

**Shottisham Parish Council**

**Minutes of meeting held on Tuesday 13<sup>th</sup> September at Trust Hall**

Present: Chairman Mike Hazelwood, Cllrs Nigel Good, Kevin Dunnett

Attendees: DC Christine Block, Acting clerk Joy Andrews, two members of the public

At the beginning of the meeting the Parish Council was not quorate so the chairman asked DC Christine Block to start with her report as no decisions had to be made concerning this.

**5-13/09/16: SCDC report** – Cllr Block stated that Bawdsey Manor is now on the open market and it is a possibility that parts of the estate could be sold as separate lots, this could cause concern over parts which are currently used by the public although The Quay is a public right of way. The Amenities site at Bawdsey is going ahead with the installation of water and sewage in hand. The Environmental Agency is due to start work on Flood cell 4 before Christmas, Cllr Block will check that this is still the case. Cllr Block spoke of grants from her enabling fund – this will be dealt with in item 8 of the agenda.

**5-13/09/16: SCC report** – Cllr Andrew Reid was unable to stay for the meeting but stated he will be in touch with the chairman.

Cllr Kevin Dunnett joined the meeting at 7.50p.m

**1-13/09/16: Public Forum**- There were no matters raised by members of the public.

**2-13/09/16: Chairman's welcome and apologies for absence**- The chairman had received apologies from Cllrs. Jay Fletcher and Sally Loader.

**3-13/09/16: Councillor's Declaration of Interest** - Cllr Dunnett expressed an interest in agenda item 8.

**4-13/09/16: Signing of minutes** – The minutes of meeting held on 12<sup>th</sup> July 2016 were signed as a true record.

**6-13/09/16: Finance report** – Current account: £7983.64 (includes £158.70 VAT refund)

Savings account1: £1670.52

Savings account 2: £193.41

**7-13/09/16a: Financial matters** – Cllr Dunnett agreed to become a signatory on the new bank account and Cllr Hazelwood will obtain the necessary forms from Santander.

**7-13/09/16b: Signing of cheques** – Payments for the clerk's wages (£305.60 for July/Aug) and BDO External audit (£36.00) were agreed and cheques signed. Cllr Hazelwood read out amounts and

items covered on the insurance renewal and after discussion it was agreed to pay the amount for a single year's premium of £422.45. Cheque made payable to CAS Insurance and signed by chairman.

**8-13/09/16: Grants** – District Cllr Block wishes to make 2 payments from her enabling budget to individuals in Shottisham but is unable to do this directly. It has been suggested by SCDC that she should make the payments to the Parish Council who, if in agreement can then pass these on. Councillors agreed to pass on payment to Diana Bickerton in support for the Local History document she has produced and another to a member of the community for Educational needs.

**9-13/09/16: Fireworks Event and Pub Annual meeting** – After discussion the councillors agreed to give permission for use of part of the Playing field for parking on Saturday 5<sup>th</sup> November. It was decided that parking should be restricted by use of barrier tape to create safe access for children to get to play area during this time and the play equipment will be fenced off. Cllr Hazelwood will contact Paul Venediger and state that any damage caused to the field must be made good.

**10-13/09/16: Highways Issues** – not discussed as so few councillors present.

**11-13/09/16: Planning matters** – Cllr Hazelwood will speak to Paul Venediger concerning the possibility of housing opposite the Sorrell Horse. District Cllr Block suggested contacting the Planning Dept at SCDC prior to any planning application being received as this is such a sensitive site.

**12-13/09/16: Playground issues** – Cllr Hazelwood reported that play equipment had been damaged, he has repaired the swings and 'locked' the bolts so this cannot happen again and has removed other damaged items.

**13-13/09/16: Clerk vacancy**- Mr Simon Ashton who has applied for the position of clerk was present at the meeting. Cllrs Dunnett and Hazelwood had met with Mr Ashton previously but unfortunately there is some confusion over the number of hours required. The contract was discussed but no agreement reached, Mr Ashton will consider and contact the chairman.

**14-13/06/19: Casual Vacancies**- Following the resignation of Liam Heron SCDC has been informed and the procedure for co-opting a new councillor is under way. Cllr Hazelwood will contact SCDC regarding the resignation of Charlotte Dautzenberg.

**15-13/06/09: Matters to be brought to the attention of the Council** – no matters were raised.

The meeting closed at 8.50 p.m.

Signed.....

Date.....

