

**Shottisham Parish Council**  
**Minutes of the Meeting held virtually on Tuesday 8<sup>th</sup> September 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 five parishioners.

**1-08/09/20 Chairman's Welcome and Apologies for Absence:**

Chairman RK welcomed everyone to the meeting and Cll PW gave a reminder that the Zoom meeting would be recorded in order to assist the clerk in typing up the minutes. Cll A Reid was absent from the meeting.

**2-08/09/20 Open Forum:**

The Shottisham Village Association gave thanks to the parish council for facilitating the purchase of the hedgehog homes while waiting on the grant from AONB to come through. The hedgehog boxes are now all in place and awaiting their occupants. Photographs will be provided and will give Cll RK evidence for when he reports back to AONB. A question was raised as to whether AONB intend to provide any grants for this year and Cll JM confirmed that this was an annual event and the grants for 2020/21 were now open.

**3-08/09/20 To receive any Declarations of Interest:**

There were no declarations of interest.

**4-08/09/20 Signing of AGM Minutes:**

The minutes of the Parish Council Meeting held on the 14<sup>th</sup> July 2020 were duly signed off by Chairman RK as an accurate record.

**5-08/09/20 SCC and ESC Reports:**

**a) SCC Report**

No report received from SCC.

**b) ESC Report**

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

- Communities and supporting residents
  - Government support for those shielding has now stopped meaning that people will no longer receive a free food box or prescription delivery. The Communities Team is working with those referrals to ensure they have a sustainable source of support.
- Grants, funding and business matters
  - ESC has awarded grants totalling over £62.6m to 5450 business in East Suffolk providing a lifeline and allowing them to continue trading and retain staff.
  - The ED team continues to support safe town centre re-opening and has provided barriers and signage to support road closures/highway changes in 5 towns.
  - The ED team also continue to develop the council's Economic Growth programme so it can reflect the new economic development following lockdown.
- Environmental Health
  - ESC are leading the Suffolk Test & Trace workstream on complex workplaces and enforcement issues. Lessons are being shared nationally from outbreak investigations carried out in other parts of the country.
- Operational updates
  - ESC are pleased to announce a number of new electric vehicles with our partners Norse. This is an important flagship initiative helping to meet our environment vision and policy implementation to meet the strategic plan.



- Sizewell
  - An extraordinary full council meeting was called in September to discuss Sizewell's planning application for a new nuclear power station. The council's priority is to achieve the best possible outcome for local communities if consent is granted by the Secretary of State. Cll JM spoke at length on environmental impact, highlighting the pollution caused by a road transport solution and negative effects of increased sea defences.

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

**6-08/09/20 To receive update on Highways Issues:**

- The 30 mph sign that was knocked over on the Alderton Road has been reported to the highways department by Cll PW but has not been replaced as yet.
- Cll RK intends to put a notice in the Shottisham Newsletter asking parishioners to report if they notice any road signs in the area that are overgrown. Councillors are cutting them back on a regular basis but are aware that there might be some that are missed.

**7-08/09/20 To receive updates on Playground Issues:**

- **Play equipment repairs**

Cll PS expressed her thanks to the councillors who replaced the posts on the steps going up to the slide as they are nice and solid now. She reported that there are still a few steps missing and over the summer the top step has been partly destroyed. These issues will probably be picked up in the RoSPA report due later this month. The remedial work on the mini-assault course has gone ahead and is now looking good. The fixings for the see-saw have arrived and have been partly fitted by Steve Crane. He will need to drill one side of the see-saw to enable three new bolts to be fitted and will then call on two of the councillors to help him put it back together because it is a three-man job. Cll PS has also noticed that the slide steps are being undermined by rabbits and there are some more holes that need filling in. The rubbish bin also needs concreting back in as it has come loose again.
- **Complying with Covid-19 guidance**

The Covid-19 advice notices that 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 are starting to look a bit worse for wear. Cll RK has offered to laminate a new set of notices that will then be put up to replace the old ones.
- **Grass cutting/play inspections**

The last cut of the year has been booked for October and apart from a few nettles by the slide the grass is looking good. Cll PS has contacted REJB Sports who undertook the remedial work on the playground to remind them that their next inspection will be due in December/January.

**8-08/09/20 To discuss when, if or how to hold the Annual Parish Meeting:**

Councillors discussed whether it was feasible to hold the Annual Parish Meeting (APM) this year given the Covid-19 situation. The clerk LR reported that none of the other parishes on the peninsula intend to hold their Annual Parish Meeting online this year but plan to postpone these meetings until next year. It was agreed unanimously that Shottisham would cancel the APM for this year and plan to hold it next year instead. A spokesperson from the Shottisham Village Association informed the council that they now have a Zoom license and intend to hold a whole village meeting in the next couple of months to discuss any issues raised by villagers. They would like to recruit six or more volunteers before launching the Speed Watch campaign as well as looking at how to reduce the speed through the village to 20 mph.

**09-08/09/20 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> September 2020 the bank account was as follows:

**Current Account:** £5,009.64

b) Signing of cheques		
i. Clerk's wages		£240.00
ii. HMRC		£60.00
iii. Clerk's expenses		£77.69
iv. Ray Kay (hedgehog boxes)		£384.00
v. Philip Bouscarle (postcrete)		£14.69
vi. REJB Sports Services (remedial work)		£843.60
vii. CAS Ltd (insurance renewal)		£338.89

The clerk reported that the insurance renewal quote has just come in from CAS for the Parish Protect policy and will be the same price as last year because the council took out a Long Term Agreement until 2021. Councillors agreed to continue with this policy and approved the cheque for signature.

**10-08/09/20 Updates on actions from previous meeting in July:**

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.	Completed by 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.	Completed by 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.	Completed by Cll PB and Cll DW
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.	Completed by Cll RK
9-14/07/20	Send a polite response to Suffolk's Friends of the Earth declining their request for a donation.	Completed by Clerk LR
10-14/07/20	Contact website provider and ask if they can provide numbers of people using the Shottisham Village website.	Completed by Clerk LR

**11-08/09/2020 Matters to be brought to the attention of the council:**

Cll DW commented on the amount of timber that is lying about in the copse by the dog walking field and has a contact who might be interested in picking it up. Cll RK suggested that it could be offered out to the village for people to collect for firewood before it was offered to anyone else. Clerk LR offered to contact the volunteer group at AONB to see if this might be a suitable project for them to help out with. The brush was intended for the Sorrel Horse Bonfire but it is thought unlikely that this will go ahead this year.

**12-08/09/2020 Action Points arising from the September meeting:**

Minute Point	Action Required	Responsibility
6-08/09/20.2	Put a notice in the Shottisham Newsletter asking parishioners to report if they notice any road signs in the area that are overgrown	Cll RK
7-08/09/20.1	Assist Steve Crane with assembling the see-saw in the playground once the bolts have been replaced.	Cll PB/Cll PW and/or Cll DW
7-08/09/20.2	Laminate a new set of Covid-19 notices to be put up in the playground to replace the old ones.	Cll RK



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11-08/09/2020	Contact the volunteer group at AONB to see if they would be prepared to help cut up and remove the fallen trees in the dog walking area.	Clerk LR
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**Date and Time of next meeting: 10<sup>th</sup> November 2020 at 7.30 pm via ZOOM.**

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**Chairman:**



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