

Present: CH N Brett (NB), Cll C Darby (CD) and Cll P Bouscarle (PB).

Attendees: Clerk L Roberts (LR), 2 Residents.

1-11/11/25 Chair's Welcome and Apologies for Absence:

Apologies for absence received from (ESC) Cll J Mallinder (JM). A letter of resignation was received from Cll Peter Widdup (PW) on the 8th October and co-option of a replacement for him can take place from the 5th December. Councillors would like to express their sincere thanks to Peter for his invaluable contribution to the parish council for the last eight ½ years. Peter has looked after all our Highway issues tirelessly during this time and his calmness, patience and sense of humour will be much missed.

2-11/11/25 Open Forum:

- A parishioner suggestion of joining forces with Sutton Parish Council to provide joint funding to support a First Responder received a favourable response from councillors, although it was agreed that the poor mobile phone signal in the area could prove to be a stumbling block.
- A request for permission to plant a flowering cherry tree (or similar) in the dog walking field to commemorate Dave and Pat Chattenton, a well-respected couple who ran the village Post Office for many years, has been approved by the council.

3-11/11/25 Receive any Declarations of Interest:

There were no declarations of interest.

4-11/11/25 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 9th September 2025 were duly signed off by Chair NB as an accurate record.

5-11/11/25 SCC and ESC Reports:

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

a) SCC Report

- Suffolk Business Board backs devolution as catalyst for growth.
- Councillors approve historic devolution deal, paving the way for major investment for Suffolk.
- Suffolk Fire and Rescue highlights mental health support on World Mental Health Day.
- Ofsted Focused Visit finds 'early signs of improvement' in Front Door Children's Services.
- 1,000-year-old Sizewell silver coin hoard staying in its Suffolk Home.
- Suffolk residents safer than ever thanks to 70% increase in home fire safety visits.
- Mapping project reaches major digital milestone.

b) ESC Report

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

- Melton and Ufford rail crossing closed – Network Rail.
- East Suffolk council confirms continued recruitment.
- Full Council: Asked Cabinet for planning to suspend house building on the peninsula.
- Full Council: Supported the Labour party motion to introduce reverse vending machines.
- East Suffolk Greens agree to spend £350,000 of taxpayers' money on replacing bin lids.

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

06-11/11/25 To consider draft budget for 2026-27 prior to setting budget in January

Copies of the draft budget were sent out to councillors before the meeting by the clerk. The year-end estimate of £5,825.97 for 2025/26 is likely to result in a slight underspend of £49.03. The predicted expenditure for £2026/27 was discussed and councillors agreed to keep the budget for playground repairs to £1000. It was also decided that donations would remain at £200 but would still be limited to

local causes. A suggested increase to the clerk's salary for 2026/27 has also been approved. Councillors proposed keeping the precept the same as this year at £6,500, which will increase the tax rate by 4.35%. The draft budget will be approved at the January meeting before the council decide the final precept.

07-11/11/25 Update on Highways Issues

20 mph speed limit campaign

- Cll CD has been in touch with Josh White from Suffolk Highways to get a breakdown of the costs involved in applying to lower the speed limit in Shottisham. The initial cost would be £900 to commission a Speed Limit Report, undertaken by the Speed and Safety team. If the report is supported and approved by SCC, then a Traffic Regulation Order could be pursued at a cost of £10,00 - £12,000. Before proceeding to the next steps of a Speed Limit Report, the highways engineer from SCC, Charles Harrison would like to know where the funding will be coming from.
- Cll CD has also contacted Cll AR at SCC and received written support in principle for a 20-mph speed limit in Shottisham.
- Further correspondence regarding implementing advisory 20-mph speed limits instead resulted in a negative response. Cll CD was informed by Josh White that SCC would never consider an advisory speed limit to cover a village or town extents.

08-11/11/25 Update on Playground Issues

RoSPA Report

The RoSPA report in September has identified several medium-risk areas in the playground which may require some maintenance work. Cll PB has volunteered to go round the playground and prioritise what needs doing so that an action plan can be put together to resolve some of these issues before the spring. Cll NB offered to help with this activity and will work together with Cll PB to come up with a task list of work that will need to be undertaken by a local maintenance company.

09-11/11/25 To discuss the Emergency Plan Requirements

It has come to the attention of the parish council that the Emergency Plan has not been updated since December 2023 and there are several items that need amending. The council has agreed to take over the responsibility of the Emergency Plan from ex-councillor Pat Southgate, who continued to look after it once she resigned from the council. The clerk will update the contents of the plan on receiving confirmation that volunteers are still active and are happy for their contact details to be made public. The Emergency Plan will then be uploaded to the website to make it more accessible to the village.

10-11/11/25 To discuss donation request received from Shottisham WI Trust Hall

Cll NB has written to Diane Fleming to explain why the donation request received from the Shottisham WI was turned down by the council at their previous meeting.

11-11/11/25 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. An invoice for £75.19 from Four Square Healthcare for defibrillator pads.
 - b. An invoice for £124.80 from Playsafety Ltd for the RoSPA report.
 - c. An invoice for £421.40 from Business Services at CAS Ltd for insurance policy.
 - d. An invoice for £120.00 from Suffolk Cloud for the website.
 - e. An invoice for £171.07 received from Nurture Landscapes for September's grass cutting.
- d) Payments requiring approval and online authorisation from two signatories:
 - a. Clerk's wages £280.00
 - b. HMRC £70.00

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- c. Shottisham WI Trust Hall £40.00
- d. Nurture Landscapes (October's grass cutting) £171.07
- e) The clerk recommends cancelling the Microsoft 365 subscription as the annual price for next year has increased considerably and purchasing a copy of Office 2024 instead. This request was approved by the council.

12-11/11/25 Updates on actions from the parish council meeting in September

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

13-11/11/25 Matters to be brought to the attention of the council:

Cll PB has written to our local MP Jenny Riddell to complain about the poor mobile phone signal in the area again, particularly noticeable in Woodbridge since a mast has gone down. This makes it very difficult for parking as the signal is too weak to access the online parking apps.

14-11/11/25 Action Points arising from the November meeting

08-11/11/25	Go round the playground and prioritise what needs doing so that an action plan can be put together to resolve some of these issues before the spring.	Cll PB/Cll NB
09-11/11/25	Update the contents of the Emergency Plan after confirming that the volunteers are still available. Upload a copy to the website.	Clerk LR

Date and Time of next meeting: 13th January 2026 at 7.00 pm in the Trust Hall

Chair: *Natalie Brett*

Date: 13th January 2026