

**Minutes of the Shotley Parish Council meeting held on Thursday 21 December 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.**

**Present:** Councillors: R Wrinch, N Bugg, G Steel, M Connell, M Matthews, A Long, J Peters, RFO: D Bedwell and Clerk: L Rowlands

**In attendance:** District Councillor W Sadler, PC Chris Garrod, PCSO Ilona Turley, Jon Needle, Ms Janet Norden and two members of the public

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

A person came forward and confirmed that he removed the wire netting from the bridge at Golden Wood as he considered it dangerous to his and other dogs. He was willing to pay for the materials removed. Clerk to forward details to Ian Peters.

*7.25pm - One member of the public left the meeting.*

Ms Janet Norden, Secretary for SYCP reported that the youth club had now held five sessions at which 15 young people had attended. There were three volunteers, one paid youth worker and one assistant youth worker.

**2. Apologies for absence** – Cllrs B Hooper (clashing engagement), C Sullivan (work commitments) and County Cllr D Wood (family commitments)

**3. Declarations of interest and additions to register** – Cllr M Matthews (item 11 – Ganges update) and Cllr J Peters (item 13 – Business Directory)

**4. District Councillor's report** - No report.

**5. County Councillor's report** - No report. Cllr Steel asked the Clerk to contact C.Cllr Wood to ascertain what consultation process was in place in respect of the School Organisation Review and will Parish Councils be consulted.

**6. Police brief**

PC Garrod apologised for not being able to attend recent meetings and introduced Police Community Support Officer (PSCO) 3001 Ilona Turley. At previous meetings the possibility of police officers patrolling on bicycles had been brought up. PSCO Turley was one of the first to trial the new bicycle uniform and we should be seeing her around the village soon.

Since 17 August there have been 24 crimes reported in the Shotley/Shotley Gate area. This is a reduction of 39% of recorded crime for the same period during 2005. There appears to be a slight increase in the number of crimes reported where entry is forced to store rooms/sheds and parishioners are invited to contact PC Garrod direct if they would like tailored and individual crime prevention advice.

Police now have new powers in relation to seizing vehicles used in an anti-social manner. Parishioners are requested to contact PC Garrod at the earliest opportunity to discuss how to resolve any issues.

The parking issues around the school have not received much attention recently due to other operational commitments. However, things should improve in the New Year with PCO Turley's help.

A new Community Watch Liaison Officer (CWLO), Tony Simpson was appointed on 4 December. Information packs are available from him for anyone wishing to set up a Neighbourhood Watch Scheme.

The Police Direct messaging system is now up and running and Suffolk Constabulary is the first force in the country to use it to keep people informed about local policing issues. Subscribers received specific information from police, direct to their computer, mobile phone or landline. The service is free and anyone can register. For further details and to register log onto [www.suffolk.police.uk](http://www.suffolk.police.uk).

**7. Minutes of the Parish Council Meeting 16 November 2006**

The minutes having been distributed beforehand, were declared a true and accurate record and signed as such by Cllr R Wrinch as Chair.

**8. Talk by Jon Needle (First Response Scheme Co-Coordinator) of East of England Ambulance Trust re community responder scheme**

Jonathan Needle wished to set up a Community Responder Scheme involving establishing a “hub” for the Ambulance Service based in Shotley. Emergency equipment would be kept on the peninsula by trained volunteers and would be available within minutes for anyone dialling 999 or the Shotley Gate Post Office direct. This would improve cardiac arrest patients’ survival rates. A defibrillator had already been supplied and once trained, the volunteers would keep this on a rota basis. Four volunteers have already been recruited although 12-15 volunteers are needed. Training for volunteers is to be arranged for early 2007. It is hoped that the hub would be up and running by April 2007.

It was noted that the Council had previously agreed to fund this service some years ago but it had not progress due to lack of volunteers. The Council was asked to contribute towards the cost of training and further equipment needed. It was envisaged that an amount of £700 would be needed. Clerk to forward a grant form to Jon for completion and this would be considered at the next meeting. Noticeboard and MyShotley.com to carry appeal for more volunteers.

The Chair thanked Jon Needle for his presentation.

*8pm - Jon Needle and one member of the public left the meeting*

**9. Play areas: update**

- 9.1 A letter had been sent to Adventure Playgrounds at the end of November outlining areas that needed addressing as per RoSPA’s inspection – no reply received as yet. Chasing letter to be sent with a copy to RoSPA for information.
- 9.2 General repairs to be carried out in New Year/Spring.
- 9.3 Road signs indicating playground nearby to be installed by SCC in mid-February at no cost to SPC.
- 9.4 Playground signs re age restrictions etc still to be ordered.

**10. Parish Plan Implementation Board**

- 10.1 A meeting was held on 14 December. Update on youth club noted at 1. above. With regard to the tennis courts the PPIB agreed to recommend to SPC that:  
**(SPC conclusions in bold):**
  - 10.1.1 Only minimum safety repairs be effected. **It was agreed that none were needed at present.**
  - 10.1.2 To ask PPIB to agree a design brief and submit the same to a selection of approved contractors for quotes for approval at the earliest available SPC meeting. **All agreed**
  - 10.1.3 Investigate if planning permission is required and if so submit an application. **All agreed and that appropriate costs be covered by SPC.**
  - 10.1.4 Prepare and submit match funding applications as necessary. **All agreed.**
  - 10.1.5 The SPC to investigate the placing of a bollard on the pathway leading to Ganges Play Area close to Lloyd Road. **It was concluded that as there were many legitimate users of the pathway it was not feasible to place a bollard there.**

9pm - Cllr Matthews left the meeting temporarily.

## **11. Ganges:**

### **11.1 Update**

An informal meeting had been held to discuss the HMS Ganges Development on 7 December between representatives from Galliard Homes, Haylink, Suffolk Preservation Society and Shotley Parish Councillors. Cllr W Sadler was also in attendance. At the meeting it was agreed that Haylink would produce a list of proposed uses/options for the site and a timetable for consultation for SPC's comment. These documents had been received and were discussed. It was felt that the timetable was too tight to formulate a sensible response to the documents put forward. Clerk instructed to send a holding letter and advise a fuller reply would follow.

The SPS had also indicated at the meeting that they would write with their views and advice. An e-mail had been received on 8 December, it had been circulated to all Councillors and was discussed. It was agreed that Cllr Steel would contact SPS regarding the engagement of a facilitator.

Cllr Peters to summarise outcome of meeting and publish on MyShotley.com. Appeal also to community again for their ideas for the site.

### **11.2 SPPA meeting 22 January – submission of agenda items**

Cllr Steel asked the Clerk to (1) confirm with SPPA if SALC were going to be in attendance to discuss co-ordination between parishes on matters that cross boundaries etc and (2) pass on the details for the First Response Scheme Co-ordinator, Jon Needle should they be interested in the Community Responder Scheme.

11.3 Babergh had issued a second email newsletter on 5 December – this had been posted on the website and copied to all Councillors.

9.35pm – Cllr Matthews returned to the meeting

## **12. To consider replacing noticeboards**

Cllr Bugg's contact was too busy to be able to help us. Cllr Peters to obtain quotes from his contact before next meeting.

9.40pm - Cllr Peters left the meeting temporarily

## **13. To consider part-funding costs of the 2007 Shotley & Erwarnton Business and Information Directory**

The Tender had been received and an amount of £695 was requested. The Tender was discussed and it was agreed to contribute £500 towards the costs of producing the second edition of the Directory (payment at publication) and direct the author to seek the shortfall (£195) from C.Cllr Wood's Locality Fund. It was noted that the Directory had been very well received locally and more contributors were coming forward

9.50pm - Cllr Peters returned to the meeting

- Ms Janet Norden left the meeting

## **14. To consider Clerk's attendance at 2007 Election Preparation training at SALC**

The Clerk advised that SALC were holding a 2hr training session on 15 March at a cost of £10.00. **All agreed.**

## 15. Planning matters to 17 December and received subsequently

### 15.1 Application(s) received:

15.1.1 500/467/JEP/0712(SCC) – 13 Lower Harlings, Shotley Gate – application for disabled bay – **no objections**

### 15.2 Application(s) approved by Babergh:

15.2.1 B/06/01573/FHA/LJB – 3 Gate Farm Road, Shotley IP9 1QH – Erection of part first-floor and part two-storey side and rear extension incl dormer window to front elevation of first floor extension (amended to approved PP under B/05/02031/FHA)

15.2.2 B/06/01718/FHA/RC – 17 Kitchener Way, Ipswich IP9 1RN – Erection of rear conservatory

15.2.3 B/06/01686/FHA/LJB – 1 Box Iron Row, Wades Lane, Shotley, Ipswich IP9 1EQ – Erection of single garage

15.2.4 B/06/00608/FUL/CLD – Improvements to King Edward VII Drive ... - Shotley Marina Ltd

15.2.5 B/06/01549/CPU/AT – 19 Garden Close, Shotley IP9 1LZ – Application for a Certificate of Lawfulness for a Proposed Use or development – Erection of detached single garage and bedroom accommodation in roof space

15.2.6 B/06/01753/FUL/MF – Land adjacent 84, Kingsland, Shotley, Ipswich IP9 – Erection of 2 No. bungalows. As amended by drawing No. K/05/0405/02C received 8 December 2006

## 16. RFO's Report

### 16.1 Present Final Precept 2007-08 for agreement - (Attachment 1)

The final precept was presented for approval by the Council. It was noted that under Contingencies, point 4 should read "grounds maintenance" instead of "Playarea maintenance". Subject to this alteration it was agreed by all that the precept be approved and the appropriate paperwork was signed by Cllr Wrinch as Chair, the Clerk and two Councillors.

### 16.2 Letter to Lubbock Fine answering queries on 2003/4/5 accounts

The contents of the letter were noted. This had been despatched at the end of November. It had taken 16 hours to complete the necessary work.

### 16.3 Report from Lubbock Fine re 2003/4/5 accounts

This had not been received as yet.

### 16.4 A G Alexander invoice for £123.38

After carrying out investigations into this invoice, the RFO advised that this invoice should be processed for payment. However, in future more detailed quotations should be provided before work commences

### 16.5 RFO Holidays

The RFO advised that she would be on holiday for one week from 25 December 2006

### 16.6 Reserves

Community Account	£1.510.45
Premium Account	£443.78
Tracker Account	<u>£31.698.56</u>
Sub-total	£33.652.79
<u>Earmarked Reserves:</u>	
Ganges Playarea Depreciation	(£2.500.00)
Kingsland Playarea Depreciation	(£2.500.00)
 Grand Total	 <u>£28.652.79</u>

This total does not include today's Accounts Payable.

## 17. Accounts for payment

17.1 Clerk's salary (6.10.06-5.11.06) = 50 hrs (-£50 back tax)	£372.70
17.2 Clerk's expenses: Stationary £2.93, Postage £14.16	£17.09
17.3 RFO's salary (6.10.06-5.11.06) = 49 hrs (16 Lubbock queries) and Litter Warden's salary (Gate) (6.10.06-5.11.06) = 15 hrs	£610.74

17.4	Litter Warden's salary (Village) (6.10.06-5.11.06) = 17.25 hrs	£122.50
17.5	Inland Revenue – tax, NI and back tax (Oct)	£255.87
17.6	Suffolk Acre – Insurance premium for Oct 06 to Sept 07	£912.82
17.7	BDC – aborted replacement of “dog bin” at Lloyd Road	£17.63
17.8	Jon Brundle – repair to bus shelter gutter	£35.00
17.9	SALC – IT course for Clerk 16 Nov	£29.38
17.10	Domestic Computer Services – emergency callout to Clerk 16 Nov	£37.50
17.11	Cllr Steel – various travel expenses	£89.54
17.12	A G Alexander	£123.38

#### 18. Haven Gateway Ipswich A14 Corridor Study – Briefing 10 January

We have received an invitation for representatives to attending the above briefing. A consortium of Haven Gateway partners have commissioned Atkins Transport Planning to undertake the study. Cllrs Steel and Peters to attend.

#### 19. Correspondence received to 21 December

- a. BDC – Letter re Babergh Parish Tree Warden Scheme – appointment of part-time consultant to help co-ordinate of the Scheme.
- b. Atkins Highways & Transportation – letter outlining A14 Signing Strategy – Local Destinations – A14 signs are being changed to omit local destinations ie Shotley, Wherstead etc. and redundant signs are being removed to reduce the number of hazards on the roadside.
- c. SCC (ET) – Letter advising of revision to services in this area following the withdrawal of service from Sat 30 Dec and negotiations with new service providers
- d. BDC – Proposed rationalisation of public rights of way at Shotley and Chelmo – *scanned covering letter to Cllrs Wrinch, Hooper and Long for comments*
- e. Mr K & Mrs S Cocksedge (parishioners) – copy letter addressed to SCC re various issues on Queen Victoria/King Edward Drives – *Copied to Cllr Steel*
- f. Suffolk Coasts & Heaths – letter introducing Connect – locally funded scheme to support conservation, access and awareness projects up to £1000 – accepting applications for projects to be carried out in 2007. For further info visit [www.suffolkcoastandheaths.org](http://www.suffolkcoastandheaths.org)
- g. SCC – Forthcoming Bus Service Changes
- h. SPS – Suffolk View issue no. 103 including diary dates for 2007
- i. BDC - Letter outlining parish council elections 3 May 2007
- j. Local Crime Community Service – Letter introducing LCCS Project Co-Coordinator - Carey Godfrey. The aim of the project is: *“Magistrates and Probation working together with local communities to improve public confidence in sentencing and raise awareness of the effectiveness of community sentences”*
- k. Optua (formerly Rethink Disability) – Newsletter and letter requesting donation – *Clerk sent holding letter (and application form) advising grants dealt with in June*
- l. Shotley Drama Group – Letter of thanks for grant
- m. BDC – Letter advising of Christmas closing times
- n. BDC – Ganges News # 2 sent by e-mail – *copied/e-mailed to all Cllrs*
- o. SCC – Suffolk Highways Partnership – Newsletter #1 Autumn 2006
- p. Eastex Material Exchange – poster detailing service ie keeping potentially useful materials in circulation – *copied to Cllrs Matthews and Peters*
- q. Suffolk Hedgerow Survey Newsletter – Issue No 13 Winter 2006
- r. SALC – Training 2007 – charring skills, training for new councillors, IT skills etc
- s. Suffolk Wildlife Trust – Product catalogue, SWT Magazine, Naturalworld magazine, meeting dates for 2007 and Raffle tickets
- t. WI – letter requesting SPC place WI seat on our insurance – *Clerk dealt with*
- u. HMS Ganges Assoc Museum – Letter of thanks and update on progress of Figurehead refurbishment
- v. RSPB - Stour Estuary Newsletter December 2006

**20. Chair's urgent business: any other matters for immediate discussion at the discretion of the Chairman**

Chair advised that he attended a meeting recently held by the Stour and Orwell Society (SOS). This organisation was concerned about the overflying of the local area and the effects it was having on the environment and people. No immediate action needed by SPC other than a watching brief.

**21. Councillors reports on matters not itemised on agenda**

- 21.1 Cllrs Bugg and Long reported that our two nominations for the Babergh Community awards had not been successful.
- 21.2 It was suggested that the Shotley Community Awards be put on the agenda for February so that nominations can be entered and considered in plenty of time for the awards to be made at the Parish meeting in May.
- 21.3 Cllr Steel reported on the Co-op Solutions for Citizenship course he attended.

**22. Clerk's report**

- 22.1 Bus Shelter – Forms submitted to Ipswich County Court. Defendant has filed an Acknowledgement of Service and has 28 days to file a defence.
- 22.2 Dog litter bin – Lloyd Rd – Lid reported ripped off (2/11). Clerk had arranged for BDC contractor to repair. Unfortunately bin turned out to be a Glasdon bin which BDC are not able to repair. Invoice for wasted journey received.
- 22.3 Bridge at Golden Wood – No news from SCC as yet.
- 22.4 Dog Fouling Notices – received free from BDC and distributed to Cllrs for erection where appropriate – not to be placed on private property without permission.
- 22.5 Cooper's Close Allotments – Cleared plots now let, although still have three more uncleared plots available. Sign prohibiting dumping now erected – thanks to Cllr Steel.
- 22.6 Meeting dates for 2007 – Revised dates for 2007 circulated as agreed at last meeting. Please make a note: APCM now 10 May and APM now 24 May. Confirmed with village hall.
- 22.7 Endeavour bins/car parking – Letters sent to Flat 1 and Endeavour House 30 Nov. SCC advised that they feel this is not a situation where they should take any action as it could be classed technically as obstruction of the highway but it would be difficult for the SCC, or Police, to apply any enforcement.
- 22.8 Grounds maintenance project – to be progressed in New Year.
- 22.9 Street lights – No. 25 – Suffolk Acre progressing claim. However, they have advised that as SPC has the highest rate of claim in the scheme (three claims in 11 months) they require us to carrying out risk assessments. They are forwarding a DVD to help with this. Light No. 21 was reported to SCC by Cllr Bugg and has now been fixed.
- 22.10 Holiday dates – Please note Clerk on holiday from 23-29 December 2006.

**23. Staff Appraisals**

Staff appraisals for both Clerk and RFO had been held. The chaired thanked them for their excellent efforts in tackling their new positions. The RFO produced a schedule of hours worked by the Clerk and RFO in 2006. It was decided to defer re-assessment of their contractual hours until March when a full year's figures will be available. They would both progress to the next increment on the NALC revised scales in April 2007.

**24. Date of next meeting: 18 January 2007 at 7.15pm**

**25. Meeting ended 10.45pm**

**KEY:**

BCT = Babergh Communities Together

BDC = Babergh District Council

BELSP = Babergh East Local Strategic Partnership

PPIB = Parish Plan Implementation Board

SALC = Suffolk Association of Local Councils

SCC = Suffolk County Council

NALC = National Association of Local Councils

SPC = Shotley Parish Council

SPPA = Shotley Peninsula Parishes Alliance

SPS = Suffolk Preservation Society

SYCP = Shotley Youth & Community Project