

Minutes of the Shotley Parish Council meeting held on Thursday 15 June 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.

Present: Councillors R Wrinch (Chair), N Bugg, A Long, M Matthews, J Peters, C Sullivan, G Steel, M Connell, RFO D Gouveia and Clerk L Rowlands

In attendance: County Councillor D Wood, PC Garrod and eight members of the public

- 1. Open forum for members of the public to speak to Councillors**
 - 1.1 The subject dominating the open forum and meeting was the application by Shotley Marina on improvements to the waterfront road. The public expressed their concerns, mainly about traffic in Bristol Hill. Please see item 19.4.2 below for more details.
 - 1.2 It was reported that the male and female toilets were still not open at the bottom of Bristol Hill although the disabled ones were at a cost of 20p per visit. Clerk to investigate reason for this.
- 2. Apologies for absence** – Cllr B Hooper (another engagement) and District Cllr W Sadler (double booked)
- 3. Declarations of interest and additions to register** – Cllrs A Long, C Sullivan, N Bugg, M Matthews, J Peters
- 4. District Councilor’s report if available** – None available

(8.05pm County Cllr D Wood arrived)

- 5. County Councillor’s report**– Cllr D Wood advised of the following:
 - 5.1 The Fire Service had moved to the new headquarters of Suffolk County Council – Endeavour House
 - 5.2 Consultation was ongoing with regard to schools in Suffolk and our views were sought.
 - 5.3 Bonfires in Shotley - he would be seeing some residents of Shotley Gate after leaving this meeting to listen to their complaints regarding the recent spate of bonfires.
 - 5.4 The Locality Budget - the grant for The Shotley Business Directory was going through the system.
 - 5.5 Police Forces Amalgamation – he would be addressing the Home Office shortly on this issue and wanted to confirm SPC’s views. All agreed that SPC could not see the need for this amalgamation.
 - 5.6 Beachwatch – this was a very worthwhile project and if we wanted to get involved, publicity and help were available.
- 6. Police Brief** – PC Garrod reported:
 - 6.1 That there was three reported crimes in the Parish during May 2006, compared to 11 in May 2005.
 - 6.2 His presence outside the school some mornings was having an effect on traffic speed and parking.
 - 6.3 Mention was made of the fatal accident at Gayford Terrace and that investigations were still ongoing.
- 7. Minutes of Special Planning meeting dated 27 April 2006** - The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by the Chairman
- 8. Minutes of Annual Parish meeting dated 4 May 2006** – These were not available – Clerk advised that these would be available when time allowed.

- 9. Minutes of Annual Parish Council Meeting dated 18 May 2006** - The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by the Chairman
- 10. To consider grants from Parish funds to:**
- 10.1 The Business Directory – This had been discussed at a previous meeting when it was decided to grant an amount of upto £650. The remainder of the grant requested would be referred to Cllr D Wood’s Locality Fund.
 - 10.2 Childline – grant agreed of £100.
 - 10.3 Headway – grant agreed of £50
 - 10.4 Get Together Group – no grant agreed on this occasion
 - 10.5 Hanover at Home – grant agreed of £100
 - 10.6 Suffolk Family Carers – grant agreed of £100
 - 10.7 Young Mindz – grant agreed of £200
 - 10.8 Archery Group – grant agreed of £500 pending bank details. It was suggested that this be put forward to BELSP for the remainder (£500), as it was a new venture.
 - 10.9 Noticeboard – grant agreed of £325
 - 10.10 Shotley CP School – no application received.
 - 10.11 Shotley & Erwarnton Good Neighbours – this has been incorrectly inserted into the BELSP part of agenda. Grant agreed of £300
- 11 To consider grants from BELSP funds to (for final approval by BELSP):**
- 11.1 Shotley & Erwarnton Good Neighbours (see 10.11 above)
 - 11.2 Village Hall Management Committee – grant recommended of £1,000
 - 11.3 HMS Ganges Museum – grant recommended of £1,500
 - 11.4 Church Heritage 700 – grant recommended of £1,000
 - 11.5 Shotley Youth & Community Project – grant recommended of £1,000
 - 11.6 Drama Group – decision deferred
- 12 To approve accounts for 2005/6 in preparation for audit**
There were still some outstanding issues with regard to the figures, RFO to liaise with Lubbock Fine to obtain an extension and will revert to SPC. It was possible that a further meeting will need to be called in order to formally approve accounts. SPC will be advised accordingly.
- 13 To adopt Communications Strategy – see attachment 1**
It was agreed to adopt the Communications Strategy and for it to be reviewed in September 2006. Suggested further points to be looked at then were: (1) complaints procedure (2) more distinct young people’s section and (3) to adopt Freedom of Information Act Publication Scheme.
- 14 To approve contracts for:**
- 14.1 Clerk) Still to be finalised, so held over until July meeting
 - 14.2 RFO) Still to be finalised, so held over until July meeting
- 15 Bus shelter replacement: update**
- 15.1 Mrs Williamson had advised the Clerk that she had written a further letter (read out to the meeting) and would be requesting a sum total of £3,097.64 covering the rebuilding, her administration costs and Suffolk County Council’s costs for removing debris. She will keep the clerk up to date with progress.
 - 15.2 Mr Brundle will be refixing the downpipe to the shelter sometime this week.
- 16 Play areas: update**
- 16.1 To agree costs of benches at both play areas

It was agreed to purchase two Mayfield Benches from High Weald Furniture at a cost of £225 each, carriage £25 each (plus VAT). Fitting charges were envisaged to be around £50 for both.

- 16.2 To agree costs of extra grass cutting at both play areas
This was discussed at length and it was agreed that a decision be deferred until the September meeting.
- 16.3 The swings had still not been fixed – Clerk to chase.
- 16.4 Rubber matting – still awaiting settlement cheque from Zurich.
- 16.5 Grass cutting at Ganges Play Area – Norman had commenced cutting the grass.

17 Parish Plan Implementation Board: update

- 17.1 Minutes – *see attachment 2*
- 17.2 Re-launch of Shotley Youth and Community Project – a meeting was held on 8 June at the Village Hall to discuss a new youth project and to recruit volunteers for a management group and to work with young people. Cllr Long had resigned as chair and the handover with regard to accounts, new treasurer and new chair etc were still to be arranged. Next meeting: 27 June.

18 Accounts for payment

18.1	Parish Clerk's salary (08.05 to 05.06) –53½ hrs @ £10.61ph		£567.64
18.2	Parish Clerk's expenses to 05.06.06		£75.35
18.3	RFO's Salary 7.5 hrs @ £10.61 ph	£79.57	
	29 hrs @ £11.00 ph	<u>£319.00</u>	£398.57
18.4	RFO's expenses to 05.06		
	Stationery (lever arch files)	£6.95	
	Travel - 36 miles @ 0.40	<u>£14.40</u>	£21.35
18.5	Local Council Finance publication		£14.95
18.6	Litter Warden's salary (Village) 21 hrs @ £7 ph		£147.00
18.7	Litter Warden's salary (Gate) 28 hrs @ £7 ph		£196.00
18.8	Expenses – 3 trips to dump = 18 miles @ 0.40		£7.20
18.9	Glasdon UK Ltd (bin for Kitchener Way)		£227.63
18.10	Elite Tree Services (tree works at 23 Kirkton Close)		£346.63
18.11	Clerks & Councils Direct annual subscription (Cllr Long)		£9.00
18.12	Domestic Computer Services		£500.00
18.13	Adventure Playgrounds Ltd (rubber matting)		£1057.50
18.14	Mrs Carol Williamson (expenses for tel/fax/computer etc)		£60.00

19 Planning matters

- 19.1 **Applications approved:**
B/06/00766/TPO/DC 40 Great Harlings, Shotley Gate, Ipswich IP9 1NY Removal of overhanging limb of 1 No Scots Pine tree and cut down and remove 1 No Scot Pine tree covered by Tree Preservation Order BT264
- 19.2 **Applications refused:**
B/06/00592/FHA/RC 6 Gate Farm Road, Shotley Gate, IP9 1QH Erection of first-floor side extension
- 19.3 **Applications received:**
B/06/00831/FHA/LJB 1 Box Iron Row, Wades Lane, Shotley, Ipswich IP9 1EG – Erection of conservatory (to south elevation) and detached single garage – **No objections**

(Standing Orders suspended)

- 19.4 **Revised applications:**
- 19.4.1 B/06/00607/FUL/CLD Shotley Marina Ltd, King Edward Drive, Shotley Gate, IP9 1QJ. Improvements to King Edward VII Drive to include 6.0metre wide carriageway, 3.0metre wide promenade, retaining wall and 3 No cantilevered viewing platforms.

Erection of mast and lifebuoy station, as amended by drawing no. 3378/41A received on 16/05/2006. **No further reply had been sent by SPC as the revisions were minor and our views had been expressed previously.**

- 19.4.2 Following a long debate the PC voted to continue to oppose the application to lift the conditions which, if so lifted would enable the construction of up to 70 properties at the Marina using Bristol Hill and King Edward VII drive as access. The PC had a speaking slot at Babergh Development Committee's (BDC) meeting to consider the applications on 21 June
- 19.4.3 Cllr Sadler wished to know (requested via the Clerk) who would be attending the BDC meeting on 21 June at which the Marina applications would be heard as SPC would have a three minute slot and she was happy for SPC to use her speaking slot if required. Cllr Steel advised that he would attend and would contact Cllr Sadler directly.

(Standing Orders resumed)
(Public departed 9.30pm)

20 Previous years' accounts

- 20.1 It was agreed to receive and accept the Internal Audit Reports from Heelis & Lodge for 2003/04 and 2004/05.
- 20.2 Mrs C Williamson (temporary clerk) confirmed that most of Heelis & Lodge's recommendations had already been implemented and others will be incorporated.

(Cllr Sullivan departed 9.35pm)

21 Correspondence to 10 June 2006

- a. Suffolk CC – Letter re “Signposting of Public Rights of Way” – *copied to RW & BH 23.5.06*
- b. Babergh DC – Letter re Tree Preservation Order No BT00402 – Land adjacent to Shotley Sailing Club – *copied to Ian Peters 25.5.06*
- c. Babergh DC – Letter from Tim Mutum enclosing details re Babergh East Local Strategic Partnership (BELSP) – *copied to PPIB 23.5.06*
- d. Suffolk CC – letter and leaflet re: “School Organisation Review” – *copy given to MMI 25.5.06*
- e. Babergh Communities Together booklet – May 2006
- f. The Little Orange Book on Involving Volunteers
- g. CPRE East of England – Details of a one day workshop (5 Oct) for Parish and Town Councils re Local Development Framework (LDF) – *copied to AL and GS*
- h. Suffolk CC – Letter enclosing an annual report and a special supplement about University Campus Suffolk (UCS)
- i. Babergh DC – Letter re Local Development Framework Statement of Community Involvement – Regulation 28 submission draft (+6 enclosures) – *partially copied to GS*
- j. Suffolk CC – Letter re Forthcoming Bus Service Changes
- k. Babergh DC – Media Release 30.5.06 – Public's chance to comment re the Statement of Community Involvement/Local Development Framework – *copied to AL*
- l. Babergh DC – Media Release 25.5.06 – Super-sleuth technology launched to catch fly-tippers – *copied to MM*
- m. RSPC Stour Estuary Newsletter – June 2006
- n. Suffolk Training Partnership – Course – Further practical help finishing your accounts Friday 23 June 2006
- o. Green Light Trust – Community-owned Woodlands Promotional Events 21 & 22 June Bury St Eds and Debenham – reply by 15 June
- p. Invitation to a Network Community Lunch from Babergh Communities Together on Thurs 22 June at 12 – 1.30 at Hadleigh

- q. Letter from Babergh DC – Re Informal meeting to discuss youth activities in the community – invitation to two representatives from our council to an informal meeting to be held on Thurs 13 July 7pm Stutton – AL and MM to attend
- 22 To consider placement of dog litter bins at various locations**
It was agreed to site two further dog litter bins at Marsh Lane and Tudor Close (at entrance to Ganges Wood). Clerk to go ahead and order.
- 23 Emergency Traffic planning**
- 23.1 Clerk was asked to obtain an incident report regarding the accident outside of Gayford Terrace on 4 June as this may highlight deficiencies to be addressed.
- 23.2 Cllr Steel advised that this subject would come under the remit of an Emergency Planning Officer once one was found.
- 24 Chair’s urgent business - None**
- 25 Reports from Councillors on matters not itemised on agenda**
- 25.1 Cllr Sullivan had left a note regarding noise complaints from residents near the refurbished sewage works. Clerk to investigate.
- 25.2 Cllr Long advised that she was in possession of a spare swing seat and would pass this on to the Clerk.
- 26 Clerk’s report**
- 26.1 Glen Parker (Sports Coach -826656) from Babergh DC contacted me to find out a suitable venue for summer activity days for children. Needs were tarmac, grass areas and toilet facilities. I gave him the number of the school who he will contact directly to make arrangements. Leaflets and details to follow.
- 26.2 Still trying to find employers liability insurance certificate.
- 26.3 Almshouses - reported possible vermin infestation to BDC – no news yet
- 26.4 Have bin for Kitchener Way – this will go in at same time as the benches.
- 26.5 Kirkton Close resident had contacted me again regarding the Ganges trees, Babergh and SALC advice passed on to resident.
- 26.6 Busted down pipe at bus shelter – Brundle fixing this week.
- 26.7 Play area inspections still awaiting advice.
- 26.8 Matting - not sent letter to parents of boys for £33 yet as await settlement of claim.
- 26.9 Collection of old lamp post – sent e-mail awaiting response.
- 27 RFO’s report – (see attachment 3)**
- 28 Date of next meeting – 20 July 2006 at 7.15pm**