

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 10th March 2026

Present: Chair N Brett (NB), Cll C Darby (CD), and Cll K Wilson (KW).

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

1-10/03/26 Chair's Welcome and Apologies for Absence:

Apologies received from Cll P Bouscarle (PB).

2-10/03/26 Open Forum:

- A parishioner requested help finding out the contact details for Reverend Cake to include in the Shottisham Welcome Letter to provide details of how to access the Frances Gift fund.
- Concern was expressed about the condition of the Post Office letter box on the front of The Old Post Office as it appears to be loose and part of it has fallen off. Cll NB agreed to discuss this with the householders.
- The lack of a mobile phone signal was raised as an ongoing issue in the village that needs to be addressed before the analogue landlines are switched off by BT. This issue has been discussed frequently in the past without a feasible solution forthcoming. It was agreed to discuss this further and come up with an action plan at the next meeting.

3-10/03/26 Receive any Declarations of Interest:

There were no declarations of interest.

4-10/03/26 Signing of Minutes:

The minutes of the meeting held on the 13th January 2026 were duly signed off by Chair NB as an accurate record.

5-10/03/26 SCC and ESC Reports:

a) SCC Report

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

- Applications open for new Suffolk Business Board members.
- Suffolk County Council's chief executive to step down.
- Norwich to Tilbury pylon scheme is 'un-coordinated decimation of our county'.
- Council budget protects frontline services amid rising costs and demands.
- New SEND school and centre of excellence to be built in Bury St Edmunds.
- Trial scheme to remove vehicles blocking road resurfacing work to begin.
- Joint Chief Executives recommended for appointment.
- Council object to LionLink slamming lack of coordination and fears for communities.
- £50,000 Culture Project Fund backs 37 creative and community projects across Suffolk.

b) ESC Report

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

- Urgent call for action on mud slicked roads.
- Call for urgent action on marine netting to protect our seals.
- Motion at full council to grant support for local hare populations.
- Cll Mallinder spoke against the budget of East Suffolk and was the only councillor to vote against.
- Focus on cleaner countryside.

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

- Debris on the roads is an ongoing issue that Cll JM continues to address with the farming community and the police to endeavour to keep the roads clear, with limited success. He has discussed this issue at length on Radio Suffolk too.

- Cll JM tabled a motion at full council to support our dwindling local brown hare populations to enhance their protection and natural habitats across the district. This motion was endorsed fully by the council and has three clear actions: enhanced habitat connectivity, anti-poaching collaboration and biodiversity integration.
- A press release was issued by Cll JM regarding the cost of oil which has doubled in recent days. He is calling on the government to provide support for rural areas who have to rely on oil for heating and queries why the price of oil is not regulated in the same way as gas and electricity. There appears to be an element of profiteering involved too.

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

6-10/03/26 End of year Preparation:

1. Review Standing Orders and Financial Regulations

Councillors were sent a copy of the Standing Orders and Financial Regulations that are based on the latest model documentation from NALC. Councillors have agreed to adopt them for 2026/27 at the AGM in May as amendments may need to be made to them before then.

2. Review Risk Assessments and Internal Control Arrangements

The Financial Risk Assessment and Playground Risk Assessment have been updated for 2026/27 by the clerk this month. The existing Internal Control Arrangements have also been updated for 2026/27.

3. Review the LGA Model Councillor Code of Conduct 2020

It has been agreed that the LGA Model Councillor Code of Conduct 2020 will continue to be formally adopted by the council and all councillors have been sent another electronic copy.

4. Review the Asset Register of 2026 and confirm adequate insurance cover

The Asset Register for 2026/27 remains the same as in 2025/26 as no new purchases have been made this year. The insurance policy remains adequate to cover the assets for 2026/27.

5. Review Data Protection and Information Policy 2026

Councillors have agreed to continue with the new Data Protection and Information Management Policy introduced to the council in 2023/24.

6. Appoint an Internal Auditor for 2026

It has been agreed to appoint Trevor Brown as the internal auditor again as he has proved to be very competent in the past and his audit fees are comparable with last year.

7. Dates of meetings for 2026-27

The meeting dates for 2026/27 have been agreed and will be posted to the website before the next meeting in May. The Annual Parish Meeting will take place in the Trust Hall on Tuesday May 12th at 7:00 pm followed by the Annual General Meeting at 8:00 pm.

7-10/03/26 Adopt the ICO's Model Publication Scheme as advised by SALC:

The clerk recommends that the council adopt the ICO's Model Publication Scheme as advised by SALC recently. A template provided by ICO has been completed to provide a list of the information collected by Shottisham Parish Council, with links to all the relevant documents. This has been uploaded to the village website so that this information is now freely available.

8-10/03/26 Discuss parishioners' proposal for a flower stand/honesty box in The Street:

A couple from the village contacted the council to request permission to place a small honesty stand selling flowers and plants on the land next to the village phone box. The council were unable to give permission for this because they do not own the phone box or the land next to it. Permission would need to be sought from whoever owns the land, either Suffolk Highways or BT. Councillors suggested looking elsewhere and recommended asking Michelle if any space could be found at the Sorrel Horse. The clerk will respond to the couple to let them know the legal implications of their request and the council's recommendations.

9-10/03/26 Update on Highways Issues:**20-mph policy**

Cll NB and Cll CD invited Councillor Andrew Reid and the Community Liaison Engineer Charles Harrison to come and see for themselves why Shottisham needs a 20-mph speed limit through the village. After being shown the relevant issues, they agreed that Shottisham had a good case for a 20-mph speed limit. They also agreed that one of the first jobs that needs doing is to repaint the faded SLOW signs throughout the village. Apparently, there is no budget available for repainting road signs although Charles has arranged to provide costs for repainting them. Unfortunately, there will now be a delay with the campaign until after the May elections where Andrew will be stepping down from the council. Cll NB and Cll CD will need to canvas support from the new candidates before the election.

Suffolk Highways survey

The council have been asked to complete a Town & Parish Council Survey from Suffolk Highways who need feedback on how they can improve communication, support and delivery for the council. The clerk read out the 45 questions, which councillors discussed before agreeing the answers. The clerk will use these answers to complete the survey online.

Suffolk Parishes Road Safety Group

Councillors discussed the invitation to join the Suffolk Parishes Road Safety Group and agreed that it could be a useful resource to help with the 20-mph campaign. Cll NB and Cll CD have both volunteered to join the group to gain more information.

10-10/03/26 Update on Playground Issues:**Maintenance issues**

Cll PB has been in and done some tidying up in the playground this month and contacted Rob Thurkettle to ask him to look at the work that requires doing on the swings. Cll PB has also got a small group of volunteers together to finish tidying up the playground, dismantle the playhouse and remove the steps from the path to the slide, before the Easter break.

Anti-social behaviour

Councillors were concerned to hear that the fence between the playground and the garden of The Place by the Water has been damaged by some anti-social behaviour during the half term holidays. The householder has been advised to install some security cameras to help curb this unwanted behaviour and to contact the police if this happens again. The council are considering replacing the signs at the playground to make them more user-friendly and encourage positive behaviour.

11-10/03/26 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 28th February 2026 the current account stood at £94.12 and the savings account stood at £8,686.70.
- b) Payments requiring approval and online authorisation from two signatories:
- | | | |
|------|--|-----------|
| i. | Transfer from savings account into current account | £1,000.00 |
| ii. | Clark's wages | £280.00 |
| iii. | HMRC | £70.00 |
| iv. | Shottisham WI | £40.00 |
| v. | Clerk's expenses (printer refill – black) | £11.78 |

12-10/03/26 Updates on actions from the meeting in November

| Minute Point | Action Required | Responsibility |
|--------------|---|------------------------------------|
| 7-13/01/26 | <ul style="list-style-type: none"> • Contact Cll AR and Josh White to put in a request to reduce the speed limit in Shottisham to 20-mph. • Request a contribution towards the £900 assessment fee from Cll AR. | <p>Completed CD</p> <p>Ongoing</p> |

55-100326

| | | |
|------------|--|--------------|
| 8-13/01/26 | <ul style="list-style-type: none">• Contact Rob Thurkettle to see if he would be prepared to do the remedial work on the swings.• Organise a working party to help with maintenance work at the playground. | Completed PB |
|------------|--|--------------|

12-10/03/2026 Matters to be brought to the attention of the council:

No matters arising.

13-10/03/2026 Action Points arising from the January meeting:

| Minute Point | Action Required | Responsibility |
|--------------|--|----------------------------|
| 2-10/03/26 | <ul style="list-style-type: none">• Discuss the condition of the Old Post Office letter box as it is loose and the front has fallen off, with the householders• Produce an action plan at the next meeting to investigate what can be done about the poor mobile signal in the village. | Cll NB Full council |

Date and Time of next meeting: 12th May 2026 at 8.00 pm in the Trust Hall

Chair: *Katharine Brett*

Date: 12th May 2026