

**Shottisham Parish Council**  
**Minutes of the Meeting held on Tuesday 3<sup>rd</sup> September 2019**  
**at Shottisham Trust Hall**

**Present:** Chairman R Kay (RK), Cll P Widdup (PW), Cll P Southgate (PS) and Cll P Bouscarle (PB)  
**Attendees:** (SCC) Cll Andrew Reid, Clerk L Roberts (LR) and three parishioners.

**1-03/09/19 Chairman's Welcome and Apologies for Absence:**

Apologies received from (ESC) Cll James Mallinder.

**2-03/09/19 Public Forum:**

- A parishioner commented that the playground was looking good since its recent cut but expressed concern that a post next to one of the new trees has been knocked loose and requires fixing.
- The parish recorder Diana Bickerton has now looked through all the old parish papers she inherited and sorted them into three main areas of interest. These have been lodged with Cll PB until the Hold opens for storage next year.

**3-03/09/19 Councillors Declarations of Interest:**

There were no declarations of interest.

**4-03/09/19 Signing of Minutes:**

The minutes of the Parish Council Meeting held on the 16<sup>th</sup> July 2019 were duly signed off by Chairman RK as accurate records.

**5-03/09/19 SCC and ESC Reports:**

**a) SCC Report**

The main topics covered in Cll AR (SCC) report include:

- Self-reported results from Suffolk schools, released on the 22<sup>nd</sup> August indicate an increase in students achieving higher grades. A number of schools have reported significant rises in the percentage of disadvantaged pupils achieving grade 4 and 5 in English and maths.
- Building work on The Hold, the new home of the Suffolk record office, is now well underway. The £20m project is on target for completion by Easter next year and is set to come in on budget.
- Suffolk bucks the national trend for vaccine rates as the UK loses its 'measle free' status. Vaccination rates in Suffolk reached above 90% compared to the national rate of 87%.
- Unsafe goods totalling £23 million detained at the Port of Felixstowe have been prevented from entering the UK consumer market in the last year thanks to SCC's Trading Standards team.
- On 13<sup>th</sup> August, it was reported that two new Lorry Watch schemes have launched. The schemes are aimed at reducing the number of HGV drivers ignoring weight restrictions on the county's roads.

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

Cll AR expressed his concern that the parish council had experienced a lack of response from Highways about replacing the 30 mph sign initially and asked that he is consulted if this happens again and he will look into it. He also reminded the council that he can help with capital expenses such as purchasing new road signs etc. if required. He also recommended the council consider joining the self-help scheme.

**b) ESC Report**

A written report was received from Cll JM (ESC) who sent his apologies. Highlights from the ESC report include:

- ESC voted unanimously to step up its positive work on environmental issues to help fight climate changes at its Full Council meeting on 24<sup>th</sup> July.
- ESC has been awarded £292,316 from the Ministry of Housing, Communities and Local Government to provide accommodation for rough sleepers and those facing homelessness in Felixstowe and Lowestoft.
- Framlingham went digital with the launch of a new free public WiFi system on 3<sup>rd</sup> August. It was chosen to pilot the new scheme 'Digital Town', to help people access the Internet.
- Leiston Leisure Centre reopened on Saturday 10<sup>th</sup> August marking the completion of the £4 million redevelopment, part of ESC's programme to improve leisure facilities.
- Residents and businesses are being encouraged to dispose of their waste correctly and reduce the pollution caused by litter entering the draining system. As part of the project, Groundwork has also been promoting the Refill scheme which encourages people to use reusable bottles.
- Plans to provide Woodbridge with a new youth, art and community centre have been given a funding boost of £188,800 from the council's Community Infrastructure Levy (CIL).
- ESC's Corporate Fraud Squad has prevented, identified or recovered fraudulent activity totalling £1,823,485 between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019.
- Public information events to consult on route options for a new norther Ipswich bypass have been attended by more than 2,000 people during 11 events held at village halls and community centres across Suffolk. This consultation period ends on 13<sup>th</sup> September 2019.

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

**6-03/09/19 To receive update on Highways Issues:**

- After concerns raised at the last parish council meeting about caravans and camper vans driving down Church Lane by mistake Cll PW purchased two new campsite direction signs. One of these has been fixed onto the Sorrel Horse fence and the other has been added to the Church Lane signpost. Early reports indicate that these seem to have helped alleviate the situation.
- Clerk LR reported that she had not been required to order a new 30 mph sign because Highways had replaced the old one, straightened the post and cut the hedgerow back from both signs during July.

**7-03/09/19 To receive updates on Playground Issues:**

- Cll PS reported that the grass cutting schedule is still giving her cause for concern. Despite their promises Norse forgot to cut the grass again at the end of July and it was not done until the end of August, followed by the nettle treatment. She has had further assurances that this will not happen again and a suggestion that the final cut takes place in November as the grass will continue to grow until then. Another landscaping company CGM Group have sent through a promotional leaflet and will be given a chance to tender for the grass cutting quote next year.
- A Service Level Agreement between SPC and East Suffolk Norse has now been signed and will cover an independent Annual Inspection and three routine play inspections a year.
- The monthly inspection completed by Cll PS has identified a number of issues that need resolving:
  - Moles are starting to return to the playground.
  - Picnic bench needs to be moved away from under the trees.
  - Football nets need removing now as they are beyond repair.
  - Posts on the steps to the fort need banging in.
  - One post on the top step of the fort is rotting and needs to be replaced.
  - Loose screw on the gate needs screwing in.

Cll PB and Cll PW have arranged to meet up in the playground at 10 am tomorrow and will resolve most of these issues. They will inspect the rotten post to see if they can fix this themselves or whether Norse need to be contacted.

**8-03/09/19 To discuss organising a celebration of the 75<sup>th</sup> anniversary of VE Day:**

Councillors discussed organising a street party to celebrate the 75<sup>th</sup> anniversary of VE Day on the 8<sup>th</sup> May next year instead of the Big Picnic. Gary Miller has expressed an interest in the Sorrel Horse

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supporting this and holding it as a joint event, which the council voted in favour of. It has been agreed to start planning for this event as from next January. Gary is also considering holding an event at the pub on Christmas Eve and would like some support for this. Chairman RK will contact Gary and invite him to the meeting in November to explain his plans and elicit village support.

**9-03/09/19 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 [www.shottisham.suffolk.cloud](http://www.shottisham.suffolk.cloud))

At the close of business on 2<sup>nd</sup> August the bank accounts were as follows:

- **Current Account:** £4,998.12
- **Saving Account 1:** £0.00
- **Savings Account 2:** £0.00

**10-03/09/19 Financial Matters**

a) Santander have responded to the letter sent to them in July and have now transferred the balances from the two savings accounts into the main current account as requested.

b) Signing of cheques

- i. Clerk's wages £220.00
- ii. HMRC £55.00
- iii. Peter Widdup (road signs) £66.00
- iv. CAS (insurance) £338.88
- v. ESC uncontested election £43.52

**11-03/09/19 Updates on actions from meeting in July:**

Minute Point	Action Required	Responsibility	Completion
7-16/07/19	Clerk to check the size of 30 mph sign required and order a new one from Hirst.	Lesley Roberts	Work completed by Highways so no longer required.
8-16/07/19	Compose a letter to send to the Sorrel Horse board about the council's parking concerns.	Ray Kay	Completed and awaiting a response.
10-16/07/19	Clerk to contact BT and find out the number of the village telephone box.	Lesley Roberts	Ongoing
11-16/07/19	Compose a note to send round to the village to find out the level of interest in holding a meeting to discuss the Conservation Area.	Ray Kay	Letter is completed but council still deciding when or if to send it out.
14-16/07/19	Find out what work needs doing to the gates on the dog walking field.	Philip Bouscarle	Both gates are broken and no longer serve any purpose. PB recommends that they are removed. RK to inform concerned parishioner.
14-16/07/19	Continue to liaise with Tim Smith regarding future plans for the butterbur field.	Peter Widdup	Ongoing

**12-03/09/19 Matters to be brought to the attention of the Council:**

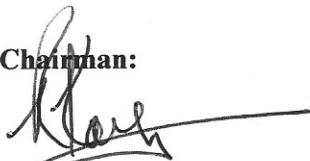
- Email received asking for help because the residents of Church Lane are having a problem getting their bins emptied, especially the green bins despite numerous phone calls to Norse. Chairman RK has contacted Norse who said that they have been having trouble getting a small vehicle to do the work and that a larger vehicle cannot always get down the lane safely. The resident has been asked to monitor the situation over the next two weeks and report back if they are still experiencing problems.
- The original Welcome Pack delivered to new residents used to contain a copy of the Village Plan, the Village Newsletter, details of the Parish Council members and a copy of the last Parish Council meeting minutes. As all of this is now available on the Shottisham Village website it has been agreed that Cll RK and the clerk LR work together to produce a leaflet that is delivered to newcomers. It will welcome them to the village and direct them to a range of useful information.
- A comment was received from a parishioner that the dog waste bin at the top of Villa Hill has not been emptied in a long while and is now overflowing. Clerk LR to find out who to contact to find out why they have not been emptied. Cll RK will speak to the contractor and ask them to empty it as soon as possible.

**13-03/09/19 Action Points arising from the September meeting:**

Minute Point	Action Required	Responsibility
2-03/09/19	Loose post next to new tree in dog walking field needs to be knocked back in again.	Peter Widdup Philip Bouscarle
7-03/09/19	Maintenance issues identified in playground inspection. <ul style="list-style-type: none"> <li>• Moles are starting to return to the playground.</li> <li>• Picnic bench needs to be moved from under the trees.</li> <li>• Football nets need removing as they are beyond repair.</li> <li>• Posts on the steps to the fort need banging in.</li> <li>• One post on the top step of the fort is rotting and needs to be replaced.</li> <li>• Loose screw on the gate needs screwing in.</li> </ul>	Peter Widdup Philip Bouscarle
10-16/07/19	Clerk to continue to try and contact BT to find out the number of the village telephone box.	Lesley Roberts
14-16/07/19	Both gates are broken on the dog walking field and no longer serve any purpose. PB recommends that they are removed. RK to inform concerned parishioner.	Ray Kay
14-16/07/19	Continue to liaise with Tim Smith regarding future plans for the butterbur field.	Peter Widdup
12-03/09/19	Produce a Welcome leaflet containing links to a range of useful information.	Lesley Roberts Ray Kay
12-03/09/19	Find out who is contracted to empty the dog waste bin at the top of Villa Hill and ask them to come and empty it.	Lesley Roberts Ray Kay

**Date and Time of next meeting: 12th November 2019 at 7.30 pm at the Trust Hall.**

Chairman:



**Date: 12<sup>th</sup> November 2019**