

**Shottisham Parish Council**  
**Minutes of the Annual General Meeting held on Tuesday 16<sup>th</sup> May 2023**

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

**Attendees:** Clerk L Roberts (LR) and two parishioners.

**1-16/05/23 Elect a Chair and Sign Declaration of Acceptance of Office:**

Cll PW proposed that Cll RK continue as Chairman for 2023-2024 and thanked him for all his hard work as chairman last year. This was seconded by Cll DW and carried unanimously. Cll RK duly agreed and signed the Declaration of Acceptance of Office which was countersigned by the Clerk LR.

**2-16/05/23 Co-opt James Campbell onto the council**

Councillors welcomed James Campbell to the AGM and voted unanimously to co-opt him onto the parish council as the sixth member of the council. There is still a vacancy for one more councillor on the council and anyone interested should contact the clerk LR or one of the councillors.

**3-16/05/23 Chairman's Welcome and Apologies for Absence:**

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

**4-16/05/23 Public Forum:**

- Concern was once again expressed about the number of near misses there are from vehicles pulling out of Melton Road onto the B1083 at Sutton, which has not improved since the last time the parish council reported it to Highways in 2021. The clerk will forward the original report to Cll PW for further investigation.
- A parishioner has asked if the bench that is positioned on the hill outside the playground could be moved inside the playground to make it easier to keep an eye on grandchildren playing on the equipment. Councillors voted in favour of this and Cll KE has volunteered for her and her husband to move it.
- Thanks were given to the parish council and parishioners for all the help with setting up for the Big Picnic event to celebrate the King's coronation. It was a very successful event that was well attended and encouraged the village to get together.

**5-16/05/23 Receive any Declarations of Interest:**

There were no declarations of interest.

**6-16/05/23 Signing of Minutes:**

The minutes of the Parish Council Meeting held on the 7<sup>th</sup> March 2023 were duly signed off by Chairman RK as an accurate record.

**7-16/05/23 Adoption of Standing Orders and Financial Regulations:**

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 Council Documents on the website by the clerk.

**8-16/05/23 Adoption of the new LGA Model of Conduct 2020:**

Councillors agreed to continue to comply with the LGA Model of Conduct 2020 as recommended by SALC for use by all Town and Parish Councils. This was duly adopted again and a copy is available in the Council Documents on the village website.

**9-16/05/23 Accept and sign the Accounts to 31<sup>st</sup> March 2023:**

The accounts for 2022/23 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 in the Annual Accounts on the village website.

**10-16/05/23 Accept Internal Verifier's Report for 2022/23 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2022/23:**

The Internal Verifier's Report for 2022/23 and Page 4 of the AGAR were disseminated before the meeting and agreed by all councillors at the meeting. No recommendations were made by the Internal Auditor this year. A copy of the Annual Internal Report 2022/23 (page 4) will be uploaded in the Annual Accounts on the village website as required.

**11-16/05/23 Declare Parish Council exempt from Limited Assurance Review by PFK Littlejohn LLP and completion of Certification of Exemption:**

The Parish Council declared that Shottisham Parish Council is exempt from a Limited Assurance Review for 2022/23 and certified that its total gross income and annual expenditure for 2022/23 did not 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 in the Annual Accounts on the village website and another sent to external auditors PFK Littlejohn LLP by the clerk via email, as required.

**12-16/05/23 Agree and complete Section 1 of Part 2 of the AGAR 2022/23:**

The Section 1 - Annual Governance Statement 2022/23 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 in the Annual Accounts on the village website as required.

**13-16/05/23 Agree and complete Section 2 of Part 2 of the AGAR 2022/23:**

The Section 2 – Accounting Statements 2022/23 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 in the Annual Accounts on the village website as required.

**14-16/05/23 Review and approve the Asset Register:**

The Asset Register reviewed and approved at the last meeting has been amended to include the defibrillator costing £1,500 which was taken over by the Parish Council at the last meeting. This brings the Asset Register up to £53,090.22. Councillors approved the amended Asset Register which will be uploaded in the Council Documents on the village website by the clerk.

**15-16/05/23 Update on Highways Issues:**

- Cll PW has learnt recently that Highways allow themselves 8 weeks to address issues reported on minor roads whereas they fix issues on B roads quite quickly.
- Any issues reported or spotted by Cll PW will be reported using the Suffolk Highways Reporting Tool. If parishioners would prefer to report any issues themselves they can use the reporting tool at <https://highwaysreporting.suffolk.gov.uk/>

**16-16/05/23 Update on Playground Issues:**

- On her retirement Cll PS put together a handover folder of information which she has given to the chairman RK. This documents new equipment purchased, repairs carried out, RoSPA information, the CGM grass cutting contract for 2023 and the latest playground risk assessment. A list of issues highlighted in the RoSPA report that require resolving is also included in the folder.
- Despite sending numerous emails to REJB asking them to quote for the maintenance work Cll PS has not received a response leading her to assume that they are not interested in doing the work. Eastern Play Services recommended by Alderton Parish Council have not responded to a request for help either despite receiving a copy of the report and a list of the issues. Cll RK has found a local handyman who is interested in taking on this work at £25 an hour, which councillors agreed was reasonable. Councillors voted to give him a trial and will check on the quality of his work





before giving him the whole contract. If this proves successful he could be used to fix issues as and when they occur.

- Councillors decided that the responsibility of looking after the playground should be shared out equally rather than expecting one person to take charge of it in future. They agreed that Cll PW would continue looking after Highways while the playground would be divided up as follows:
  - Cll PB to look after the annual grass cutting contract and check on grass cutting.
  - Cll DW/Cll JC to take turns doing a monthly playground check and report issues to Cll RK.
  - Cll RK to liaise with maintenance contractors, ensure the RoSPA report is complied with and update the playground risk assessment, as and when required.
  - Cll KE will research for new play equipment, report on her findings and sort out a rota for watering the Jubilee Tree.

#### **17-16/05/23 Discuss NALC's recommendation that councils adopt a gov.uk domain names:**

NALC have made a recommendation that parish and town councils obtain a GOV.UK domain for their council website and email accounts. There are a number of reasons for this with the major one being that it demonstrates the council's official local government status and ensures a secure and centrally-managed email system. Shottisham Parish Council's website provider suffolk.cloud offer to register, administer and renew a gov.uk domain name and 10 mailboxes for 2 years at a cost of £200. After some discussion councillors agreed it would be a good idea to comply with NALC's recommendations and the clerk will ask suffolk.cloud to set it up for the council.

#### **18-16/05/23 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 [shottisham.onesuffolk.net](http://shottisham.onesuffolk.net))

- a) At the close of business on 3<sup>rd</sup> May 2023 the current account stood at £17,943.69 which includes:
  - a. Precept payment £5,250 paid in on 28/04/23
  - b. Playground donations £8,250 (ring fenced)
  
- b) Internal auditor's report.  
The auditor Trevor Brown conducted and completed the internal audit for 2022/23 on the 11<sup>th</sup> April 2023. The auditor expressed his appreciation to the Clerk for her assistance during the course of the audit work and made no recommendations for this year.
  
- c) Signing of cheques at meeting
 

i.	Clerk's wages	£280.00
ii.	HMRC	£70.00
iii.	Peter Widdup (mole clearance)	£135.00
iv.	SALC subscription	£115.00
v.	Trevor Brown (audit)	£160.00
vi.	Shottisham Trust Hall	£30.00
  
- d) Councillors suggested that the clerk contact Santander to check whether it would be possible to pay bills by BACs rather than having to double sign the cheques at every meeting. The clerk agreed to contact Santander as this would a more efficient way to pay bills but is not sure how easy it will be to set up. At present they will only allow her access to view the bank accounts but not move any money about.

#### **19-16/05/23 Updates on actions from previous meeting in March**

Minute Point	Action Required	Responsibility
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.	Completed by Clerk LR
6-07/03/23	Inform the insurance company that the Parish Council is now responsible for a defibrillator valued at £1,500.	Completed by 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.	Completed by Chairman RK
12-/07/2013	Thank Clement and Rebecca at the Sorrel Horse for their kind offer of the use of the pigtle for the King's Coronation event and let them know it will not be required.	Completed by Cll PB

**20-16/05/2023 Matters to be brought to the attention of the council:**

- During the recent unplanned power cut it became apparent again just how cut off the village is without an internet connection. The lack of a mobile phone signal affects most people in the village making it almost impossible to contact anyone during a power cut including the emergency services and also stops people being able to use SMART meters. Cll RK has been communicating these concerns to Cll JM at ESC and Theresa Coffey and is awaiting a response. Cll PW has also been hounding Vodafone to query their decision to turn off the 3G signal in the area as 4G is unavailable. Cll PB has offered to contact AJ again as a first step to see if he is still prepared to have a mast put up on his land before deciding on the council's next actions.
- Another communication problem arose while trying to organise the King's Coronation Event as the organisers were unsure who could not be contacted using the village newsletter email list and might miss the invite. A list has now been provided of the people who receive the village emails so it should be quite easy to work out who is not on the list using the Electoral Register. This should ensure that paper copies can be provided instead.
- The plan to paint the fence posts next to the butter bar field has been shelved for the time being unless some help can be found from within the community. Clls DW, PW and PB have agreed to strim around the posts on a regular basis to keep the area tidy.
- A question was asked as to who is responsible for cutting the public footpaths back as the footpath up Villa Hill leading to the Ramsholt corner is very overgrown making it difficult to walk on. The common consensus of opinion was that it is the responsibility of the landowner to cut it back although ESC does come out two or three times a year and cut some of the major footpaths back.

**21-16/05/2023 Action Points arising from the May meeting:**

Minute Point	Action Required	Responsibility
4-16/05/23	Forward the original report sent to Highways about issues with the B1083 at Sutton to Cll PW.	Clerk LR
4-16/05/23	Move the bench in the dog walking field to just inside the playground.	Cll KE
6-03/05/23 13-03/05/23	Upload all relevant documents to the website as required.	Clerk LR
10-03/05/23	Send a copy of the Exemption Certificate to PFK Littlejohn LLP by email and upload a copy to the website.	Clerk LR
17-16/05/23	Contact suffolk.cloud and ask them to set up a gov.uk domain name for the website and 10 email accounts to comply with recommendations from NALC.	Clerk LR
18-16/05/23	Contact Santander and check out the possibility of using BACs for bill paying rather than using cheques.	Clerk LR
20-16/05/2023	Speak to AJ and find out if he is still prepared to have a mobile phone mast put up on his land.	Cll PB

**Date and Time of next meeting: 11<sup>th</sup> July 2023 at 7.30 pm in the Trust Hall**



8-160523

Chairman:

A handwritten signature in black ink, appearing to read 'R. Kay'. The signature is written in a cursive style with a long horizontal stroke extending to the right from the bottom of the 'y'.

Date: 11<sup>th</sup> July 2023