

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 8th July 2025

Present: Chair N Brett (NB), Cll C Darby (DB), Cll P Widdup (PW) and Cll P Bouscarle (PB).

Attendees: (ESC) J Mallinder (JM), Clerk L Roberts (LR) and 1 parishioner.

1-08/07/25 Chair's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll A Reid (AR). A letter of resignation was received from Cll Ray Kay (RK) on the 22nd May and co-option of a replacement for him can take place from the 23rd June. Councillors would like to express their sincere thanks to Ray for his valuable contribution to the parish council for the last eight years. He has worked tirelessly as Chair for seven of those years and will be much missed.

2-08/07/25 Open Forum:

The Village Recorder reported that RK has handed over two boxes of council documents that will be taken to The Hold to go through with an archivist. Any documents not deposited will be returned to the council.

3-08/07/25 Receive any Declarations of Interest:

There were no declarations of interest.

4-08/07/25 Signing of AGM Minutes:

The minutes of the Annual General Meeting held on the 13th May 2025 were duly signed off by Chair NB as an accurate record. Councillors discussed changing the time of parish council meetings and agreed on a 7:00 pm start as from September.

5-08/07/25 SCC and ESC Reports:

a) SCC Report

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

- Dementia Marketplace 2025.
- Suffolk Libraries to become Suffolk Community Libraries from 1 June.
- New strategies launched to tackle violence against women and girls in Suffolk.
- Council reorganisation affects us all – so have your say today.
- £8m funding for Bus Service improvements.
- Improvements identified to boost walking and cycling thanks to Active Travel.

b) ESC Report

- Eyke pavement clean.
- No more houses on the peninsula.
- East Suffolk not open about increases in carbon footprint.
- East Suffolk blooms campaign back for third year.
- Stop press.

Cll JM commented on some of the main points from his report including:

- Writing to the Head of Planning to request that no more planning applications on the peninsula are accepted until the highway issues are resolved.
- Delight that the East Suffolk blooms campaign has been bought back for a third year.
- Concerned to hear that Network Rail are planning another road closure at Melton which could lead to a 17-mile detour for traffic on the peninsula.
- Disappointed to see that car parking charges in Woodbridge have doubled recently with no prior notice or explanation.

A copy of the full reports can be seen at <https://shottisham-pc.gov.uk>

6-08/07/25 Update on Highways Issues:

No update on the 20-mph campaign yet. Cll NB and Cll CD intend to get together and put an action plan into place.

7-08/07/25 Update on Playground Issues:

- **Complaint**

Councillors have received a complaint from a parishioner about late-night visitors to the playground coming from the campsite. They were loud and abusive at all hours of the night for over a week, which has been distressing. Councillors discussed ways to deal with this issue, and it was agreed that Cll NB will have a chat with Claire initially.

- **Monthly Inspection**

No obvious areas required maintenance according to Cll PB's monthly inspection. The RoSPA report is due in September which will identify if any remedial work is required.

8-08/07/25 To discuss charitable donations for 2025-26

Councillors reviewed the list of donations that the council have given out since 2016 to get an idea of which local charities have received any support. It was agreed that in future, no donation requests from large organisations will be considered and only requests that support local needs will be put forward for consideration.

9-08/07/25 Update on recruitment drive for new councillors

Cll NB and Cll CD have set themselves a challenge to recruit three new councillors before the next meeting in September. There has been some interest expressed from at least one parishioner so they are quietly hopeful that they will meet their target.

10-08/07/25 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) Payments requiring approval and online authorisation from two signatories
- | | |
|------------------------------------|---------|
| a. Clerk's wages | £280.00 |
| b. HMRC | £70.00 |
| c. Clerk's expenses (stationery) | £4.80 |
| d. Shottisham WI Trust Hall | £40.00 |
| e. Suffolk.cloud (website hosting) | £130.00 |

11-08/07/25 Updates on actions from the AGM meeting in May

Minute Point	Action Required	Responsibility
6-13/05/25 13-13/05/25	Upload all relevant documents to the website as required.	Completed
10-13/05/25	Send a copy of the Exemption Certificate to PFK Littlejohn LLP by email and upload a copy to the website.	Completed
14-13/05/25	Inspect the playground monthly and report any maintenance issues to the council.	Ongoing
16-13/05/25	Compile a list of beneficiaries from council donations in previous years.	Completed
17-13/05/25	Contact Josh White again to ask for a breakdown of the costs involved in applying for a Traffic Regulation Order.	Ongoing

12-08/07/2025 Matters to be brought to the attention of the council:

No matters arising from the meeting.

13-08/07/2025 Action Points arising from the July meeting:

Minute Point	Action Required	Responsibility
6-08/07/25	Put together an action plan to move forward with the 20-mph speed limit campaign.	NB & CD
7-08/07/25	Chat to Claire about late night visitors to the playground from the campsite.	NB
9-08/07/25	Recruit three new councillors to the council.	NB & CD

Date and Time of next meeting: 9th September 2025 at 7.00 pm in the Trust Hall

Chairman:

Norah Brett

Date: 9th September 2025