

Shottisham Parish Council

Minutes of a Meeting held on Tuesday 13th March 2018 at Shottisham Trust Hall

Present: Chairman P Bouscarle (PB), Cll P Widdup (PW), Cll M Harrison (MHR) and Cll Ray Kay (RK)

Attendees: Clerk L Roberts (LR) and 8 members of the public.

1-13/03/18 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll A Reid (working late) and (SCDC) Cll C Block (CB) (unwell)
Resignation received from Cll K Dunnett on Tuesday 13th March.

2-13/03/18 Public Forum:

- Parishioner Diana Bouscarle reported that the Emergency Plan for the village has now been updated and a hard copy has been given to the clerk LR. An electronic copy will be sent to LR who will upload it to the Shottisham Village website to make it more widely available. Diana also stated that all new residents are given a copy of the Be Prepared flyer which has details of the Be Prepared website too. Some concern was expressed about how older residents managed during the recent bout of cold weather and whether more could have been done to help. It was suggested that a WhatsApp group could be set-up to report concerns similar to the one used by Shingle Street residents, who found it very useful during the recent cold spell. Clls MH and PW have agreed to look into whether WhatsApp, Facebook or other services would prove useful.
- Concerns were expressed again about the number of dirty signs in the village and surrounding area. It was suggested that individuals in the village could adopt a nearby sign and agree to clean it regularly. This suggestion could be advertised in the Shottisham newsletter. It was felt that there is a bigger problem in the outlying areas. Bromeswell for example, has particularly dirty signs which does not give a good impression to visitors to the area. Parishioners would like these concerns to be sent to the highways department.
- Another ongoing issue causing concern is the problem with drainage in Church Lane that occurs during periods of bad weather, especially heavy rain. One parishioner reported that water runs off the Broxted Estate fields bringing with it large amounts of pig slurry which regularly blocks the drains in the street and causes problems with potholes. Concern was also expressed that this pig slurry could make its way down to the Deben eventually and damage the environment. Parishioners would also like this issue reported to highways.
- It was reported that it would be useful to have another dog refuse bin placed at the end of Heath Drive as well as the one that was moved across to the campsite from this site. Residents are complaining that dog walkers are hanging their poo bags in the hedge because there is no bin. Cll MH is to investigate the cost of purchasing a new bin for this site.
- Parishioner Diana Bickerton apologised that the Swift Survey talk planned for March had to be postponed because of bad weather and will now be rescheduled for May. A group of two or three volunteers will be needed to run the Swift project and push it forward.
- A question was also asked as to whether Shottisham Parish Council had joined the Campaign to Protect Rural Areas (CPRE) as it was felt it would be beneficial to be informed about this group. One of their major campaigns has been against light pollution which many argue has a negative impact on people's lives and local wildlife. Security lights and floodlights are considered to be a main cause of light pollution and too many could be damaging to the village. Many would prefer

the village to remain dark at night. LR to investigate the cost of joining the CPRE and will report back at the next meeting.

3-13/03/18 Reports:

a) Suffolk CC:

A written report was received from SCC Cll AR who sent his apologies as he was required to work late. The main topics were:

- SCC has launched a public consultation over the future of the Record Office Service in Lowestoft. Its basement location is prone to flooding and damp, at risk of mould growth and its fire resistance is not up to standard. Visitor numbers are declining as well so changes need to be made which will help to save money too. Further details of the consultation process can be found on www.suffolkarchives.co.uk.
- The consultation to help find a long-term solution to providing affordable home to school transport closed on Wednesday 28th February. Over 3,500 people responded to the survey, 151 people attended one of the consultation workshops and 36 people attended the 'Have your say' event where alternative solutions were presented. The feedback received will be carefully considered by SCC's cabinet in June 2018.
- Suffolk is to use drone technology to help manage blue light service incidents. The two drones launched on 15th February will provide a range of aerial surveillance options to support emergency services and voluntary organisations across a wide range of incidents. The drones and camera equipment cost £42,500, are based at Woodbridge Fire and Police station, have 24/7 emergency response capability and will be used by 17 trained pilots.
- 97% of Suffolk students received an offer from one of their top three preferred Secondary Schools on National Offer Day. Families who applied online will be able to log onto the council's Online Service to see their school place offer, and will receive an email confirming this offer. Any parents/carers who have not yet applied for a place for their child should download a CAF1 application form from www.suffolk.gov.uk/admissions immediately.
- SCC have announced the preferred alignments of Ipswich's Upper Orwell Crossings. The main crossing is proposed to connect to the existing highway at the Rapier Street roundabout on Wherstead Road, west of the river, and at a new junction, north of Cliff Lane on Holywells Road, east of the river. The third crossing is a refurbishment of the existing swing bridge over the lock for use by cyclists and pedestrians. Construction of the crossings should begin in 2020 with completion scheduled for 2023.

b) SCDC Report:

- No report received from Cll CB who was unable to attend the meeting for health reasons.

4-13/03/18 Councillors' Declaration of Interest: Chairman PB wanted it noted that one of the quotes for the playground fencing has come from a contractor that he has used himself for his own garden. He has also used the services of the mole catcher Bob Mills too.

5-13/03/18 Signing of Minutes:

The minutes of the regular parish council meeting held on the 9th January 2018 were duly signed off by chairman PB as accurate records.

6-13/03/18 To consider co-opting Patricia Southgate onto the Parish Council

Patricia Southgate (PS) attended the meeting and was formally co-opted as a parish councillor onto Shottisham Parish Council to fill one of the three empty places remaining on the council.

7-13/03/18 To review Highway's Issues and make a decision on quotes received

- **Update on SID funding:** Cll PW confirmed that Cll AR and Cll CB have each promised £750 each from their budgets which will provide £1,500 towards the purchase of the proposed Speed Indication Device (SID).
- **SID quotes:** Cll PW reported that suitable sites have now been identified for SID posts at both ends of the village and approval to install the posts has been granted too. The total cost of the approved quote from Westcote comes to £3,420, will take 6/8 weeks for delivery and 10 weeks for the poles to be installed. This leaves £1,920 left for SPC to pay out of its reserves. It was agreed unanimously for Cll PW to go ahead and order the SID.
- **Peninsula Highway Issues:** Judi Hallett the clerk for Hollesley has offered to collate and report all local highways issues to the Highway's Department at the end of the month. LR will send round a spreadsheet to all councillors to include any issues for Shottisham and forward this on to Judi Hallett, if required.

8-13/03/18 To review Playground Issues and make a decision on quotes received:

- **Grass cutting quotes:** Councillors discussed the three quotes received by Cll MH and agreed that Norse offered the best service contract of the three. Norse will be awarded the contract to cut the grass at £73.12+VAT per cut at 6/8 week intervals starting as from the end of April. Cll MH reported that the bin in the playground will be replaced very shortly too and the Bear bin will be recycled at either the pub or the campsite. Cll PB has researched the cost of replacing the 6 dilapidated playground mats too and this comes to £135.86. The purchase of the mats was agreed and Cll PB will order them immediately. Cll RK has offered to find out how much it would cost to do regular Health and Safety checks on the playground from the company who do them at Sutton.
- **Fencing quotes:** Councillors then discussed the three quotes received by Cll PB and decided to order the fencing from Kiwi Services at a cost of £4,200+VAT. This includes post savers which will help to prevent the posts from breaking. The fencing will be moved from directly outside the old rectory closer to the fort to move it away from the rectory cesspit overflow. The gates will be moved too so that the larger one is at the bottom of the playground to make pushchair access easier and the smaller one will be moved to the top. Cll PB will be in charge of organising the fencing job which should take place in May.

9-13/03/18 End of Year preparation:

- **Review Standing Orders and Financial Regulations:** Councillors were sent a copy of the Standing Orders and Financial Regulations used by Hollesley Parish Council to look at before the meeting. These are based on the latest documentation from SALC so are more up-to-date than the versions used by SPC. Councillors will review these before the AGM in May and inform LR of any changes they would like made to both documents before they are adopted.
- **Review Risk Assessments and Internal Control Arrangements:** It was decided to continue with the existing Internal Control Arrangements and the updated Financial Risk Assessment amended by LR last year. It was agreed that the Property Risk Assessment requires further work and Cll PB will get some advice as to the amendments required before updating it before the AGM in May.

- **Review and adopt the Suffolk Local Code of Conduct:** The Suffolk Local Code of Conduct has been formally adopted by the council and all councillors have been sent an electronic copy. LR will send the new councillor Patricia Southgate a copy of this too.
- **Update the Asset Register and confirm adequate insurance cover:** There was some debate about the amendments made to the Asset Register for 2018-19 as there was some concern that the marquees had been deleted as assets. After some discussion it was agreed that Cll RK would ascertain their whereabouts and inspect them to see if they can be repaired at a reasonable cost before they are considered scrapped. Councillors were in agreement that the insurance policy needs reviewing too because much of what is being insured is no longer in use or worth very much. This will need to be done before the insurance is renewed again in October.
- **Appoint an Internal Auditor:** It has been agreed to appoint Trevor Brown as the internal auditor again as he has proved to be very competent in the past.

10-13/03/18 To report back from the Peninsula Meeting:

Cll RK reported back on the recent Peninsula Meeting that he attended. These meetings take place every two months for two hours. Cll RK thought it worthwhile to attend this meeting as he found out lots of useful information as to how other parishes are doing. He has volunteered to attend them on behalf of SPC in future. He reported that there was much debate about the self-help initiative suggested by SCC recently. Shottisham, Hollesley and Bawdsey are all prepared to get involved but Alderton are reluctant because they would struggle to find volunteers. Litter picking events have been arranged locally too and is something that he felt that Shottisham could get involved in too next time perhaps.

11-13/03/18 To discuss and decide on Councillors' specific responsibilities:

Cll RK suggested that all councillors were given specific areas of responsibility similar to councillors on other parish councils. It was agreed that councillors had already taken on areas of responsibility informally and these should now be recognised more formally. Cll PW will be responsible for Highways Issues, Cll MH and Cll PB will look after Playground Issues and Cll RK will look after Finance and attend meetings on the council's behalf.

12-13/03/18 To discuss ways of supporting the Big Picnic Lunch

SPC have been asked recently by two parishioners if they would be prepared to take over the running of the village Big Picnic Lunch which they have been managing for the last 6 years. Time constraints prevent them from continuing to organise it but they feel that it would be a shame to lose this village event. It was decided to join forces with the Sorrel Horse this year and hold a street party outside the pub on Saturday May 19th to celebrate the royal wedding. It was agreed that the council would take over the organisation of the Big Picnic Lunch in future years. Cll PB will speak to Gary Miller from the Sorrel Horse and Cll PW will look into closing Church Lane off for this event. This event will need to be advertised in the village newsletter for May.

13-13/03/18: To consider a request for financial support from Rendlesham Scouts

The request from three Rendlesham Scouts for financial support to enable them to attend the World Scout Jamboree 2019 in West Virginia, USA was turned down after some consideration. Their offer to participate in local events was considered but it was felt that it could be too difficult to manage.

14-13/03/18 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 in accordance with the new Transparency laws.

a) Financial Report:

Current Account:	£8,727.88
Savings Account 1:	£1674.78
Savings Account 2:	£193.90

b) To consider moving website from onesuffolk to suffolkcloud:

Clerk LR proposed that the Shottisham village website is moved from its existing provider onesuffolk to a new provider suffolkcloud. Suffolkcloud offers advanced features, is easier to operate and has a nicer looking interface than the existing scheme. The cost of transferring the data over is free and the cost of operating the site is £100 a year. Councillors agreed that this was a better option and confirmed that it should be moved over. LR will arrange for the transfer.

c) Signing of cheques:

Clerk's wages:	£200.00
HMRC:	£50.00
SARs Donation	£300.00
Defibrillator Fund	£250.00
Philip Bouscarle (mole catcher)	£80.00

The recent resignations of Chairman Michael Hazelwood and Councillor Kevin Dunnett mean that there are now only two councillors with the authority to sign cheques, which could cause a problem. It was agreed that both these names need to be removed as signatories from the Santander bank account and a third signatory added to the existing list. Cll RK has agreed to take on the role of third signatory and will also contact Santander to find out the possibility of using Internet banking.

15-13/03/18: Updates on actions from the previous meeting in January:

All action points from the previous meeting have been completed.

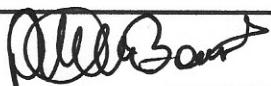
16-13/03/18: Action Points to be addressed from this meeting

- Cll MH and PW to research whether a Shottisham WhatsApp, Facebook or similar group would be useful.
- Clerk LR to report parishioners' concerns to Cll Andrew Reid at SCC.
- Cll PW to order a Speed Indicator Device and posts.
- Cll PB to order 6 new playground mats and the playground fencing.
- Clls RK and MH to find out the cost of regular health and safety checks on the playground.
- Cll PB to amend the property risk assessment
- Clerk LR to investigate the cost of joining the CPRE.
- Clerk LR to collate highways issues and forward them on to Judi Hallett.
- Clerk LR to arrange for the village website to change over to suffolk.cloud.

17-13/03/18: Matters to be brought to the attention of the council: N/A

Date and Time of next meeting: May 8th 2018 at 7.30 at the Trust Hall

Chairman:



Date: March 13th 2018