

## Shottisham Parish Council

### Minutes of a Meeting held on Tuesday 14<sup>th</sup> July 2015 at Shottisham Trust Hall

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

Attendees: District Cll C Block, Acting Clerk J Webb

**1-14/7/15 To fill vacancies on the Council:** Jay Fletcher and Lottie Dautzenberg were co-opted on to the council. Declaration of Acceptance of Office forms were signed by them. Notice of Co-opted Councillors with their names on will be sent to Electoral Officer Karen Last at SCDC.

**2-14/7/15 To accept any outstanding Acceptance of Office forms:** All now completed.

**3-14/7/15 Apologies:** Cll N Rich

**4-14/7/15 Declaration of Interests:** None

**5-14/7/15 Public Forum:** No members of the public were present

**6-14/7/15 Signing of Minutes:** Minutes of 9<sup>th</sup> June 2015 were duly signed off by Chairman M Hazelwood as an accurate record of the meeting.

**7-14/7/15 Appointment of Interim Clerk:** Jenny Webb, Clerk to Bawdsey Parish Council agreed to act as interim clerk until the end of the year. This was agreed unanimously by the council. Clerk then countersigned Acceptance of Office form to be filed. Cll J Fletcher will collect parish computer from Sally Loader and deliver to JW. A key for the notice board will also be given to new clerk. Clerk to let SALC and SCDC know of her interim appointment. Clerk will also enquire about training for new councillors and any OneSuffolk training for the village website maintenance.

#### **8-14/7/15 Reports:**

- a) None received from Suffolk CC Cll Andrew Reid
- b) District Cll Christine Block reported back on the latest news regarding the Deben Estuary Plan which has been endorsed by the District and County Councils and the Regional Flood Body. It is the first of its kind to be undertaken in the whole of the country and will be launched at Felixstowe Ferry Yacht Club on 31<sup>st</sup> July at Noon. Cll J Fletcher expressed an interest in attending. Each parish will have a hard copy.  
Work on Flood Cell 4 Ramsholt-Shottisham Creek will be started in the autumn with landowners meeting part of the cost.

Further updates to planning at SCDC.

- A Coastal Community Team has been set up by the Dept for Communities and Local Government to look at effective economic planning in the area and develop employment opportunities.

- Regarding planning applications, changes to procedure have been put forward by SCDC which will entail planning officers taking more decisions under delegated powers. More decisions will be taken by them and fewer will go to committee. If a parish council has a contrary view to that of the planning officer and is backed by at least three residents, it can go to planning committee.
  - Potential difficulties could arise if consultation at parish council level is delayed and thus could miss the opportunity for any contentious applications to go to committee level. Planning committees have been reduced from two to one, meeting every three weeks so extensions may not be allowed. Priority is likely to be given to bigger communities.
  - Cll Block recommended that any contentious planning applications should be flagged up asap to enable her to prepare a case for submission to Committee Chairman at SCDC in a timely manner.
  - Greater rigour will be needed when opposing an application, citing relevant policy numbers from the Local Plan and other Documents.
- c) PC Karen Clabburn
- One car theft occurred in Shottisham. Police presence will be in the village between 12.15 and 13.45 on 6<sup>th</sup> August and 17<sup>th</sup> September when speed checks will take place.

#### **9-14/7/15 Finance**

- a) Jenny Webb was appointed RFO
- b) Accounts had been audited internally by H Heelis and had been sent off to BDO for external audit.
- c) Bank Mandate update: Changes of detail regarding signatories have to be sent off to Santander including the removal of retiring councillors and the addition of new councillors. Until this has taken place no cheques can be signed. M Hazelwood will liaise with former Clerk to implement the changes.

#### **10-14/7/15 Roads Issues**

- a) Progress of road markings: Additional road markings are needed to emphasise the 30 mph speed limit in the village. Cll Reid has been asked to progress this issue. Chair Mike Hazelwood will contact AR for update.
- b) Progress of gates at entrance to village at Ford Hill: Chair M Hazelwood will contact A Reid to ask for information concerning this. It falls under Highways remit. In the meantime it was suggested the railings on the bridge could be cleaned up and repainted to act as a temporary measure.
- c) Flooding/ Gravel on roads: It was decided to ask Highways to put a pipe along the road with multiple culverts from The Sorrell Horse to the new houses to overcome the problem of lingering surface water after heavy rain. M Hazelwood will get in touch with A Reid.(CB said the AR has “road money” as part of his budget allowance.) Another possibility would be to ask for a speed hump which could also divert rain water as well as slowing down traffic as in Boyton.

- d) Heath Drive road and pavements: It was agreed to send a letter to Flagship Housing Association supporting residents who wish to have resurfacing undertaken on Heath Road and its pavements which have become increasingly dangerous to older residents. Clerk to do this. The parish council will also ask SCDC to support this work.

#### **11-14/7/15 Footpaths issues**

It was agreed to set up a rota of volunteers to clear and maintain the footpaths in the vicinity. The council has a wheel trimmer and volunteers would be shown how to use it safely. They would also be shown which footpaths needed attention and when to clear them. Cll K Dunnett has responsibility for this area but will be assisted in this by Cll M Nicholls and Cll N Good who will liaise.

#### **12-14/7/15 Playground Issues**

- a) Update on repair cost of rocker: Chairman M Hazelwood will liaise with the company who will provide the relevant part.
- b) Removal/Replacement of mats under see-saw: Quotations have been received for removing and replacing the mat tiles but they were costly. Eg £1200 from Norse. Since grass tiles are in situ under the curling mats, it was decided to lift the mats and stabilise the ground underneath before a decision is made. Chair asked for volunteers to attend to this on the following Saturday at 10am.
- c) Replacement of rotting post on climbing frame: It was decided to install a post from Potters as a temporary measure before ordering a recycled plastic one which will take 3-4 weeks to arrive. This will be more cost effective than buying a post from a specialised play equipment firm.
- d) Replacement of rabbit fencing: This was deferred to the next meeting.

#### **13-14/7/15 Request from Sutton Memorial Hall to hire Marquees on 23<sup>rd</sup> August**

It was agreed to allow Sutton, as a non-commercial body, to borrow the marquees but to give a donation of £25 rather than a hire fee. They will have to collect and return the marquees from The Sorrell Horse. Chair MH will reply to their request.

#### **14-14/7/15 Matters to be considered at the next meeting:**

- Rabbit fencing
- Trust Hall refurbishment (£500 earmarked for dormer)
- Website development (JF expressed an interest in being trained to maintain this)

#### **15-14/7/15 Date and Time of next meetings**

**Tuesday 8<sup>th</sup> September and 10<sup>th</sup> November at 7.30pm**

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**Chairman**