

Shottisham Parish Council
Minutes of the Annual General Meeting held virtually on Tuesday 26^h May 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 J Mallinder (JM), Clerk L Roberts (LR) and one parishioner.

1-26/05/20 To Elect a Chair and Sign Declaration of Acceptance of Office:

Cll PB proposed that Cll RK continue as Chairman for 2020-2021 and thanked him for all his hard work as chairman last year. This was seconded by Cll DW and carried unanimously. Cll RK duly agreed to sign the Declaration of Acceptance of Office once he receives the hard copy. The clerk LR agreed to countersign it on its return.

2-26/05/20 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll Andrew Reid.

3-26/05/20 To receive any Declarations of Interest:

There were no declarations of interest.

4-26/05/20 Public Forum:

- A parishioner enquired as to whether the Litter Pick would be going ahead as planned this year and if so had a date been agreed. Councillors discussed whether this could safely go ahead as planned during the Covid-19 crisis. It was decided that it would be too difficult to manage this safely using volunteers. Instead councillors agreed to meet at 10:00 am on Saturday 20th June to conduct a litter pick in the village themselves, organised by Cll DW.
- A question was also raised as to whether the SID sign could be moved to face traffic coming from Alderton as there is a problem with speeding from this end of the village. Cll PW has already investigated this and reported that this is not possible because there is not a 100 yard sight line.

5-26/05/20 SCC and ESC Reports:

a) SCC Report

A written report for the year was received from Cll AR (SCC) who sent his apologies. Highlights from the Parish Newsletter April 2020 include:

- A Home, But Not Alone emergency phonenumber is now available for people in Suffolk.
- Ipswich Waterfront closed to motorised traffic during the lockdown to help residents get their daily exercise at a safe distance.
- Firefighters support paramedics to help deliver life-saving care.
- Government opens COVID-19 testing site on outskirts of Ipswich.
- Stay at home and record life in lockdown.
- Financial assessments for those receiving care to be postponed.
- The fight against scams.
- Council continues to work with providers during Coronavirus pandemic.
- Residents show their support for Keep Moving Suffolk campaign.
- Suffolk County Council to offer tenants rent deferral as part of support efforts during COVID-19 pandemic.
- Decision reached on the improvements to the Tollgate junction in Bury St Edmunds.
- More than 98% of pupils received a preferred primary school on National Offer Day.
- Council leaders call on EDF Energy to fully consult with local authorities before any public engagement commences.
- Suffolk councils tackle dangerous parking to aid key services.

A copy of the full report can be seen at www.shottisham.onesuffolk.net

b) ESC Report

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

- Latest national information on coronavirus can be found at: www.gov.uk/coronavirus and NHS advice: www.nhs.uk/conditions/coronavirus-covid-19/
- The number of referrals dealt with through Home, But Not Alone now stands at 1,264. Although the number of referrals has now fallen, the complexity has increased.
- The Finance team have been working closely to develop East Suffolk guidance for the new Local Authority Discretionary Fund. Grants of up to £10k will be made available and the criteria has been designed to help small and micro businesses in our district.
- Operational updates include:
 - Car park charging has been reintroduced with effect from Monday 25th May.
 - Garden Waste collections resumed on Monday 25th May.
 - All public conveniences in East Suffolk are now open.
 - Grass cutting is being focussed on areas where safety is an issue.
- ESC have called over 1000 vulnerable tenants and made 17 referrals to Home but not alone. A second round of calls is now being made and will continue every couple of weeks.
- Fly-tipping complaints have been monitored closely and the number of incidents reported is consistent with previous years. The team will continue to monitor this and take enforcement action as they arise.
- The Cabinet meeting was broadcast live on You Tube for the first time ever this month and councillors attended remotely by video link. This meeting can be viewed at www.eastsuffolk.gov.uk/youtube.

A copy of the full report can be seen at www.shottisham.onesuffolk.net

6-26/05/20 Signing of Minutes:

The minutes of the regular parish council meeting held on the 10th March 2020 were duly signed off by Chairman RK as accurate records.

7-26/05/20 Adoption of Standing Orders and Financial Regulations (sent out in advance):

Councillors confirmed the adoption of the newly reviewed Standing Orders and Financial Regulations and these will be signed electronically by chairman RK and uploaded by the clerk to the website.

8-26/05/20 To accept and sign the Accounts to 31st March 2020 (sent out in advance):

The accounts for 2019/20 were disseminated before the meeting and agreed by all councillors at the meeting. A hard copy has been signed by the clerk and will be delivered to Chairman RK for signature before being uploaded to the website.

9-26/05/20 To accept Internal Verifier's Report for 2019/20 and Page 4 of the Annual Governance and Accountability Return (AGAR) (sent out in advance):

The Internal Verifier's Report for 2019/20 and Page 4 of the AGAR were disseminated before the meeting and agreed by all councillors at the meeting. A copy of the Annual Internal Report 2019/20 (page 4) will be uploaded to the website.

10-26/05/20 To declare Parish Council exempt from Limited Assurance Review by PFK Littlejohn LLP and completion of Certification of Exemption: (sent out in advance):

The Parish Council declared that Shottisham Parish Council is exempt from a Limited Assurance Review for 2019/20 and certified that its total gross income and annual expenditure for 2019/20 did not exceed £25,000. The clerk completed and signed the Certificate of Exemption which will be delivered to Chairman RK for signature before being uploaded to the website. A copy of the certificate will be sent to external auditors PFK Littlejohn LLP by the clerk via email, as requested.



11-26/05/20 To agree and complete Section 1 of Part 2 of the AGAR 2019/20:

The Section 1 - Annual Governance Statement 2019/20 was disseminated to councillors before the meeting and read out at the meeting by Chairman RK. All statements were agreed by councillors. The clerk completed and signed the Annual Governance Statement which will be delivered to RK for signature before being uploaded to the website.

12-26/05/20 To agree and complete Section 2 of Part 2 of the AGAR 2019/20:

The Section 2 – Accounting Statements 2019/20 was completed by the clerk and disseminated to councillors before the meeting. These Accounting Statements were approved by councillors, signed by the clerk and will be delivered to the Chairman RK for signature before being uploaded to the website.

13-26/05/20 To review and sign Asset Register:

The Asset Register was reviewed at the last meeting after the Speed Indicator Device purchased in February was added to the register. Cll PB queried as to whether the Wheeled Brushcutter is still sited in the Church Shed and if it is still in working order as it could be useful for cutting back some of the hedging along the footpaths. Cll PB has agreed to check if it is still in the shed and whether it still works.

14-26/05/20 To Review Property Risk Analysis:

Cll PS has reviewed and amended the Property Risk Analysis as required and has continued to include her monthly check-ups in the report. The quarterly checkups contracted out to Norse will no longer be taking place because there was little evidence that they were actually being undertaken. As a result the contract has now been cancelled and been removed from the risk assessment. The risk caused by the football nets has also been removed because it was decided to take the nets away. A signed copy of the Risk Analysis has been sent to the clerk for her files.

15-26/05/20 To receive update on Highways Issues:

- Police have been made aware that there are several boy racers racing around the peninsula at evenings and weekends. They tend to head towards Bawdsey and congregate by the harbour before speeding off again. Cll PW and Cll RK have been trying to capture photographs of their number plates to help police identify them. It has been reported on ShottyApp Social by several people and on the Wilfred Peninsula Facebook page too. It is advisable to phone 101 to report their comings and goings to police. Diana Bouscarle has been asked to put a note to this effect on the ShottyApp village groups to notify villagers.
- Cll RK has still not received an update as to when the traffic lights will be re-installed at Ford Hill but is aware that they will be back at some point. Work at Bawdsey seems to have stopped temporarily but is likely to start again soon.

16-26/05/20 To receive updates on Playground Issues:

- **Grass cutting**
The CGM group have now taken over the grass cutting from Norse and so far the results have been satisfactory and even produced complimentary comments from some parishioners, which have been relayed back to the company. The contract is for four cuts per year in April, May, July and October as before plus two weed treatments per year. So far they have completed the April and May cuts on time plus one weed treatment.
- **Play equipment inspections**
It was agreed not to renew the contract for regular playground inspections from Norse because the council have been badly let down by them in regard to feedback on their quarterly inspections. They also failed to arrange the annual safety inspection in April with RoSPA. Cll PS obtained quotes for the annual inspection from two other companies as well as RoSPA and shared these with councillors via email. It was agreed that the best option would be to opt for the annual inspection scheme offered by RoSPA who will be in Suffolk in September as it is considerably cheaper. They will also continue to do an annual visit without a reminder unless we cancel the contract with them



- **Monthly checks for May/June**

Cll PS has continued to check the playground on a monthly basis and has noted a few issues in her report that will need dealing with before the playground re-opens:

- a tread missing from one of the Fort Steps
- tree debris next to the baby swings needs removing
- tape needs replacing on the mini assault course ropes
- rabbit holes need filling in near the goal posts

The annual inspection is likely to pick up that there are several cracks developing in some of the beams. These will need to be filled at some point or possibly replaced. Cll PB has volunteered to double check on these issues and fix what he can before reporting back. A working party will be put together to help out if required.

- **Routine checks**

Councillors discussed whether quarterly playground inspections are a necessity or whether they should monitor the playground themselves instead. They agreed that it would be better to find a reliable company who could do a quarterly inspection before each of the school holidays and continue with the annual RoSPA inspection in September. Cll PS has been tasked with finding a company who would take this on starting as soon as possible, with the first inspection taking place before the playground reopens.

- **Reopening the playground**

The council are keen to reopen the playground but are unable to do so until the government deems that it is safe for them to reopen. Once permission to reopen has been given it will need to be made clear that the playground will be unsupervised, as previously. Ensuring social distancing and/or sanitising play equipment will be the responsibility of the adults accompanying the children.

17-26/05/20 To review clerk's pay and recommendation of an increase:

The chairman RK proposed that the clerk LR was given an increase in wages again this year. The clerk is currently paid £10.57 an hour which equates to an annual salary of £1,650. Councillors discussed the different pay grades and agreed that the rate should be increased to £11.45 an hour. This will be an increase of £150 per year. This suggestion was voted on and approved.

18-26/05/20 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)

- a) At the close of business on 2nd May 2020 the bank account was as follows:

Current Account: £6,771.13

- b) Internal auditor's report.

The auditor Trevor Brown conducted and completed the internal audit for 2019/20 on the 30th April 2020. Trevor undertook the work remotely/electronically this year because of the Covid-19 crisis. There were no recommendations requiring action this year and the auditor expressed his appreciation to the Clerk for her assistance during the course of the audit work.

- c) Signing of cheques

i.	Clerk's wages	£220.00
ii.	HMRC	£55.00
iii.	SALC subscription	£140.47
iv.	Trevor Brown (audit)	£80.00
v.	CGM Group (grass cutting)	£184.80

19-26/05/20 Updates on actions from previous meeting in March:

- Cll PB has withdrawn the PROW application and the advice received is that the track is available for private use only and will not be changed.
- Cll PW reported that the pothole on the Sutton Road has now been filled in by Suffolk Highways.



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- Cll RK reported that the 75th VE DAY Anniversary have been put on hold for now because of the Covid-19 outbreak. Plans for a CO-VE 19 street party will be put into place once it is safe to do so.
- Cll PB contacted James and Claire to ask about using the track to provide access for additional parking but this was refused.
- Cll RK liaised with the Shottisham Village Association who did a good job of completing the AONB grant form, which was submitted by the 18th March deadline. A grant of £350 has now been approved and is available to spend on hedgehog boxes.
- Cll PS has finished updating the Shottisham Emergency Plan and submitted a copy to Keith Faulkner-Simpson the LE Planning Officer. Four hard copies have been printed out too and have been handed to the relevant parties with one being made available in the emergency grab bag at the Sorrel Horse.

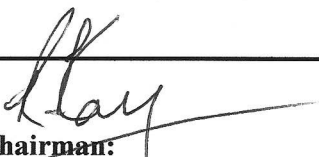
20-26/05/2020 Matters to be brought to the attention of the council:

Chairman RK asked councillors for their opinion as to whether ShottyApp was a suitable communication method for distributing parish council information to the village during these difficult times. All agreed that it was the quickest and most informal way of getting important information out to parishioners but that it should not be overused. The clerk has agreed to take on the role of social communicator as and when required.

21-26/05/2020 Action Points arising from the May meeting:

Minute Point	Action Required	Responsibility
4-26/05/20	Co-ordinate the council litter pick planned for Saturday 20 th June at 10:00am	Cll DW
10-26/05/20	A copy of the Certificate of Exemption to be emailed to external auditors PFK Littlejohn LLP	Clerk LR
13-26/05/20	Check whether the wheeled brushcutter is sited in the church shed and is still useable	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	Diana Bouscarle
16.3-26/05/20	Check on playground issues identified by Cll PS, fix where appropriate and report back	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	Cll PS

Date and Time of next meeting: 14th July 2020 at 7.30 pm via ZOOM.



Chairman:

Date: 14th July 2020