

**Shottisham Parish Council**  
**Minutes of the Meeting held on Tuesday 7<sup>th</sup> March 2023**

**Present:** Chairman R Kay (RK), Cll P Widdup (PW), Cll P Southgate (PS) and Cll D Wass (DW).  
**Attendees:** Clerk L Roberts (LR).

**1-07/03/23 Chairman's Welcome and Apologies for Absence:**

Apologies received from Cll P Bouscarle (PB), Cll K Emerson (KM), (SCC) Cll Andrew Reid (AR) and (ESC) Cll James Mallinder (JM).

**2-07/03/23 Open Forum:**

No comments received.

**3-07/03/23 To receive any Declarations of Interest:**

There were no declarations of interest.

**4-07/03/23 Signing of Minutes:**

The minutes of the Parish Council Meeting held on the 10<sup>th</sup> January 2023 were duly signed off by Chairman RK as an accurate record.

**5-07/03/23 SCC and ESC Reports:**

**a) SCC Report**

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

- Suffolk Information Partnership celebrates 100 partners.
- More funds confirmed for children's services, adult care and the environment.
- Hundreds of illegal vapes seized in Suffolk.
- Suffolk Trading Standards secures compensation for customers of callous company chief.
- Suffolk's exemplary commitment to retrofitting homes.
- New highways services arriving in Suffolk as multi-million pound contract awarded.
- Fire service finalises plan to protect Suffolk's communities.

**b) ESC Report**

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

- East Suffolk Council budget approved.
- Suffolk councils secure £2.2m to improve tenants' quality of life.
- New small electrical recycling.
- Love East Suffolk litter picks.
- 'Pardon the Weeds' returns to create a buzz for third year.
- East Suffolk residents need photo ID to vote at election in May.

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

**6-07/03/23 End of year preparation including:**

• **Review Standing Orders and Financial Regulations**

Councillors were sent a copy of the revised Standing Orders and Financial Regulations that are based on the latest model 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 2023/24.

• **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. The Financial Risk Assessment has been updated for 2023/24 by the clerk. It was decided to continue with the existing Internal Control Arrangements updated in 2021/22.



- **Review the LGA Model Councillor Code of Conduct 2020**  
It has been agreed that the LGA Model Councillor Code of Conduct 2020 will continue to be formally adopted by the council and all councillors have been sent another electronic copy.
- **Review the Asset Register of 2023 and confirm adequate insurance cover**  
The Asset Register will need to be amended for 2023/24 to include the Sorrel Horse defibrillator that was taken over by the Parish Council on 15/02/2023 and is valued at £1,500. The insurance policy will need to be updated to include this new asset.
- **Review new Data Protection and Information Policy 2023**  
Councillors have been tasked with reviewing the new Data Protection and Information Management Policy that the clerk has produced for 2023/24 based on the latest model documentation from NALC.
- **Appoint an Internal Auditor for 2023**  
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.
- **Dates of meetings for 2023-24**  
The meeting dates for 2023/24 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 16<sup>th</sup> at 7:00 pm followed by the Annual General Meeting at 8:00 pm.

**7-07/03/23 To receive updates on highway issues:**

The live ANPR device was installed on Ford Hill for the week commencing the 27<sup>th</sup> February and recorded traffic coming into the village from Sutton. Anyone caught speeding during this period should receive a warning letter from the police and the results will go to Cll AR once they have been collated. Cll PW will collect the results from Cll AR and forward them on to councillors once they have been received.

**8-07/03/23 To receive updates on playground issues:**

- Cll PS confirmed that the contract for grass cutting and weed control has been signed and accepted by CGM. The grass is scheduled for cutting in 2023 on May 15<sup>th</sup>; June 12<sup>th</sup>; July 10<sup>th</sup>; August 7<sup>th</sup>; September 4<sup>th</sup> and October 2<sup>nd</sup>. Cll PS has requested that the first cut is made before the 7<sup>th</sup> May to ensure the grass is short for the Big Lunch celebration but is waiting to hear back from CGM.
- REJB have still not replied to Cll PS's request to provide a quote for doing all the remedial work identified in the recent RoSPA report, despite several emails. If no response is received shortly Cll PS will contact another contractor recommended by Cll DW.
- Cll PW reported that the mole man has caught two moles on the playground already but expects to catch more after setting some new traps. Mole activity has been high recently with over twenty mole hills reported.
- Councillors wanted to give Cll PS a big vote of thanks for all her hard work in looking after the playground over the last eight years. Her support has been invaluable and her contribution will be much missed on her retirement from the council. Cll PS has agreed to continue looking after the Emergency Plan for the village as a separate role from the council. Cll PS has been invited to attend the AGM where a small retirement celebration has been planned.

**9-07/03/23 To discuss Parish Council Elections on Thursday 4<sup>th</sup> May:**

The Notice of Election will be posted onto the parish council noticeboard on Thursday 16<sup>th</sup> March by the clerk who will deliver a Nomination Pack and help sheet out to the five remaining councillors shortly afterwards. The clerk has asked for completed Nomination Forms to be returned to her by Thursday 30<sup>th</sup> March as she will be hand delivering them to ESC on Friday 31<sup>st</sup> March at 2:30 pm. The election will take place on Thursday 4<sup>th</sup> May at the Trust Hall if more than seven nominations are received.

**10-07/03/23 To consider dates for AGM and APM in May:**

Councillors have decided to hold the Annual Parish Meeting on Tuesday 16<sup>th</sup> May at 7:00 pm followed by the SPC Annual General Meeting at 8:00 pm. Both meetings will take place in the Trust Hall.



**11-07/03/23 To consider implementing the 2022-23 National Salary Award for the clerk:**

Councillors have reviewed the clerk's salary against the National Salary Award and have decided to increase it to SCP15 at £13.46 per hour which equates to £2,100 a year, and will be implemented immediately.

**12-/07/2013 To discuss celebrations for the King's Coronation in May:**

Feedback received from the village in regard to how Shottisham should celebrate the King's Coronation in May confirmed that the preferred option is a 'Big Lunch' type event to be held on the playing field. Every household attending would be required to bring a dish to share, along with their own drink. This type of event would be suitable for people of all ages and provide a safe play environment for children too. Requirements would be minimal but would probably include tables, chairs and gazebos/marquee although people might prefer to bring their own chairs and picnic blankets. Chairman RK proposed sending an invite round to every household to find out how many people would be interested in attending the event and what dish they would like to provide. The parish council have agreed to make a donation of £300 which will be used to provide ice-cream for children and a prosecco toast for adults. The event is planned to go ahead on Sunday 7<sup>th</sup> May depending on sufficient numbers responding to the invite. Cll PB will thank Clement and Rebecca at the Sorrel Horse for their kind offer of the use of the pightle but will let them know it will not be required.

**13-07/03/23 Response to planning application DC/23/0420/AG02 Shottisham Hall Farm:**

Councillors had no objections to this planning access consultation at Shottisham Hall Farm when consulted via email during February. A response to this effect was submitted on the planning portal on 21/02/2023.

**14-07/03/23 Update on defibrillator:**

The parish council agreed to take over the responsibility for the defibrillator located at the Sorrel Horse, as of the 15/02/2023. Chairman RK has purchased new defibrillator pads for it and registered it with the British Heart Foundation. The access code can be retrieved by dialling 999 or by contacting one of the councillors or clerk. This will now need to be listed on the Assets Register and included on the insurance policy. It was agreed that if specific Villagers required the code this could be given to them as there had been one enquiry already.

**15-07/03/23 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 [www.shottisham.suffolk.cloud](http://www.shottisham.suffolk.cloud))

- a) At the close of business on 2<sup>nd</sup> March 2023 the current account stood at £13,098.77 which includes the £8,000 donation from Lottery Funding.
- b) Signing of cheques at meeting
- |      |                              |         |
|------|------------------------------|---------|
| i.   | Clerk's wages                | £240.00 |
| ii.  | HMRC                         | £60.00  |
| iii. | Shottisham WI                | £30.00  |
| iv.  | Ray Kay (defibrillator pads) | £75.08  |

**16-07/03/23 Updates from the previous meeting in January:**

Minute Point	Action Required	Responsibility
9-10/01/23	Liaise with Clement and Rebecca at the Sorrel Horse to find out if the pightle could be made available for village use on Sunday 7 <sup>th</sup> May.	Completed by Cll PB
11-10/01/23	Report to Highways that the 30mph sign on the Alderton Road leaving Shottisham has been knocked over.	Completed by Cll PW

**17-07/03/23 Matters to be brought to the attention of the council:**

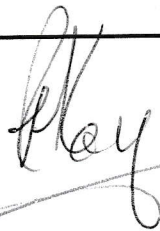
- The clerk brought to the attention of the council a recommendation from NALC that parish councils consider registering their website with an official .gov.uk domain name with councillor email addresses linked to that domain too. They argue this would improve cyber security and ensure a secure, centrally managed email system rather than the mixture of free accounts currently used by many councillors. Our website provider suffolk.cloud would be prepared to register, administer and renew a .gov.uk presence for us at a price. Councillors requested that this be included on the AGM agenda for discussion.
- Cll DW expressed his concern about the poor state of the white fence alongside the butterbur field, which has not been looked after for a number of years. On hearing that it was owned by SCC he volunteered to trim around it and paint it at his leisure, as a concerned parishioner rather than a councillor. Cll PW offered to help with the task and suggested that the parish council might be prepared to help towards the cost of the paint, which was agreed.

**18-07/03/23 Action points arising from the March meeting:**

<b>Minute Point</b>	<b>Action Required</b>	<b>Responsibility</b>
6-07/03/23	Amend the Asset Register for 2023/24 to include the Sorrel Horse defibrillator recently taken over by the Parish Council valued at £1,500.	Clerk LR
6-07/03/23	Inform the insurance company that the Parish Council is now responsible for a defibrillator valued at £1,500.	Clerk LR
12-/07/2013	Compose and send out an invite to every household to find out how many people would be interested in attending the King's Coronation event and what dish they would like to provide.	Chairman RK
12-/07/2013	Thank Clement and Rebecca at the Sorrel Horse for their kind offer of the use of the pightle for the King's Coronation event and let them know it will not be required.	Cll PB

**Date and Time of next meeting: 16<sup>th</sup> May 2023 at 8:00 pm in the Trust Hall**

Chairman:



**Date: 16<sup>th</sup> May 2023**