

**Shottisham Parish Council**  
**Minutes of the Meeting held virtually on Tuesday 14<sup>th</sup> July 2020**  
**Via ZOOM**

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

**Attendees:** Cll A Reid (AR), Cll J Mallinder (JM), Clerk L Roberts (LR) and one parishioner.

**1-14/07/20 Chairman's Welcome and Apologies for Absence:**

There were no apologies for absence received.

**2-14/07/20 Open Forum**

Two questions were raised by a parishioner and were discussed at the meeting.

- If the Parish Council are to hold future meetings via Zoom could the meeting ID be made available well in advance of the meeting so that it could be accessed as easily as if it was being held at the Trust Hall? If so, could the meeting ID be included on the agenda on the noticeboard and the website in future? After some discussion it was agreed that although this was unorthodox it would be possible to do this next time.
- Why has the Annual Parish Meeting been postponed and not been held via Zoom when it is possible to do this? Could this be looked into rather than being delayed until a physical meeting can be held? After some debate with the council as to the purpose of an Annual Parish Meeting and how it should be held the parishioner decided to leave the meeting and will send an email to the clerk. The clerk will read through the relevant literature, consult with other clerks to find out what the other parish councils on the peninsula are doing and report back at the next meeting.

**3-14/07/20 To receive any Declarations of Interest:**

There were no declarations of interest.

**4-14/07/20 Signing of AGM Minutes:**

The minutes of the Annual General Parish Council Meeting held on the 26<sup>th</sup> May 2020 were duly signed off by Chairman RK as an accurate record.

**5-14/07/20 SCC and ESC Reports:**

**a) SCC Report**

The main topics covered in Cll AR (SCC) report for June 2020 include:

- New plan sets out how Suffolk will prevent and respond to COVID-19 outbreaks.
- Suffolk's resilience partners continue to provide PPE equipment where most needed.
- Temporary relaxation of concessionary travel arrangements in Suffolk to end next month.
- Looking after the vulnerable is top priority.
- Council presses government to provide lifetime benefits from large energy projects.
- Better Broadband for Suffolk reaches 100,000<sup>th</sup> customers as third phase contract is agreed.

A copy of the full SCC Newsletter for June 2020 can be seen at [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net)

**b) ESC Report**

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

- The refreshed COVID-19 pages present a range of information that you and your communities may find helpful. <https://www.eastsuffolk.gov.uk/covid-19>
- The total number of referrals dealt with through 'Home But Not Alone' up to 28<sup>th</sup> June was 1,721. Just over 1,200 of these referrals were from the Lowestoft and Northern Parishes Community Partnership area.
- Grants, funding and business matters

- Both business grants schemes are still open for applications and as of 26<sup>th</sup> June £61.4m had been paid out to over 5,300 businesses across East Suffolk.
- The ED team, with strong support from EH and Assets is continuing to roll out the Reopening High Streets Safely Fund.
- The regional 'Restart Plan' was launched this week and this targets short-term measures to support the economic recovery.
- Environmental Health
  - The Food & Safety team have written to over 1000 businesses in the hospitality sector in advance of the easing of lockdown requirements for pubs, restaurants, cafes etc. from 4<sup>th</sup> July.
  - The Suffolk COVID-19 Outbreak Control Plan has been approved and submitted to government and Stuart Keeble, The Director of Public Health, has been involved in promoting the local Test & Trace arrangements with the media.
- Operational updates
  - ESC are addressing the increased littering issues by putting in additional bins and collections and have designed targeted posters for particular locations.
  - ESC play areas are reopening on the 4<sup>th</sup> July. A risk assessment has been carried out, and government advice on safe use will be in place in all locations.
  - Normal grass cutting has resumed in many areas now and others have not been cut to offer the potential to create wildlife buffers, with the banner headline of 'Pardon the weeds, we are feeding the bees.'
- The Teapot Project in Woodbridge is an organisation that helps those that might not be eligible for benefits but just need a helping hand. ESC have supported this project through various grants and Cll JM has volunteered to help out too.

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

**6-14/07/20 To receive update on Highways Issues:**

Several parishioners have voiced their concerns on ShottyApp about the parking problems in Church Lane that have prevented the recycling lorry from picking up the recycling bins on several occasions. The main bottleneck appears to be caused by people parking outside the pub underneath the parish council noticeboard which leads to double parking on both sides of the road. The gap between these cars needs to be at least 3.7 metres wide to enable service vehicles to pass through safely, and this is not always the case. The council have decided to monitor the situation for the next few weeks to see whether it would be worth putting an obstruction on the road in front of the notice board to prevent nearby parking. Cll PW has volunteered to write an official letter to send round to the residents reminding them of the need to keep the road clear for service vehicles including emergency services.

**7-14/07/20 To receive updates on Playground Issues:**

- **Grass cutting**

The CGM group are planning to do the next lot of grass cutting on the 16<sup>th</sup> July with the last cut of the year due to take place in October.
- **Play equipment inspections**

The annual RoSPA inspection has been booked with RoSPA for September when they are in the Suffolk area and an inspection will be booked automatically with them annually from now on unless we cancel it. The three operational inspections have been booked for the year too with R&JB Hadleigh and are due to take place in December/January and March/April. The first one took place at the end of June and a detailed electronic report with their findings has come through already. The see-saw has been condemned until repairs to it can be carried out so it has been removed, covered up and chained to the fence in the meantime. The parts have now been ordered from Germany and delivery will take between four and ten weeks once payment has been received. Thanks go to Steve Crane for his help in dismantling the see-saw, identifying the parts that needed to be ordered and speaking to the technical department at eibe. The remedial work on the mini assault course deemed as medium risk is due to take place on the 21<sup>st</sup> August and will be completed by R&JB at a cost of



£730. The remedial work on the climbing ramp will be undertaken by councillors once Cll PB can order some postcrete from Nelson Potter. Cll PS has updated the property risk assessment taking these changes into account and will update it again once the see-saw is back up and running and the remedial work has been finished.

- **Complying with Covid-19 guidance**

Cll PS has read through all the guidance that has been sent out by ESC and is confident that we are complying fully with it. Covid-19 advice notices have been placed on both entrance gates and make clear that ensuring social distancing and/or sanitising play equipment is the responsibility of the adults accompanying the children. The playground had also been inspected thoroughly by an independent company to ensure that it is safe to re-open.

- **Allowable expenses**

Councillors gave a vote of thanks to Cll PS for all her hard work ensuring that the playground is fit for purpose and agreed that she be given a spend allowance of up to £300 for anything playground related that requires quick decision making.

#### **8-14/07/20 To discuss the SALC consultation on the new Code of Conduct:**

The chairman RK has had a brief read through of the documentation regarding the new Code of Conduct and cannot see anything untoward with it on first reading. He will have a more detailed read through of it and will report back if he finds any issues or recommendation that need to go back to SALC by the consultation 17<sup>th</sup> August deadline.

#### **9-14/07/20 To consider a donation request received from Suffolk's Friends of the Earth**

Councillors discussed the request from Suffolk's Friends of the Earth for a donation towards expert scientific witnesses to write reports and speak up for them about the Sizewell C planning application. The council decided against sending a donation to this fund and the clerk was asked to send a polite response to their request.

#### **10-14/07/20 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 [shottisham.onesuffolk.net](http://shottisham.onesuffolk.net))

a) At the close of business on 2<sup>nd</sup> July 2020 the bank account was as follows:

**Current Account:** £5,590.86

b) Signing of cheques

i.	Clerk's wages	£240.00
ii.	HMRC	£60.00
iii.	REJB Sports Services (inspection)	£72.00
iv.	CGM Group (grass cutting)	£68.40
v.	Eibe Play Ltd (see-saw)	£161.22

Councillors expressed an interest in knowing how many people are using the Shottisham Village website. The clerk was unable to answer this question and will contact the website provider to see if they can provide figures for the council.

#### **11-14/07/20 Updates on actions from previous meeting in May:**

Minute Point	Action Required	Responsibility
4-26/05/20	Co-ordinate the council litter pick planned for Saturday 20 <sup>th</sup> June at 10:00am	Completed by Cll DS
10-26/05/20	A copy of the Certificate of Exemption to be emailed to external auditors PFK Littlejohn LLP	Completed by clerk LR
13-26/05/20	Check whether the wheeled brushcutter is sited in the church shed and is still useable	Completed by Cll PB

15-26/05/20	Put a note on ShottyApp asking for people to contact police on 101 to report incidents of boy racers on the peninsula	Completed by Diana Bouscarle
16.3-26/05/20	Check on playground issues identified by Cll PS, fix where appropriate and report back	Completed by Cll PB
16.4-26/05/20	Research to find a company who are available to take on the quarterly playground inspections as soon as possible	Completed by Cll PS

**12-14/07/2020 Matters to be brought to the attention of the council:**

- SPC have had an offer to cull some of the rabbits on the playground which they have gladly accepted. A message will be put out on the Shotty Apps once a date has been agreed. It will take place in the evening so should not inconvenience anyone.
- The SVA have found seven good homes for the hedgehog boxes and they will be ordered shortly courtesy of the grant received from AONB once the money has been transferred into our account.
- Councillors have expressed their concern about the poor state of some of the trees in the dog walking area in the playground. They have decided to purchase some new tree cutting equipment including an electric chain saw and strimmer to sort it out themselves rather than getting a company in to do the job. Cll PB will do some research to find out the best price for these tools. Cll DW has offered to store them in his lockable outbuilding as it was agreed that this would be safer than the shared shed. Cll RK is to speak to Gary Miller to see if the Sorrel Horse would like the brush delivered down to the pightle for their bonfire in November.
- Cll PB has spoken to the parishioners whose back garden backs onto the playground about the very strong smell of sewage that can be smelled in the playground sometimes. They confirmed that Binders have been out to check on their cesspit and can find nothing wrong with it so are not sure where the smell is coming from. Councillors will continue to monitor the situation for now.

**13-14/07/2020 Action Points arising from the July meeting:**

Minute Point	Action Required	Responsibility
2-14/07/20	Read through the relevant literature on Annual Parish Meetings, consult with other clerks to find out what the other parish councils on the peninsula are doing and report back at the next meeting.	Clerk LR
6-14/07/20	Write an official letter to send round to the residents reminding them of the need to keep the Church Lane clear for service vehicles including emergency services.	Cll PW
7.2-14/07/20	Remedial work on the climbing ramp will be undertaken once Cll PB can order some postcrete from Nelson Potter.	Cll PB, Cll PW
8-14/07/20	Read through the new Suffolk Code of Conduct and report back if there are any issues or recommendation that need to go back to SALC by the consultation 17 <sup>th</sup> August deadline.	Cll RK
9-14/07/20	Send a polite response to Suffolk's Friends of the Earth declining their request for a donation.	Clerk LR
10-14/07/20	Contact website provider and ask if they can provide numbers of people using the Shottisham Village website.	Clerk LR

**Date and Time of next meeting: 8<sup>th</sup> September 2020 at 7.30 pm via ZOOM.**

Chairman: 

Date: 8<sup>th</sup> September 2020