

**Shottisham Parish Council**  
**Minutes of the Meeting held on Tuesday 8<sup>th</sup> March 2022**

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

**Attendees:** Clerk L Roberts (LR) and one parishioner.

**1-08/03/22 Chairman's Welcome and Apologies for Absence:**

Apologies were received from Cll J Mallinder (ESC) who submitted a written report.

**2-08/03/22 Open Forum**

- A parishioner expressed thanks to the parish council for clearing up the fallen pine tree that collapsed outside the playground on top of the gate in the recent storm. The council are hopeful that the damage will be covered by the church commissioners' insurance. Cll PB has volunteered to secure the fallen dog refuse bin back onto the fence post with a long tie.
- Comment was also made about the state of the pot holes in Church Lane and a request was made that the council follow up on the report already made to SCC Highways department.

**3-08/03/22 To receive any Declarations of Interest:**

There were no declarations of interest.

**4-08/03/22 Signing of Minutes:**

The minutes of Shottisham Parish Council Meeting held on the 11<sup>th</sup> January 2022 were duly signed off by Chairman RK as an accurate record.

**5-08/03/22 SCC and ESC Reports:**

**a) SCC Report**

No report received.

**b) ESC Report**

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

- Millions of pounds of investment approved for projects across East Suffolk.
- Levelling Up White Paper announcement.
- Closure of second homes tax loophole.
- Youth Voice is back!
- Interactive tool allows public to monitor progress on delivering Local Plans.
- ESC distributes oak trees for 'Treebilee' celebrations.

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

**6-08/03/22 End of year preparation including:**

**a) Review Standing Orders and Financial Regulations**

Councillors were sent a copy of the Standing Orders and Financial Regulations that are the same as last year and based on documentation from NALC. Councillors will review these before the AGM in May and inform LR if there are any changes they would like made to both documents before they are adopted for 2022/23.

**b) Review Risk Assessments and Internal Control Arrangements**

Cll PS updates the Playground Risk Assessment regularly throughout the year with the latest version requiring updating soon. It was decided to continue with the existing Internal Control Arrangements and Financial Risk Assessment updated in 2021/22.

**c) Review the Suffolk Local Code of Conduct**

It has been agreed that the Suffolk Local Code of Conduct will continue to be formally adopted by the council and all councillors have been sent another electronic copy.

**d) Review the Asset Register of 2022 and confirm adequate insurance cover**

The Asset Register will need to be updated for 2022/23 to include the new Play Tractor costing £3,622 which will be installed shortly. The insurance policy was moved over to Parish Protect in September 2019 with a Long Term Agreement which expires on 30/09/2022. Requirements for a new policy will be reviewed before the policy expires.

**e) Appoint an Internal Auditor for 2022**

It has been agreed to appoint Trevor Brown as the internal auditor again as he has proved to be very competent in the past and is used by a number of local councils.

**f) Dates of meetings for 2022/23**

The meeting dates for 2022/23 have been agreed and will be posted to the website before the next meeting in May. The Annual Parish Meeting will take place in the Trust Hall on Tuesday May 3<sup>rd</sup> at 7:00 pm followed by the Annual General Meeting at 8:00 pm.

**7-08/03/22 To receive update on Highways Issues:**

- Cll PW has forwarded the correspondence about the flooding outside the New Houses onto Cll Andrew Reid but has received no response back from him as yet.
- Cll RK has received notification that someone from Highways is coming out to inspect the traffic issues experienced on the B1083 at Ford Hill on Tuesday 15<sup>th</sup> March to give advice on traffic calming measures. Cll RK has also invited Alan McManus from Sutton Parish Council to the meeting to discuss the stretch between Michaelmas Cottage and Wood Hall Lane which comes under Sutton's jurisdiction.

**8-08/03/22 To receive update on Playground Issues:**

• **Mole cull**

Cll PS reported that the mole man has paid a successful visit to the playground and has disposed of 7 or 8 moles at a cost of £175.

• **Grass cutting**

Cll PS has been looking for a new contractor to take over the grass cutting contract but has been unable to find anyone suitable. A local contractor Andrew Frost was asked to quote for the work but his price of £1,500 was well over budget. CGM have also been contacted again with a request for 5 cuts a year in 2022/23 but no response has been received from their manager as yet.

• **Maintenance issues**

The recent operational inspection from REJB has identified some more maintenance issues that it would be prepared to fix, at a cost. Their quote for replacing the 8 posts and rope on the fort steps came in at £650. Andrew Frost's quote to replace 5 posts and rope plus a supporting anchor post was £340, which councillors agreed was reasonable. Other issues identified will be looked at before deciding which work is a high priority. Councillors agreed to use Andrew Frost to replace the posts on the fort steps and have decided to reduce playground inspections to two a year. One to take place in April before the holiday season and the annual RoSPA inspection which takes place in September. Cll PS is to look into using another company for the operational inspection and will contact Eastern Maintenance for a quote as they are responsible for maintaining Hollesley's playground

**09-08/03/22 To discuss ESC's Community Governance Review 2021/22**

Councillors discussed ESC's Community Governance for 2021/22 which looked at whether to create, merge, alter or abolish parishes amongst other things. The council agreed to adopt a wait and see policy to find out what proposals are recommended before deciding on their position.

**10-08/03/22 To discuss arrangements for the Queen's Platinum Jubilee celebration on June 5<sup>th</sup>**

A working party made up of parishioners and councillors has been put together to take on the organisation of the Jubilee street party and will be meeting up shortly. A quote for a hog roast has been requested and the Sorrel Horse have been asked to quote for doing a barbeque. Chairs and tables are to be borrowed from Sutton Hall and Cll RK will ask the WI if we can also use the tables from the Trust Hall. A request for a donation from ESC will be made to Cll JM and there may be some funding



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available from the Co-op too, which will be investigated. Cll PW has applied to close Church Lane for the day and is awaiting confirmation. ESC will provide a number of road signs and cones once permission has been granted. An explanatory letter will be sent round to residents offering alternative parking in the dog walking field.

#### 11-08/03/22 To decide on a suitable position to site the new beacon

Councillors were disappointed to report that their first choice of site behind the Sorrel Horse on the pightle was dismissed because it would invalidate the pub's insurance policy. The dog walking field was regarded as a poor second because it is too far out of the way. Cll PB proposed that the church carpark would make an ideal location as it is the highest point in the village. Cll KE has agreed to discuss this with the church council once the exact position is highlighted to her by Cll PB. The lighting of the beacon is due to take place on Thursday June 2<sup>nd</sup> at 9:45 pm and a glass of prosecco for a village toast will be provided by the council.

#### 12-08/03/22 Clerk's report and Finance Update:

This and all other documentation relating to the Parish Council can be seen on the Shottisham Village website [www.shottisham.suffolk.cloud](http://www.shottisham.suffolk.cloud) in accordance with Transparency laws.

- a) At the close of business on 2<sup>nd</sup> March 2022 the bank account was as follows:
- |                         |           |
|-------------------------|-----------|
| <b>Current Account:</b> | £5,898.32 |
|-------------------------|-----------|
- b) Signing of cheques
- |   |                  |
|---|------------------|
| i. Clerk's wages                                | £240.00          |
| ii. HMRC  | £60.00           |
| iii. Playdale Playgrounds Ltd (tractor deposit) | £2,173.12 (paid) |
| iv. Peter Widdup (mole catcher)                 | £175.00          |
| v. Shottisham WI (Trust Hall)                   | £30.00           |
| vi. Mark Fowler (IT support)                    | £20.00           |
| vii. REJB Sports (inspection report)            | £72.00           |

#### 13-08/03/22 Updates on actions from previous meeting in January:

Minute Point	Action Required	Responsibility
2-11/01/22	Send a copy of all the recent correspondence that the council has had with Highways about traffic issues on Ford Hill to concerned parishioner.	Completed by Cll RK
7-11/01/22	Forward a copy of the email received from the ANPR team onto Cll AR.	Completed by Cll PW
8.1-11/01/22	Get a quote from REJB for the maintenance work required at the playground and book next inspection.	Completed by Cll PS
8.3-11/01/22	Email the other clerks on the peninsula to see what other grass cutting contractors are available locally.	Awaiting response Clerk LR
8.4-11/01/22	Continue researching into finding another funding stream to be used to help purchase playground equipment for older children.	Ongoing Cll RK
11.1-11/01/22	Check out the cost of some good quality football nets.	Taken over by Cll KE
11.2-11/01/22	Liaise with the Sorrel Horse to check out the possibility of holding a joint street party to celebrate the Queen's Jubilee on Sunday 5 <sup>th</sup> June.	Completed by Cll PB

#### 14-08/03/2022 Matters to be brought to the attention of the council:

- The Festival of Suffolk have requested that Shottisham nominate a worthy individual to carry a symbolic torch through Shottisham by e-rickshaw on Tuesday 31<sup>st</sup> May to herald the Festival of Suffolk. The rickshaw driver and a support vehicle will escort the torch throughout its journey. Suggestions for a nominee included Pat Bendon and Derek Hewitt and they will be contacted by Cll RK to see if either of them would like to be nominated.

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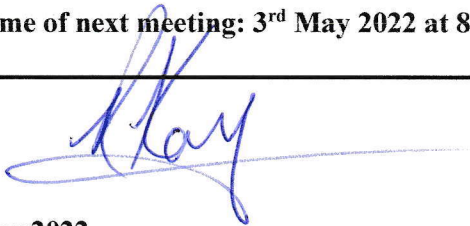
- The Sorrel Horse have put in a request to use the dog walking field as a carpark on Thursday 2<sup>nd</sup> June for their Platinum Jubilee Event, which has been approved. As the grass is being left to grow wild this year it will probably need a quick cut before the event to make it easier for parking. Cll PB has agree to go over it with his mower if necessary.

**15-08/03/2022 Action Points arising from the March meeting:**

<b>Minute Point</b>	<b>Action Required</b>	<b>Responsibility</b>
6-08/03/22-d	Update the Asset Register for 2022/23 to include the new play tractor.	Clerk LR
8-08/03/22	Contact Eastern Maintenance to ask them to provide a quote for operational inspections.	Cll PS
11-08/03/22	Discuss with church councillors the possibility of siting the new beacon in the church car park.	Cll KE
11.1-11/01/22	Check out the cost of some good quality football nets.	Cll KE
14.1-08/03/2022	Contact the two proposed nominees to see if they are interested in being nominated as a torch bearer for Shottisham on Tuesday 31 <sup>st</sup> May.	Cll RK
14.2-08/03/2022	Cut the grass in the dog walking field before Thursday 2 <sup>nd</sup> June, if necessary.	Cll PB

**Date and Time of next meeting: 3<sup>rd</sup> May 2022 at 8.00 pm in the Trust Hall**

**Chairman:**



**Date: 3<sup>rd</sup> May 2022**