

Shottisham Parish Council
Minutes of the Annual General Meeting held virtually on Tuesday 4th May 2021
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: Clerk L Roberts (LR) and five parishioners.

1-04/05/21 Elect a Chair and Sign Declaration of Acceptance of Office:

Cll PB proposed that Cll RK continue as Chairman for 2021-2022 and thanked him for all his hard work as chairman last year. This was seconded by Cll PW 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.

2-04/05/21 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll Andrew Reid and (ESC) Cll James Mallinder.

3-04/05/21 Public Forum:

A parishioner reported that at a meeting of the church council it was decided that the church was agreeable to a mobile phone mast being erected on the church tower if this was feasible. The parish council are of the opinion that this would not be a suitable option for a number of reasons but have agreed to conduct some research to find out what options are available. The clerk will also contact the other clerks in the area to see if any other parishes on the peninsula have experience of this.

4-04/05/21 Receive any Declarations of Interest:

There were no declarations of interest.

5-04/05/21 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 9th March 2021 were agreed as an accurate record and will be printed out and signed off by Chairman RK before being returned to the clerk.

6-04/05/21 Co-opt Katie Emerson as a councillor onto Shottisham Parish Council:

Katie Emerson (KE) attended the Zoom meeting and was formally co-opted as a parish councillor onto Shottisham Parish Council to fill one of the two empty places remaining on the council.

7-04/05/21 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 this latest version will be dated and uploaded to the website by the clerk.

8-04/05/21 Accept and sign the Accounts to 31st March 2021 (sent out in advance):

The accounts for 2020/21 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.

9-04/05/21 Accept Internal Verifier's Report for 2020/21 and Page 4 of the Annual Governance and Accountability Return (AGAR) (sent out in advance):

The Internal Verifier's Report for 2020/21 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 2020/21 (page 4) will be uploaded to the website.

10-04/05/21 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 2020/21 and certified that its total gross income and annual expenditure for 2020/21 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.

11-04/05/21 Agree and complete Section 1 of Part 2 of the AGAR 2020/21:

The Section 1 - Annual Governance Statement 2020/21 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.

12-04/05/21 Agree and complete Section 2 of Part 2 of the AGAR 2020/21:

The Section 2 – Accounting Statements 2020/21 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.

13-04/05/21 Review and approve the Asset Register:

The Asset Register reviewed and approved at the last meeting has had to be amended to include the purchase of a new printer at a cost of £179.99. Councillors approved the amended Asset Register which will be uploaded to the website by the clerk.

14-04/05/21 Update on Highways Issues:

The new pole for the SID to be positioned along Hollesley Road near Heath Drive has been approved by Highways and could be actioned within 10-12 weeks. A resident who lives nearby expressed concern that the SID could flash into her living room from this position and asked if it was possible to move it further up or down the road. Cll PW has arranged to meet up with the concerned resident to see if a more suitable option can be agreed before consulting with Highways again.

15-04/05/21 Update on Playground Issues:

- Cll PS has renewed the contract for grass cutting and weed treatment with CGM for a further year at a cost of £321 a year. Prices have only gone up by a pound per cut and two pounds fifty per weed treatment. The first cut took place on the 29th April.
- Cll PS will contact REJB Sports again and arrange another playground inspection for the end of June before the start of the school holidays. The annual RoSPA inspection is already booked to take place in September.

16-04/05/21 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 2021 the current account stood at £9,035.13 which includes:
- a. VAT repayment for 2020/21 of £544.26 paid in on 19/04/21
 - b. Precept payment for 2021/22 of £4,490.90 paid in on 30/04/21

b) Internal auditor's report.

The auditor Trevor Brown conducted and completed the internal audit for 2020/21 on the 28th April 2021. Trevor undertook the work remotely/electronically again 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	£240.00
ii.	HMRC	£60.00
iii.	SALC subscription	£144.17
iv.	Philip Bouscarle (fence posts)	£19.20
v.	Lesley Roberts (printer)	£179.99

vi. Trevor Brown (audit) £100.00

- d) The clerk brought to the attention of councillors that ESC are promoting a grant scheme aimed at improving the lives of young people and suggested that some of this money could be used to help improve the playground facilities. Cll KE has agreed to do some research on suitable play equipment and will report back once the clerk sends her on the information.

17-04/05/21 Updates on actions from previous meeting in March:

Minute Point	Action Required	Responsibility
7-09/03/21	Liaise with Highways and request another SID pole to be positioned along the Hollesley Road near Heath Drive.	Completed by Cll PW
8-09/03/21	Replace the three missing posts next to the slide steps.	Completed by Cll PB, Cll DW and Cll PW

18-04/05/2021 Matters to be brought to the attention of the council:

- Chairman RK has been liaising with Andrew Reid regarding the use of an ANPR to help with the speeding problem in the village. These are heavily in demand and will only be available to use at one or two spots in the village. The paperwork has been issued to Cll RK and will need to be submitted for consideration before a decision can be made.
- The clerk expressed concern that the Trust Hall may not be a big enough venue to hold the Annual Parish Meeting safely to comply with Covid regulations depending on the numbers of parishioners attending. It was proposed that she find out likely numbers by contacting the village email group and the WhatsApp group. It was suggested that the Church might be a more suitable venue because it can hold up to thirty safely and it was agreed that this would be a suitable back-up plan.

Date and Time of next meeting: 13th July 2021 at 7.30 pm in the Trust Hall

Chairman:

Date: 13th July 2021