

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 05th September 2023

Present: Chairman R Kay (RK), Cll D Wass (DW), Cll P Bouscarle (PB), Cll J Campbell and Cll K Emerson (KE).

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

1-05/09/23 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll A Reid, (ESC) Cll J Mallinder (JM) and Cll P Widdup (PW).

2-05/09/23 Open Forum:

- A parishioner expressed concern about the playground after confronting two adults from the campsite about sitting on the swings while allowing their dog to run around loose in the playground. It was suggested that the council could produce a flyer to leave at the campsite as a reminder of playground etiquette. Another proposal was to put a poster inside the playground as well as on the gates to remind people how to behave.
- Concerns expressed about the speeding traffic on Ford Hill again. Still waiting for a surveyor to come out and inspect the problem. The damage to the bridge is causing concern too as the repair could take 12-18 months and the crack is getting wider by the day.

3-05/09/23 Receive any Declarations of Interest:

There were no declarations of interest.

4-05/09/23 Signing of Minutes:

The minutes of the meeting held on the 11th July 2023 were duly signed off by Chairman RK as an accurate record.

5-05/09/23 SCC and ESC Reports:

a) SCC Report

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

- Trading Standards unveils its 200th No Cold Calling Zone.
- Trading Standards urges £765,000 rogue fraudster to give himself up for sentencing.
- Update on Gull Wing construction works affecting Denmark Road, Lowestoft.
- Award success for Social Care in Suffolk
- Formal opening of £1.3 million Suffolk Fire and Rescue Service training centre.
- Council fears new energy proposals will harm Suffolk's coastline.

b) ESC Report

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

- Guidance to ditches and drainage if owned by a neighbour.
- 'Enough is Enough' campaign - councillor demands local action.
- Mud/sand on the road is starting to be a theme across the ward.
- Eyke clean up required by the owners of the old shop.
- Represented ESC at the raising of the flag at Rock Barracks to celebrate Armed Forces Day.
- New scheme will help residents to access better private rented houses in East Suffolk.
- Action notes

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

6-05/09/23 Update on Highways Issues:

Written report received from Cll PW commented on the following:

• **Junction B1083 with Hollesley Road**

Andrew Reid gained the accident data and commentary from Keith Sampson which states that he cannot remember receiving any police notifications regarding accidents at this junction during the last 5 years. Most collisions appear to relate to driver error rather than a fault with the road.

- Josh White has been asked to inspect the road markings, SLOW and approaches to junction.
- Cll PW suggested the 40 mph be extended to beyond the junction.
- **Ford Hill**
Josh White has agreed to visit the site to look at the condition of the existing road signs and lines. His initial thoughts after looking on Google are that the junction already has an abundance of traffic calming features. It also does not meet the 20 mph speed policy that the parish have requested. He suggests a speed watch group could be formed.
- **20 mph request**
 - Response to 20 mph request from Paul West *“councillors may like to commission a speed limit report against our policy at a cost of £750. A new speed limit would cost in the region of £10k installed and would require funding.”*
 - Response to 20 mph request from Richard Smith 22nd August *“a Highways Officer has or will visit the village to assess our request.”* Cll PW offered to meet but had no response yet.
 - Richard Smith asked Cll PW to deal with this issue with Cll Andrew Reid.
- **Blocked drains outside 5 & 6 New Houses**
Cll PW first reported the drainage problem in February 2022 and again in August 2023. Suffolk Highways have visited and assessed the issue and have determined that routine maintenance will not fix it as more complex work is required. They have passed the report to their specialist drainage team for assessment and prioritise for potential inclusion in their work programme. In the meantime, the parish council have been informed that Strutt and Parker are going to clear and re-dig the culvert next to the track outside of 1 New Houses. This should help to divert some of the water that runs down The Street.

7-05/09/23 Update on Playground Issues:

- **Playground maintenance**
Cll RK and Cll JC have both been up to the playground during August and are pleased to report that no further vandalism has been experienced during the summer. The RoSPA inspection has been booked for September and Cll RK would like to attend with Simon once the date has been confirmed. New toddler swings have also been purchased and installed since the last meeting.
- **New Equipment**
Cll KE has found a company that can provide an outdoor table tennis table including an anchorage kit and delivery at a cost of £1,934 +VAT. Assembly if required will cost a further £120. Councillors were in agreement that Cll KE put in an order for one now to be delivered and installed in the spring.

8-05/09/23 To discuss MP's newsletter item regarding mobile connectivity in Suffolk

Cll RK wrote to Teresa Coffey immediately after the recent flood to express his concerns about his inability to contact vulnerable parishioners during the power cut because of a lack of a mobile phone signal in the village. To add to this communication problem BT are planning to discontinue all analogue phone connections as from 2025. Teresa Coffey responded immediately to say that she was writing to the communications minister to express her concern about this communication problem.

9-05/09/23 To discuss feedback from Santander regarding changing over to online banking

The clerk has contacted Santander about moving over to online banking and found out that the only way to do this is to change the signatories required for signing cheques from two to one. The clerk could then become the online administrator but would require one of the signatories to authorise any payments from the account. Councillors agreed it would be good practice to move over to online banking and would trial it with Santander initially but would consider changing banks if the need arose. The clerk will complete the request form and send it off to Santander with relevant ID from the two existing signatories.

10-05/09/23 To review councillors' progress on setting up a new gov.uk email address

The clerk and four councillors have set up and are using the new gov.uk email addresses already. The other two councillors have agreed to get this completed before the next meeting. If any problems are experienced they can be resolved by the website administrator who is available to help to set them up.

11-05/09/23 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)

- a) At the close of business on 3rd September 2023 the current account stood at £13,671.89 which includes £8,250 ring-fenced for playground expenses. £2,277.59 has already been paid out of the £3,000 playground maintenance fund. This includes labour and material.
- b) The clerk has received a penalty letter from HMRC for failure to file PAYE returns on time which has resulted in a fine of £200. The clerk has been unable to contact HMRC either online or by phone to dispute this so Cll RK will attempt to contact them on the council's behalf.
- c) Signing of cheques before meeting
- | | | |
|------|---|---------|
| i. | CGM Group (grass cutting/weed treatment July) | £288.00 |
| ii. | suffolk.cloud (email accounts) | £350.00 |
| iii. | Ray Kay (playground maintenance) | £625.24 |
- d) Signing of cheques at meeting
- | | | |
|-------|--|---------|
| iv. | Clerk's wages | £280.00 |
| v. | HMRC | £70.00 |
| vi. | Shottisham WI | £40.00 |
| vii. | East Suffolk Council (election expenses) | £56.10 |
| viii. | CGM Group (grass cutting in August) | £144.00 |

12-05/09/23 Updates on actions from the meeting in July

Minute Point	Action Required	Responsibility
8-11/07/23	Order an outdoor table tennis table for the playground.	Ongoing Cll KE
9-11/07/23	Find out who owns the land adjacent to the footpath leading up Villa Hill and send a letter to the landowner requesting the overgrowth is cut back.	Completed Cll RK
10-11/07/23	Submit "No Objections" comment on planning consultation DC/23/2437/FUL.	Completed Clerk LR
12-11/07/23	Set up new shottisham-pc.gov.uk email addresses before the next meeting.	Ongoing Cll RK/Cll KE

13-05/09/2023 Matters to be brought to the attention of the council:

- The parish council would like to express their grateful thanks to Paul Venegider for taking it upon himself to cut back the overgrowth leading up Villa Hill so that the footpath can now be safely used. Cll RK had recently received confirmation from the landowner that they were preparing to cut it back but note that this will no longer be required.
- Cll RK has received notification that the defibrillator has been used recently and as a result the defibrillator pads will need to be replaced. Cll RK will go and check for himself that it has been used before ordering another set of pads at a cost of £70.

14-05/09/2023 Action Points arising from the July meeting:

Minute Point	Action Required	Responsibility
7-05/09/23	Order a table tennis table and anchorage kit for delivery in the spring.	Cll KE



40-050923

9-05/09/23	Complete the request form for online banking and send to Santander with relevant ID from two signatories.	Clerk LR
10-05/09/23	Set up new .gov.uk email addresses and start using instead of personal email addresses by the next meeting.	CII RK and CII KE
11-05/09/23	Contact HMRC and query the penalty letter received by the clerk this month.	CII RK

Date and Time of next meeting: 14th November 2023 at 7.30 pm in the Trust Hall

Chairman:



Date: 14th November 2023