

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 09th September 2025

Present: CH N Brett (NB), Cll C Darby (CD), Cll P Bouscarle (PB), Cll P Widdup (PW) and (ESC)
Cll J Mallinder (JM)

Attendees: Proposed Councillor K Wilson (KW), 3 Residents

1-09/09/25 Chair's Welcome and Apologies for Absence:

No apologies for absence received.

2-09/09/25 Open Forum:

- A parishioner reported that the Emergency Plan requires some updating as several of the contact details are no longer relevant. It would also be useful to review it to see if it is still suitable for purpose.
- Another parishioner proposed that a two-page Welcome Newsletter full of local information would be helpful to new residents when they move in.
- Interest was expressed in an old local charity Frances Gift established in 1891, which is overseen by the church and still holds £3,000 in its accounts.

3-09/09/25 Receive any Declarations of Interest:

There were no declarations of interest.

4-09/09/25 Co-option of New Councillor

The Chair announced the co-option of Kathy Wilson onto the Council, and this was agreed by the rest of the Parish Council. Cll KW was then invited to join the PC table and complete an acceptance of her appointment.

5-09/09/25 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 8th July 2025 were duly signed off by Chair NB as an accurate record.

6-09/09/25 SCC and ESC Reports:

a) SCC Report

No report received.

b) ESC Report

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

- Local water problems
- VJ Day
- Local traffic issues
- Network Rail
- Boyton Fete

A copy of the full report can be seen at www.shottisham-pc.gov.uk

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

- Butley and surrounding areas have experienced problems with burst water pipes, no water and a drop in pressure, which has led to road closures on the Peninsula. The response from Anglia Water has been disappointing and communication poor despite Cll JM's best efforts to intervene.
- Network Rail are planning to do track work at Melton and Ufford at the same time closing the route off the peninsula and leading to long diversions through Campsea Ashe, which will cause disruption to many residents. Cll JM has written to Network Rail expressing his concern that this work has been scheduled for the same time and the widespread disruption it will cause, especially to emergency services.

- Cll JM has posted a question at ESC's full council asking that no more new housing be developed on the peninsula until a suitable infrastructure is provided to support it.
- Questions asked included concern about the number of people who did not get the government emergency alarm on their mobile phones, because of the lack of signal in the village.

07-09/09/25 Update on Highways Issues

- **Ford Hill issues**

An email has been received by a parishioner regarding highways issues on Ford Hill, which have been addressed by Cll PW:

- Bent Shottisham sign has been straightened up and remains securely fixed.
- Bent signs have been straightened up and are clearly visible to drivers.
- The 30-mph sign is facing in the correct direction.
- Slow sign/white lines requiring repainting has been reported via the Highways Tool,

- **Community Self Help Scheme**

Cll PW would like the council to consider whether the Community Self Help Scheme run by SCC would be worth joining to help the parish council deliver minor road maintenance work in the village. Further investigation by the clerk led councillors to believe that this was unlikely to be a viable option. Cll PB has agreed to conduct some further research to see whether it would be of any use to the village.

08-09/09/25 Update on Playground Issues

- **Maintenance Issues**

Cll PB expressed concern that the RoSPA inspection due in September will pick up several maintenance issues that need to be addressed. The seesaw is showing more signs of wear and tear, and the football nets have been trashed again. The council will discuss the results of the RoSPA report at the next meeting before making any decisions regarding maintenance requirements. A parishioner has volunteered to fix the broken gate at the top of the playground and councillors accepted the offer gratefully. Another parishioner with public liability insurance has volunteered to tidy up the broken trees and take away the wood from the dog walking field. This offer was gratefully accepted too.

- **Vandalism**

It was agreed that most maintenance issues are caused by the constant vandalism from children visiting over the summer months. These children are mainly unsupervised and are there from early morning to late evening. They have been spotted trying to destroy the football posts and clambering all over the seesaw but are unresponsive when challenged. One solution would be to replace the wooden equipment with metal, but this would require a considerable expense. It was agreed that any broken equipment would not be replaced in future but would be removed.

09-09/09/25 To discuss donation requests

- **Shottisham WI Trust Hall Fund**

A request has been received from Shottisham WI for a donation towards improving their kitchen facilities at the Trust Hall. It was agreed that Cll NB will arrange a meeting with Diane Fleming to discuss this request in more detail.

- **First responder training**

Several people have expressed an interest in the village having its own first responder, but it was agreed that this would be too difficult to implement because of the high cost of training and equipment. The lack of mobile phone signal in the village could also be another barrier as the responder would need to be responsive to calls across the peninsula too. It was pointed out that there are at least four trained first aiders living in the village who might be prepared to help in an emergency. They will need to be consulted about this possibility when the Emergency Plan is reviewed and updated.

10-09/09/25 To agree and sign updated 2025-26 Internal Control Statement

The 2025-26 Internal Control Statement has been updated by the clerk since the AGM to align it with the latest version from SALC. The clerk also confirmed that Shottisham Parish Council complies with **Assertion 10 – Digital and Data compliance** updated in the 2025 Practitioners' Handbook.

11-09/09/25 Review of the Insurance quote

Councillors reviewed the annual insurance renewal quote received from Community Action Suffolk, which is based on our annual income and the 2025-26 Asset Register. The quote for £412.40 was approved by all councillors and the policy will now be renewed.

12-10/09/25 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 www.shottisham-pc.gov.uk)

- a) At the close of business on 31/08/25 the current account stood at £1,207.46.
- b) At the close of business on 31/08/25 the savings account stood at £10,078.97.
- c) Online payments authorised between meetings:
 - a. Nurture Landscapes (3 months grass cutting) £513.22
 - b. Nurture Landscapes (July's grass cutting) £171.07
- d) Payments requiring approval and online authorisation from two signatories:
 - a. Clerk's wages £280.00
 - b. HMRC £70.00
 - c. Clerk's expenses (ink cartridges) £23.77
 - d. Shottisham WI Trust Hall £40.00
 - e. Nurture Landscapes (August's grass cutting) £133.05

13-09/09/25 Updates on actions from the parish council meeting in July

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

14-09/09/25 Matters to be brought to the attention of the council:

No matters arising

15-09/09/25 Action Points arising from the September meeting

07-09/09/25	Conduct further research to see whether the Community Self Help Scheme would be of any use to the village.	Cll PB
09-09/09/25	Arrange a meeting with Diane Fleming to discuss Shottisham WI's request for a donation.	Cll NB

Date and Time of next meeting: 11th November 2025 at 7.00 pm in the Trust Hall

Chair:

Natalie Brett

Date: 11th November 2025