

**Minutes of the Shotley Parish Council meeting held on Thursday 16 November 2006 at 7.15pm in the Large Committee Room, Shotley Village Hall.**

**Present:** Councillors: N Bugg,, G Steel, M Connell, M Matthews, B Hooper, J Peters, RFO: D Bedwell and Clerk: L Rowlands

**In attendance:** District Councillor W Sadler and County Councillor D Wood and one member of the public

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

A member of the public wished to know if anything could be done with regard to the parking of vehicles (at school drop off and pick up times) from the school to the village hall as there had been several near misses recently involving vehicles having to overtake parked cars where parents were allowing children to leave the cars on the roadside rather than the pavement. In reply, Cllr Matthews advised that the school had made strenuous efforts to advise parents to park at the village hall and had tried to encourage "walking buses" but with little response. Cllr Matthews to contact the school again on this issue. Cllr Wood advised that this problem had been looked at previously by SCC and that double yellow lines would not be an option as these could not be policed.

**2. Apologies for absence - Cllrs A Long and C Sullivan (illness), R Wrinch (work commitments). In the absence of both chair and vice-chair, Cllr Bugg chaired the meeting.**

**3. Declarations of interest and additions to register - Cllr Peters (item 15 – if discussed)**

**4. District Councillor's report**

D.Cllr Sadler had been supplied with leaflets from BDC to fill up the Village Hall's Information Point. BDC will contact Clerk direct to ascertain when refilling needed.

**5. County Councillor's report**

C.Cllr Wood advised that following First's withdrawal of all southern services (including route 97) from 30 December 2006, SCC had been working hard to find a solution and had recently signed contracts with Far Eastern Travel (offshoot of Gemini) to run a 97B service, from January 2007, which will be linked to the Buzabout timetable. A press statement and timetable information to be published in due course. The Buzabout service would continue.

**6. Police brief - None available.**

Clerk advised that details had been passed to PC Garrod via e-mail re (1) the cars parked illegally and causing an obstruction to pedestrians on the pavement outside Endeavour House, The Street and (2) request for speed observations at the Boot following e-mail enquiry from a parishioner.

**7. Minutes of the Parish Council Meeting 19 October 2006**

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

**8. Talk by Jon Needle of East of England Ambulance Trust re community responder scheme**

Due to traffic problems, Mr Needle was unable to attend.

## **9. Play areas**

### **9.1 Update**

Clerk, RFO and Cllr Long had met to discuss findings of RoSPA report and Clerk had circulated an action plan outlining work that needed doing prior to the meeting. Clerk to send a letter to Adventure Playgrounds along with the RoSPA report pointing out RoSPA's recommendations and asking that they put right those areas highlighted as being below BS Kite Mark standards at installation.

### **9.2 To consider repairs recommended by RoSPA (to be carried out by SPC)**

Clerk anticipated the costs of works needed to carry out RoSPA recommendations would be in the region £1000. It was agreed by all that this amount be used to implement the RoSPA recommendations.

### **9.3 To consider repair/replacement/removal of tennis court chainlink fencing**

It was agreed that rather than spend money on repairs now, that consultation with local people be carried out on how they would like the facilities to be improved. The PPIB to consider any suggestions and report back at the next parish council meeting.

## **10. Parish Plan Implementation Board: update**

10.1 The SYCP youth club was now up and running and meeting on Wednesdays after school at the Village Hall.

10.2 The £5,000 BELSP funds applied for had been received and would be distributed after the meeting to the various local organisations.

## **11. Bathside Bay: update**

11.1 Clerk had been in contact with Harwich International Port Limited (HIPL) and they had confirmed that the commencement of the container terminal would not begin until contracts have been let for works to be undertaken to the A120. The A120 is currently the subject of various studies and it is likely that a public inquiry will be held. HIPL were of the opinion that the S106 monies were not payable until the commencement of the construction of the container terminal. Therefore we are looking at 2010 at the earliest before S106 monies would be forthcoming.

11.2 Cllr Steel recalled that the S106 monies were payable once the planning permission was granted. He will pursue this with John Mullen who was previously in consultation with HIPL.

## **12. Ganges:**

### **12.1 Update**

Contact was ongoing with Haylink/Galliard Homes with regard to fixing up a meeting to discuss the way forward. Clerk to find out availability of Councillors, Richard Ward at SPS and Haylink/Galliard in order to arrange a Chair's Briefing for late November/early December.

### **12.2 SPPA – response to BDC following the decision of the planning inquiry**

This had been circulated prior to the meeting and it was felt that no response was needed.

### **12.3 SPPA – to discuss future direction etc**

A meeting would be arranged for January 2007 in order to decide whether to formalise the Alliance or continue in the present format. SALC would be in attendance to advise. SALC will be running a seminar in Feb/March 2007 dealing with this sort of organisation and representatives from local parishes will be invited to attend.

**13. To consider Clerk's exceptional hours needed to obtain a Certificate in Local Councils Administration (CiLCA) and course costs**

Clerk reported that SALC advised 30 hours may be needed over and above normal working hours to attend courses and mentoring sessions – this would amount to £330. Course costs would be in the region of £250. It was agreed by all that these costs be covered.

*C.Cllr Wood and member of the public departed at 8.30pm.*

**14. To consider replacing noticeboards**

This item to be deferred in order to obtain further quotations from a local source and to allow time for further ideas of new sites to be collated.

**15. To consider part-funding of costs for the 2007 Shotley & Erwarton Business and Information Directory**

Deferred until December meeting.

**16. Refuse bins outside Endeavour Hse - to consider response to letter from resident of Kirkton House**

It was agreed to reply to the resident of Kirkton House advising that (1) her comments had been noted and (2) thank her for removing her bin from the pavement as requested. Clerk to contact SCC advising them of the bins still sited on the pavement and Suffolk Police regarding the illegal car parking on the pavement.

**17. Planning matters to 12 November and received subsequently**

**17.1 Application(s) received**

17.1.1 B/06/01718/FHA/RC – 17 Kitchener Way, Shotley, Ipswich IP9 1RN – Erection of rear conservatory – **No objections**

17.1.2 B/06/01686/FHA/LJB – I Box Iron Row, Wades Lane, Shotley, Ipswich IP9 1EQ – Erection of single garage – **No objections**

17.1.3 B/06/01753/FUL/MF – land adjacent 84 Kingsland, Shotley, Ipswich IP9 – Erection of 2 no. bungalows – **No objections**

**17.2 Application(s) approved by Babergh**

17.2.1 B/06/01401/FHA/RC – Holly Cottage, Church Walk, Shotley IP9 1EU – Erection of single-storey side extension incorporating a rear conservatory

**18. RFO's Report**

**18.1 Present Precept 2007-08**

The minimum precept required, exclusive of any new projects, will be in the region of £37,000. This represents an increase of just over £11,000, mainly due to rising staff costs (from £4,955 in 2005/6 to £13,349 in 2006/7), Inland Revenue payments of just under £2,000, which the Council is incurring for the first time and two Playgrounds that are proving to be higher in maintenance costs than originally anticipated. The draft precept was discussed and amendments, additions and deletions suggested. RFO will finalise figures for agreement at the December meeting. RFO was thanked for providing an easily understandable set of figures.

**18.2 Report on Lubbock Fine's enquiries re 2003-05 accounts**

The external auditors, after receipt of the internally audited accounts for 2003/4/5 require answers to a series of queries before 30 November 2006 before they are able to progress to audit of the 2005/6 accounts.

**18.3 To approve RFO's exceptional hours**

RFO estimates that the hours needed to carry out the work required as detailed in 18.2 above, to be approximately 15 hours in total. All agreed.

18.4 Quality Status costs

Clerk advised that provisional costs in working towards attaining QS were in the region of £690. These include preparation of portfolio £330, Charing Skills training (if required) £150, new Councillors training (if required) £140 and Registration fee £70.

18.5 Reserves

|                                |                   |
|--------------------------------|-------------------|
| Community Account              | £5,948.88         |
| Premium Account                | £442.68           |
| Tracker Account                | £36,468.52        |
| <b>Sub-total</b>               | <b>£42,860.08</b> |
| Earmarked Reserves (p/grounds) | (£5,000.00)       |
| BELSP Fund                     | (£5,000.00)       |
| <b>Total</b>                   | <b>£32,860.08</b> |

**19. Accounts for payment**

|   |   |           |
|---|---|-----------|
| 19.1  | Clerk's salary (6.10.06-5.11.06) = 60 hrs (-£50 back tax)   | £453.16   |
| 19.2  | Clerk's expenses: Internet charges (Jun-Oct 06)   | £83.95    |
| 19.3  | RFO's salary (6.10.06-5.11.06) = 31 hrs and<br>Litter Warden's salary (Gate) (6.10.06-5.11.06) = 28 hrs | £519.63   |
| 19.4  | RFO/Litter Warden (Gate) Expenses:  |           |
|   | RFO Travel  | £12.00    |
|   | Warden Travel   | £9.60     |
| 19.5  | Litter Warden's salary (Village) (6.10.06-5.11.06) = 20 hrs   | £140.00   |
| 19.6  | Inland Revenue – tax, NI and back tax (Oct)   | £269.91   |
| 19.7  | Kevin Smith – annual cost of domain name for website  | £10.45    |
| 19.8  | Babergh – Grass Cutting Summer 2006   | £1,820.91 |
| 19.9  | N&G Alexander – repair to Ganges play area chainlink fencing  | £123.38*  |
| 19.10   | SALC – Extra copy of TLC for RFO  | £1.80     |
| 19.11   | Ipswich Court fee re Bus Shelter claim  | £120.00   |
| 19.12   | Cllr Peters – travel expenses   | £14.40    |
| 19.13   | Suffolk Acre – membership renewal   | £20.00    |
| <b>(19.14 – 19.18 are BELSP funded applicants – BDC cheque banked 16.11.06)</b> |   |           |
| 19.14   | SVHMC   | £1,000    |
| 19.15   | HMS Ganges Association Museum No 2 A/C  | £1,500    |
| 19.16   | Shotley Church Heritage 700   | £1,000    |
| 19.17   | Shotley Youth and Community Project   | £1,000    |
| 19.18   | Shotley Bowmen  | £500      |
| 19.19   | SVHMC – Homestart Oct-Dec use of village hall   | £132.00   |
| 19.20   | SCC – replacement of street light no. 25  | £801.24   |

\* Query over invoice, will be despatched once RFO satisfied.

**20. Correspondence received to 16 November**

- a. Suffolk Acre – Invitation to Village Halls Conference, Nov Sat 18 9.30-1pm, Thurston Nr Bury – *passed to Cllr Bugg*
- b. Suffolk Acre – A guide to Projects and Services 2006/2007
- c. Suffolk Acre – Suffolk Scene bulletin 37
- d. SALC – Two day training for councillors (Mon 27 and Tues 28 Nov 9.30-3.30)
- e. EAGA Partnership – Warm Front Scheme – grants available to improve energy efficiency and comfort levels in the homes of those need it most. *Copied to Cllrs Matthews and Peters*
- f. Lepira – Letter re World Leprosy Week (21-28 Jan 07) “Cookies for a Cure” fund raising details – *Copied to Cllrs Matthews and Peters*
- g. EEAPTC Newsletter (formerly BENSCH = Bedfordshire, Essex, Norfolk, Suffolk, Hertfordshire and Cambridgeshire) – The Regional Report for Parish and Town Councils

- h. Sizewell A&B Stakeholder Group – letter re End Use Consultation on what the land at Sizewell A should be used for once the nuclear power station has been decommissioned. Consultation period 30 Oct to 24 Nov. On-line questionnaires can be completed at [www.sizewellstakeholdergroup.org](http://www.sizewellstakeholdergroup.org) – *Copied to Cllr Matthews*
- i. BDC – letter re public consultation (ends 30 Nov) on “Abandoned & Nuisance Vehicles Policy”. Developed in light of new powers under Clean Neighbourhoods ... Act 05. *E-mailed to all Cllrs 3/11 and hard copies to Cllrs Bugg and Hooper*
- j. SCC (Adult and Community Services) – Letter re consultation on respite services for older people at Cherryfields in Bramford and on older people’s local authority day services in Suffolk. No questionnaire to complete just asking for councillor’s/local comments generally on a summary of issues.
- k. Home-Start Babergh – Annual Report for 2005/6
- l. BDC – Summary Financial Information 2005/06
- m. SCC – Letter and leaflet re “A Land Manager’s Guide to Rights of Way in Suffolk” – *Copies when received to be given to Cllrs Wrinch and Hooper*
- n. BDC – Notice of meetings
- o. BDC – Dog Fouling Notices – basic dog fouling stickers, not featuring BDC logo can be ordered should we require them

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

- 21.1 Bus Shelter – Court Fee - Clerk had omitted to have the Council agree to the issuing of a cheque for £120 to cover the court fee in order to pursue a claim against the driver who demolished the bus shelter. All agreed.

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

- 22.1 Cllr Steel reported on the Local Development Framework seminar he had attended recently relating to the new planning regime to be introduced. Copies of the presentation (once received) will be circulated to all Councillors for their perusal. He had also signed up for another (free) course (Co-op solutions for citizenship) and sought agreement to cover travel costs. All agreed.
- 22.2 Cllrs Matthews and Long had attended the SALC AGM recently.

**23. Clerk’s report**

- 23.1 Bus Shelter – Solicitor contacted who advised that it was not financially viable to use his services as the claim was below £5,000. Clerk to complete the forms and send to Ipswich County Court along with £120 court fee. The Court then sends forms out to Defendant asking him to pay up within 14 days. If Defendant does not respond, an Unsatisfied Judgment will be issued. This will then be passed to the insurance company, who will hopefully settle the claim.
- 23.2 Marina dog litter bins – complaint received from BDC operatives re no steel liner in bins as is usual (plastic bags instead). I have been in contact with Marina manager who is hopefully ordering inserts directly from Glasdon. No update as yet from BDC.
- 23.3 Toilets Bristol Hill – No reply from Anglian as yet re tidying up front of loos, will chase again this month – no reply to e-mails.
- 23.4 Dog litter bin – Marsh Lane – Babergh have now moved this to other side of road.
- 23.5 Dog litter bin – Lloyd Rd – Lid reported ripped off (2/11). Clerk has arranged for BDC contractor to repair.
- 23.6 Appraisals for Clerk and RFO – Due to pressure of work these will hopefully now be carried out in December.
- 23.7 Bridge at Golden Wood – This has been reported to SCC who will investigate and revert back.
- 23.8 Overcrowding of chickens at Bull Fields Allotments – These have been thinned out, although noise nuisance is still proving to be an issue.

- 23.9 Coopers Close Allotments – Some overgrown plots had been cleared and are ready for reletting. Contact being made with those on waiting list. Other issues to be revisited at a later date: (1) How to address “dumping” on the site (2) clearance of old “dumped” materials ie skip hire possibly in the spring (3) discrepancies in allotment records relating to the number of plots allotment holders tend that are not being paid for.
- 23.10 Allotment rents – Unfortunately due to workload of both RFO and Clerk rent letters have not been sent out. This should hopefully be dealt with before the New Year.
- 23.11 Meeting dates for 2007 – Clerk suggested altering the dates for the Annual Council and Annual Parish meetings in May – these would now be APCM 10 May and APM 24 May. All agreed. Clerk to inform village hall.

**24. Date of next meeting: 21 December 2006 at 7.15pm**

**Meeting ended 9.50pm**

**KEY:**

BCT = Babergh Communities Together

BDC = Babergh District Council

BELSP = Babergh East Local Strategic Partnership

CPRE = Campaign for the Protection of Rural  
England

ENCAMS = Environmental Campaigns

NALC = National Association of Local  
Councils

SALC = Suffolk Association of Local  
Councils

SCC = Suffolk County Council

SPS = Suffolk Preservation Society

SYCP = Shotley Youth and Community  
Project