

Shottisham Parish Council
Minutes of the Annual General Meeting held on Tuesday 3rd May 2022

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

Attendees: Clerk L Roberts (LR) and five parishioners.

1-03/05/22 Elect a Chair and Sign Declaration of Acceptance of Office:

Cll PW proposed that Cll RK continue as Chairman for 2022-2023 and thanked him for all his hard work as chairman last year. This was seconded by Cll PS and carried unanimously. Cll RK duly agreed and signed the Declaration of Acceptance of Office which was countersigned by the Clerk LR.

2-03/05/22 Chairman's Welcome and Apologies for Absence:

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

3-03/05/22 Public Forum:

A parishioner wished to express their thanks to Cll JM for the very good job that he is doing as our local councillor. His care of the community and the environment is much appreciated as is his generosity towards funding local projects. Parishioners feel very lucky to have him.

4-03/05/22 Receive any Declarations of Interest:

There were no declarations of interest.

5-03/05/22 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 8th March 2022 were duly signed off by Chairman RK as an accurate record.

6-03/05/22 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 a copy of the latest versions will be dated and uploaded to the website by the clerk.

7-03/05/22 Adoption of the new LGA Model of Conduct 2020 (sent out in advance):

Councillors agreed to replace the old Suffolk Code of Conduct with the new LGA Model of Conduct 2020 as recommended by SALC for use by all Town and Parish Councils. This was duly adopted and a copy will be uploaded to the website by the clerk.

8-03/05/22 Accept and sign the Accounts to 31st March 2022 (sent out in advance):

The accounts for 2021/22 were disseminated before the meeting and agreed by all councillors at the meeting. A copy has been signed by the Chairman RK and clerk LR. A copy will be uploaded to the website.

9-03/05/22 Accept Internal Verifier's Report for 2021/22 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2021/22 (sent out in advance):

The Internal Verifier's Report for 2021/22 and Page 4 of the AGAR were disseminated before the meeting and agreed by all councillors at the meeting. The Internal Auditor noted that the Notice of Public Rights for the year 2020/21 was not displayed on the Council's website as per Publication Requirements. His report made **Recommendation 1:** The Council must publish a 'Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority)' on a publicly accessible website in respect of the Accounts for the year ended 31 March 2022. A copy of the Annual Internal Report 2021/22 (page 4) will be uploaded to the website as required.

10-03/05/22 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 2021/22 and certified that its total gross income and annual expenditure for 2021/22 did not



32-030522

exceed £25,000. The clerk completed and signed the Certificate of Exemption which was countersigned by Chairman RK. One copy of the certificate will be uploaded to the website and another sent to external auditors PFK Littlejohn LLP by the clerk via email, as required.

11-03/05/22 Agree and complete Section 1 of Part 2 of the AGAR 2021/22:

The Section 1 - Annual Governance Statement 2021/22 was disseminated to councillors before the meeting and read out at the meeting by Chairman RK. All statements were agreed by councillors. The chairman RK completed and signed the Annual Governance Statement which was countersigned by the clerk. A copy of this statement will be uploaded to the website as required.

12-03/05/22 Agree and complete Section 2 of Part 2 of the AGAR 2021/22:

The Section 2 – Accounting Statements 2021/22 was completed by the clerk and disseminated to councillors before the meeting. These Accounting Statements were approved by councillors, signed by the clerk and the Chairman RK. A copy of the Accounting Statements will be uploaded to the website as required.

13-03/05/22 Review and approve the Asset Register:

The Asset Register reviewed and approved at the last meeting has had to be amended to include the VAT on the purchase of the new Play Tractor which brings the total cost up to £4,346.23. Councillors approved the amended Asset Register which will be uploaded to the website by the clerk.

14-03/05/22 Update on Highways Issues:

- Cll PW reported that following his meeting with SCC the white lines and the SLOW sign approaching Ford Hill from Sutton have now been repainted. He was disappointed to note that this repainting did not extend to the SLOW sign in The Street.
- The planned road closure at Sutton Hoo between 7:00 pm-7:00 am on the 4/5/6th May will be very inconvenient for anyone needing to use the road during these times. It would be very useful if advance warning was given out in plenty of time.

15-03/05/22 Update on Playground Issues:

- Cll PS has signed the contract and sent it back to CGM on the 28th March but has not been given a grass cutting schedule yet despite CGM confirming that they have received the contract. They were emailed again in April but have still not confirmed when the first cut will take place. Cll PB and Cll PW have volunteered to do the first cut if this is not done within the next few weeks.
- Most of the issues that were highlighted on the REJB inspection report have now been rectified. Andrew Frost's team have made a good job of fixing the posts up to the fort and installed a small anchor post on the loose post on the agility trail. Thanks go to Steve Crane for fixing bolt caps on most of the equipment that requires them apart from the odd one or two where smaller caps will need to be purchased.
- Cll KE has conducted some research into replacement football nets and has found a company who are able to provide robust, professional nets that should last for up to ten years if treated properly, at a cost of £89 plus VAT. Councillors agreed to purchase another set of nets in the hope that these might prove stronger and last longer than previous versions.
- The new play tractor has now been installed between the picnic tables and the toddler swings. Installers took away all the rubbish with them and came back to install the two hub caps that were missing from the original order. The risk assessment has now been updated to include the tractor.

16-03/05/22 Confirm final arrangements for the Queen's Platinum Jubilee Celebration

- Parking arrangements could be problematic because Church Lane will be closed to traffic during the celebration. Suggestions for alternative parking included car parks at the Church, the Trust Hall and the Sorrel Horse, as well as parking in the street or on volunteers' drives.
- Bunting will be available for anyone in the street to hang from their houses and volunteers will be asked to provide salads/puddings to go along with the barbeque food purchased from the Sorrel. Costs will be reimbursed on request. A raffle is to be laid on too by Dawn Kay which will help to



32-030522

raise some money for the play area. Raffle donations are to be dropped off to Pat Bendon or Dawn Kay. Cll RK is in charge of organizing tables, chairs and gazebos in liaison with the WI and the church. Villages are free to bring their own drink or purchase it from the Sorrel Horse but will need to provide their own glasses and cutlery.

17-03/05/22 Clerk's report and Finance Update:

This and all other documentation relating to the Parish Council can be seen on the Shottisham Village website in accordance with Transparency Laws. (See shottisham.onesuffolk.net)

a) At the close of business on 3rd May 2022 the current account stood at £10,769.65 which includes:

- a. VAT repayment £568.33 paid in on 28/04/22
- b. Precept payment £5,000 paid in on 29/04/22

b) Internal auditor's report.

The auditor Trevor Brown conducted and completed the internal audit for 2021/22 on the 26th April 2022. The auditor expressed his appreciation to the Clerk for her assistance during the course of the audit work and made one recommendation that will require action this year.

c) Cheques paid out before meeting

- i. Timberwolf (playground maintenance) £408.00
- ii. Suffolk Cloud (website hosting) £100.00
- iii. Fowler Web IT services £20.00

d) Signing of cheques at meeting

- iv. Clerk's wages £240.00
- v. HMRC £60.00
- vi. Clerk's expenses £15.84
- vii. SALC subscription £143.89
- viii. Trevor Brown (audit) £130.00

18-03/05/22 Updates on actions from previous meeting in March

Minute Point	Action Required	Responsibility
6-08/03/22-d	Update the Asset Register for 2022/23 to include the new play tractor.	Completed by Clerk LR
8-08/03/22	Contact Eastern Maintenance to ask them to provide a quote for operational inspections.	To be actioned at a later date by Cll PS
11-08/03/22	Discuss with church councillors the possibility of siting the new beacon in the church car park.	Completed by Cll KE
11.1-11/01/22	Check out the cost of some good quality football nets.	Completed by 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 st May.	Completed by Cll RK
14.2-08/03/2022	Cut the grass in the dog walking field before Thursday 2 nd June, if necessary.	To be actioned if necessary by Cll PB

19-03/05/2022 Matters to be brought to the attention of the council:

No matters were brought to the attention of the council.

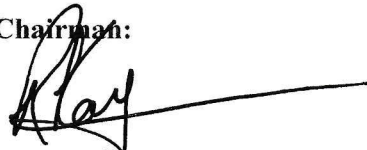
32-030522

20-03/05/2022 Action Points arising from the May meeting:

Minute Point	Action Required	Responsibility
6-03/05/22 13-03/05/22	Upload all relevant documents to the website as required.	Clerk LR
10-03/05/22	Send a copy of the Exemption Certificate to PFK Littlejohn LLP by email and upload a copy to the website.	Clerk LR
15.3-03/05/22	Put in an order for a set of new football nets.	Cll PS
17.b-03/05/22	Publish a Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority)' on a publicly accessible website in respect of the Accounts for the year ended 31 March 2022.	Clerk LR

Date and Time of next meeting: 12th July 2022 at 7.30 pm in the Trust Hall

Chairman:



Date: 12th July 2022