

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 12th November 2019
at Shottisham Trust Hall

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

Attendees: (ESC) Cll James Mallinder, Clerk L Roberts (LR) and eight parishioners.

1-12/11/19 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll Andrew Reid.

2-12/11/19 Councillors Declarations of Interest:

There were no declarations of interest.

3-12/11/19 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 3rd September 2019 were duly signed off by Chairman RK as accurate records.

4-12/11/19 Public Forum: (brought forward from point 5)

- A parishioner who has worked with ex-councillor Miranda Harrison on the Village Emergency Plan for the last two years would like to resign from the role and is looking for a volunteer to replace her. She also suggested that Miranda's role is replaced by one of the current parish councillors. The Emergency Plan will also need updating with new contact details too which is something the new volunteers will need to take over responsibility for.
- The council was asked if they were aware that a Shottisham Village Association Facebook page has been set up as a community action group. The parish council's response was that they are aware of this group and would be happy to collaborate with them on village issues but the group remain anonymous, as does the author of the Shottisham Blog. This community group have taken on the role of looking after the phone box and have asked BT to reinstate a phone that can be used for emergencies only. The clerk advised that the phone number of the box has been found and passed on to the parishioner who expressed an interest in adopting the box at the last meeting.
- It was noted that the WhatsApp "ShottyApp" group has been advertised on the SVA Facebook page and in the village newsletter and now has 36 members.
- A parishioner asked if there had been any news regarding developments to the butterbur field. Concern was expressed about plans to drain the field as the butterbur is a valuable food source for bees and insects. Another parishioner reminded the council of the importance of green spaces even in the countryside and that it would not be a bad thing to stay as it is rather than trying to pretty it up. The parish council have not heard from the owners recently despite several attempts and will continue to endeavour to follow this up. However, they think it extremely unlikely that the field will be drained and a pond put in its place as had been suggested earlier.
- It was brought to the parish council's attendance that the Shottisham Shindig which had to be postponed this year will now take place on the 25th July 2020.

5-12/11/19 Update from the Sorrel Horse re Christmas Plans: (brought forward from point 6)

Gary Miller reported that the Sorrel Horse are holding a series of events in December designed to encourage a community spirit and help bring the village together. This festive fun will include:

- **6th December:** Switch on of the Christmas tree lights and Mulled Wine Competition.
- **7th December:** Village Meal
- **13th December:** Village mince pie competition
- **18th December:** Christmas Quiz
- **21st December:** Santa's visit (presents to be provided by parents)
- **24th December:** Sausage rolls and mince pies courtesy of the Flag of Suffolk
- **25th December** Sorrel open for a couple of hours by Gary and Leila
- **New Year's Eve:** Simple buffet.

6-12/11/19 SCC and ESC Reports: (moved down from point 4 to enable Cll JM to attend)

a) SCC Report

A written report was received from Cll AR (SCC) who sent his apologies. The main topics covered in the report include:

- Thousands of illegal cigarettes seized in Lowestoft raids.
- Suffolk County Council leader announces Cabinet reshuffle.
- Search for firm to build Lake Lothing Third Crossing gets underway.
- Suffolk's gritting fleet gets personal.
- Braking Point returns to help young adults stay safe on Suffolk's roads
- First time central heating systems for Suffolk residents.
- Launch of the Annual Public Health Report – Suffolk Through a Child's Eyes.

A copy of the full report can be seen at www.shottisham.suffolk.cloud

b) ESC Report

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

- East Suffolk Business and Community Award Winners 2019.
- Community Partnerships workshops up and running.
- Changes to carton recycling.
- East Suffolk to host Cyclo-cross World Championships.
- Gold award of Greenhouse Café.
- East Suffolk Business Festival return on Monday 4th November.
- A new future for the East Anglian fishing industry.
- Cultural Lowestoft – a celebration on the edge!
- Dog owner fined £1,000 for failing to clear up after pet.
- More time for residents to have their say on Southwold Harbour Management Committee.
- Runners raise over £1,000 for charity.

A copy of the full report can be seen at www.shottisham.suffolk.cloud

Cll JM was pleased to add to his report that plans to keep the 71 Hollesley bus route running have now been approved and a new timetable has been implemented. In his role he will also be liaising with Cll AR regarding highways and footpath issues. He is also a member of the steering group for AONB. Cll JM reminded the council that there is a new interface for planning that is quite complicated to navigate and he recommends the clerk attends a training session if possible.

7-12/11/19 To consider draft budget for 2020-21 prior to setting precept in January:

Copies of the draft budget were sent out to councillors before the meeting by the clerk. The figures for 2020/21 were discussed and councillors agreed with the spending requirements for the year. To ensure that the precept meets with the total forecast expenditure it will be necessary to increase the precept by 1.5% to £4,444.09. Councillors agreed with this requirement and will vote on it at the January meeting.

8-12/11/19 To receive update on Highways Issues:

Cll PW reported that the traffic lights on Ford Hill are still giving cause for concern and tend to go down at weekends. Parishioners are asking why they are still there and when they will be removed. Chairman RK was told earlier that they would be moving in October but they will now be remaining for phase two. Scottish Power and SCC insist that they need to stay in place for safety reasons. Cll RK will liaise with the group to see if he can find out any further information. He will also try and get another contact number to enable him to report problems at weekends.

9-12/11/19 To receive updates on Playground Issues:

- Cll PS thanked councillors for making good the playground issues that were identified at the last meeting including moving the picnic bench, removing the football nets and sorting out the posts on the fort.
- The last grass cutting of the year took place without requiring a phone call this time. The clerk commented that she has not received an invoice from Norse for the work done on the playground yet.
- A parishioner has noticed that there is an oak tree growing out of the plum tree and has offered to remove it. Councillors were grateful for the offer and gave approval for it to be removed.
- Cll PB has investigated the possibility of changing the use of the pathway to the playground to make it suitable for vehicle use. Apparently it was turned into a restricted byway in 1981 which means that vehicles are not allowed up the track after Tower Cottage, according to the definitive map. Cll PB reported that it could be possible to modify the definitive map by providing evidence that people have been driving up the track regularly for up to twenty years. The next step is to find at least six people who would be prepared to complete a Public Right of Way User Evidence Statement that can be sent off with a Form of Application to Suffolk Council. The clerk will upload these documents to the website to enable them to be accessed easily.

10-12/11/19 To discuss the Warmer Home event held on 9th December at Hollesley Village Hall:

The council discussed the Energy Advice Café that will be held at Hollesley Village Hall between 2:00 and 4:00 pm on Monday 9th December. The Rural Coffee Caravan who have arranged it are keen to encourage as many people to come along as possible, particularly those within the community who would benefit from financial support with their energy/fuel suppliers. Several councillors have offered to attend this event and the clerk has advertised it on the noticeboard and the website.

11-12/11/19 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)

- a) At the close of business on 2nd November the bank account was as follows:
- | | |
|------------------|-----------|
| Current Account: | £6,400.84 |
|------------------|-----------|
- b) Signing of cheques
- | | |
|--------------------------------------|---------|
| i. Clerk’s wages | £220.00 |
| ii. HMRC | £55.00 |
| iii. Suffolk Cloud (website hosting) | £100.00 |
| iv. Shottisham WI Hall | £30.00 |

12-12/11/19 Updates on actions from meeting in September:

Minute Point	Action Required	Responsibility
4-03/09/19	Loose post next to new tree in dog walking field needs to be knocked back in again.	Completed
7-03/09/19	Maintenance issues identified in playground inspection. <ul style="list-style-type: none"> • Moles are starting to return to the playground. • Picnic bench needs to be moved from under the trees. • Football nets need removing 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. 	Ongoing Completed Completed Completed Not affecting safety Completed
10-16/07/19	Clerk to continue to try and contact BT to find out the number of the village telephone box.	Completed and passed to parishioner.

17-121119

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.	One gate removed. One gate cannot be fixed. Suggest removal at a later date
14-16/07/19	Continue to liaise with Tim Smith regarding future plans for the butterbur field.	Ongoing
12-03/09/19	Produce a Welcome leaflet containing links to a range of useful information.	Ongoing
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.	Completed

13-12/11/19 Matters to be brought to the attention of the Council:

A parishioner volunteered to distribute a Public Right of Way User Evidence to several people in the village. Clerk to send the parishioner a copy of the form via email.

14-12/11/19 Action Points arising from the November meeting:

Minute Point	Action Required	Responsibility
12-03/09/19	Produce a Welcome leaflet containing links to a range of useful information.	Lesley Roberts Ray Kay
4-12/11/19	Continue to liaise with Tim Smith regarding future plans for the butterbur field.	Peter Widdup
8-12/11/19	Liaise with the power group to find out further information about the traffic lights. Try and get another contact number to enable problems to be reported at weekends.	Ray Kay
9-12/11/19	Find at least six people who would be prepared to complete a Public Right of Way User Evidence Form.	Philip Bouscarle
9-12/11/19	Upload the Public Right of Way forms onto the Shottisham Village website.	Lesley Roberts

Date and Time of next meeting: 14th January 2020 at 7.30 pm at the Trust Hall.


Chairman:

Date: 14th January 2020