

NOTICE OF SHOTTISHAM PARISH COUNCIL MEETING

**Tuesday 9th September 2025
at 7.00pm in the Trust Hall**

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 without having to sit through the whole agenda*
3. Councillors' Declarations of Interest
4. To co-opt Kathy Wilson onto the parish council as a new councillor
5. Signing of Minutes of 10th July 2025 as a true record
6. Reports: AR (SCC), JM (ESC)
7. To receive update on Highways Issues
 - Ford Hill issues
 - Community Self-Help Scheme
8. To receive update on playground issues
9. To discuss donation requests from:
 - Shottisham WI Trust Hall fund
 - First Responder training
10. To agree and sign updated 2026 Internal Control Statement which has been enhanced by SALC to align with latest governance requirements.
11. To review the annual insurance renewal quote from CAS and decide whether to accept the renewal quote.
12. Clerk's report and Finance report:
 - a) Financial report
 - b) Online payments authorised between meetings:

a. Nurture Landscapes (3 months grass cutting)	£513.22
b. Nurture Landscapes (July grass cutting)	£171.07
 - c) Online payments requiring authorisation:

a. Clerk's wages	£280.00
b. HMRC	£70.00
c. Clerk's expenses (printer cartridges)	£23.77
d. Shottisham WI Trust Hall	£40.00
e. Nurture Landscapes (August grass cutting)	£133.05
13. Matters to be brought to the attention of the Council
14. Action points arising from the September meeting

Lesley Roberts, Parish Clerk