

**NOTICE OF SHOTTISHAM PARISH COUNCIL MEETING**  
**Tuesday 9th March 2021**  
**at 7.30pm via Zoom Video Conference**

**PLEASE CONTACT THE CLERK FOR FULL DETAILS AS TO HOW TO ATTEND THE ONLINE ZOOM MEETING OR USE THE MEETING: 823 4497 2124 PASSCODE: 017801**

All councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are cordially invited.

**AGENDA**

1. Chairman's welcome and apologies for absence
2. OPEN FORUM – *an opportunity for parishioners to briefly raise matters of concern on the agenda without having to sit through the whole meeting*
3. Councillors' Declarations of Interest
4. Signing of Minutes of 12<sup>th</sup> January 2021 as a true record
5. Reports: AR (SCC), JM (ESC)
6. End of year preparation including:
  - Review Standing Orders and Financial Regulations
  - Review Risk Assessments and Internal Control Arrangements
  - Review the Suffolk Local Code of Conduct
  - Review the Asset Register of 2021 and confirm adequate insurance cover
  - Appoint an Internal Auditor for 2021
  - Dates of meetings for 2021-22
7. To receive update on Highways Issues
  - Discuss parishioner's suggestion of fund raising for village entrance gates/line
8. To receive update on playground issues
9. To receive update on planning applications responded on during January
  - DC/21/0325TCA – Approved via email
  - DC/21/0390TCA – Approved via email
10. To consider making an application for an AONB Sustainable Development grant.
11. Clerk's report and Finance report:
  - a) Financial report
  - b) Signing of cheques
    - a. Clerk's wages £240.00
    - b. HMRC £60.00
    - c. Peter Widdup (mole catcher) £105.00
    - d. REJB Sports (playground repairs) £1,163.40
    - e. REJB Sports (playground inspection) £87.84
12. To receive updates on the action points from the meeting in January
13. Matters to be brought to the attention of the Council
14. Action points arising from the March meeting

Lesley Roberts, Parish Clerk