

**Minutes of the Shotley Parish Council meeting held on Thursday 8 February 2007 at 7.15pm in the Large Committee Room, Shotley Village Hall.**

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

**In attendance:** Two members of the public

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

Item 13.2 (planning application, 1 Brickfield Terrace) brought forward as applicants in attendance. Application and a draft objection letter were discussed at length. Council were in agreement with the application in general, save for the roofing materials – it was felt that tiles should be substituted for slates. Applicants were prepared to make this change. Clerk to inform BDC.

**2. Apologies for absence -** C.Cllr D Wood (holiday), D.Cllr W Sadler (inclement weather), Cllr C Sullivan (ill-health) and PC Garrod (shift change)

**3. Declarations of interest and additions to register -** None

**4. District Councillor's report –** None available

**5. County Councillor's report -** None available

**6. Police brief -** Although PC Garrod was unable to attend due to a change in shift, he had informed the Parish Council about the HMS Ganges site (and Corner Garage) being used for police training, including Armoured Response Units. Reference was also made to problems in Lloyd Road involving a small number of young people.

**7. Minutes of the Parish Council Meeting 18 January 2007 -** The minutes had been distributed beforehand, were declared a true and accurate record and were signed as such by the Chairman

**8. Play areas: update**

8.1 Adventure Playgrounds have confirmed that they have visited both play areas and are in agreement with the work that needs doing as detailed in RoSPA's report. They hope to have a team before spring – awaiting confirmation in writing. Still negotiating re the remounting of gates.

8.2 Clerk/RFO have started on drawing up a schedule of other general repairs to be carried out.

8.3 Playground signs: (a) age restriction - now ordered (b) ownership/no dogs allowed/please shut the gate – investigating where these can be mounted.

8.4 Complaints received re anti-social behaviour and vandalism at Ganges Play Area. Clerk asked Parishioner to contact PC Garrod or call 999 on each and every occasion so that a clear record can be built up, also to include descriptions of youths, cars etc.

8.5 A settee left out for BDC collection by a parishioner had been dumped and shredded at Ganges Play Area. This was cleared up the next day.

**9. Parish Plan Implementation Board: update**

Tennis Courts

- The Council had been advised that the drawing down of £10,000 of the £25,000 had been approved by Babergh East Local Strategic Partnership towards the redevelopment of the tennis courts area.

- The design brief had now been sent to three potential suppliers to quote.

- Still awaiting confirmation from BDC planning dept if there are any planning implications despite numerous contacts being made.

- RFO to investigate VAT position and collate information needed to apply for Lottery Funds.

- Noticeboard/Website to ask local residents for their ideas/comments on design(s)

- Design(s) to be displayed/discussed at youth club session once received.
- Youth members to attend site visit along with suppliers/councillors

#### 10. Ganges: update

Sarah West of Galliard Homes advised on 24 January that Galliard/Haylink had a team meeting on 2 February where they would discuss the project and reply in full to our letter of 17 January. Sarah also advised that she would be leaving the company on 22 February and gave details of a new contact.

#### 11. To consider replacing noticeboards – Deferred until March meeting.

#### 12. To consider application for funding from The Royal British Legion for a new standard

The Council felt that further information was required. Namely:

- Where was the standard situated previously within the church?
- Can the previous location be used again?
- If the standard was not located within the church, why is this a requirement now?
- A detailed budget of all costs involved.

Clerk to contact applicant re above points and SALC to ask under which power to make grant?

#### 13. Planning matters

##### Applications received

- B/06/02032/FHA/MB – 69 Great Harlings, Shotley, Ipswich IP9 1NZ – Erection of single-storey side extension (following demolition of existing outbuilding) – **No objections**
- B/06/02129/FHA/MB – 1 Brickfield Terrace, Wades Lane, Shotley, Ipswich, IP9 1EL – Erection of attached double garage, conversion of outbuilding into additional living accommodation with link extension and erection of a rear conservatory – **See 1. above.**
- B/07/00069/FHA/MB – Samphire, 1 Gate Farm Rd, Shotley, Ipswich IP9 1QH – Erection of pitched roof over existing garage, single-storey rear extension and 1½ storey side extension and porch – **No objections**

#### 14. RFO's Report

- Suffolk County Procurement - The inquiry initiated by Cllr Steel is still in the process of being answered. Defer to next meeting.
  - HM Customs are forwarding documentation re whether building and refurbishment of sports facilities attracts VAT. The consensus seems to be that even if we do incur it, we are able to claim it back. More clarification to follow.
  - VAT claim for 2006 is in the process of being completed.
  - External Audit Reports for 2002-2005:
    - 2002** – Accounts were prepared on an income and expenditure basis and should be receipts and payments. Some incorrect figures were noted. Risk assessment to be carried out.
    - 2003** – All recommendations made by Internal Auditors should be adhered to by the Council. Statement of Accounts was not signed by due date. Risk Assessment had not yet been carried out.
    - 2004** – Statement of Accounts has not been signed by due date. From the listings, three figures were incorrectly stated. Risk Assessment still had not been carried out. Internal Auditors recommendations should be adhered to.
    - 2005** – Statement of Accounts not signed by due date. Several figures have been incorrectly stated. Risk Assessment had not been carried out. Standing Orders required updating to reflect current laws and procedures. Internal Auditors recommendations should be adhered to.
- Recommendations** – these have now been adhered to and all errors rectified during investigation of audit queries by the RFO. Risk Assessment of Council activities has started. The Council is now in a position to sign the Statement of Accounts on a yearly basis. All Internal Audit recommendations have been taken into account and that can be seen on the 2005/06 Internal Audit Report, where a significant improvement is noted.

#### 14.5 Council's Reserves:

Community Account	£3,744.85
Premium Account	£443.78

Tracker Account	£26,098.56
<b>Sub Total:</b>	<b>£30,287.19</b>
<u>Earmarked Reserves:</u>	
Ganges Playground Depreciation	(£2,500.00)
Kingsland Playground depreciation	(£2,500.00)
<b>Grand Total:</b>	<b>£25,287.19</b>

**Accounts for payment (16) not included in the above figures.**

- 15. Precis of report from Lubbock Fine re 2006 accounts** – Details still awaited from Lubbock Fine, therefore deferred until March meeting

**16. Accounts for payment**

16.1	Clerk's salary (6.01.07-5.02.07) = 47.30 hrs	£402.47
16.2	Clerk's expenses: Stationery/Postage/Ink cartridges	£75.44
16.3	RFO's salary (6.02.07-5.02.07) = 20 hrs and Litter Warden's salary (Gate) (6.02.07-5.02.07) = 25 hrs	£395.00
16.4	RFO expenses : Printer deferred	
16.5	Litter Warden's salary (Village) (6.02.07-5.02.07) = 23 hrs	£161.00
16.6	Inland Revenue – tax, NI and back tax (Jan)	£119.60
16.7	BDC – Litter/dog bin emptying Oct-Dec	£119.60
16.8	Odd Job– clearance at Ganges Play Area	£20.00
16.9	Litter warden travel/postage expenses	£36.42
16.10	Domestic Computer Services (Clerk's e-mail problems)	£25.00

**17. Correspondence received to 8 February**

BDC – Affordable Housing News – features small article on the block built bungalow project in Shotley – *copied to Cllrs Matthews and Peters*

Report to Haven Gateway Partnership – Investing in Communities Research Programme  
BDC's Rural Hubs Initiative – *copied to Cllrs Steel, Peters, Matthews*

Constructing Excellence – workshops in the community trying to raise awareness in climate change and provide practical ideas to reduce carbon emissions – *e-mailed/copied to all cllrs 2.2.07- All agreed this would be an excellent workshop – Clerk to liaise with organiser and village hall to arrange a date in March.*

SCC – School Organisation Review leaflets and letters – *to be placed in Village Hall Information Point*

**18. Citizen Governance: update**

A number of potential councillors had been identified/come forward. Clerk had/will furnish them with useful reading material and pass on nomination paperwork as soon as received from BDC.

**19. Chair's urgent business: any other matters for immediate discussion at the discretion of the Chairman** - None

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

- 20.1 Cllr Steel had circulated a draft reply to the Haven Gateway Stakeholder Briefing between meetings for comment and the finalised version had been despatched on 1 February.
- 20.2 Cllr Bugg advised that the bus service had improved.
- 20.3 Cllr Peters reported that the number of visitors to the website [www.MyShotley.com](http://www.MyShotley.com) continues to increase rapidly with nearly 6000 in January. Informal research indicates that it may be the most popular community website in Suffolk.
- 20.4 Cllr Matthews reported that the school crossing patrol lights had been seen to be on at 10pm. Clerk to approach SCC Highways to see if the patrol warden was able to turn off the lights manually.
- 20.5 Cllr Steel advised that he had attended the recent SPPA meeting. A SALC representative was in attendance. The alliance will remain in its present form. The Clerk to Chelmondiston had

- arranged another meeting for Friday 30 March at their Village Hall – Cllr Steel is unable to attend. Suggestions for agenda items to be passed to Clerk.
- 20.6 It was reported that children had been seen entering the Almshouses. Cllr Matthews to approach Mr Hyland, the owner regarding security of the site.
- 21. Clerk's report**
- 21.1 Bus Shelter – Judgment received from Ipswich County Court and forwarded to insurance company on 1 February. Await their settlement offer. Also received letter from Defendant on 2 February outlining his circumstances and offering to pay £15 a month towards costs. Replied to Defendant 7 February advising his letter will be considered by Parish Council.  
**Clerk advised to forward Defendant's letter to insurance company and to send no further correspondence to Defendant.**
- 21.2 Bridge at Golden Wood – SCC advised on 10 Jan that a technician had been scheduled to have a look. No progress as yet.
- 21.3 Allotments – Rent letters sent out and payments coming in. Coopers Close allotment holders were being charged incorrectly and they have been advised of this. Correct rents will be collected next year.
- 21.4 Grounds maintenance project – No progress to date, although list of possible community warden duties e-mailed/sent to cllrs for comment/suggestions – **addition suggested: checking on/making repairs to allotments. Clerk asked to investigate if BDC contractors would trim rather than spray weeds.**
- 21.5 BDC tree and shrub planting at Ganges Road – Replacement of part of an existing shrub bed which was burned last year next to No. 64.
- 21.6 Flooded drain at Nether Hall – reported to SCC 19/1 - drain cleared following week.
- 21.7 Damage on bridge on public right of way opp Over Hall – Reported to SCC (Ref 565376) awaiting update.
- 21.8 Overgrown verge opp Nether Hall – Reported to SCC Area Highways (Ref 571954) who will investigate and respond.
- 21.9 Incident Log – New for this month to inform and update Councillors on what gets reported to the Clerk and how it is dealt with.
- 21.10 Bus Service – E-mailed Councillors/Parishioners' concerns to Neville Jephcote of Gemini and await response
- 21.11 Lloyd Rd bollard – No progress as yet.
- 21.12 Elections – Copy of BDC letter copied to all cllrs 24 Jan.
- 21.13 Grant to community responder scheme – Not despatched SPC cheque yet as this may not go ahead without enough volunteers – await news from organiser.
22. Date of next meeting: **15 March 2007 at 7.15pm**