

**Shottisham Parish Council**

**Minutes of a Meeting held on Tuesday 12th July 2016 at Shottisham Trust Hall**

Present: Chairman Mike Hazelwood, Clls K Dunnett, J Fletcher, N Good,

Attendees: District Cll C Block, Acting Clerk J Webb, five members of the public

**1-12/07/16 Public Forum:** Concerns were expressed about the delay in the traffic calming works on Ford Hill, speeding through the village and the state of the playground and recreation ground. MH explained that Highways and their contractors, Kiers, have put back the work many times. It was originally due to be done in April 2015. Sutton PC has also encountered similar delays as have many other PCs. Regarding speeding, MH hopes to set up a Speedwatch programme but to date only three people have put themselves forward for training by the local police. The aim is to share equipment with Bromeswell PC. Regarding the playing field, the nettles have been strimmed and there is an item on the agenda to reinstate regular grass cutting by Suffolk Norse. Similarly there is an item concerning play equipment by ROSPA. A resident told the council that Sutton has quarterly inspections of their equipment. Cll Jay Fletcher on SPC has the responsibility for checking the play area. A quote for new football nets has been obtained.

**2-12/07/16 Chairman's Welcome and Apologies for Absence:** Chairman received an apology from Cll Lotti Dautzenberg; Cll Fletcher brought apologies from Cll Sally Loader

**3-12/07/16 Councillors' Declaration of Interest:** Cll Dunnett declared he had a working relationship with the applicants of the planning application on the agenda.

**4-12/07/16 Signing of Minutes:** The Minutes of the Annual General Meeting on Tuesday 10<sup>th</sup> May were signed as a true record.

**5-12/07/16 Reports from SCC and SCDC:** A written report was received from SCC Cll Andrew Reid who sent his apologies. The main topics covered were Devolution for Norfolk and Suffolk; New providers for the Martlesham Park and Ride, Fly tipping and higher educational standards. (See full report on [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net)) Cll Christine Block of SCDC talked about work on Flood Cell 4 and asked that the Environment Agency were contacted to enquire about the funding for this post Brexit. (Clerk is to contact David Kemp of the EA in Ipswich). She talked about Devolution for Suffolk and Norfolk and said that a final decision could be made in October following local consultation in August. Deadline is 23<sup>rd</sup> August. This could mean that a new body could be set up in the spring 2017 with a newly elected Mayor in May. The outcome of this could be more housing and traffic in the county. For more information see [www.eastangliadevo.co.uk](http://www.eastangliadevo.co.uk) where there is an online survey open to all.

**6-12/07/16 Clerk's report including Finance:** Clerk highlighted the resignation of Cll Liam Heron, news about the internal and external audit; the pothole on the Street which has been reported including photos; a new phone number for the Link Bus which has been taken over by CATS and the Mary Warner Educational Foundation Grants. Relevant information has been sent to the Newsletter. See full report on [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net) . Latest financial situation is as follows:

**New Current Account:** £8,629.41

**Savings Account 1:** £1,670.52

**Savings Account 2:** £193.41

**7-12/07/16 Financial matters: a) Update on new bank account b) BDO external audit c)**

**Signing of cheques**

A new Santander bank account has been set up with signatories Mike Hazelwood and Jay Fletcher. It was recommended one more councillor should come on as signatory because each cheque has to have two signatures. The balance from the old current account was transferred to the new one b) The External Audit has said that SPC's end of year accounts may have to be qualified because the AGM for 2015 was held in June rather than May owing to the fact the council did not have a working quorum c) Signing of cheques on new account

- i. Clerk's wages and expenses £332.29 (April-May)
- ii. Clerk's Wages and expenses (June) £164.14
- iii. SALC membership £127.64
- iv. Mike Hazelwood (Commemoration Mugs) £76.00
- v. Marquee maintenance expenses £14.40
- vi. Hire of Trust Hall April-July £90.00

**8-12/07/16 Update on Highways Issues:** See Public Forum for update on Ford Hill and pothole on The Street. Following this meeting the pothole report on the Highways website has been acknowledged and work is to be done in the next two weeks. A villager has reported the overgrowth obscuring village signs which will also be reported to Highways. The Adeane Estate has cut the trees overhanging the road going out of the village.

**09-12/07/16 To consider planning application: a) DC/16/2516/FUL 1 and 2 The Cottages, The Street, Shottisham. Erection of rear single storey utility extension plus fence etc:** The council had no objections to the extension but felt that the proposed gates at 1.8 metres were too high and were out of character for a Conservation Area. They also noted that the plans were inaccurate in that they showed 5 windows whereas two have been blocked up. Clerk to respond accordingly, highlighting the Shottisham Conservation Plan recommendations for walls and fences. Letter can be seen on SCDC website using the planning search tool, quoting the above number. See <http://planningpublicaccess.waveney.gov.uk/online-applications/>

**10-12/07/16 To review Playground Issues:** MH explained that the playground was checked on a weekly basis to check for faulty play equipment and other potentially dangerous issues. The faulty rocker is to be removed completely as it is beyond repair and the cost of a replacement was over £500. The spring will be dealt with to make the equipment safe. It was agreed Cll Dunnett will purchase 6 No Dog Signs, replace missing latches from the gates and buy posts and wire to repair fencing. Cll Fletcher will fill in ROSPA form and ask for annual inspections to be carried out. The next one is due in September and a full report will be done. The potholes caused by rabbits will be filled in with sand by Cll Good and Dunnett and Cll JF will look into signs stating Beware of Rabbit Holes. SCDC Cll Block recommended contacting Tony Cini at Suffolk Norse as they have sign templates which could be used and are very reasonable. Cll Fletcher has also obtained quotes for new football nets at £59 and padlocks to secure them down. These will be purchased and the wonky post will be fixed down. The Council agreed to ask Suffolk Norse to cut the recreation ground three times a year at an annual cost of £225 + VAT. (Norse came to carry out the first cut on 13<sup>th</sup> July). Ray Kay offered to obtain the name of the local man who inspects Sutton's playground for the council.

**11-12/07/16 To review Footpath Survey:** SCC is engaging in a Countryside Access Consultation focusing on footpaths. As councillor with responsibility for footpaths, Cll Dautzenberg has been asked to complete the survey with assistance if necessary from Cll Hazelwood.

Landowners have the responsibility to maintain footpaths on their land. Both Broxsted Estate and Adeane's will be contacted about overgrown footpaths on their land

**12-12/07/16: Clerk Vacancy:** The applicant for the post of clerk was thought to be unsuitable due to her distance from Shottisham. The vacancy will be advertised again via SALC and LCPAS. SALC will be asked to provide an interim clerk for September if no applications are received. Jenny Webb will write up the minutes for this meeting and forward any relevant correspondence to the Chairman. SPC will be billed pro-rata for the hours worked but she will cease to be Clerk.

**13-12/07/16 To discuss response to resignation of Liam Heron:** A Casual Vacancy notice has been posted on the Parish Council notice board. If no 10 electors ask for an election, SPC will be free to coopt a new councilor to replace Liam Heron.

**14-12/07/16 Matters to be brought to the attention of the Council:** Claire Norton has asked to see the council's minutes and finances of the past few years. Acting Clerk will oblige. Dawn Kay has asked for the long grass around the Trust hall to be dealt with. MH will deal. Diane Bickerton has asked whether SPC would be willing to give a small grant for her photographic record about houses in Shottisham. It was suggested she be invited to come and explain the project at September's meeting.

Meeting ended at 9.30pm.

**Date and Time of next meetings: Tuesday September 13th at 7.30pm at the Trust Hall.**

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Chairman

**Matters to be discussed at next SPC meeting:**

- **Site Allocation: Housing on allocated site opposite The Sorrell Horse**
- **Invitation to Diana Bickerton to explain her project on Houses in Shottisham with a view of securing a grant**
- **Insurance due for renewal at the end of September**