

**Shottisham Parish Council**

**Minutes of a Meeting held on Tuesday 12th March 2019 at Shottisham Trust Hall**

**Present:** Chairman R Kay (RK), Cll P Widdup (PW) and Cll M Harrison (MHR).

**Attendees:** Clerk L Roberts (LR) and 4 members of the public.

**1-12/03/19 Chairman's Welcome and Apologies for Absence:**

The chairman RK welcomed everyone to the meeting and explained that this meeting was being recorded by a parishioner and a copy would be sent to the clerk/chairman for their records. As the equipment proved faulty Cll RK recorded the meeting on his phone and promised to send a copy to the parishioner. Apologies for absence were received from Cll P Southgate.

**2-12/03/19 Public Forum:**

The council were asked by a parishioner whether they would be prepared to discuss purchasing the audio equipment required to record parish council meetings at some future point rather than relying on the equipment provided by parishioners. The council agreed that they would rather parishioners continued to record meetings rather than taking on the responsibility themselves. Councillors explained that the budget has already been set for next year and this expense had not been budgeted for 2019-20.

**3-12/03/19 Reports:**

**a) SCC**

No written report was received from SCC Cll Andrew Reid who was unable to attend the meeting.

**b) SCDC**

No written report was received from SCDC Cll Christine Block who was unable to attend the meeting.

**4-12/03/19 Councillors' Declarations of Interest:**

There were no declarations of interest

**5-12/03/19 Signing of Minutes of Regular Meeting of 8<sup>th</sup> January 2019:**

The minutes of the regular parish council meeting held on the 8<sup>th</sup> January 2019 were duly signed off by chairman RK as accurate records.

**6-12/03/19 End of year preparation including:**

**a) Review Standing Orders and Financial Regulations**

Councillors were sent a copy of the Standing Orders and Financial Regulations that were used last year and are based on the latest documentation from SALC. Councillors will review these before the AGM in May and inform LR if there are any changes they would like made to both documents before they are adopted for 2019/20.

**b) Review Risk Assessments and Internal Control Arrangements**

It was decided to continue with the existing Internal Control Arrangements and Financial Risk Assessment updated in 2018/19. It was agreed that the Property Risk Assessment requires updating to take into account the work that has been done in the playground this year and the recent RoSPA report. Cll PS will be asked if she would look over this again and make any amendments required before it is approved at the AGM in May.

**c) Review the Suffolk Local Code of Conduct**

It has been agreed that the Suffolk Local Code of Conduct will continue to be formally adopted by the council and all councillors have been sent another electronic copy.

**d) Review the Asset Register of 2019 and confirm adequate insurance cover**

The Asset Register was last updated in November 2018 to show that the Wheeled Strimmer was scrapped on the 3<sup>rd</sup> November 2018. The insurance policy was reviewed at the same time taking this change into account and led to a reduction in the policy cost.

**e) Appoint an Internal Auditor for 2019**

It has been agreed to appoint Trevor Brown as the internal auditor again as he has proved to be very competent in the past and is used by a number of local councils.

**f) Discuss election procedures for 2019**

The clerk explained that anyone who wishes to stand for election needs to complete a nomination form and take it in to the Elections Office at East Suffolk Council in Melton by 4:00pm on Wednesday 3<sup>rd</sup> April. There are 7 places to fill and if the nominations received do not exceed this number there will be no need for an election. The chair RK stated that it would be useful to know how many people intend to stand so that the council could ensure that the cost of an election is not required. The clerk LR has made an appointment with the Elections Office at 1:00pm on Wednesday 27<sup>th</sup> March and will deliver any nomination papers that are dropped into her before then. An Elections Folder has also been uploaded to the village website containing all the necessary documentation plus a nomination form and an Election Poster will be going up on the noticeboard on Friday.

**g) Increase in Clerk's salary for 2019/20**

It was proposed that the clerk's salary was increased to bring it in line with the current NALC pay guidelines. The clerk is currently paid £9.63 an hour and the council agreed that the rate should be increased to £10.57 an hour which is band 9 on the pay scale. This will be an increase of £148.92 per year. This suggestion was voted on and approved.

**7-12/03/19 To receive updates on highways issues:**

- Cll PW reported that there is a road closure due to take place on the 18<sup>th</sup> March from 7:00 pm in the evening overnight but there was no information on the website giving any further information.
- Cll RK is still waiting to be informed as to when the cones and traffic lights are going to be removed from Ford Hill. Problems are still being caused by the very large lorries that are coming through the village and many of the verges are being destroyed. Verges in the village are being torn up by tractors and large trucks coming through too. Scottish Power have said that they will look into renewing some of the verges once the work has finished in Bawdsey. Cll RK to follow this through.
- Two new poles have now been put into place for the SID so that there are now four locations available for it to be sited. Cll PW moves it regularly when he changes the batteries which last a couple of months.
- Cll RK expressed concern that the railings in The Street are starting to look rather tatty. They were last painted over ten years ago when the parish council organised the Community Services team to do it using paint provided for by the County Council. There was some confusion as to who owns the railings as they occupy Adeanes land but Cll RK is convinced they are owned by the County Council. Cll PW has been tasked with finding out who actually owns them. He put forward the suggestion that a volunteer group be enlisted to help with this and to tidy up the village in general. Health and Safety issues will need to be considered before this can go ahead as the County Council are unlikely to have any money available to do anything themselves. It was proposed that this item be added to the agenda for the May meeting where it can be discussed in more detail.

**8-12/03/19 To receive updates on playground issues:**

- Cll MHR reported back on a number of issues in regard to the playground identified in the RoSPA report. The first issue that needed resolving was the number of moles in the playground and this was solved by employing Bob the mole catcher who caught fourteen moles in January.
- CLL MHR has gone through the RoSPA report and identified seven areas of priority that need to be sorted out professionally. She asked Nigel from Ipswich Borough Council (IBC) to provide a quote to fix these but he took 6 weeks to respond after numerous emails and phone calls. She then contacted Norse to ask for their advice and felt that they are better prepared than IBC to take on the management of rural playgrounds. Cll MHR provided a comparison of the two quotes received which identified that both were going to charge between £400 and £500 to fix the main problem areas. Simon from Norse also provided a quote of £400 to fix the additional things that could be fixed by volunteers if preferred. After some discussion the council voted to give the contract to Norse and will also use them to provide the inspection checks too because this will work out cheaper annually than IBC. Cll MHR is prepared to clean the picnic tables and is hoping to use volunteers to fix the fence and the gate leading in to the playground by the bins. Cll RK reported that the two other gates require some remedial work too that he will take a look at once the weather gets better. Cll MHR has been given a budget of £600 to get as much fixed as she can for this spend.
- Cll RK informed the council that a cherry tree blew down in the dog walking field near the playground during the recent gales that he, Cll PW and Philip Bouscarle made safe before it did any further damage. He then paid to have it cut into logs which were delivered to him as payment.

**9-12/03/19 To report back from the Peninsula Meeting**

Cll RK and the clerk LR attended the joint Wilford Peninsula Parish Council meeting held at Shottisham Trust Hall on Thursday 31<sup>st</sup> January. Cll RK reported back on the highlights of the meeting which was well attended by most parish councils on the peninsula, particularly Bawdsey. A copy of the meeting notes taken by the clerk can be seen on Shottisham Village website. (See [shottisham.onesuffolk.net](http://shottisham.onesuffolk.net))

**10-12/03/19 To discuss organising the Big Picnic Lunch in May**

The council discussed whether to decide on a date for the Big Picnic Lunch which they took over the organisation of last year and then joined forces with the Sorrel Horse. It was agreed that it would be better to leave this decision until the May meeting when the newly elected Parish Council take over. It was proposed that it could take place on Suffolk Day in June/July in collaboration with the pub who usually celebrate it.

**11-12/03/19 To discuss arranging a date for the Great British Spring Clean/Litter Pick**

The council agreed that it would be a good idea to hold a litter pick in and around the village but would prefer to do it once the weather is a bit warmer. Sutton have already held one on the 16<sup>th</sup> March. The end of April was the preferred date and the clerk will liaise with Suffolk Norse to arrange to borrow the equipment.

**12-12/03/19 Clerk's report and Finance Report:**

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))

The clerk notified the council that the dates for the parish council meetings in 2019/20 have been confirmed with the treasurer of the WI and the Trust Hall has been booked for these dates. These dates



will be added to the website before the May meeting. The council then discussed whether to hold the Annual Parish Meeting (APM) in May on the same day as the Annual General Meeting (AGM) as has been done in previous years. It was agreed that this was the preferred option but in order to distinguish it from the AGM the room would be set out in a more informal manner to reflect the nature of the meeting. If necessary, the AGM could be moved to a later date if the APM overruns.

Cheques and associated documentation were approved by Cll RK and Cll PW in respect of the following:

• Clerk's Wages	£200.00
• HMRC	£50.00
• Clerk's Travel Expenses	£10.80
• Westcotec	£129.00
• SALC (training)	£30.00
• Ray Kay (expenses)	£3.88
• Miranda Harrison (mole catcher)	£80.00

At close of business on 2/1/2019 the bank account balances were as follows:

A	Current Account	£2,666.38
B	Savings Account 1	£1,678.68
C	Savings Account 2	£194.35

**13-12/03/19 To receive updates on the action points from January's meeting:**

- Cll MHR to advise further on ROSPA report and anticipated costs - completed
- Cll PW to progress Suckling Planting and SID progress - completed
- Cll RK to monitor Villa Hill problem - ongoing

**14-12/03/19 To discuss matters brought to the attention of the Council:**

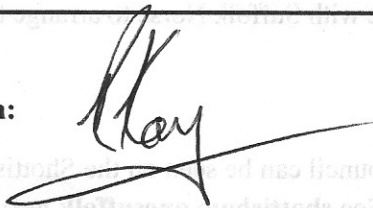
No comments made.

**15-12/03/19 Action Points:**

- Cll PS to amend the Property Risk Assessment taking into account the 2019 RoSPA report.
- Cll RK to continue liaising with Scottish Power in order to get the verges made good.
- Cll PW to try to find out who is responsible for the railings in The Street.
- Clerk LR to arrange a date for the Litter Pick and organise the equipment.

**Date and Time of next meeting: May 14<sup>th</sup> 2019 at 8.30 pm at the Trust Hall**

**Chairman:**



**Date:** May 14th 2019