

Minutes of the Shotley Parish Council meeting held on Thursday 15 March 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, D.Cllr W Sadler, C.Cllr D Wood and PC Garrod

- 1. Open forum for members of the public to speak to Councillors on items appearing on the agenda (15 minutes maximum)**
 - 1.1 A member of the public reported that due to the presence of a BT van carrying out overhead line repairs at his property black bins had not been emptied by Babergh's contractors – he was not able to contact Babergh himself due to the telephone line being out of action. Clerk asked to contact Babergh for next day collection for Seamist, the Church and all properties Below Church.
 - 2. Apologies for absence** – Cllr C Sullivan (work commitments)
 - 3. Declarations of interest and additions to register** – Cllr A Long (item 14 – The Power Project) and Cllr M Matthews (item 14 – The Power Project)
 - 4. District Councillor's report** - Nothing to report
 - 5. County Councillor's report**
 - 5.1 C.Cllr Wood delivered a Parish Report for March 2007 covering the council tax rise of 4.5%, refresher courses for mature drivers, the mobile libraries consultation and National No Smoking Day in Suffolk – see Attachment 1
 - 5.2 The issue of day care for the elderly would be discussed at an SCC meeting next week.
 - 5.3 Suffolk Constabulary had asked the Home Office to cover the costs of the Suffolk murder enquiry, costing £8-9 million so far, HO has requested that SC use £1m from their reserves and they have indicated they will meet the rest of the costs. The recent events in and around Ipswich have proved that the collaboration between England's 33 forces has worked very successfully and is ongoing. Crime during and since the Suffolk murders continues to drop. Suffolk can be proud of its Police Force.
 - 6. Police brief** - PC Chris Garrod gave a detailed police update.
 - 6.1 There had been 31 crimes in the parish since the last report in late December. He asked residents to be aware of increased theft from insecure outbuildings. Chris also mentioned the forthcoming Safer Neighbourhood Teams, but will report back when the impact on Shotley is clearer.
 - 6.2 As discussed by the Parish Council before, Chris was aware of concerns about groups of youths gathering and causing a disturbance in the areas of Lower Harlings, Kitchener Way and Lloyd Road. A 'task plan' has been requested for this in order that extra attention can be made in the area to try and resolve the problems caused, inc criminal damage, noise and litter.
 - 6.3 He mentioned that he has issued many tickets on the peninsula as part of the campaign to target motorists about seat belts, using mobiles, and speeding.
- PC Garrod and one member of the public left the meeting at 8.00pm.*
- 7. Minutes of the Parish Council Meeting 8 February 2007** – The minutes had been distributed beforehand and an amendment was requested at 9. Parish Plan Implementation Board – Tennis Courts – should now read: *“The Council has been advised that the drawing down of £10,000 of the £25,000 had been approved by Babergh”*. It was agreed that this amendment be made. The minutes were then declared a true and accurate record and were signed as such by the Chairman

8. Play areas: update

- 8.1 Adventure Playgrounds still to confirm in writing when they will attend to the work that needs doing as detailed in RoSPA's report. Negotiations re the remounting of gates ongoing.
- 8.2 Work has started on drawing up a schedule of other general repairs to be carried out and contact made with contractor to work out timings/costs.
- 8.3 Playground signs: (a) age restriction – awaiting receipt (b) ownership/no dogs allowed/please shut the gate – still investigating where these can be mounted.
- 8.4 Metal spike found protruding above ground at Lloyd Rd/Ganges Play Area – Three Rivers contacted to remove same asap.
- 8.5 Playground warning signs provided by SCC found to have been sited incorrectly. SCC now agreed to move signs on LC 48 (Gt Harlings) to LC 216 (Tudor Cl), LC63 (Kirkton Cl) to LC 59 (Link Rd) – along with an extra one on same post ie back-to-back, also new signs on LC 217 and LC 81 – Stourside and Lower Harlings respectively

9. Parish Plan Implementation Board: Update

9.1 Tennis Courts

A meeting with one contractor had been held and one with another cancelled. It appears that there is probably no need to resurface, although there was some ponding of water. The contractor also advised that there was no need to replace all fencing – he suggested some be taken down and re-hung.

9.2 Village Hall refurbishment

A report "A Hall for the 21st Century" had been circulated and work on the budget was ongoing. Once completed this would be forwarded to BELSP for the board's consideration at their next meeting in order to bid for the final £10,000 of Babergh money.

9.3 Next meeting of PPIB: 6.30pm, 22 March 2007

10. Ganges: update

- 10.1 A response to our letter of 17 January to Haylink (the site owners/developers) had been received (and circulated) and they confirmed that they have briefed a new architect, their new planning application will have higher design values and reflect the requirements following last year's public inquiry (eg using some of the existing buildings). The PC will be carrying out further consultations in order to inform the design process.
- 10.2 Cllr Steel advised that some questions posed in our letter still remained unanswered and he would draft a further letter to Haylink asking them to address these.

11. To consider purchase of new litter bins/wheelie bin

- 11.1 Two further sites for new litter bins had been identified. (1) Outside the village hall to replace the wire bin in place at present, and (2) by the bus stop at the top of Great Harlings which the Litter Warden advises is a "litter hotspot" – it was agreed by all that these be purchased at a cost of £221.56 each plus fitting of approximately £50 each.
- 11.2 A black wheelie bin had been requested by the Shotley Gate Litter Warden so as to cut down on trips to the Civic Amenity Point in order to dispose of litter. On contacting Babergh Waste Management to ascertain a price, they kindly agreed to provide the bin at no cost to the PC. The bin would be emptied during the normal collections at no extra cost.

12. To consider purchase of noticeboards

The brochure and placement of the noticeboards was discussed and it was decided that two noticeboards be purchased at a cost of £1051 (incl VAT) plus fixing costs of upto £75 each. One board would replace that on the top of Bristol Hill and the other to be placed outside the Kingsland Post Office - Clerk to check with BDC that placement there was in order.

13. To consider application for funding from The Royal British Legion

This application was deferred as the PC felt it was premature:- no firm costings being available and permission re design/siting from the Diocese not having been received yet. Clerk to inform applicant.

14. To consider application for funding from The Power Project

It was agreed to fund the advertising and refreshment costs to run the "Shotley Open Gardens" event, in the sum of £150. Clerk to request that the organisers to mention PC's funding in their publicity material.

15. To consider refurbishment of village sign

It was agreed by all that refurbishment of the village sign be carried out as per a quotation received by Odd Job dated 8 March. Although the quotation was for £150.00, it was not clear if this factored in painting both sides of the sign. Clerk to ensure both sides are painted and £200 (in total) be allowed for this.

16. To consider purchase of separate telephone line for Clerk - deferred to May meeting.

17. Election timetable/costs

17.1 An election timetable had been circulated to all councillors standing again and will be issued to prospective councillors.

17.2 It was agreed that polling cards be ordered from Babergh (these would only be necessary if the Parish election is contested). Costs were: 1812 electors x 21p each = £380.52 (it was not known if VAT was to be added)

17.3 Clerk advised that three potential councillors had requested nomination forms. Of the nine councillors currently standing, six were prepared to be nominated again. Should a tenth person come forward, there would be a contested election.

17.4 SALC had advised the Clerk to rearrange the date for the Annual Parish Council Meeting to allow three clear days notice of meeting because if the election is contested, we will not be advised of new councillors until 8 May – it will now be held on 17 May. Clerk had already rearranged date with the Village Hall.

18. Spring Clean Suffolk Week 2007

An invitation had been received between meetings, from BDC, to take part in this event. Councillors were canvassed and the general consensus was that this would be very worthwhile. The event is to be held on 24 March between 10-12, meeting at Kirkton Close Green for the Gate end and the Village Hall for The Street end. Both litter wardens would be present at their respective ends of the village.

19. Climate Challenge Now!

The PC had previously agreed that this free event be organised by the Clerk. It had been arranged for 22 March at 7pm in the Large Committee Room. Advertising on the website, posters and leaflets via school bags were planned in order to inform parishioners of the event. Cost of hire of room to be borne by the PC.

20. Planning matters to 11 March 2007 and received subsequently

Applications received

20.1 B/07/00282/FHA/BHW – 6 Kirkton Close, Shotley, Ipswich IP9 1QG – Erection of two-storey side extension – **No objections.**

20.2 B/07/00126/FHA/MB – 4 Blake Avenue, Shotley IP9 1RL – Erection of first floor side extension and construction of new vehicular access – **No objections.**

Revised application

20.3 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 – **The applicant was removing the conservatory and changing the roof tiles to the garage - No objections**

20.4 B/06/02032/FHA/MB – 69 Great Harlings, Shotley, Ipswich IP9 1NZ – erection of single-storey side extension (following demolition of existing outbuilding) as amended by agents letter received 080307 and drawing no SH02/01/B - for information only

For information only

- 20.5 Disabled Bay – Lower Harlings – SCC had confirmed that the consultation period was now over. Two residents had concerns but these had been resolved. At the time of the meeting, the bay was in place.
- 20.6 Enforcement Notice on aerial at 22 Orwell View Road – Clerk advised that the appeal decision has not yet been issued.

9pm - C. Cllr Wood left the meeting

21. RFO's Report – including precis of report from Lubbock Fine re 2006 accounts

- 21.1 The 2006 External Audit Report has now been received and filed. The Parish Council are up to date with all legalities.
- 21.2 The VAT refund was very prompt and a total of £1,450.29 was transferred electronically.
- 21.3 The Audit Commission have confirmed that Lubbock Fine have, once again, been appointed as the External Auditor for the next financial year.
- 21.4 Endsleigh Insurance had paid the claim for the damage to the bus shelter in the sum of £3,362.16.
- 21.5 Our insurers have quoted for cover of recent purchases and the bus shelter, as follows:

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|--------------------|--------------|--------------|
| Bus Shelter | 2.500 | 28.35 |
| Post Box | 120 | 1.36 |
| Dog Waste Bins | 330 | 3.74 |
| Aluminium signs | 200 | 2.27 |
| Litter Bins | 400 | 4.54 |
| Benches | 500 | 5.67 |
| <u>Grand Total</u> | | <u>45.93</u> |

It was agreed that those higher value items in bold be insured and that the Litter Bins figure be increased to £1,000 to incorporate the two new bins to be purchased. RFO to arrange.

- 21.6 Allotment payments received to date of £51.00 out of a possible £94.50.

21.7 Council's Reserves:

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| Community Account | £4,856.99 |
| Premium Account | £445.17 |
| Tracker Account | £26,265.10 |
| Sub Total: | £31,567.26 |

Earmarked Reserves:

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| Ganges Playground Depreciation | (£2,500.00) |
| <u>Kingsland Playground Depreciation</u> | <u>(£2,500.00)</u> |
| <u>Grand Total:</u> | <u>£26,567.26</u> |

- 21.8 The amount paid in grants under S137 so far this year is £1,875.00 (not incl Over 60's and Homestart). That figure accounts for a spend of £5.04 per parishioner - still well below our budget.

9.30pm – Cllr Connell left the meeting

22. Accounts for payment

- 22.1. Clerk's salary (6.02.07-5.03.07) = 43½ hrs £370.50
- 22.2. Clerk's expenses: Paper/envelopes/receipt book/dividers £16.28
- 22.3. RFO's salary (6.02.07-5.03.07) = 21 hrs and
Litter Warden's salary (Gate) (6.02.07-5.03.07) = 21hrs £378.00
- 22.4. RFO's expenses: Printer to replace own, stamps, travel £163.47
- 22.5. Litter Warden's salary (Village) (6.02.07-5.03.07) = 21¾ hrs £152.25
- 22.6. Inland Revenue – tax, NI and back tax (Feb) £108.00
- 22.7. Suffolk Acre – Membership Renewal 2007/8 £20.00
- 22.8. SCC – Street lighting -maintenance and energy costs Oct 06-Mar 07 £417.34
- 22.9. SALC – postage for sending various publications £5.40

- 22.10. SVHMC – Homestart village hall hire charges Jan-Feb 07 £176.00
 22.11. SALC – Clerks attendance and election training £11.75

23. Correspondence received to 15 March 2007

- a. National Probation Service – Letter re Payback Scheme in which communities can nominate work for offenders sentenced to unpaid work to do as part of a community order – *copied to CllrBugg for village hall*
- b. SCC – Temporary closure of footpath 24 (part) Shotley – Stour river path – e-mailed/copied *to all Cllrs*
- c. BDC – Ganges News #3 – *e-mailed/copied to all Cllrs*
- d. BDC – Spring Clean Suffolk Week 2007 – *Dina is organising this for us on Sat 31 March, e-mailed/copied info to all Cllrs*
- e. BDC – Media Release 13/02/07 – SALC backs Babergh over the Government proposed changes to the East of England Plan.
- f. Suffolk Constabulary – Letter thanking community for support in light of recent events in Ipswich – *copied to Cllrs Matthews/Peters*
- g. SCC – forthcoming bus service changes
- h. Home-Start Babergh – letter advising of closure of sessions in Shotley
- i. SCC – Graham Newman (Portfolio Holder for Adult and Community Services) – letter informing of reprinting of booklet by SCC called “Just around the corner” containing useful information for someone approaching retirement, or is responsible for the care of an older family member – *copied to Cllr Matthews*
- j. Open Spaces Society – leaflet advertising the publication of “Our Common Land” sixth edition – the law and history of common land and village greens by Paul Clayden - £30.00
- k. SCC – Letter and leaflets outlining proposed changes to mobile library service – *posted on both noticeboards and passed to book club, village hall, Cllrs Matthews and Peters*
- l. SCC – Suffolk Garbology Project – leaflet describing the study of rubbish. *Copied to Cllr Matthews*
- m. EEAPTC News January 2007 containing short article on East of England Plan – Key proposed changes by Secretary of State
- n. SALC – various training courses including: new councillor training, end of year accounts, charring skills etc
- o. Suffolk Acre – Suffolk Scene No 38 Spring 2007 – *e-mailed/copied to all cllrs*
- p. BDC – Letter from Tim Mutum confirming £10K BELSP award re tennis courts
- q. SCC – Env & Trans - Letter enclosing new timetables for 97B and 98 from 26 February 2007 – *copied to Cllrs Matthews and Peters*
- r. SCC – Suffolk Waste Partnership – Annual Report 2005/06
- s. BDC (Colin Matthews – Footpaths) – letter confirming progress on Proposed Rationalisation of Public Rights of Way at Shotley and Chelmondiston
- t. East of England Ambulance Trust – Letter of thanks and receipt for recent grant to Shotley Responder Scheme Fund
- u. BCT – agenda for 19 March meeting and notes for meeting on 25 January
- v. Suffolk Acre – details re Buzabout new car launch 19 March 11am Shipwreck – *e-mailed to cllrs 15/3/07*
- w. BCT – e-mail from Marian Sedwell giving details of new BCT website
- x. BDC – Media release – Babergh keeps council tax increase down to cost of 2nd class stamp per month

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

- 24.1 Complaints had been received from the owners of the Kingsland Post Office regarding the parking of vehicles in the lay-bys nearby overnight causing delivery problems. It was felt that as the lay-bys are not restricted there was no action the PC could take.
- 24.2 A feedback form had been received regarding the Sensitive Sites on the Orwell Estuary Report. It was agreed that the Chairman complete this incorporating the views of the PC as noted in previous minutes.

25. Councillors reports on matters not itemised on agenda

- 25.1 Cllr Bugg reported that a resident of one of the new bungalows in Queensland was having difficulty accessing/storing her mobility scooter due to work promised by Suffolk Housing Association not having been completed. It was agreed that the Clerk contact them and ask for a speedy resolution to this situation.
- 25.2 It was noted that the AGM of the SoS was to be held on 22 March (the same night as the Climate Change event). Cllr Wrinch advised that he would be attending. Cllr Steel asked that the clerk contact the organisers and enquire whether parish councils could become automatic members.
- 25.3 Cllr Peters advised that the grass immediately in front of the bollarded entrance to Whinny's Creech was now very churned up and asked that the Clerk contact BDC to see if anything could be done to alleviate this problem.

26. Clerk's report

- 26.1 Bus Shelter – Cheque received from insurance company as reported earlier by RFO.
- 26.2 Bridge at Golden Wood – SCC advised on 10 Jan that a technician had been scheduled to have a look. No progress as yet.
- 26.3 Grounds maintenance project – No further progress due to time constraints.
- 26.4 Damage on bridge on public right of way opp Over Hall – Reported to SCC (Ref 565376) awaiting update.
- 26.5 Overgrown verge opp Nether Hall – Reported to SCC Area Highways (Ref 571954) who will investigate and respond.
- 26.6 Lloyd Rd bollard – No progress as yet.
- 26.7 Grant to community responder scheme – cheque sent early March as organiser confirmed he had six volunteers attending training.
- 26.8 Bench at bottom of Bristol Hill - Cllr Matthews reported on 13 March that the bench appeared to have been “backed into” by a reversing bus. Reported to Manager of Marina 14 March.

27. Date of next meeting: 19 April 2007 at 7.15pm

KEY:

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| BCT = Babergh Communities Together | NALC = National Association of Local Councils |
| BDC = Babergh District Council | PPIB = Parish Plan Implementation Board |
| BELSP = Babergh East Local Strategic Partnership | SALC = Suffolk Association of Local Councils |
| CPRE = Campaign for the Protection of Rural England | SCC = Suffolk County Council |
| EEAPTC = East of England Assoc of Parish and Town Councils | SPC = Shotley Parish Council |
| ENCAMS = Environmental Campaigns | SOS = |
| | SPS = Suffolk Preservation Society |
| | SYCP = Shotley Youth & Community Project |