

**Shottisham Parish Council**  
**Minutes of the Annual General Meeting held on Tuesday 14<sup>th</sup> May 2019**  
**at Shottisham Trust Hall**

**Present:** Chairman R Kay (RK), Cll P Widdup (PW), Cll P Southgate (PS) and Cll P Bouscarle (PB)  
**Attendees:** Cll C Block (CB), Cll J Mallinder (JM), Clerk L Roberts (LR) and four parishioners.

**1-14/05/19 To Elect a Chair and Sign Declaration of Acceptance of Office:**

Cll PB proposed that Cll RK continue as Chairman for 2019-2020 after taking over the role of acting chairman partway through 2018-19. This was seconded by Cll PW and carried unanimously. Cll RK duly signed the Declaration of Acceptance of Office, countersigned by the Clerk.

**2-14/05/19 Chairman's Welcome and Apologies for Absence:**

Apologies received from (SCC) Cll Andrew Reid.

**3-14/05/19 Councillors to sign Declaration of Acceptance of Office:**

Newly elected councillors PS, PW and PB all duly signed a Declaration of Acceptance of Office, which was countersigned by the clerk.

**4-14/05/19 Public Forum:**

No issues were raised.

**5-14/05/19 SCC and ESC Reports taken from the Annual Parish Minutes 2019:**

**a) SCC Report**

A written report for the year was received from Cll AR (SCC) who sent his apologies. Highlights from the Annual Parish Newsletter 2018-19 include:

- Suffolk launches innovative new fire engine.
- Council to deliver 51 new affordable homes for low income families in rural community.
- Cllr Mathew Hicks takes the helm at Suffolk County Council.
- Plan for £6 million upgrades to Suffolk recycling centres.
- Suffolk's tourist trade booming.
- Superfast broadband coverage continues to grow.
- Carers celebrate top accolade with 'Outstanding' rating from the Care Quality Commission.
- The Hold construction is underway.
- Sport and Physical Activity worth £270m a year to the Suffolk economy.
- Suffolk's roads warming to £300,000 thermal patching technology.
- Dept for Education recognises performance by Suffolk students.
- Plug in Suffolk – UK's first 'Fully Open Electric' Vehicle Charging Network.
- Suffolk County Council 2019/20 budget approved.
- Go ahead to develop specialist education placements in Suffolk.
- Suffolk wins £4.4 million for "smart" streetlighting.
- Timescale set to progress Ipswich Northern Route project.
- Suffolk wins £1.725million extra funding for business broadband.

A copy of the full report can be seen at [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net)

**b) ESC Report**

Cll CB agreed to provide a final report for the year from ESC as she has recently retired from the council and has been replaced by Cll JM at the recent May elections. Cll CB reported that:

- The coastal path requires Natural England to provide footpaths around the estuaries, which might prove difficult. The landowners and Deben partnership would like a position statement regarding the ferry crossing from Old Felixstowe.
- The work at the wind farm in Bawdsey has not been as noisy and as dusty as expected and the cable has now been pulled through so the land should start to be made good soon.

- The PGL are now well established at Bawdsey Manor and cater for up to 900 children on site which has increased the coach traffic through Bawdsey considerably.
- The new Local Plan for Suffolk Coastal is just about to be agreed but will need to be amended now to include Waveney.
- 5,000 new homes have been approved for construction in East Suffolk in the near future which will lead to a big increase in visitor numbers and will require some careful management.
- The CLT caused concern in the community and was accused of riding roughshod over people's concerns about housing being forced upon them, which was not the intent. Grant aid has been approved and the building of 4 affordable houses in Bawdsey will start over the summer. This housing will be for local people and residents from Shottisham are entitled to apply.
- The government has a new stance on climate change but there is a lack of government funding for areas with few houses. However, funding has been made available for the new flood wall which will help to protect the area including Shottisham from flooding.
- The Deben Group Estuary Partnership will continue to review the Estuary Plan and are interested in the research that is being done by several universities. They intend to monitor the sea marshes to see what difference land based and water based planning has on the river.

**6-14/05/19 Signing of Minutes:**

The minutes of the regular parish council meeting held on the 12<sup>th</sup> March 2019 were duly signed off by Chairman RK as accurate records.

**7-14/05/19 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 RK.

**8-14/05/19 a) To sign Internal Control Statement b) To sign Annual Governance Statement for external audit c) To approve accounts for 2018-19 (all sent out in advance):**

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

**9-14/05/19 To review Asset Register:**

Copies of the amended asset register for 2019/20 were disseminated and read prior to the meeting and were duly agreed and then signed by the chairman RK.

**10-14/05/19 To review Risk Analysis and Insurance Policy:**

The property risk assessment has been updated and signed again by Cll PS but will need amending later on in the year once the issues identified on the RoSPA report have been attended to. The financial risk assessment has also been amended and signed by the clerk LR who made the changes. The insurance policy which is due for renewal in October was reviewed last year and a 5 year term has been agreed to which will help to keep the cost down.

**11-14/05/19 To receive update on Highways Issues:**

Cll PW has been in contact with ESC and they confirmed that the white railings and fence along the street are owned by them. Cll PW has inspected the fence himself and has found that a lot needs doing to it and several posts are at risk of crumbling away. Although ESC installed them they have no plans to repair or maintain them because there are no funds available and they are not considered to be a safety barrier. It was decided that now was not the right time to start the work because they are surrounded by ivy and nettles which has not been cut back by Adeane's yet. Cll PW will check to see when this work is being planned for. Cll RK will contact John Wesley for the probationary service to see if they still offer a service for young offenders to do the work for a small payment. If this is not

feasible it was suggested that a crew of volunteers be put together to paint and repair as much as possible. Cll RK gave a vote of thanks to Cll PW for moving the SID sign up and down the village on a regular basis.

**12-14/05/19 To receive updates on Playground Issues:**

Cll PS and ex-councillor Miranda Harrison met Simon Walker from Norse up at the playground to discuss the remedial work required to make the essential improvements to comply with the RoSPA report. These were agreed and Simon will prepare and send through a new quote for the work. Cll PS has produced a checklist which she will use to check the playground every month. Norse will be paid to check the playground equipment every three months and will do the annual review too. The next grass cutting is due on the 21<sup>st</sup> May and Norse have been asked to do something about the thistles too, now that the nettles are well under control. Cll PS reported that the thistles appear to be taking over the playground and could be as harmful to children as the nettles. Norse have agreed to see what can be done about them. Once the quote for the work has been approved this work can be implemented, in time for the summer holidays hopefully.

**13-14/05/19 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](http://shottisham.onesuffolk.net))

- a) At the close of business on 2<sup>nd</sup> May the bank accounts were as follows:
- **Current Account:** £4,319.18
  - **Saving Account 1:** £1687.83
  - **Savings Account 2:** £195.41
- b) Recommendations for internal auditor's report.  
The auditor Trevor Brown made one recommendation in his report as follows "the Council should ensure that each page of the Minutes is initialed by the Chairman at the meeting at which the Minutes are approved". The council noted this recommendation and will ensure that this is complied with from now on.
- c) A Shottisham Litter Pick has been arranged for Saturday 25<sup>th</sup> May. It was agreed that this should take place between 2:00 and 4:00 pm. It was decided that the best way to get volunteers would be to advertise via ShottyApp as well as putting a notice on the Parish Council noticeboard.
- d) Signing of cheques
- |      |                                |         |
|------|--------------------------------|---------|
| i.   | Clerk's wages                  | £220.00 |
| ii.  | HMRC                           | £55.00  |
| iii. | SALC subscription              | £136.11 |
| iv.  | Trevor Brown (audit)           | £75.00  |
| v.   | Ipswich Borough Council        | £206.70 |
| vi.  | Shottisham WI (Trust Hall)     | £30.00  |
| vii. | D.R. Kay (Cll CB presentation) | £54.79  |

**14-14/05/19 Updates on actions from previous meeting in March:**

- Cll PS has amended the Property Risk Assessment taking into account the 2019 RoSPA report.
- Cll RK continues to liaise with Scottish Power in order to get the verges made good.
- Cll PW found out that ESC own the railings in The Street.
- Clerk LR has organised the Litter Pick for Saturday 25<sup>th</sup> May and ordered the equipment.

**15-14/05/19 Matters to be brought to the attention of the Council:**

A change of date is required for the July meeting because it clashes with the CLT AGM which two councillors will be attending. It was agreed that the meeting should be moved to the following Tuesday on the 16<sup>th</sup> July at 7:30 pm.

A request has been put forward from some parishioners that the Parish Council adopt the red phone box for a £1 as per the BT poster inside the box. The council discussed the various options and agreed that they had no objections in principle in adopting the phone box for the community. However, it would require a team of volunteers to take on the role of cleaning and maintaining it. The clerk will look into whether it is listed or not and find out the procedure for adopting it and report back at the next meeting.

David Wass has expressed an interest in becoming a parish councillor and it was agreed that he be co-opted onto the council at the next meeting in July. Chairman RK reminded the meeting that this would still leave two places free on the council and volunteers would be welcomed.

An alternative to the Big Picnic lunch was spoken about and it was agreed that this would need to be postponed until later in the year so that it does not clash with the Shottisham Shindig planned for 21<sup>st</sup> July. This will be added to the agenda for discussion at the July meeting.

**16-14/05/19 Action Points:**

- Cll PW to check when Adeane plans to cut back the ivy and nettles along the white railings.
- Cll RK to contact John Wesley to see if the probationary service offer a young offenders' service.
- Cll PS to monitor the playground monthly using a checklist.
- Clerk LR to advertise the Shottisham Litter Pick on Shotty App and the noticeboard.
- Clerk LR to investigate the procedure for adopting the BT phone box in the village and find out if it is listed.

**Date and Time of next meeting: 16<sup>th</sup> July 2018 at 7.30 pm at the Trust Hall.**

**Chairman:**

**Date: 16<sup>th</sup> July 2018**

16/7/2019

1	Clerk's wages	£230.00
ii	HMRC	£100.00
iii	SALC subscription	£30.00
iv	Trevor Brown (audit)	£75.00
v	Spwich Borough Council	£200.00
vi	Shottisham WI (Trust Hall)	£30.00
vii	D.R. Kay (OH CB presentation)	£24.00