

**Shottisham Parish Council**  
**Minutes of the Meeting held on Tuesday 10<sup>th</sup> March 2020**  
**at Shottisham Trust Hall**

**Present:** Chairman R Kay (RK), Cll P Widdup (PW), Cll P Bouscarle (PB), Cll P Southgate (PS) and Cll D Wass (DW)

**Attendees:** Cll J Mallinder (JM), Clerk L Roberts (LR) and five parishioners.

**1-10/03/20 Chairman's Welcome and Apologies for Absence:**

Apologies received from (SCC) Cll A Reid (AR)

**2-10/03/20 Public Forum:**

No issues raised by members of the public

**3-10/03/20 SCC and ESC Reports:**

**a) SCC Report**

The main headlines of the topics covered in Cll AR (SCC) February report include:

- Ipswich Northern Route will not proceed to the next stage
- New street lighting to reduce the county's carbon footprint
- County Council approves more funds for vulnerable residents
- New rail link to Oxford for Suffolk and Norfolk
- Suffolk Highways waives fee for VE and VJ Day Commemorations
- Hope for better coordination of offshore wind farm projects
- County Council issues school crossing patrols with body cameras

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

**b) ESC Report**

The main headlines of the topics covered in Cll JM's (ESC) report include:

- Refilling your weekly shop without plastic is getting easier in Suffolk
- Funding secured to help rough sleepers in East Suffolk
- Improvements in sight as date agreed for plans to tackle Suffolk's parking problems
- Love East Suffolk this spring
- Suffolk to host final stage of The Women's Tour 2020
- Planning permission granted for flood defences
- What communities really need: Innovative approach to funding gets underway
- Help available to those struggling with hoarding
- Work officially starts at the UK's most easterly park

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

Cll JM added several points to his written report including how ESC plan to support the new tree initiative in the county. Unfortunately ESC does not own much land that is suitable for additional tree planting. However, there is some 'enabling communities' budget available to support urban areas with this initiative. Cll JM also expressed his concerns about recent erosion near Lowestoft and at Bawdsey and will be attending the next Suffolk Coastal Against Retreat meeting where this will be discussed.

**4-10/03/20 Councillors Declarations of Interest:**

There were no declarations of interest.

**5-10/03/20 Signing of Minutes:**

The minutes of the Parish Council Meeting held on the 14th January 2020 were duly signed off by Chairman RK as accurate records.



**6-10/03/20 End of year preparation:**

**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 2020/21.

**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 2019/20.

**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 2020 and confirm adequate insurance cover**

The Asset Register has been updated to include the Speed Indicator Device that was purchased in July 2018 for £3,420. The insurance policy was reviewed in September 2019 and was moved to a new provider Parish Protect as recommended by CAS, which led to a considerable reduction in the policy cost.

**e) Appoint an Internal Auditor for 2020**

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) Dates of meetings for 2020/21**

The meeting dates for 2020/21 have been agreed and will be posted to the website before the next meeting in May. The clerk will contact Shottisham WI to book the Trust Hall for these meetings.

**7-10/03/20 To receive update on Highways Issues:**

- Cll PB has received a disappointing reply from the PROW team who informed him that our application to upgrade the Restricted Byway to a Byway open to All Traffic does not have any chance of success. This is as a result of legislation that came into existence with the *Natural Environment and Rural Communities Act 2006*. They recommend that we withdraw the application as it will ultimately be rejected by the County Council. Cll PB will withdraw the application and will take further advice re the use of the track to allow car parking on the playing field.
- Councillors discussed the request for another dog waste bin to be sited in Church Lane after receiving a complaint from a nearby householder whose grey bin was being used for dog waste by walkers. It was agreed to ask the parishioner to monitor the situation and report back if this problem continues rather than going to the expense of buying a new bin unnecessarily.
- Cll DW expressed his concern at the state of some of the verges in the village which have been damaged by contractors and asked when they would be reinstated. Some of the damage has been caused by agricultural machinery too apparently. A meeting will need to be set-up with Scottish Power to discuss which verges will need to be re-instated by them.
- Chairman RK reported that there has still been no date set as to when the traffic lights on Ford Hill will be removed permanently. They tend to go wrong at weekends although the batteries are changed twice a week. Cll RK and Cll PW turn them to face inwards when they are reported as faulty but unfortunately they often get turned back to face the road again by someone.
- Cll PW reported that a very large pothole had opened up on the Sutton Road which he reported on the Highways Fault Reporting website. He also phoned their emergency number to ask for signage to show where the danger is as he was concerned that it could be lethal. He has heard nothing back from them so he will email Cll AR to make him aware of this issue.
- Cll PW informed the meeting that the 30 mph sign on the Alderton Road coming out of the village has now been replaced.
- A request was received from Alderton Parish Council as to whether the parish council would consider moving the T junction STOP sign from the top of Ford Hill to the end of The Street. This would allow traffic from Alderton and Bawdsey to have priority when using Ford Hill. The council discussed the implications of this and agreed unanimously to turn down this request.

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**8-10/03/20 To receive updates on Playground Issues:**

- Cll PS informed councillors that the grass cutting contract is coming up for renewal and she has contacted the CGM group based in Norfolk for a quote for next year. She received a quote from them for £369.60 which is considerably cheaper than Suffolk Norse who have not been very reliable and are difficult to get hold of. Councillors voted to award the contract to CGM for next year and try them out to see if they are more reliable than Norse.
- Cll PS also expressed her concern about the playground maintenance contract agreed with Suffolk Norse last year. There is little evidence that they have been doing their regular maintenance checks as agreed and they have not set a date to complete the RoSPA report planned for April either. Cll PS is finding it very difficult to contact Simon Walker to find out what the problem is. The clerk LR has not received an invoice from them for their maintenance work as yet either.

**09-10/03/20 To arrange a date for the Great British Spring Clean/Litter Pick**

Councillors have agreed that Saturday 16<sup>th</sup> May would be a good date to hold the Litter Pick and Road Sign cleaning event. This will be discussed at the Annual Parish Meeting and AGM to be held on the 12<sup>th</sup> May and a request will go out for volunteers accordingly. **Cancelled due to Covid 19 crisis.**

**10-10/03/20 To receive an update on the event for the 75<sup>th</sup> Anniversary of VE Day on the 8<sup>th</sup> May**

- Cll's RK and PW met with Gary Miller from the Sorrel Horse to discuss plans for the 75<sup>th</sup> VE Day anniversary. Gary has proposed that the pub do a buffet style barbeque and chips for £10 a head. This was not a popular idea with councillors who suggested that an offering of burgers and sausages might be more popular, which the council would be prepared to pay for. Cll RK to discuss this with Gary further. A request for salads and puddings could then be put out to the village too, making the event free to all. Cll JM has offered to donate £200 to the event from his Enabling Communities budget.
- Cll PW has officially requested to close Church Lane for the event and will organise closing half the road only. There will be no cost for this because SCC have waived their fees for these events. Concerns were expressed about parking arrangements and discussed whether the playing field could be used. It was agreed that Cll PB would speak to James and Claire at the campsite and request that additional cars could use their track to park at the church car par and the Dautzenberg land. It is planned that the church bells will ring out too. There was also a suggestion that people might like to dress up from the era but this will be left to choice. **Cancelled due to Covid 19 crisis.**

**11-10/03/2020 To consider applying for a wildlife grant from AONB by Wednesday 18th March**

The clerk LR has downloaded the comprehensive form from the AONB and passed it over to Cll RK who has agreed to complete and submit the form by the deadline. He will work on this form with the secretary of the Shottisham Village Association. From the suggestions put forward it has been decided that hedgehog boxes and flowering bulbs for the verges are the most suitable choices and these would cost approximately £400.

**12-10/03/20 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))

a) At the close of business on 2<sup>nd</sup> March the bank account was as follows:

Current Account: £5,087.89

b) Signing of cheques

i.	Clerk's wages	£220.00
ii.	HMRC	£55.00
iii.	Clerk's expenses	£23.59
iv.	Shottisham WI Hall	£30.00
v.	Philip Bouscarle (mole catcher)	£80.00

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**13-10/03/20 Updates on actions from meeting in January:**

Minute Point	Action Required	Responsibility
12-03/09/19	Produce a Welcome leaflet containing links to a range of useful information.	Ongoing
09-14/01/20	Contact Gary Miller to ask for support from the Sorrel Horse to run a village event to celebrate the 75 <sup>th</sup> anniversary of VE Day.	Completed

**14-10/03/20 Matters to be brought to the attention of the Council:**

- Cll RK expressed his concern about the flooding experienced on Ford Hill over the winter and will be attending a meeting with SCC and other parish councils to discuss flooding experienced on the peninsula.
- A question was asked as to whether the obsolete fencing around the playground could be removed.
- Cll PS is still working on updating the village Emergency Plan but is finding the responses from the village are slow in coming back to her, which she needs to ensure she complies with the Data Protection Act. She has noticed that the Emergency Plan does not appear to be available on the Get Ready website so will ensure the updated version is made available on the website.

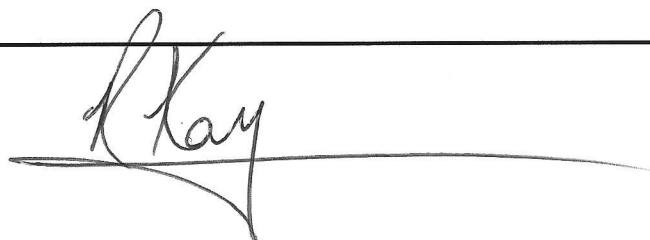
**15-10/03/2020 Action Points arising from the March meeting:**

Minute Point	Action Required	Responsibility
7-10/03/20.1	Withdraw PROW application and take further advice re the use of the track to allow car parking on the playing field.	Cll PB
7-10/03/20.5	Email Cll A Reid to express concern about the pothole on the Sutton Road, which has been reported several times.	Cll PW
10-10/03/20.1	Finalise the plans for the 75 <sup>th</sup> VE DAY Anniversary celebrations with Gary Miller from the Sorrel Horse.	Cll RK
10-10/03/20.2	Speak to James and Claire at the campsite and request that additional cars could use their track to park at the church car par and the Dautzenberg land.	Cll PB
11-10/03/2020	Liaise with Shottisham Village Association to complete and submit AONB grant form by the 18 <sup>th</sup> March.	Cll RK
14-10/03/20	Update the Shottisham Emergency Plan and submit a copy for upload to the Get Ready website.	Cll PS

**Date and Time of next meeting: ~~12th May 2020 at 8.30 pm at the Trust Hall.~~**

**Postponed until further notice due to Covid-19 Crisis**

**Chairman:**



**Date: 10<sup>th</sup> March 2020**