

**Shottisham Parish Council**  
**Minutes of the Meeting held virtually on Tuesday 10<sup>h</sup> November 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:** (SCC) Cll A Reid (AR), (ESC) Cll J Mallinder (JM), Clerk L Roberts (LR) and two parishioners.

**1-10/11/20 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.

**2-10/11/20 Open Forum:**

A parishioner wanted to make the council aware of an issue concerning the future of the Shottisham WI that could lead to them losing ownership of the Trust Hall. Shottisham WI no longer have a committee so responsibility for the group has been taken over by the Suffolk East Federation WI (SEFWI) temporarily. The group will fold unless a new committee can be recruited and the Trust Hall and all the money held by Shottisham WI will revert to SEFWI. WI members have been asked to vote whether to suspend the group immediately or hold it in suspended animation until they can meet again. The concerned parishioner has asked the parish council to open up a line of communication with Gill Denny from SEFWI to discuss the options available, which they are prepared to do if required.

**3-10/11/20 To receive any Declarations of Interest:**

There were no declarations of interest.

**4-10/11/20 Signing of AGM Minutes:**

The minutes of the Parish Council Meeting held on the 8<sup>th</sup> September 2020 were agreed as an accurate record and will be signed off by Chairman RK once he receives the hard copy from the clerk.

**5-10/11/20 SCC and ESC Reports:**

**a) SCC Report**

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

- Message from Councillor Matthew Hicks on how SCC is supporting families and children in need using money received from their share of the DEFRA hardship grant.
- SCC announces £228,000 for tree-planting, protecting hedgerows and verges across Suffolk.
- New cycle parking installed thanks to Government's Emergency Active Travel Fund.
- Changes submitted for Sizewell C project to cut HGV construction traffic and curb its impact on the environment.
- Adopt East launches a regional adoption agency to recruit adopters across East England.
- Councils across Suffolk are helping to administer Test and Trace Support Payments for the most vulnerable who have been asked to self-isolate by NHS Track and Trace.
- SCC have been working with HSE to offer support and guidance to help businesses prevent the spread of COVID-19.

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

Cll AR informed the council that on commencement of the second lockdown SCC completed a leaflet drop to all parishioners of the leaflet 'Help Stop the Spread of COVID-19 this winter' that also aims to reinforce the government's key message Hands, Face, Space.

**b) ESC Report**

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

- ESC has confirmed that key services will continue despite the new restrictions introduced to help combat the Covid-19 pandemic. These key services include waste collections, ground maintenance and public conveniences, which will remain open.
- Cll Keith Robinson was elected as ESC's new Chairman at a virtual Annual Meeting held on the 23<sup>rd</sup> September, taking on the post from Cll Colin Hedgley.
- ESC have adopted the Suffolk Coastal Local Plan – an ambitious strategy to guide and manage new development for the Suffolk Coastal area in a sustainable and plan-led way.
- A campaign was launched at the end of October to remind residents and visitors about the importance of staying safe on our coast. The council have received almost daily reports about people climbing through eroding cliffs, climbing on top of sea defence and ignoring danger signs.
- ESC has been awarded funding of £93,312 to help tackle homelessness and help vulnerable people housed during the pandemic stay in accommodation.
- East Suffolk residents are invited to have their say by on three draft planning documents:
  - Cycling and Walking Strategy
  - Statement of Community Involvement
  - Recreational Disturbance and Mitigation Strategy.
- Cll JM is supporting the white ribbon charity on white ribbon day on the 25<sup>th</sup> November. This charity aims to end male violence against women by engaging with men and boys to make a stand against violence.
- The launch of a new support line went live on October 1<sup>st</sup> to help people across Suffolk access information or support relating to debt, benefits, housing or employment.

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

**6-10/11/20 To discuss how to build up a designated fund for replacing playground equipment:**

Councillors discussed the need to build up a fund to replace some of the play equipment as and when it falls into disrepair. It is getting quite old now and needs constant repair so it will need to be replaced eventually. One way to do this would be to put up the parish precept considerably to enable a fund to be built up over the next few years. Councillors expressed some concern about this as there are very few children in the village who use the playground regularly. It is used mainly by children staying on the campsite who also cause the most damage to the equipment. There was a suggestion that the campsite could be asked to contribute towards the costs but this was ruled out for this year because of the financial implications of Covid. Cll PB has volunteered to discuss the issue with Claire and James to see if the campers could be asked for a donation. Cll PS estimates that the cost of repairs required to comply with the recent RoSPA report could be in the region of £800 to £1,000, on top of the £1,000 already paid out for repairs this year. Other suggestions included decommissioning the agility trail which requires the most repair or getting rid of the play equipment completely as it is mainly used by campsite children. Cll JM reported that there is often funding available for playgrounds but that much of it is now being transferred to Covid projects. He has offered to use some of his Enabling Communities budget to help pay for the maintenance costs for this year and would normally help out with replacement costs but thinks that grants could be more difficult to come by next year. Cll PS will prepare a breakdown of repair costs and send them onto Cll JM for his consideration. Councillors have agreed to look at the cost of replacing some of the wooden equipment with a more hardwearing material and to investigate the availability of grants.

**7-10/11/20 To consider draft budget for 2021/22 prior to setting precept in January:**

Copies of the draft budget were sent out to councillors before the meeting by the clerk. The year-end estimate of £4,813.96 for 2020/21 will be slightly more than the precept collected once the VAT has been refunded. This overspend is the result of the cost of playground repairs which will be considerably more than the £600 budgeted for. The predicted expenditure for £2021/22 was discussed and councillors agreed to up the budget for playground inspections but to leave playground repairs at £600. The clerk will amend the draft budget and send it round to councillors for their approval before the council decide how much to set the precept at the January meeting.

**8-10/11/20 To receive update on Highways Issues:**

- Cll RK is happy to report that it appears that the traffic lights at Ford Hill have been removed permanently.

**9-10/11/20 To receive updates on Playground Issues:**

- The recently completed RoSPA report was very thorough and has identified a number of issues, some of which will need dealing with sooner rather than later. Councillors proposed that Cll PS contacts REJB and asks them to provide a quote for repairing the medium risk areas which include:
  - Swing hangers and side support bolts need tightening
  - Agility trail requires some decayed timber replacing
  - Rotten timbers on the balance beam need replacing
  - Playhouse requires a decayed plank replacing
  - Seesaw matting needs resetting and fixing
  - Slide fort needs loose posts resetting and decayed wood on the ramp steps replaced
  - Sorting out the slide fort erosion and matting is considered low risk but will be included.
- The fallen trees in the dog walking field still need cutting up and removing. CGM have reported finding it difficult to cut the grass under the trees because some of the trees need crown lifting. CGM have offered to do the work and will send Cll PS a quote for it, which will probably be quite expensive. Councillors discussed doing the work themselves or finding someone prepared to collect up the wood and take it away for nothing. It was agreed that the clerk would contact AONB to see if this is a suitable community project that their volunteers would be prepared to help out with.
- Councillors were reminded that the Covid-19 safety posters at both entrances still need replacing with new laminated signs. Cll RK will ensure that two new laminated posters are prepared and installed by both gates shortly.
- Cll DW excused himself and left the meeting at this point.

**10-10/11/20 To discuss request received for a donation from Headway Suffolk:**

Headway Suffolk have sent out an appeal to local Parish Councils asking for support because like most other charities they have been hit hard by Covid-19. They are a local charity that offers rehabilitation, support and care to people with an acquired brain injury, stroke, dementia, MS or other neurological conditions. Councillors agreed that this was a worthy local cause and voted to give them a £50 donation.

**11-10/11/20 To discuss ESC's consultation on planning documents available until 30<sup>th</sup> November:**

Councillors discussed the three new planning documents sent out by the Planning Policy and Delivery Team from ESC. These consultations are being held from Monday 19<sup>th</sup> October until Monday 30<sup>th</sup> November 2020. Councillors agreed that these were intended to be responded to individually rather than collectively and the details should be made available on the parish notice board and the website.

**12-10/11/20 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> November 2020 the bank account was as follows:

Current Account: £5,554.41

- b) Signing of cheques

i.	Clerk's wages	£240.00
ii.	HMRC	£60.00
iii.	Suffolk Cloud (web hosting)	£100.00
iv.	Playsafety Ltd (RoSPA report)	£103.40
v.	The CGM group (November grass cut)	£68.40

The clerk proposed that the council consider purchasing a new printer for the clerk's use next year because the cost of the cartridges for her own printer are so expensive. Cll PB suggested looking at Cannon rather than HP because they use refillable ink bottles, which are considerably cheaper. The clerk will look into this next year once the latest printer cartridges run out.

**13-10/11/20 Updates on actions from previous meeting in September:**

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	Completed by Cll RK
7-08/09/20.1	Assist Steve Crane with assembling the see-saw in the playground once the bolts have been replaced.	Completed by Clls PB/PW/DS
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.	Action required by Cll RK
11-08/09/20	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.	Action required by Clerk LR

**14-10/11/20 Matters to be brought to the attention of the council:**

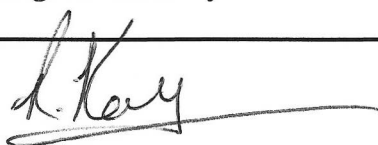
- The parishioner concerns about the future of the Trust Hall were discussed more fully and it was decided that Cll RK would ask Shottisham WI for a copy of the deed of gift for Cll DW to have a look at. Cll PB has also agreed to investigate the possibility of registering the Trust Hall as a Community Asset and will report back at the January meeting.
- A planning application received today was too late to be included on the agenda so a short planning meeting will be arranged for Tuesday 24<sup>th</sup> November at 7:30 pm via Zoom. The clerk will publish the agenda and joining instructions next week.
- The Zoom subscription held by Cll PW and used by the council will not be renewed when it expires next year. The council will need to consider purchasing their own subscription if they are still required to hold meetings online during the next year.

**15-10/11/2020 Action Points arising from the November meeting:**

Minute Point	Action Required	Responsibility
6-10/11/20	Speak to Claire and James at the campsite to see if they would be prepared to ask campers for a donation to help maintain the playground.	Cll PB
6-10/11/20	Prepare a breakdown of playground repair costs and send them onto Cll JM for his consideration.	Cll PS
9-11/09/20.2	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
9-11/09/20.3	Laminate a new set of Covid-19 notices to be put up in the playground to replace the old ones.	Cll RK
14-10/11/20.1	Ask Shottisham WI for a copy of the deed of gift for Cll DW to have a look at. Investigate the possibility of registering the Trust Hall as a Community Asset and report back in January.	Cll RK Cll PB

**Date and Time of next meeting: 12<sup>th</sup> January 2021 at 7.30 pm via ZOOM.**

**Chairman:**



**Date: 12<sup>th</sup> January 2021**