

Shottisham Parish Council

Minutes of a Meeting held on Tuesday 8th September 2015 at Shottisham Trust Hall

Present: Chairman Mike Hazelwood, Cll N Good, Cll K Dunnett, Cll M Nicholls, Cll L Dautzenberg
Attendees: District Cll C Block, Acting Clerk J Webb, Paul Venediger, SCC Cll Andrew Reid

1-8/9/15 Chairman's Welcome and Apologies for Absence Apologies received from Cll Jay Fletcher

2-8/9/15 Public Forum:

3-8/9/15 Councillors' Declaration of Interest: None

4-8/9/15 Signing of Minutes: Minutes of regular PC meeting of 14th July 2015 and Planning Meeting of 11th August 2015 were duly signed off by Chairman M Hazelwood as accurate records.

5-8/9/15 Reports:

- a) Suffolk CC Cll Andrew Reid highlighted educational progress within the county. (See enclosed report) Chairman MH asked how many people had gained apprenticeships from last year's Career Fair. The latest Meningitis vaccination has been offered to over 17s especially those going away to college. Regarding poor broadband speeds in the area, he confirmed that the number of people accessing broadband had risen but that speed was slower. He asked Chairman MH to give him the numbers of those whose broadband speed was unsatisfactory.
- b) District Cll Christine Block:
 - Wilford-wide project Buzcom has overcome technical difficulties
 - Changes in planning mean that more delegated decision-making will be taken by local planning officers within a 21 day consultation process with fewer cases going to Committee. If there is a contentious application, the Chairman will have to ask the District Councillor to write a report for planning Officer Michaelle Coupe to ask for it to go to Committee. There is a presumption in favour of development. A timetable for each application will be online.
 - Deben Estuary Plan document needed for reference since it will provide material consideration in planning applications. Cll Jay Fletcher has a copy.
 - New SCDC offices are being constructed with a move projected for 2016
 - Regarding the Conservation Area Consultation for Shottisham, CB recommended the parish Council responds as a body. Each householder has been given a copy of the survey. The deadline is 1st November. Action: The PC will meet for an Extraordinary meeting on Tuesday 13th October to which villagers will be invited to attend.
 - Suffolk is part of a government pilot scheme for greater devolution of powers. A new Suffolk Public Executive would oversee SCC and SCDC and communities will have to take on more responsibilities, including parish councils. In return central government will expect the new authority to deliver more housing (70,000 new homes in 15 years within Suffolk), better educational outcomes and greater economic growth. There will be no new money to deliver these outcomes. CB recommended smaller parishes getting together to develop a Neighbourhood Plan to safeguard their own interests and gain some autonomy. The relevant papers should be able to be viewed as part of the Cabinet papers at SCDC.

- c) PC Karen Clabburn's report
- Five crimes were reported in Shottisham last month. This is a slight increase on last month's figures. Chairman MH is to caution greater awareness of opportunistic crime in the village newsletter. Acting Clerk JW notified councillors of the latest online police survey which aims to gather local opinions of policing priorities with a lower budget
 - Police presence will be in the village between 12.15 and 13.45 on 17th September when speed checks will take place.

6-8/9/15 Finance

- a) The current account will have £9,061.61 after the payment of the second half of the precept later this month. The Sorrell Horse has paid £100 for the hire of marquees in July.
- b) Bank Mandate update: The only councillor who is a current signatory is Cll Kevin Dunnett which makes it difficult for bills to be paid. Clls Nigel Good and Mark Nicholls have filled in Santander forms to become signatories. Cll Lottie Dautzenberg will also be added at some time. Former signatories have to fill in forms to indicate they are no longer councillors. Chairman MH will bring the forms to the branch of Santander in Ipswich.
- c) Invoice of £100 has to be submitted to The Sorrell Horse for the hire of two marquees for the Shottitude event on 23rd August and another to The Plough at Sutton for £50 for an event on 30th August. Sutton Fete is to give a donation of £25 for the use of the marquees.
- d) Receipt of BDO externally audited end of year accounts accepted and approved. Details will be posted on the village notice board.
- e) Forthcoming bills: Renewal of Insurance with Zurich Insurance via CAS of £395.24 , SALC (Councillor booklets) for £19.84, SCDC £100 for Elections, Clerk's wages of £334.50, Bawdsey Parish Council for Councillor Training of £35.

7-8/9/15 Cooption of Councillor: This was put back to the next meeting.

8-8/9/15 To appoint councillor representative for playing field: With the resignation of Nick Rich, Cll Jay Fletcher volunteered to take on this role.

9-8/9/15 To review procedures for parking on the playing field: Following concern by the parish council about safety procedures surrounding parking on the playing field, Mr Paul Venediger of The Sorrell Horse Committee came to the meeting to reassure councillors that event management planning has improved and to ask permission to use the playing field for car parking for the next community event, the Sorrell Horse AGM and Bonfire event on Saturday 7th November. He explained the army cadet force volunteers will be used to marshal and car parking will be carefully monitored particularly with cars leaving. Marshals will have torches and walkie-talkies. Pedestrians will enter the field via Church Lane. The Red Cross will also be on hand. The AGM will start at 11am. The Army cadets will require a copy of the parish council's insurance regarding 3rd party public liability. Clerk to supply a copy and to check with Zurich the level of insurance. The Sorrell Horse's own insurance has been extended to cover public liability for this event. PV also asked to use the two marquees for the bonfire event. The meeting voted to approve the use of the playing field for parking on 7th November.

10-8/9/15 To review procedures for storing and hiring out marquees: The Clerk was asked to check that the marquees were adequately insured. Storage will continue at The Sorrell Horse for the time being but councillors voted to draw up a hiring contract with a sentence included regarding liability for damage. Cll KD will draw up an agreement.

11-8/9/15 To Review Highways Issues:

- Chairman MH has sent an email to Cll AR regarding growth of vegetation around signs, Forge Hill gates and Flooding. No costs have been given yet. MH will follow this up.
- The possibility of using a Young Offender to cut back growth was discussed but it would cost £70 a day for a supervisor. Another option would be to employ someone for a few hours a month to do so but insurance liability needed to be looked into since working on the public highway carried risks. Cll CB said she would look into employment implications.

12-8/9/15: Update on playground:

- The broken post has been replaced (See 12-14/7/15)
- An inspection by councillors showed it would be possible to lift matting tiles underneath the play equipment.
- Chair MH suggested that a sign should be installed stating that Children should be Supervised. No liability for accidents. Woodbridge Council has a notice like that on Kingston field and perhaps SPC should consider similar.
- A No Dogs sign should be put on the gate leading to the playing field from the campsite. Signed-Shottisham Parish Council. Two quotations will be sought. (KD)

13-8/9/15: To review Transparency Code: A new Transparency Code requires councils to put the agendas, minutes and financial documents on the village website. This is dormant at present. Chairman MH will ask ex-Clerk for password in order to access the website and comply with the regulations.

14-8/9/15: To review website training: See above. Cll Jay Fletcher will be booked on a day's training at SALC to learn how to administer the Shottisham website administered by One Suffolk.

15-8/9/15: To discuss possible involvement in a Community concert by Suffolk Philharmonic Orchestra: Clerk explained that this would only be possible with a buy-in from all the parish councils on the Wilford Peninsula who would be asked to give a donation towards the costs of the concert which would benefit those in the community who don't get out much. It was decided to gauge interest in the village before making any commitment. Clerk to put together a paragraph for the newsletter.

16-8/9/15: Matters to be brought to the attention of the council:

- There is a morning's training on playground management and inspection by Rushmere St Andrew in October 16th. Clerk to ask Cll Fletcher if he would be interested and to ascertain costs. It was agreed in principle to allow two councillors to attend. Details are to be passed on to MH and KD and JF. There is also training at Hollesley for new councillors: Jay Fletcher and Keith Dunnnett expressed interest in attending.
- Cll Christine Block advised councillors to read the Conservation Area Draft Report carefully, particularly the details on the back which relates to the review of village boundaries.
- Clerk noted that she was not yet in full possession of documentation relating to council business.

Matters to be considered at the next meeting:

- **Rabbit Fencing**
- **Standing Orders and FSO**

- **Trust Hall**
- **Co-option of new councillor**

Date and Time of next meeting

13th October (Extraordinary Meeting) at 7.30pm to discuss the Conservation Area Plan

10th November at 7.30pm

Chairman