

Shottisham Parish Council

Minutes of a Meeting held on Tuesday 10th November 2015 at Shottisham Trust Hall

Present: Chairman Mike Hazelwood, Cll M Nicholls , Cll K Dunnett, , Cll L Dautzenberg, Cll J Fletcher

Attendees: District Cll C Block, Acting Clerk J Webb, Diana Bickerton (Parish recorder)

1-10/11/15 Chairman's Welcome and Apologies for Absence Apologies received from Cll Nigel Good

2-10/15 Public Forum: DB told the meeting she was continuing with her photographic record of the village. Communication received from J Excell regarding rotten post in playground. (MH to pick up a new one at Nelsons Potters and install.) Email received from resident concerned about speeding in the village. An item to consider requesting a 20mph speed limit within the village will be considered later.

3-10/11/15 Reports:

- a) Suffolk CC Cll Andrew Reid's report again highlighted educational progress within the county. (See enclosed report)
- b) Woodbridge SNT: Report from Karen Clabburn indicated villagers must now log on to the Suffolk Police website in order to access individual crime figures for their village. Chair MH reported back from a priority-setting meeting with Sgt Scott Callum at Campsea Ashe. Concerns included anti-social behaviour and drug matters (Wickham Market), dog fouling and speeding. Speeding in Shottisham will be monitored as usual at the top of Ford Hill. "Speedwatch" is an initiative which could be progressed through cooperation with Sutton and Bromeswell. (See item 10)
- c) SCDC Report:
 - Cll Christine Block told the meeting work on the river wall will be carried out following agreement from all three landowners. Drainage people will come and talk to the next PC meeting in January regarding the work.
 - The Site Allocations: Preferred Options consultation takes place until November 30th.
 - New Delegated Powers on planning matters will soon come into force. Any contentious issues should be signalled to her asap after receipt of application.
 - Cuts in SCDC budget is likely to impact services.
 - Coastal Community Team had its launch at the Suffolk Punch Trust. There is money to write an economic plan for the Deben area. A strong awareness of what attracts people to visit the area is needed in order to avoid attracting higher visitor numbers which could kill the tranquillity which is one of the area's attractions. Visitor numbers need to be spread across the whole of the year and people should be encouraged to stay longer and at out of season times. There are more meetings in the pipeline.

4-10/11/15 Councillors' Declaration of Interest: Cll K Dunnett declared a personal interest in item 7e concerning grant to WI Trust Hall.

5-10/11/15 Signing of Minutes: Minutes of regular PC meeting of 8th September 2015 was duly signed off by Chairman M Hazelwood as an accurate record.

6-10/11/15 Finance

- a) At the end of October the current account had in it £8,277.13. New cheques to be signed amount to £279.40. Monies to be paid in amount to £75 with invoices of £150 for marquee hire to be sent out. Savings Account has £1,665.18 earmarked for traffic-calming. Second savings account has £192.79

7-10/11/15 Financial Matters

- a) **Bank Mandate update:** To be progressed as a matter of urgency
- b) **Signing of cheques:** Ray Kay: Printing costs for Emergency Plan £5.40
Rushmere St Andrew Parish Council: RoSPA Course £33.00
Local Council Public Advisory Service: Rights of Way/Byways Course £25.00
Shottisham WI Hall Hire £120.00
Heelis and Lodge: Internal Audit £42
SALC: One Suffolk Training £54
- c) **To consider a draft budget for 2016-17** Preliminary figures were approved for 2016-7 amounting to £4215.
- d) **To approve paying councillors travel expenses for attendance at training courses:** These are enshrined in Financial Standing Orders 7.2
- e) **To approve issuing cheque to Shottisham WI for dormer window repairs to the Trust Hall and to consider making an additional grant:** Cll Nicholls ascertained that the money would be paid to the WI Trust Hall account and not to the national WI. Cll Block explained that this would be the case. Since the Trust Hall acts as the main meeting place for the village, Chair MH advocated issuing cheque for £800 as minuted at meeting of 18th March 2014. This was approved unanimously.

8-10/11/15 To approve Standing Orders and FSO: Since not all councillors had received copies of these docs, this item will be put back to January's meeting. Clerk will forward copies of these documents to all councillors for their perusal.

9-10/11/15 Cooption of Councillor: MH will put an item in December's Newsletter.

10-10/11/15 To review Highways Issues including Speeding:

- After complaints about speeding within village and leaving village towards Hollesley, MH will liaise with Sutton and Bromeswell in their initiative called "Speedwatch" which entails sharing a speed gun. MH suggested a link up so that villagers could monitor speeding in each other's villages. Volunteers will have to be trained. There is a need to first ascertain costs which will be circulated to councillors. MH will contact Brian Scanlon to get information about the scheme which will put in the newsletter.
- Background to traffic calming measures: Two years have passed since these were first mooted. Highways put together a plan including the painting of chevrons and lines on the road to get lorries to slow down on the bridge. In January 2015 monies of £1,650 was earmarked for this work and put in a separate account. Cll AR has indicated he is seeking an update from Malcolm King on the traffic calming and will revert once he has heard from him. Chair MH has contacted David Cherry but he has not responded. MH will contact him again and ask for a meeting to discuss the measures as a matter of urgency. MH will also talk to councillors at Chillesford which has three sets of white gates and see if they have made a difference.

11-10/11/15 To respond to Local Plan: Preferred Options and Conservation Plan: Chairman MH referred councillors to page 21 of the Local Plan: Preferred Options on **Housing allocation**. The number for Shottisham is six. Three have been built, another three required as minimum. However potential sites for development-land east of Heath Drive and land opposite the Sorrell Horse have been discounted (see page 137) because of sustainability issues relating to off-site sewerage. This means there is no land available within the village envelope. The PC has identified a need for affordable housing so that young people can stay in the village and for those wishing to downsize but no land has been allocated for it. Response is to ask SCDC if they wish SPC to put forward additional sites. Clerk to write letter to SCDC.

- Conservation Plan Appraisal: Clerk to send Robert Scrimgeour the points arising from the public meeting. (see attached) With regard to the phone box, Clerk to ring BT to ask them what its status is. (Clerk ascertained it was still in service and she has asked for the fault to be mended. Now operational by using credit card.)

12-10/11/15: Update on playground:

- J Excell reported a wobbly post which will be replaced. The discussion on rabbit fencing will be deferred due to the fullness of the agenda.

13-10/11/15: Planning Application: Rose Cottage DC/15/4072/TCA To fell a conifer overcrowding other trees. Councillors had no objections. Clerk to write letter to tree officer.

14-10/11/15: To review state of footpaths: Having received alert from parishioner on overgrown footpath by allotments, this has been cut back by Broxtead Estate. It is on the list to be cut back twice yearly by SCC. MH will check that this still applies. N.B. SPC does not own footpaths. Some other footpaths have been cut by Council volunteers MH to circulate slides from a footpath/byway/rights of way course he went on.

15-10/11/15 To review website: Cll J Fletcher went on a useful training course at Salc and is making improvements to the site. Clerk will put on minutes/agendas and other relevant documents according to requirements of the Transparency Code. Clerk will send SO and FSO as pdfs to JF to be put on website after they have been approved. List of councillors and their details are on the website. Clerk to put their names on the notice board in front of the pub. JF has added rolling Suffolk news from BBC local news site. He would like to include a potted history of Shottisham and old photos. There will be a link to the planning page, weather forecast and a photo gallery.

16-10/11/15 To approve Emergency Plan: This has been approved after a meeting of the Emergency Committee and can be viewed on the Get Prepared page on the website of the Environment Agency. See <https://www.gov.uk/government/organisations/environment-agency>

17-10/11/15: Matters to be brought to the attention of the council: Clls were pleased with how well the firework party at the SH was organised. Two new invoices have to be issued for marquee hire (Clerk to deal).

Matters to be considered at the next meeting:

- **Rabbit Fencing**
- **Review of Standing Orders and FSO**
- **Co-option of new councillor**

- **Clerk's contract**

Date and Time of next meeting: January 12th 2016 at 7.30 at the Trust Hall

Chairman