

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 20th September 2022

Present: Chairman R Kay (RK), Cll P Southgate (PS), Cll Katie Emerson (KE) and Cll D Wass (DW).

1-20/09/22 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll Andrew Reid (AR), (ESC), Cll James Mallinder (JM), Cll P Widdup (PW), Cll P Bouscarle (PB) and Clerk L Roberts (LR).

2-20/09/22 Open Forum:

No public attended.

3-20/09/22 Receive any Declarations of Interest:

There were no declarations of interest.

4-20/09/22 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 12th July 2022 were duly signed off by Chairman RK as an accurate record.

5-20/09/22 SCC and ESC Reports:

a) SCC Report

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

- Suffolk supports residents with the cost of living.
- Blue Badge abuser prosecuted and ordered to pay £3,504.
- Bus charter to deliver highest standards for passengers.
- Suffolk Waste Partnership back national campaign to raise awareness of safe battery disposal.
- Simple scheme to buy solar panels returns for Suffolk residents.
- Suffolk to take part in trial walking and cycling on prescription scheme.
- Council to boost electric vehicle charging across Suffolk.
- Letting agent sentenced after leaving landlords out of pocket.

b) ESC Report

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

- Helping East Suffolk Ease the Squeeze on cost of living.
- Bold new beach huts opened on Lowestoft's seafront.
- 'Efficient, clean and super-green' refuse lorries hit the streets of East Suffolk.
- Holiday accommodation owner fined for environmental breaches.
- Strategy for sustainable and inclusive future of leisure and sports facilities.
- Households urged to get Food Savvy and plan ahead to save money and avoid waste.
- Community partnerships update on principle.

A copy of the full reports can be seen at www.shottisham.suffolk.cloud

6-20/09/22 Update on Highways Issues:

Cll PW received an email from a concerned parishioner raising an incident and issue with the overgrown hedge at Ketts Walk along The Street. In response Cll PW delivered a note to Ketts Walk asking for the overgrown hedge to be cut back and after receiving no response reported it to Suffolk Highways. The parishioner was informed by Cll PW that Suffolk Highways have visited but said no action was required. The incident has been reported to the police in an attempt to escalate this with Suffolk Highways.

7-20/09/22 Update on Playground Issues:

- Cll PS reported that during her regular playground inspection she noted that there had been some interference with the rope at the top of the fort and it was put across the slide so she put it back where it should be. The chain and post to the slide steps were checked and the chain was sound



with one pole slightly loose. The tyre swing is worn but still functioning alright and should be fine for many years. The goal nets are still intact having survived the summer. Grass cutting is fine with no problems to report.

- The copy of the RoSPA report has been received and no major problems were reported. There was a comment about the swing hangers which are as tight as they can be but over time there is always wear and tear. There was a comment about the pole that Cll PB put in which is loose and “rotten” but it has been supported by a second pole put in by the contractors. Generally the comments were Low risk with some Medium but nothing to be too concerned about. Cll PS will issue the report to the rest of the council for comment.

8-20/09/22 To consider ESC’s invitation to become a member of the Community Partnership:

Cll RK has requested copies of previous minutes and plans to attend at least one meeting to see if it is worth attending on a regular basis. Cll PS asked if this was the same as the joint Deben Ward Parish Council meeting but Cll RK advised not although the last joint Parish Council meeting was cancelled due to lack of interest.

9-20/09/22 Chairman’s update on funding:

Cll RK reported that he had applied for a healthy amount of money from the Big Lottery Community Fund. This is to cover various upcoming repairs to existing equipment and provide an additional piece of equipment for older children. It is unlikely we will receive anything much before the end of the year.

10-20/09/22 To consider ways of providing new residents with information about Shottisham:

Cll RK suggested that we should have a document to give to residents on their arrival in the village which could cover such things as “Shotty App”, Village Websites, Local amenities (Shops/Doctors/Vets etc) and the emergency plan. There was a mixed reception to this, Cll KC said that she picked up most of this information through word of mouth (Church, School, Play Area etc) and was unsure as to whether there was a need for such a document. It was decided that the matter should be discussed between the Chairman and Clerk and reported upon at the next meeting.

11-20/09/22 To consider which of the three insurance quotes is the best to use in 2022/23:

As only two quotes have been received so far it was agreed that the Chairman and Clerk should review these when received and propose a solution to the Parish Council. Cll DW suggested that unless there was a major cost reason not to it may be preferable to stay with our existing Insurer.

12-20/09/22 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 2nd September 2022 the current account stood at £6,858.74
- b) Cheques paid out before meeting
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|----|--|---------|------------|
| i. | CGM Group (grass cutting and weed treatment) | £195.00 | (19/08/22) |
|----|--|---------|------------|
- c) Signing of cheques at meeting
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|------|----------------------------------|---------|--|
| ii. | Clerk’s wages | £240.00 | |
| iii. | HMRC | £60.00 | |
| iv. | Shottisham WI | £30.00 | |
| v. | Ray Kay (Jubilee Event expenses) | £16.00 | |

13-20/09/22 Matters to be brought to the attention of the council:

None.



14-20/09/2022 Action Points arising from the September meeting:

Minute Point	Action Required	Responsibility
7-20/09/22	Send a copy of the latest RoSPA report out to all parish councillors before the next meeting.	Cll PS
8-20/09/22	Attend the next meeting of the Woodbridge/Melton Community Partnership to see if it is worth attending on a regular basis.	Cll RK
10-20/09/22	Discuss the feasibility of producing a Welcome Leaflet to hand out to all new residents.	Cll RK Clerk LR
11-20/09/22	Review the three insurance quotes and decide on the best option to propose to councillors for their agreement.	Cll RK Clerk LR

Date and Time of next meeting: 8th November 2022 at 7.30 pm in the Trust Hall

Chairman:

Date: 8th November 2022

Priddup