

Minutes of Shottisham Parish Council Meeting

Held on Monday 12th May 2014 at 7.30pm

Present:

Cllr Clark (Chair), Cllr Backhouse, Cllr Newman, Cllr Nichols, Cllr Dunnett, Cllr Hazelwood, Cllr Venediger, Josie Excell (clerk).

Also present: Penny Clark, Cllr Block (SCDC), Pat Bendon, Ivan Bendon, James Iosbaker, Yvonne Potter, Colin Potter, James Reed, John Ramsey, Diana Bouscarle, Andy Butcher (Strutt & Parker), Jack Lilliott (Strutt & Parker)

Venue: Trust Hall, Shottisham

1. Election of Officers

a. To elect a Chairman of the Parish Council

Cllr Clark stood down as Chair. Cllr Nichols proposed Cllr Hazelwood, Cllr Newman proposed Cllr Clark, Cllr Backhouse seconded Cllr Clark, Cllr Dunnett seconded Cllr Hazelwood.

Cllr Hazelwood received 4 votes.

Cllr Clark received 3 votes.

Cllr Hazelwood was elected as Chairman.

b. To receive the Chairman's declaration of acceptance

Cllr Hazelwood signed the declaration of acceptance.

c. To fill any vacancies left unfilled at the election by reason of insufficient nominations

N/A

d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received

N/A

e. To elect a Vice-Chairman of the Parish Council

Cllr Venediger stood down as Vice-Chair

Cllr Clark proposed Cllr Dunnett, Cllr Newman seconded Cllr Dunnett. Cllr Dunnett accepted the nomination.

Cllr Dunnett signed the declaration of acceptance.

f. To appoint representatives to outside bodies

Cllr Venediger agreed to carry on as representative to Highways

Cllr Nichols agreed to carry on as representative for Rights of Way

2. Apologies

PC Andy Warne and PC Marie Smith (SNT) apologised for not being able to attend. Their report is attached, see Annex A.

3. Declaration of Interests

Cllr Newman declared an interest on item 5 as a resident of Heath Drive.

4. To agree minutes from meeting held on 10/03/14 and 27/03/14

Minutes for the meetings were agreed and signed as a true record.

5. Bawdsey Estate proposed development of land to the south of Hollesley Road (east of Heath Drive)

As representatives for Strutt & Parker, Andy Butcher introduced himself and Jack Lilliott as Planners representing the land owners, the Bawdsey Estate. He explained that at this very early exploratory stage, they have a simple outline for the proposed development area. They have read the Parish Plan and interpreted a need for additional housing in the village. Within SCDC Core Strategy, development planned for the area includes some additional housing within villages and Mr Butcher & Mr Lilliott had come to the meeting to get the view from the village as to the desire/ need for development.

SCDC in their Core Strategy suggest that villages in the area can accommodate 780 dwellings, though the location of sites is not specified; this would be done in a site allocation document. Strutt & Parker want to identify if a development in Shottisham is feasible and if so, on what scale and of what type of housing. The Bawdsey Estate recognise that there would be a requirement for affordable / housing for local people. Mr Butcher noted that new houses can help sustain local amenities.

Cllr Venediger enquired why the Bawdsey Estate recently sold houses that they owned in the village ("New Cottages") and now want to build new properties. Cllr Newman expressed concern that there was no guarantee that local people would be housed in the proposed dwellings.

Mr Butcher explained that the percentage of the development allocated for affordable housing would be 30% (as per SCDC policy) and these would be managed by a Housing Association.

Cllr Newman, speaking on behalf of residents of Heath Drive, reported concerns over the amount of traffic, the location of skylark nests and an old oak tree and the impact on the Area of Outstanding Natural Beauty (AONB). Cllr Newman also reported a lack of trust in Strutt & Parker following the sale of the "New Cottages".

Cllr Block, explained SCDC policy: this site was put forward some time ago as part of the Core Strategy; at that time SCDC approached anybody with land to ask if they had any sites that might be suitable for housing. As a village, Shottisham considered sites. SCDC are still undergoing the site allocation process. Currently the SCDC Core Strategy is being challenged in the High Court. Cllr Block explained that at this stage the Bawdsey Estate / Strutt & Parker are looking at principles rather than details. Cllr Block advised that when SCDC Planning dept. consider the settlement hierarchy, the jobs and amenities that the village has to offer would suggest that any proposed new housing would be very modest. There is a thought that objecting to new builds can result in a village not moving forward. To ascertain the need for affordable housing, Cllr Block can provide up to date figures for those registering for housing and advised that 49% of those people waiting for properties in SCDC are waiting for 1 and 2 bedroom properties; many of these people have been hit by the bedroom tax.

Cllr Block advised that the proposed development has the opportunity to be an "Enabling" development. The "Enabling" funds would be out towards flood defence for the village. Strutt & Parker are undertaking work at the river wall at Ramsholt; improvement to the section of river wall protecting Shottisham could be incorporated into this development proposal.

James Iosbaker recalled that the areas previously identified as potential sites for development did not include this area of land. He also suggested that many residents of Heath Drive are living in houses that are too big for them (they are now in old age) and would appreciate a 1 or 2 bedroomed house to move into, and that section of the road is the worst spot for speeding in the village and this would make the situation worse.

Mr Butcher recognised well-made points and commented that traffic calming measures etc. are often funded by development and suggested that issues such as this could be enabled by the development.

Cllr Venediger enquired as to the number of houses that were being considered. Mr. Butcher advised that the area was 1.5 acres, and this would be sufficient for a maximum of 5 to 8 houses or as there is a need for smaller houses 1 or 2 more houses may be fitted in.

Mr Butcher recognised that the area in question was very open and would require a substantial amount of landscaping.

Cllr Venediger enquired why the area next to the Trust Hall is not now being considered. Cllr Hazelwood advised that this had been as SCDC considered that the visual impact would be too great on entering the village. Cllr Venediger also pointed out that the sites mentioned previously as being considered for development, the area were identified many years ago and that building work has been carried out locally since then to provide additional housing.

Cllr Block explained that SCDC has to increase the allocation of housing to villages.

James Reed asked whether if permission were granted for affordable housing, Strutt & Parker could argue at a later date that the development was not viable as affordable housing, and then sell the houses privately. Mr Butcher explained that the site has to be demonstrated to be financially viable (including measures to provide for example traffic calming &/or flood defences) at the start of the development process.

Mr Butcher invited the Parish Council to consult with Strutt & Parker to see if the village's needs can be met.

James Iosbaker asked whether any guarantee can be offered to limit the houses to 2 bedrooms. Mr Butcher advised that he could report this requirement to the land owners, but that the decision is ultimately with SCDC.

Cllr Hazelwood enquired whether Strutt & Parker have a Housing Association in mind. Mr Butcher advised that the Parish Council could advise if they have a preferred Housing Association and that elsewhere he is working with an Almshouse organisation.

It was noted that if the Parish Council take a pro-active response on behalf of the village, any resulting development would be much more likely to be acceptable to existing residents.

AP1 120514 Josie Excell to respond to Strutt & Parker, without prejudice, noting significant opposition to the proposal. The main concerns being that residents are not sure it's the right location and have preferences over the size and type of properties.

AP2 120514 Cllr Hazelwood to approach a Housing Association and talk to the Planning Officer to identify potential sites.

6. Clerk

a. 2013/14 End of year Accounts

The accounts had previously been circulated to give Councillors the opportunity to scrutinise. The accounts were approved and signed by Cllr Hazelwood.

b. BDO Audit Section 1 – Agree Financial accounting statement for 2013/14

The relevant figures from the end of year accounts were inserted on the BDO audit form, which was then signed by Cllr Hazelwood.

c. BDO Audit Section 2 – Agree Annual Governance statement for 2013/14

The points on the Annual Governance statement were read out. All Councillors agreed that the Council had fulfilled all the requirements and Cllr Hazelwood signed accordingly.

d. Report on Invoices paid outside of meeting that have been pre-agreed

- Norse Commercial ROSPA inspection £78 (not cleared)
- SALC subscription £120 (not cleared)
- Community Action Suffolk subscription £30 (cleared)

e. Donations paid that have been pre-agreed

- Disability Advice Service £73 (cleared)
- HABSS £95 (not cleared)

f. Invoices for payment

- I. Clark Renewal of playing field gate £15.15

g. Income

- Precept £2000.01
- Donation from Christine Block SCDC Community Enabling Budget towards Parish laptop £100 (expected)

h. Statement of Finances

<i>2nd April:</i>	<i>Current Account</i>	<i>£3,685.45</i>
	<i>Reserve Account (*721)</i>	<i>£192.17</i>
	<i>Reserve Account (*750)</i>	<i>£1,659.87</i>
<i>2nd May:</i>	<i>Current Account</i>	<i>£5,582.48</i>
	<i>Reserve Account (*721)</i>	<i>£192.17</i>
	<i>Reserve Account (*750)</i>	<i>£1,659.87</i>

7. Planning application DC/14/0629 Caravan site St Margaret's House – revision to plan to account for Parish Council comments made at meeting on 27/03/14

The Planning Officer advised by e-mail that the applicant had advised that they would position the sinks on the north side of the proposed shower/toilet block. The Parish Council did not object to this proposal.

8. Traffic calming at Ford Hill

The traffic calming measures suggested would cost in the region of £2000 see annex B for schematic diagram.

The picket fencing would cost another £1500 each at the 3 locations, but this cost could be reduced by the Parish Council fabricating picket fencing.

Cllr Reid has agreed that SCC would contribute to the cost of the measures (£2,000-£2,500).

Cllr Venediger advised that the Parish Council would have to find in the region of £1500. The Clerk advised that this level of expenditure is not budgeted into our precept request for 2014/15.

Cllr Block advised that there is a Highways budget which should be able to contribute.

AP3 – 120514 Cllr Venediger to obtain firm costings and investigate funding sources.

9. Plans to address speeding through the village

Monitoring has been carried out. Results should be received before the next Parish Council meeting. Cllr Newman requested that Cllr Venediger request 30 mph painted on the road.

AP4 – 120514 Cllr Venediger to include painting 30mph indication painted on the road in plans.

10. Recruitment of new Parish Clerk

AP5 – 120514 Cllr Venediger to provide Diana Bouscarle with text to advertise in the village newsletter.

11. Location of emergency Grab Bag

Diana Bouscarle felt that the location must be accessible for use by anybody. Potential locations were discussed and a suitable location was identified.

AP6 – 120514 Cllr Clark to locate the grab bag and advise the Emergency Co-ordinators.

12. Request for summary of PC minutes

It was decided that it was not appropriate to summarise the minutes as this becomes subjective. Diana Bouscarle will put a piece in the newsletter giving the clerk e-mail address and phone number to request copies of the Parish Council meeting minutes and also to advise that they are displayed on the Noticeboard.

13. Action Point Update

AP11-040213 – Cllr Clark to contact Link Bus to see if offer of free bus is still available and then contact Sutton Heath and other local parishes to gain interest. – **Cancelled.**

AP5-110313 – Cllr Clark to get written quote from Waveney with regard to safety report. – **ROSPA Check carried out. Cllr Clark to provide copy of report to Clerk for filing.**

AP3 – 150713 – Cllr Venediger to liaise with Cllr Reid to arrange a meeting with Parish Council representatives and Highways to make progress on speeding issues in the village. – **Closed.**

AP4 – 150713 – Cllr Block to circulate points raised re: Anglia One by Dr. Norton – East Anglia One inspectors final report & consent will be published shortly. **Ongoing – up to date information will be forwarded as soon as it's available.**

AP5 – 150713 & AP4-130513 - Cllr Venediger to remove Cllr Buswell from, and to add Cllr Backhouse to the account signatories and– Cllr Venediger to remove Dr Norton as a signatory for the bank accounts. Also Cllr Murray to be removed from bank account signatories. Cllrs Dunnett to be added to bank account signatories. – **Ongoing. Cllr Venediger to submit the form to the bank.**

AP9 – 150713 – Cllr Venediger to contact the Adeane Estate regarding rabbit problem near Cliff House and the impact on the adjacent road. **Closed. SCC Highways are aware.**

AP1 – 181113 Cllr Venediger to discuss with SCC at the meeting to be arranged to discuss highways issues and request that the vegetation be cut now. **Closed.**

AP3 – 181113 Josie Excell to contact the other Parish Clerks in the HABBS area to determine a suitable amount for donation. Bawdsey suggested £200 but would adjust the amount if other PCs wanted. Sutton had responded that no funds were available. Hollesley and Sutton Heath hadn't responded. **Closed.**

AP6 – 181113 Cllr Venediger to obtain clarification from SCC Highways on the requirement for users of grit in the parish to be registered. **To be discussed at the meeting.**

AP7 – 181113 Cllr Venediger to assist Josie Excell in investigating options for remote (cloud) data storage. **Josie Excell to back up files to the cloud storage.**

Issue 1

AP11– 181113 Cllr Venediger to ascertain the ownership of the phone box. The box is owned by BT. The Parish could adopt the phone box, which would mean that the phone would come out and the Parish would have to pay towards maintenance. **To be added to next meeting's agenda.**

AP12– 181113 Josie Excell to contact the pub Directors to collect payment for use of the marquees to date this year. **Closed.**

AP1 – 200114 Josie Excell to contact Hilary Slater as all Councillors have completed their declaration except for Cllr Dunnett, who has not received a request from SCDC. **Ongoing.**

AP2 – 200114 Josie Excell to contact the WI, and the Church to ask if they want a page on the village website. Also to contact Diana Bouscarle to put a piece in the village newsletter. **Ongoing.**

AP4 – 200114 Cllr Clark to follow this up and ascertain how much money is available from SCDC for providing rabbit fencing for the play area. Ray Kay informed Josie Excell that money is available from SCDC. Josie Excell to clarify the fund and inform Cllr Clark. **Ongoing.**

AP5 – 200114 Cllr Clark to arrange for the existing rabbit holes to be filled with sand. **Ongoing.**

AP6 – 200114 Josie Excell to contact Eibe to ask for recommendations regarding use of the tyre group swing and to get prices for a sign to advise users. **Ongoing.**

AP7a – 200114 Cllr Clark to arrange for the inspection lid (for a septic tank belonging to a neighbouring property) to be secured as it is on the edge of the play area. **Ongoing.**

AP7b – 200114 Cllrs Clark & Hazelwood to progress the Roger Buswell memorial: plaque and path through meadow. **Ongoing.**

AP7 - 100314 Reserve account *750 will now be WI ring fenced. **Josie Excell to record on the accounts.**

14. – Matters arising from Action Point update

15. Items to be carried forward to next meeting

Adoption of Phone Box

Depreciation of Assets

Signed..........Chairman Shottisham Parish Council

Date.....15th Sept 2014.....

Josie Excell

Clerk to Shottisham Parish Council