

**Minutes of the Shotley Parish Council meeting held on Thursday 19 July 2007 at 7.15pm
in the Large Committee Room, Shotley Village Hall.**

Present: Councillors: M Matthews, T Ingram, N Bugg, M Connell, G Steel, J Peters, D Armes,
RFO: D Bedwell and Clerk: L Rowlands

In attendance: One member of the public, D.Cllr T Roberts and C.Cllr D Wood

Cllr Matthews chaired the meeting in the absence of Cllr Wrinch.

1. **Open forum for members of the public to speak to Councillors on items appearing on the agenda** - No items brought up for discussion.
2. **Apologies for absence** - Cllr Wrinch - work commitments and Cllr Catling – holiday.
3. **Declarations of interest and additions to register** – Cllr Matthews – item 18, Cllr Peters – item 18 and Cllr Bugg – items 19(1) and 29
4. **District Councillor’s report if available** - D.Cllr Roberts advised that he had had seven requests for help from parishioners on various matters which he was dealing with.
5. **County Councillor’s report if available** – C.Cllr Wood advised that his full report was to be e-mailed to the Clerk and Cllrs after the meeting. He spoke briefly on its contents re: the future of power generation, in particular Sizewell C, the re-organisation of Suffolk County Council and gave an update on the bus stop moves: the one outside the Post Office on the top of Bristol Hill is to stay; the outward bus stop previously sited opposite the Post Office would move further down the hill so as to avoid the bus stopping on a bend; and the bus stop re-sited to outside 5 Visdelou Terrace would remain. He reiterated that the moves were due to BT not now allowing any third party to erect signs on their telegraph poles and SCC’s hands were tied due to the law and Health and Safety considerations.
6. **Police brief (duties permitting)** - The SNT had advised the Clerk earlier in the day that they were aware there was a meeting and if an officer was available he/she would attend and make a report. No officer in attendance.
7. **Collaboration between SNT, Parish Council and other parties to combat Anti-Social Behaviour**
 - 7.1 Cllr Steel reported that the very first consultation meeting held by the SNT on 11 July was headed up by Sgt Trevor Smith along with PC Chris Garrod, PCSO Trisha Gibson and Sally Watson an Anti-Social Behaviour Network Officer. In attendance were 1-2 members of the public, various representatives from several peninsula parishes, Cllr Peters and the SPC Clerk. The various concerns of the parishes present were discussed and possible solutions put forward. A note of the meeting will be circulated by Sgt Smith in due course.
 - 7.2 Sally Watson had offered to arrange an informal meeting to discuss ASB solutions with SPC Cllrs and other agencies. It was agreed that the Clerk arrange venue/date etc in September for all those interested in attending.
 - 7.3 The recent burglaries at Shotley Marina and the Primary School were noted.
8. **Minutes of the Parish Council Meeting dated 21 June 2007** - The minutes having been distributed beforehand were declared a true and accurate record and were initialled, signed and dated as such by the Chairman.
9. **Minutes of the Annual Parish Meeting dated 24 May 2007** – The minutes were received and would be presented for signing off at the 2008 APM.

10. Beachwatch event 15-16 September – Information had been received regarding this event and it was agreed that this could be run alongside the “tidy up Shotley” campaign on 15 September from 10am to 12 noon with parties gathering at (1) the bottom of Bristol Hill (2) Kirkton Close green and (3) the Village Hall. The School, Viking Forest and the Sailing Club would be invited to participate.

11. Play areas update:

11.1 Ongoing repairs

- Ganges: The damaged tennis court fencing had been removed, along with the remains of the bin and weeding/spraying/strimming had been carried out.
- Kingsland: a safety panel had been vandalised/removed and has been reported to Adplay, the insurance company and police.
- General: Adplay had been written to regarding the outstanding RoSPA repairs. As no reply had been received, a sterner letter advising that legal action would be taken if they do not carry out works was to be despatched.

11.2 Summer Activity Programme

BDC in collaboration with SYCP and the Peninsula Sports Centre had organised many sporting and other events for teenagers over the summer holidays. A skatepark and multisports were to be held at the Ganges Play Area on 31 August and some SNT agencies were expected to attend. A leaflet had already been distributed to the High School children and a timetable would be published soon.

12. Parish Plan Implementation Board update

12.1 Tennis Courts refurbishment – Another contractor was expected to come out to quote in the very near future.

12.2 Village Hall Report – BELSP had confirmed that £7,000 had been awarded to the Village Hall project. Another £7,000 had come in via the SYCP. SVHMC are now looking for hard quotes to help lever in £10,000 from lottery funding.

12.3 Clerk advised that there was still £3,000 left in the BELSP “pot” which needed to be applied for. Local organisations to be approached to see if there were any suitable projects which would fit the criteria.

13. Ganges: update

13.1 Site Visit – Parish Councillors had met the HMS Ganges developers (Haylink & Galliard Homes) and architects and had a tour of the site recently. A letter had been agreed and sent (6 July). Cllr Peters to seek permission to load photos taken on the tour onto the website from Galliard.

13.2 Open weekend -10-11 August – This was to be: Friday 3pm to 8pm and Saturday Noon to 4pm – Haylink had asked if a local organisation wished to serve refreshments – Clerk to investigate. An article to be included in the Noticeboard asking parishioners when attending the open weekend to think about the impact of the development on all aspects of life ie need for increased provision of healthcare, roads, increasing school roll, noise and other pollution etc.

13.3 Swimming Pool project – A suggestion had been made to the developers in a letter to them of 6 July that they gift the pool to the local community and provide a sum by way of an S106 Agreement for a feasibility study to be carried out. It was felt that BDC and SCC should be approached with a view to working out a way forward.

13.4 CLD – No further news as Officer dealing at BDC on holiday at present.

13.5 Scoping document – A response was agreed to this document and after minor amendments this will be sent to BDC. Clerk to request a copy of the Flood risk assessment from Haylink.

- 14. Grounds Maintenance Project: update** – Following a recent meeting of the working party, it was decided that the best way forward was for the Parish employ a community warden to undertake litter picking, inspections, repairs and aiding community communications, whilst grass cutting and gardening matters would be contracted out. Further costings for the grass cutting and suggested hours of work for the warden etc to be obtained and a further meeting of the working party to be arranged with a view to reporting back in September with final recommendations.
- 15. Breached Stour River Path: update** – the County Council had been quoted £20,000 for the repair and as this was a large chunk from their capital budget they were hoping to obtain cost/part cost from elsewhere. Following the Clerk reporting concerns over the extensive delay in effecting repairs, a diversion route had been suggested and signed and sturdier barriers were being erected around the damaged area.
- 16. Shotley Cliffs: update** – Various local organisations had been approached with regard to the sale of the Cliffs but no progress/replies received as yet. D.Cllr D Wood offered to speak to Coasts & Heaths.
- 17. Yellow lines on Bristol Hill: update** – None available – deferred to August meeting.
- 18. Shotley & Erbarton Business Directory - to consider funding shortfall costs of £195** – The Locality Fund was unable to provide funds for the same project for two years running. It was therefore agreed that the Parish would cover the shortfall as had been agreed at the December 2006 meeting.
- 19. Planning matters to 17 June 2007 and received subsequently**
Application(s) received
- 19.1 B/07/01076/CEU – Land to the west of St Mary’s Church, Church Walk, Shotley, Ipswich IP9 – Application for Certificate of Lawfulness of an Existing Use – Use of common land as vehicular access – **No objection**
Application(s) approved – none received
- 20. RFO’s Report**
- 20.1 The Annual Statement of Accounts was delivered to the Internal Auditors shortly after the last meeting. Once their report is received, it will be presented to the Council.
- 20.2 Claim forms have been received from Suffolk Acre for all incidents. The tennis courts and bin will be logged as one incident which will reduce the excess. Copies of the police log have been received regarding the incidents.
- 20.3 The Council’s Reserves:
- | | |
|--------------------------------|--------------------------|
| Community Account | £ 1,984.60 |
| Tracker Account | £33,669.90 |
| Premium Account | <u>£ 446.67</u> |
| Sub total | <u>£36,101.17</u> |
|
<u>Earmarked Reserves:</u> | |
| Kingsland Playground | (£2,500.00) |
| Ganges Playground | <u>(£2,500.00)</u> |
| Grand Total | <u>£31,101.17</u> |
- 21. Authorisation of payments:**
- | | |
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| 21.1 Clerk’s salary (6.6.07-5.7.07) = 58.5 hrs | £487.18 |
| 21.2 Clerk’s expenses: internet charges (May/Jun/Jul) | £53.97 |
| 21.3 RFO’s salary (6.6.07-5.7.07) = 28 hrs and
Litter Warden’s salary (Gate) (6.6.07-5.7.07) = 24 hrs | £472.12 |

21.4	RFO/Litter Warden expenses: travel exp 60 miles (SALC)	£24.00
21.5	Litter Warden's salary (Village) (6.6.07-5.7.07) = 24 hrs	£168.00
21.6	Cllr J Catling – travel expenses to SALC course	£28.00
21.7	Three Rivers – Tennis Courts clearance	£100.00
21.8	Trevor Whitton – ditto	£90.00
21.9	Personal Papers	£195.00

22. To consider quotations for office furniture for Clerk – Two quotations had been received, one for £950.50 and the second for £480. A third was promised within a week. It was agreed that a ceiling figure of £600 be allowed for this unit and the Clerk to await the third quotation before making a decision on which to accept - based on reputation/delivery time.

23. To consider separate telephone line for Clerk – The Clerk reported that at present calls are being received/made on her home line and the cost of working out the Parish calls exceeded the cost of the call charges themselves. Also, calls are being received outside of working hours and are occasionally causing inconvenience. A separate phone line appeared to be the best way forward to alleviate these problems. The installation cost (with BT) of a separate line, with messaging facility would be £124.99 (one-off), rental = £11 per month, Option 3 for free calls 24/7 = £7.95 per month (plus VAT). Bills would continue to be paid by the Clerk and submitted quarterly on an expenses form. All agreed.

The Clerk advised that the broadband provider was also to be switched at a reduced initial cost (£8.99 pm for 6 months) for an 18 month contract and thereafter £17.99 pm (as now).

24. To consider work priorities of Clerk and RFO - Deferred until August meeting

25. Correspondence to 17 July and received subsequently

- a. Home-Start Babergh – Annual Report 2007 in electronic format
- b. BDC – Leaflets re “No-Smoking” in indoor public places etc
- c. NALC – Report of the CEO on the Development of the Sector
- d. SALC – The Local Councillor Vol 3 Summer 07
- e. SCC – “*Moving Forward*” - newsletter re School Organisation Review
- f. Volunteer in Suffolk – Formal volunteering in Suffolk – summary of 2006 research findings
- g. BCT – caring cards listing voluntary and community organisations throughout Babergh – excellent information but have asked if we can have it in electronic format to enable easier searching
- h. SPS – invitation to summer party for new members on Sunday 5 August at Little Hall, Lavenham 3-5pm
- i. SCC (Alan Keely, Community Safety) – letter encl article “Play your part for community safety” for publication in the Noticeboard/Web – *asked for electronic version to be forwarded to JP and MM*
- j. Ministry of Defence – reply re BFPO postage situation and reasons for withdrawal etc
- k. BDC – their response to Unitary case for Ipswich
- l. BDC - media release re pilot text system takes off – text alerts to residents/staff etc
- m. Mrs M Hartley – Letter of thanks re donation towards Rob's memorial bench
- n. SCC – letter re “The future structure of Suffolk County Council” – outline of proposals
- o. Homestart – letter of thanks for donation from SPC
- p. The Rural Housing Trust – Invitation to “Open House” at Rams Farm Road, Colchester Thurs 26 July 10am-5pm to look around new affordable housing scheme
- q. SCC – mobile library review – update on the review outcomes and poster for noticeboards – *placed on our two noticeboards today*
- r. Environment Agency – Coastlines newsletter: Issue 9

- s. SSC – School Organisation Review – update via e-mail – *circulated to all cllrs 5.7.07*
- t. SPS – New Members Party – change of date, now Fri 3 Aug 6-8pm Little Hall, Lavenham
- u. Suffolk Hedgerow Survey Newsletter Issue no 14 Summer 2007 – we still need volunteers to carry out a survey for this area – *Passed to Cllrs Armes and Matthews*
- v. SCC – Forthcoming bus service changes – new commercial registration 202 (Ipswich Buses Ltd) Ipswich – Shotley – no timings given
- w. Suffolk Family Carers – Letter of thanks for recent donation.

26. Chair’s urgent business: any other matters for immediate discussion at the discretion of the Chairman - None

27. Reports from Councillors on matters not itemised on agenda

- 27.1 Cllr Matthews – Letter of thanks received from SYCP in respect of Parish funding for the Ganges Wood 10 year celebration event which went off very well – Peter Berry from BDC opened the event, photos can be seen on the website.
- 27.2 Cllr Bugg – Reported very overgrown hedges at the “Old Chapel” and asked that the owners be approached to trim these. Cllr Armes agreed to do this.
- 27.3 Cllr Ingram – had received complaints regarding the BDC bi-weekly bin collections and had re-directed parishioners to contact BDC.
- 27.4 Cllr Steel – advised that BCT had secured funding to keep going. This will enable a voluntary development worker to increase the pool of volunteers and upskill them for one day per week on peninsula issues.

28. Clerk’s report

New:

- 28.1 Dog waste being thrown over garden fence onto public footpath – Reported to clerk 9/7. Reported in turn to BDC who would be sending a letter and enforcement officer to investigate.
- 28.2 Possible Asbestos sheeting at Coopers Close Allotments – Reported to clerk 18/7 – BDC Environmental Health contacted to ascertain next step - they advised likely to be asbestos cement which is not a problem and we should get a licensed company to pick up material.

Outstanding:

- 28.3 Damage on bridge on public right of way opp Over Hall – Reported to SCC (Ref 565376) still awaiting update.
- 28.4 Lloyd Rd bollard – Three messages left with Anglian Water contact, still awaiting reply.
- 28.5 Pathway behind Visdelou Terrace – results of Land Registry search received, awaiting owner details. Cost £6
- 28.6 Bristol Hill Locked Toilets – coinbox had been interfered with and then completely removed. BDC technical services have one on order and will replace – placing in wall so as to stop this happening again. If it is removed again they may look at CCTV coverage. Still awaiting delivery of coinbox.

Exclusion of press and public: owing to the confidential nature of the following business the press and public are asked to leave the meeting

- 29. To approve payment of holiday and sickness back pay for Village litter warden -** deferred until August meeting

30. Date of next meeting: 16 August 2007 at 7.15pm

KEY:

BCT = Babergh Communities Together

BDC = Babergh District Council

BELSP = Babergh East Local Strategic Partnership

CPRE = Campaign for the Protection of Rural England

EEAPTC = East of England Assoc of Parish and Town Councils

ENCAMS = Environmental Campaigns

NALC = National Association of Local Councils

PPIB = Parish Plan Implementation Board

SALC = Suffolk Association of Local Councils

SCC = Suffolk County Council

SPC = Shotley Parish Council

SPS = Suffolk Preservation Society

SYCP = Shotley Youth & Community Project