

**Shottisham Parish Council**

**Minutes of a Meeting held on Tuesday 10th May 2016 at Shottisham Trust Hall**

Present: Chairman Mike Hazelwood, Clls K Dunnett, J Fletcher, L Dautzenberg, N Good, S Loader  
Attendees: District Cll C Block, Acting Clerk J Webb, one member of the public

**1-10/05/16 Public Forum:** No issues were raised.

**2-10/05/16 To Elect a Chair and Sign Declaration of Acceptance of Office:** Cll Jay Fletcher proposed that Mike Hazelwood continue as Chair for 2016-2017. This was seconded by Cll Nigel Good and carried unanimously. MH duly signed Declaration of Acceptance of Office, countersigned by the Clerk.

**3-10/05/16 To Elect a Vice-Chair:** Cll Nigel Good proposed that Kevin Dunnett remain as Vice-Chair. This was seconded by Sally Loader and carried unanimously.

**4-10/05/16 Chairman's Welcome and Apologies for Absence** No Apologies received

**5-10/05/16 To agree councillors' responsibilities for 2016-17** The following areas of responsibility were agreed:

Footpaths: Cll L Dautzenberg

Marquee upkeep and hire: Cll Good and Cll Dunnet

Playground: Cll Fletcher

Website development: Clls Fletcher and Loader

Highways: Cll Dunnett

Tree Warden: Cll Hazelwood

SALC Rep: It was agreed that the dates for area meetings be circulated and Clls volunteer to attend. With regard to grass cutting of the play area, Norse will cut the grass as often as requested, generally in May and September. The Council will monitor the situation. Regarding the hiring of marquees, the Clerk asked Cll Dunnett to let her know when they are hired so she can send out invoices.

**6-10/05/16 Councillors' Declaration of Interest:** None

**7-10/05/16 Adoption of Standing Orders and Financial Regulations:** Those agreed in January and March this year were confirmed and signed by MH.

**8-10/05/16 a) To sign Internal Control Statement b) To sign Annual Governance Statement for external audit c) To approve accounts for 2015-16 (all sent out in advance)**

Council confirmed that the financial regulatory controls were being followed and Chair MH duly signed the Annual Government Statement and the Internal Control Statement. The accounts were disseminated and agreed but the Clerk was asked to show the breakdown of the three SPC accounts which made up the final balance of £8,360.03. This was done at the meeting and the accounts were duly signed by Chair MH and by the Clerk and minuted. (See accompanying end of year accounts)

**9-10/05/16 To appoint an internal auditor** Trevor Brown of Heelis and Lodge was appointed as internal auditor. Proposed Cll J Fletcher and Seconded by Mike Hazelwood

**10-10/05/16 Signing of Minutes: i. Extraordinary Meeting Tuesday 12<sup>th</sup> April ii. Annual Parish Meeting Tuesday 12<sup>th</sup> April (approve only)** Both sets of minutes were approved as an accurate record of the meetings and those of the Extraordinary Meeting were duly signed.

**11-10/05/16 To review Asset Register:** Copies of the existing asset register were disseminated and read. No changes to the register were noted and it was approved unanimously.

**12-10/05/16 To review Risk Analysis and Insurance Policy:** No additional risks were noted and the current insurance cover was deemed adequate.

The council was told that annual minutes should be kept at Suffolk Record Office for safekeeping. Cll Block recommended keeping planning records for longer than a year.

**13-10/05/16: Reports from SCC and SCDC.** A report from Andrew Reid was received after the meeting and can be read on the SPC website.

Cll Christine Block of SCDC reported that a second round of Quiet Lane designation was underway. Sutton PC was thinking of designating Old Post Office Lane and Hollesley PC identified School Lane and possibly the road to Shingle Street as possible candidates for this scheme. Bromeswell and Boyton parishes were also involved. They were usually chosen as single track lanes used by pedestrians and cyclists. It gave out a signal to drivers to drive with greater care and gave assurance to other users. CB suggested Church Lane and the road to Ramsholt might be contenders in Shottisham Parish.

As Chair of the Shottisham WI, she reported that there was a consensus to apply for a grant to erect a new toilet block behind the Trust Hall.

**14-10/05/16 Clerk's report and Finance Update:** This and all other documentation relating to the Parish Council can be seen on the Shottisham Village website in accordance with the new Transparency laws. (See [shottisham.onesuffolk.net](http://shottisham.onesuffolk.net))

Clerk has received an updated parish map from SCC with a description of all the footpaths in the parish. She was asked to send electronic copies of both map and descriptions to Cll CB, MH and LD and to find out whether the map could be displayed. (Clerk contacted SCC and the hard copy of the map can be displayed. If SPC wanted to display the map on a website, they would have to get a licence).

**Finance update:**

Current Account: £8,629.41 (includes first part of precept) Savings Account 1: £1,670.52 Savings Account 2: £193.41

**Further Correspondence:** MH received a letter from Daphne Menear from Sutton concerning the shared development fund for Sutton and Shottisham, set up to deliver playground facilities. Sutton wants to draw down their half of the fund and have asked if Shottisham has any objection. Clerk to respond saying that SPC has no objection.

**15-10/05/10 Financial matters: a) Update on new bank account b) Signing of cheques**

- i. Clerk's wages £319.92
- ii. Clerk's expenses £12.37

Chair MH reported that he and Cll J Fletcher were going into Ipswich on Saturday 14<sup>th</sup> May to open a new Santander account. Clerk said that she would wait for payment until this had been effected.

**16-10/05/10 Update on Highways Issues:** Chair MH reported that road improvements in the village as in Sutton had been postponed until June. No action had been taken about the large pothole on The Street despite its having been reported to Highways. Regarding the Speedwatch scheme, Bromeswell has the equipment at present but will share it. Sergeant Scott Cullum will train up the three volunteers from the village.

**17-10/05/16 Planning Matters: a) Site Allocations and Area Specific Policies** Clls reviewed the Proposed Submission Document and Development Plan particularly SSP15 on page 51-52 which can be viewed online at [suffolkcoastallocalplan@eastsoffolk.gov.uk](mailto:suffolkcoastallocalplan@eastsoffolk.gov.uk) Shottisham is a Local Service Centre within an AONB and has Conservation area status. The sole site allocation for new houses is land opposite the Sorrell Horse of 0.42 ha.

The parish council noted that the Housing Needs Survey carried out by SPC indicated a need for 6 houses and not 10 as stated in the doc. The site could also provide parking for 30 cars which the Sorrell Horse has indicated it needs.

Clerk was asked to respond to SCDC to the effect that the parish council has reviewed SSP15 and is content that the district council appears to have addressed the housing needs for Shottisham as identified in the HNS.

No planning applications have been received this month.

**18-10/05/10 Playground Issues:** It was reported that a new post on the walkway has come loose and needs tamping down. Nettles have grown up around the perimeter and need to be sprayed or strimmed. MH said he would either get Norse to strim them or he would. It was suggested that signs saying Shut the Gate and No Dogs should be installed. MH asked Cll JF to get a group of councillors together to assess the situation and take appropriate action.

**19-10/05/10 To consider reinstating Sorrell Horse Sub-Committee:** This was not deemed necessary.

**20-10/05/10 To review donations to Charities:** Since no requests had been made this year, this item was postponed.

**21-10/05/16 Matters to be brought to the attention of the Council:** Clls Dunnett and Good reported that £80-100 is needed to repair the marquees, purchase additional bungees and storage containers, nuts and bolts. Since this has been budgeted for, there was no need to approve this expenditure. Clerk requested that any invoices be made out to Shottisham Parish Council with VAT clearly indicated.

Meeting ended at 9.20pm.

**Date and Time of next meetings: 12<sup>th</sup> July at 7.30 at the Trust Hall.**

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**Chairman**