hire of hall (2 invoices)		£69.00
20.11	SALC Subscription 2006/07 and 8 copies The Local Councillor		£524.40
20.12	SALC – new clerks training and training manual		£45.25
20.13	SALC – Local Council Administration (the Yellow Book)		£49.00
20.14	Top Banana for repairs to fence behind tennis courts (Ganges Play Area)		£120.72
20.15	Top Banana for repairs to fence behind goal post (Ganges Play Area)		£191.59
20.16	Three Rivers for clearance of Brambles at tennis courts (Ganges Play Area)		£368.00
20.17	Kevin Smith for 6 months web hosting for www.MyShotley.com		£35.18
20.18	Elite Tree Services for tree work at Ganges Play Area		£464.13
20.19	J Brundle rebuilding of bus shelter		£2620.00
20.20	C Williamson – further expenses (postage and copying)		£11.62
20.21	Domestic Computer Services (emergency callout for clerk)		£50.00

20.22 A letter was received from the Peninsula Parishes Alliance re payment of Dr Le-Las's latest invoices (already agreed for payment at the March 16th meeting) and was briefly discussed - it was agreed to reply that as Shotley PC had originally employed her, it was up to this council to decide whether or not to pay her. Awaiting Richard and Anna's replies re this

21. Planning matters

21.1. Applications received

B/06/00369/FHA/AT 68 Great Harlings, Shotley, Ipswich IP9 1NY Erection of part single-storey and part two-storey side extension – **No objections**

B/06/00445/FHA/AT 70 Kingsland, Shotley, Ipswich IP9 1NB Erection of single storey front extension – **No Objections**

B/06/00536/FHA/MF 3 Hervey Terrace, Shotley Gate, Ipswich IP9 1NU Erection of front porch – **No objections**

B/06/00592/FHA/RC 6 Gate Farm Road, Shotley Gate, IP9 1QH Erection of first-floor side extension – **No Objections**

B/06/00606/ROC/CLD Shotley Marina Ltd, King Edward VII Drive, Shotley IP9 1QJ Removal of Conditions 04, 05, and 06 attached to PPB/91/00723/OUT – **See ... above.**

B/06/0607/FUL/CLD Shotley Marina Ltd, King Edward VII Drive, Shotley, Ipswich IP9 1QJ Improvements to King Edward VII Drive to include 6.0 metre wide carriageway, 3.0 metre wide promenade, retaining wall and 3 No. cantilevered viewing platforms. Erection of mast and life buoy station – **See 1.2 above.**

B/06/0608/FUL/CLD Shotley Marina Ltd, King Edward VII Drive, Shotley, Ipswich IP9 1QJ Improvements to King Edward VII Drive to include 6.0 metre wide carriageway, 3.0 metre wide **cantilevered** promenade, retaining wall and 3 No. cantilevered viewing platforms. Erection of mast and life buoy station – **See 1.3 to 1.5 above.**

21.2. Revised applications

B/06/00289/FHA/AT 13 Gate Farm Road, Shotley Gate, Ipswich IP9 1QH Erection of 2 no. single-storey side extensions to form garage and shower/utility room, as amended by drg 1/AB and drg 2/AB received 20/03/2006 – **No objections**

B/04/02107/FHA/RC 75 Great Harlings, Shotley Gate, Ipswich IP9 1NZ Erection of part single/part two-storey rear extensions and two-storey side extension. Erection of porch, as amended by plans received on 03/02/05 – **No objections**

21.3. Applications approved – None at present

21.4. Applications refused – None at present

22. Previous years' accounts:

22.1. Mrs C Williamson presented, and it was agreed that the chair should sign the statements of accounts for 2003-04 and 2004-05 and the completed audit forms for years 2001-02, 2002-03, 2003-04 and 2004-05.

22.2. It was agreed that the said accounts be forwarded to Heelis and Lodge prior to submission to Lubbock and Fine for internal audit.

22.3. Mrs C Williamson presented the Audit Report for 2005/6 (attachment 4).

22.4. Mrs C Williamson had compiled and presented an Assets Register for 2003 to 2005 (attachment 5).

23. Correspondence received to 20.04.06

- a. Letter from defra re “Clean Neighbourhoods and Environment Act 2005 – a parish council guide to environmental enforcement (no guide incl)
- b. Letter from SALC re Transitional arrangements regarding resignation of CEO
- c. Letter from Childline asking for donation – Clerk sent application for funding form 6.4.06
- d. Newsletter of East Suffolk Mind Spring 2006
- e. Letters from SCC re “Forthcoming Bus Service Changes”
- f. Letter from Just Lamps (UK) Ltd re: street lighting maintenance
- g. Letter from SCC re: Avian Influenza (Bird Flu) contingency planning
- h. Letter from Babergh re: Dog Fouling – new legislation “the Clean Neighbourhoods and Environment Act 2005”
- i. Babergh – Notice of Meetings 11/4/06 to 20/6/06
- j. Letter from Bunting & Sons re withdrawal of Horkesley Park Heritage and Conservation Centre Planning Application
- k. Magazine, leaflets, dates for diary from Suffolk Wildlife Trust
- l. E-mail from Marian Sedwell re BCT forthcoming training
- m. Notes of meeting for Credit Union Project 21.3.06
- n. Letter from SCC re: Suffolk’s Local Transport Plan 2006-2011
- o. Letter from Suffolk Constabulary re: Neighbouring Policing – revised boundaries across Suffolk

24. **Chair’s urgent business** – None to report.

25. **Reports from Councillors on matters not itemised on agenda** – None to report.

26. Clerk’s report

Litter Wardens

- 26.1. High visibility jacket (for Eileen) and 2 x pairs safety gloves (for Dina and Eileen) ordered from Babergh - awaiting arrival.
- 26.2. Dina would like confirmation of what areas she is to cover – she has been doing the main roads and the lanes/paths most likely to be seen, but as the weather gets better some not so well known areas will need some attention. Clerk to advise Dina to use her discretion.
- 26.3. Dina feels there is some confusion over her hours. It was agreed that approximately 5-7hrs per week for Dina and 3-5hrs per week for Eileen should be adequate. However, a degree of flexibility is needed to allow for seasonal increases/decreases. Both Eileen and Dina had noted a significant increase in litter since the better weather had arrived.

Tree work at Ganges Field at back of 23 and 25 Kirkton Close

- 26.4. A resident had contacted Carol asking when the tree cutters were coming. She said that there was still a tree overhanging her and her neighbour’s gardens and that she wanted to site a trampoline where the branch was.
- 26.4. I have had a look at the work carried out by Elite Tree Services and they do appear to have carried out the work as per their quotation ie – to remove branches fouling the telephone line at no. 25 and trim field side branches to 2m. Unfortunately they do not appear to have been asked to quote for clearing the branches fouling the telephone line at No. 23 and this clearly needs doing.
- 26.5. The PC are not obliged to trim trees unless they present a danger or are fouling services such as the telephone line. The resident is therefore at liberty to trim the branch at her own expense after having first informed us of her intention to do so.
- 26.6. Clerk to obtain a further quotation and arrange for outstanding works to be carried out. All agreed.

27. **RFO’s report** –See attachment 6.

28. **Date of next meeting:** Special Planning Meeting on 27 April at 7.15pm, Annual Parish Meeting on 4 May at 7.30pm and Annual Parish Council Meeting on 18 May 2006 at 7.15pm

Meeting ended 10.35