

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 11th July 2023

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

Attendees: Clerk L Roberts (LR).

1-11/07/23 Chairman's Welcome and Apologies for Absence:

Apologies received from (ESC) Cll J Mallinder (JM) and Cll P Bouscarle (PB).

2-11/07/23 Open Forum:

No public attended.

3-11/07/23 Receive any Declarations of Interest:

There were no declarations of interest.

4-11/07/23 Signing of AGM Minutes:

The minutes of the Annual General Meeting held on the 16th May 2023 were duly signed off by Chairman RK as an accurate record.

5-11/07/23 Signing of APM Minutes:

The minutes of the Annual Parish Meeting held on the 16th May 2023 were duly signed off by Chairman RK as an accurate record.

6-11/07/23 SCC and ESC Reports:

a) SCC Report

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

- Suffolk Trading Standards constructs case against brazen builder.
- Suffolk Fire Service to bring control room back to the County.
- Help for Suffolk Pre-Payment Meter customers.
- Letting agent who lost landlords thousands disqualified as company director.
- Ancestry appointed to digitise Suffolk's popular family and local history sources.
- Sudbury man guilty of selling fake DVDs.

Cll AR wanted to highlight the success the Trading Standards Team has had with investigating scams on vulnerable people, working in liaison with the National Surveillance Team. He was also pleased to report that the Fire and Rescue Service is being brought back to the county after some years away. SALC have been asked to distribute their Fire Summer Safety Advice guidance to all towns and parishes in the county to help keep communities safe over the summer months.

c) ESC Report

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

- Cll JM will continue to highlight our particular issues at ESC including rural isolation, litter, speeding vehicles, inappropriate planning applications etc. despite not being asked to sit on any committees since being re-elected as a councillor. He will continue to attend as many fetes and events happening across the peninsula as it is a good way to chat to residents and pick up on any issues.
- Cll JM's first newsletter of the new administration contains links to some helpful council resources including:
 - Waste and recycling
 - Flytipping, litter and abandoned vehicles
 - Public realm and grounds maintenance
 - Suffolk County Council liability
 - Mud on highways from farming

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



7-11/07/23 Update on Highways Issues:

- Further complaints have been received about traffic speeding on Ford Hill with several near misses reported. It has been noted that Lorries come up to the bridge too fast and have to brake suddenly as it is impossible to overtake on the bridge. This has been exacerbated by two weeks of maize harvest involving speeding tractors and trailers. Another Highways speed survey was suggested but this comes with a cost implication for the council. Another proposal was a SLOW sign to be painted on the road but ESC are not in favour of this option. Cll AR has agreed to ask a community engineer to come down and take another look at the problem.
- The leak on the road before Ford Hill has already been looked at twice but is still causing problems so will be investigated again. The water could be coming from a spring in a garden nearby emerging under the road.
- Concern was expressed about the state of the overgrown verges on the peninsula and the number of dirty signs along the roadside too. Cll AR explained that SCC's "No Mow May" policy had contributed to this and that cutting back verges would be recommencing shortly.
- Cll PW has been liaising with Cll AR about the concerns about the junction on the B1083 leading towards Hollesley and has now received a copy of the incident report for the last 5 years. There have been six incidents reported to the police during this time with four slight injuries and two more serious injuries, which according to the Speed and Safety Team is below the benchmark for this type of road. Cll AR helped to provide the funding required to improve this junction ten years ago when it was squared off and signage improved after there had been two fatalities on the road. Cll AR has requested Highways come out to check on the SLOW signage on the road and all other signage. Cll PW suggested that one fairly inexpensive improvement would be to extend the 40 mph speed limit from Woodbridge to include this junction too. Another rather more expensive solution could be to turn the junction into a roundabout which would slow drivers down considerably and improve their inattention.

8-11/07/23 Update on Playground Issues:

- **Playground maintenance**
The play equipment is looking much better since Simon has been working steadily through the list of jobs. The woodwork has all been filled and painted with non-toxic waterproof paint so looks much brighter. The supports at the top of the toddler swings are rusting and need replacing as do the swing seats so this has been added to the to-do list. Cll RK intends to attend the RoSPA inspection in September with Simon to seek clarification regarding any further improvements or repairs required.
- **New Equipment**
Cll KE has been researching affordable play equipment for older children and has come up with three possible options which include an outdoor table tennis table, a basketball hoop or monkey bars. After some discussion councillors agreed that the best option would be the table tennis table which could probably be installed by the council. Players would be expected to provide their own bats and balls. Cll KE has been given the go ahead to place an order for a table tennis table and the council will consider purchasing further equipment once the full cost is known.

9-11/07/23 To discuss problem of overgrown footpaths including the one leading up Villa Hill

Councillors discussed a parishioner's concerns about how overgrown the path leading up from Villa Hill towards the Ramshoit Road is and agreed that it needs cutting back. There is some confusion as to who now owns the land so Cll RK will investigate further and send a letter to the landowner to ask them to cut the overgrowth back.

10-11/07/23 To comment on planning consultation DC/23/2437/FUL

Councillors had viewed the documents relevant to this planning application online before the meeting and agreed that they had no objections to it. The clerk will submit their comment before the 18th July deadline.



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11-11-07-23 To discuss options to join the 20's Plenty for Suffolk campaign

Cll PW reported back on the national 20's Plenty for Us campaign information and asked councillors whether they were in favour of Shottisham Parish Council joining it. Councillors voted to go ahead and join this campaign as they think Shottisham would benefit from a compulsory 20 mph speed limit throughout the village. Cll PW will write to Cll AR (District Councillor) and Cll Paul West (Cabinet member for Operational Highways) to let them know that we have passed the motion. He will also let 20's Plenty for Suffolk know that the motion has been passed as this data will help them make a county wide case for changes to the 20 mph policy. Cll AR expressed his concern about this campaign because it could lead to a blanket 20 mph being imposed throughout Suffolk instead of villages having the choice to opt into it. Cll PW to write to Cll Paul West asking specifically that Shottisham should be considered for 20 mph limit regardless of the national campaign stating the village has specific issues – proven speeding data from the ANPR, no footpaths, public footpath using the highway and blind corners.

12-11/07/23 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 11th July 2023 the current account stood at £17,153.68 which includes £8,250 ring-fenced for playground expenses.
- b) Suffolk Cloud have been authorised to set up new shottisham-pc.gov.uk email addresses for all councillors and have sent through instructions how to set these up using Outlook or Webmail accounts. All councillors have been provided with individual passwords to access their new addresses and will aim to set these up for use before the next meeting.
- c) Signing of cheques at meeting
 - i. Clerk's wages £280.00
 - ii. HMRC £70.00
 - iii. Shottisham WI £40.00
 - iv. CGM Group (grass cutting May) £144.00
 - v. Ray Kay (playground maintenance) £1,592.26
 - vi. CGM Group (grass cutting/weed treatment June) £288.00
 - vii. Ray Kay (playground expenses) £60.09
 - viii. Dawn Kay (Coronation Party expenses) £241.80

13-11/07/23 Updates on actions from the AGM meeting in May

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.	Completed by Clerk LR
4-16/05/23	Move the bench in the dog walking field to just inside the playground.	Completed by Cll DW and Cll JC
6-03/05/23 13-03/05/23	Upload all relevant documents to the website as required.	Completed by 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.	Completed by 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.	Completed by Clerk LR
18-16/05/23	Contact Santander and check out the possibility of using BACs for bill paying rather than using cheques.	Ongoing Clerk LR
20-16/05/23	Speak to AJ and find out if he is still prepared to have a mobile phone mast put up on his land.	Completed by Cll PB

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14-11/07/2023 Matters to be brought to the attention of the council:

Cll RK is concerned about the lack of storage facilities for equipment purchased for the playground and was considering the feasibility of purchasing a shed or similar for the playground. After some discussion it was agreed that security would be too difficult to manage so other options would need to be explored.

15-11/07/2023 Action Points arising from the July meeting:

Minute Point	Action Required	Responsibility
8-11/07/23	Order an outdoor table tennis table for the playground.	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.	Cll RK
10-11/07/23	Submit "No Objections" comment on planning consultation DC/23/2437/FUL.	Clerk LR
12-11/07/23	Set up new shottisham-pc.gov.uk email addresses before the next meeting.	All councillors

Date and Time of next meeting: 5th September 2023 at 7.30 pm in the Trust Hall

Chairman:



Date: 5th September 2023