

**Shottisham Parish Council**

**Minutes of a Meeting held on Tuesday 11th July 2017 at Shottisham Trust Hall**

**Present:** Chairman M Hazelwood (MH), Cll P Bouscarle (PB) and Cll P Widdup (PW)

**Attendees:** (SCDC) Cll C Block, Clerk L Roberts (LR) and 2 members of the public

**1-11/07/17 Chairman's Welcome and Apologies for Absence:**

Apologies received from (SCC) Cll A Reid (AR) and Cll K Dunnett (KD). Cll NGood (NG was absent.

**2-11/07/17 Public Forum:**

A number of points were raised by one of the parishioners during the public forum which included:

- 1) Is there anything that can be done about the water runoff from the fields which is having a negative impact on some of the residents in Church Road and is creating deep holes in the footpath next to the playing field? Cll MH has agreed to talk to the manager of the Broxted Estate to see if it is possible to dig pits or soakaways to help divert some of this water.
- 2) There are no copies left of the Village Plan from 2007 which was last updated in 2013. The council was asked whether they want to continue giving out the plan to all new residents and if so how many new copies would need to be ordered. The council decided that they would like to continue to offer this service and recommended a re-print of 30 copies. Diana Bouscarle will come back to the next meeting with a quote for the cost of a re-print and is happy to continue giving out the plan to any new residents. There was some discussion as to whether the village needs a new plan but it has been decided to put this on hold as a better option might be to join forces with other neighbouring villages in order to come up with a neighbourhood plan.

**3-11/07/17 Councillors' Declaration of Interest: None**

**4-11/07/17 Reports:**

**a) Suffolk CC:**

A written report was received from SCC Cll AR who sent his apologies. The main topics were:

- The new Ipswich Park & Ride commercial service was launched on Monday 3<sup>rd</sup> July and will be run by First Eastern Counties. This should enable SCC to achieve a proposed saving of £0.5m each year.
- A new Highways Senior Leadership team was established with effect from 6<sup>th</sup> March 2017 and has resulted in a new organisational structure for Suffolk Highways. Following the introduction of the new Highway Maintenance Operation Plan in May 2016 the number of reactive works orders has been reduced although intervention levels have been enhanced.
- Stage 6 of the 2017 Tour of Britain will take place in Suffolk on Friday 8 September starting in Newmarket and finishing in Aldeburgh. The last time the tour was here in 2015 it generated an economic impact for Suffolk of £2.2 million.
- Samuel Ward Academy has been designated as Suffolk's first Research School, will be part of a national network and will be the first one in the Eastern Region. Suffolk's Research School will aim to bring educational best practice to Suffolk and help develop its own evidence based programmes. See full report on [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net)

**b) SCDC Report:**

- Cll Christine Block told the meeting that the SCDC will be conducting a review of the neighbourhood plan scheme in September. SCDC are still very keen to build as many homes as possible in the area despite the 5 year target being reached already.
- Waveney & Suffolk Coastal are still moving towards combining both authorities by 2019. The impact of this is that boundaries will need to be adjusted making bigger wards and reducing the number of councillors required.
- PGL have now take over the management of Bawdsey Manor and are planning to take up to 900 children. The operating window for this year is between April and October as they plan to close for renovation and renewal in the autumn. Seasonal jobs only will be available with a short summer season planned for this year. SCC are considering running a pilot scheme costing £7000 that will keep Bawdsey Ferry running over the winter. Donations are welcome. The boathouse café will also be operational for this year but there are concerns as to its long-term future.
- Scottish Power should be trenching by now but the archaeological dig has turned up lots of artefacts from a multi-age site which is delaying this operation.
- CB also reported the latest news on the development of the Trust Hall by the Shottisham WI. The first drawing has been completed and the WI is planning a launch to trigger the fund raising shortly. The plan is still to close the hall temporarily and work on both ends at the same time.

**5-11/07/17 Signing of Minutes:**

The minutes of the Annual General Meeting of 9<sup>th</sup> May 2017 were duly signed off by Chairman MH as accurate records.

**6-11/07/17 Suggestions on how to spend the profit from the Photographic Book**

Diane Bickerton has received a number of suggestions as to how to spend the profit from the photographic record of Shottisham and asked the council which was their preferred option. These include:

- 1) Planting additional trees or hedges in the village.
- 2) Using the telephone box as a receptacle for leaflets or for book exchange.
- 3) A butterfly survey – Suffolk Wildlife.
- 4) Creating/improving habitats for swifts – RSPB.
- 5) Survey of natural habitats in Shottisham.
- 6) Repair/replacement of two stiles across the water meadow.

It was agreed that the first two options could be discounted because a) the only land for use is on the playing field which is unsuitable and b) the telephone box is still operational. It would not be appropriate to replace the stiles either because they are both on private property. The councillors agreed that they would prefer the money to be spent on creating an improved habitat for swifts. Diane would like to conduct a survey via the village newsletter before making a final decision. Part of the money has already been allocated to provide a large photograph of the Trust Hall to be put on display in the hall.

**7-11/07/17 Clerk's report and Finance Report:**

This and all other documentation relating to the Parish Council can be seen on the Shottisham Village website [shottisham.onesuffolk.net](http://shottisham.onesuffolk.net) in accordance with the new Transparency laws.

**Current Account:** £9,777.78

**Savings Account 1:** £1674.78

**Savings Account 2:** £193.90

**8-11/07/17 Financial matters:**

**a) Signing of cheques:**

Clerk's wages: £200

HMRC: £50.00

Internal audit: £70.00

**b) Review cheque signatories**

Councillors Philip Bouscarle and Peter Widdup have now been approved as signatories for the bank accounts and the postal address has been updated to the parish clerk's address.

**c) Ring fencing**

Following recommendations by the internal auditor it has been decided that money from the reserves should be earmarked for the projects they were intended for. This includes £3,500 earmarked for rabbit proof fencing, £1,000 donation earmarked for the WI and £1,650 earmarked for traffic calming measures.

**9-11/07/17 To receive update on Highways Issues:**

- Cll MH has been in touch with Adeane's and they have agreed to dig out the ditches and cut back the hedge adjoining their land.
- Councillors discussed whether white lines were required down the middle of the road in the street and agreed that it might help to slow traffic down in the village. They are still considering whether slow signs are required at either end of the village. Cll MH is to have another chat with highways before a decision is made.
- It was agreed that the footpaths are in a pretty bad state. Cll MH explained that the rights of way people are due to come and cut the main ones back shortly. Cll PB is prepared to cut back overhanging branches on the footpaths near Saxon House to make these paths accessible. Cll MH has cleared brambles on the footpath by Villa Hill and Adeane's have moved the trees that were blocking it.
- The roadside verge in front of the Trust Hall is overgrown with nettles and brambles. As this is a roadside verge Cll MH is to ask highways to come and cut it.
- Several footpath signs have started to rot and are falling over. These have been reported and have started to be replaced or re-instated.
- Bawdsey council have asked if Shottisham council would be interested in sharing a
- SID similar to the one used successfully by Hollesley. Cll CB suggested that SCC and SCDC would be prepared to help out with the cost of this as they did with Hollesley. The council are willing to consider this and have asked the clerk LR to report their decision to Bawdsey.

**10-11/07/17 To receive update on playground issues:**

Cll MH and Cll PW have both strimmed the nettles around the edges of the play equipment on two separate occasions. Cll MH proposed that the parish clerk LR contacts Norse for a quote to cut the playground on a regular basis. He will contact Joe Buswell for a quote also. Discussion will take place via email to agree a cut as soon as is possible.

**11-11/07/17 To receive updates on the action points from the previous meeting in May**

- Asset register has been updated and minutes from 31/03/17 checked by LR.

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- Financial risk assessment has been converted from a PDF to a Word document by CII PW.
- Property risk assessment is in progress of being updated by CII PB. CII MH is to advise.
- Ariel photograph has been taken off the website by LR but has not been replaced until a more suitable photograph has been provided.
- Invoices for marquees have not been sent out as clerk is awaiting dates and times of bookings.

**12-11/07/17: Matters to be brought to the attention of the council:**

A letter has been received from the Mary Warner's Trust asking for recommendations for young adults who require support to assist them with further study. The clerk was advised that this is an annual event that needs to be included in the newsletter and posted on the noticeboard.

**Date and Time of next meeting: September 12<sup>th</sup> 2017 at 7.30 at the Trust Hall**

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**Chairman:**

**Date:** September 12<sup>th</sup> 2017