

Shottisham Parish Council
Minutes of the Annual General Meeting held on Tuesday 1st May 2018
at Shottisham Trust Hall

Present: Chairman Philip Bouscarle (PB), Cll P Widdup (PW), Cll M Harrison (MH) and Cll R Kay (RK)

Attendees: (SCDC) Cll C Block (CB) and Clerk L Roberts (LR).

1-1/05/18 To Elect a Chair and Sign Declaration of Acceptance of Office:

Cll PW proposed that Cll PB continue as Chairman for 2018-2019 after taking over the role of acting chairman partway through 2017-18. This was seconded by Cll RK and carried unanimously. Cll PB duly signed the Declaration of Acceptance of Office, countersigned by the Clerk.

2-1/05/18 To Elect a Vice-Chair:

Chairman PB proposed that Cll RK was appointed as the new Vice- Chairman. This was seconded by Cll PW and carried unanimously.

3-1/05/18 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll Andrew Reid (AR) and Cll P Southgate (PS)

4-1/05/18 Public Forum:

No issues were raised.

5-01/05/18 SCC and SCDC Reports:

a) SCC Report

No report received from Cll AR (SCC) who was unable to attend the meeting.

b) SCDC Report

- Cll CB reported that the merger with Waveney council was going through parliament now and elections for new joint councillors would take place in May 2019, making this one of the largest councils in the country. There will then be a boundary review to decide on the new district wards; the size of which will be based on the number of electors. The consultation on these boundaries will take place in July and August.
- The government support grant is being phased out by 2020 and the new council will need to rely on business rates to help provide an income.
- The new arrangements for garden waste are causing some controversy too with a number of people who are not prepared to pay for a service which has been provided free until recently.

6-1/05/18 Councillors' Declaration of Interest: None

7-1/05/18 Signing of Minutes:

The minutes of the regular parish council meeting held on the 13th March 2018 were duly signed off by Chairman PB as accurate records.

8-1/05/18 Adoption of Standing Orders and Financial Regulations (all sent out in advance):

Councillors confirmed the adoption of the newly reviewed Standing Orders and Financial Regulations and these were duly signed by the chairman PB.

9-1/05/18 a) To sign Internal Control Statement b) To sign Annual Governance Statement for external audit c) To approve accounts for 2017-18 (all sent out in advance):

Council confirmed that the financial regulatory controls were being followed and Chairman PB duly signed the Annual Governance Statement and the Internal Control Statement. The accounts were disseminated, agreed and were duly signed by Chairman PB and by the Clerk.

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10-1/05/18 To appoint an internal auditor:

Trevor Brown (retired employee of Heelis and Lodge) was appointed as internal auditor again this year. Proposed by Chairman PB and seconded by Cll RK.

11-1/05/18 To review Asset Register:

Copies of the existing asset register were disseminated and read prior to the meeting. Amendments to the Asset Register included the deletion of the Marquees which have been scrapped as from 03/10/17 because they are no longer suitable for purpose and are not available for hire. Cll RK will investigate whether they can be salvaged to use for community purposes.

12-1/05/18 To review Risk Analysis and Insurance Policy:

The property risk assessment has been updated by Cll PS who has amended it considerably to reflect current legislation. It was agreed by the council that it is now much more up-to-date and she should be commended for her efforts. It was agreed that Cll PS should be the one to sign the risk assessment rather than the Chairman PB. It was also agreed that the financial risk assessment meets current needs and does not require any amendment. It has been decided that the insurance policy which is due for renewal in October needs to be reviewed in more detail to ensure that we are not paying more than we need to.

13-1/05/18 To receive update on Highways Issues:

Cll PW reported that the Speed Indicator Device is about to be ordered and will take up to six weeks to be delivered. He has also reported all issues that have been reported to him to the Highways Department using their online facility. These include: SLOW sign/Z bend sign fallen over, all other SLOW signs that need work doing and the bollards along by Ford Hill. Cll RK is currently having discussions with Highways about the removal of the traffic lights at Ford Hill and it is hoped that these will be reinstated shortly.

14-1/05/18 To receive updates on Playground Issues:

Chairman PB reported that the new fencing for the playground has been ordered and it is hoped that the installation work will begin during the middle of May. It has been agreed that two operational inspections of the playground will take place this year plus the RoSPA inspection due in September. Cll MHR will also order a new dog bin at a cost of £191 to be installed at the top of Heath Drive.

15-1/05/18 To consider how to comply with the new data protection laws

The recent news from SALC confirming that parish councils no longer need to employ a Data Protection Officer was greeted with much relief all round from councillors and the parish clerk. The clerk will comply with the recommendations received from SALC to ensure that the new regulations are complied with.

16-1/05/18 To consider a grant towards the village street party/Big Picnic:

Cll RK recommended that the parish council put some money towards the village street party that is being organized for the village by the Sorrel Horse to celebrate the royal wedding of Prince Harry and Meghan Markle. Councillors agreed that £200 should be sufficient to provide some food, bunting and a cake to help out with the costs. All villagers have been invited to the event which is free for residents.

17-1/05/18 To discuss the renovation project at the Trust Hall

It was agreed that this would be considered at a later date.

18-1/05/18 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)

a) At the close of business on 3rd April 2018 the bank accounts were as follows:

- **Current Account:** £8,427.88
- **Saving Account 1:** £1678.78
- **Savings Account 2:** £194.35

b) Update on signatories for bank account

It was decided that all old signatories should be removed from the bank account including Kevin Dunnett, Michael Hazelwood, Peter Nicholls, and Jay Loader. This leaves Philip Bouscarle and Peter Widdup as the only two remaining signatories. It has been agreed that it would be useful to have a third signatory and Ray Kay has volunteered to take on this role. Councilors would also like the clerk Lesley Roberts to be added to the accounts as an account operator to enable her to have access to the bank accounts online. Direct debits could then be set up to pay the clerk and HMRC on a two-monthly basis rather than having to sign cheques at every meeting.

c) Signing of cheques

i.	Clerk's wages	£200.00
ii.	HMRC	£50.00
iii.	Clerk's expenses	£67.81
iv.	SALC subscription	£135.71
v.	Express Matting Services	£135.86
vi.		

19-1/05/18 Updates on actions from previous meeting:

All actions from the previous meeting have been successfully completed.

20-9/05/18 Matters to be brought to the attention of the Council:

Councillors discussed ways of improving communication methods within the village which included:

- a contribution to the village newsletter making it two pages rather than one
- being included as one of the villages in the Village Voices
- setting up a village Facebook group
- developing the ShottyApp group to include more people.

It was decided that the village was not large enough to have its own Facebook group but could use the Wilford Peninsula group instead. The Village Voices was not a serious option either but there was some interest in extending the village newsletter to two pages and developing the ShottyApp further.

Date and Time of next meeting: 10th July 2018 at 7.30 pm at the Trust Hall.

Chairman:



Date: 10th July 2018