

Shottisham Parish Council
Minutes of the Annual General Meeting held on Tuesday 13th May 2025

Present: Acting Chair P Bouscarle (PB), Cll P Widdup (PW), Cll N Brett (NB), and Cll C Darby (CD).
Attendees: Clerk L Roberts (LR) and four parishioners.

1-13/05/25 Elect a Chair and Sign Declaration of Acceptance of Office:

Cll CD proposed that Cll NB be nominated as Chair for 2025-2026 and this was seconded by Cll PW and carried unanimously. Cll NB duly agreed and signed the Declaration of Acceptance of Office which was countersigned by the Clerk LR.

2-13/05/25 Chairman's Welcome and Apologies for Absence:

Apologies received from Chair R Kay (RK) and (SCC) Cll Andrew Reid (AR). A letter of resignation was received from Cll J Campbell on 29th April and co-option of a replacement for him can take place from the 25th May.

3-13/05/25 Public Forum:

No comments received.

4-13/05/25 Declarations of Interest:

There were no declarations of interest from councillors.

5-13/05/25 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 11th March 2025 were duly signed off by Chair NB as an accurate record.

6-13/05/25 Adoption of Standing Orders and Financial Regulations:

Councillors confirmed the adoption of the updated Standing Orders and Financial Regulations for 2025 based on changes made to the model regulations from SALC. Copies of the updated versions are available in the Council Documents on the Shottisham Village website.

7-13/05/25 Adoption of the LGA Model of Conduct 2020:

Councillors agreed to continue to comply with the LGA Model of Conduct 2020 as recommended by SALC for use by all Town and Parish Councils. This was duly adopted again, and a copy is available in the Council Documents on the Shottisham Village website.

8-13/05/25 Accept and sign the Accounts to 31st March 2025:

The accounts for 2024/25 were disseminated before the meeting and agreed by all councillors at the meeting. A copy has been signed by the Chair NB and clerk LR. A copy will be uploaded in the Annual Accounts on the Shottisham Village website.

9-13/05/25 Accept Internal Verifier's Report for 2024/25 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2024/25:

The Internal Verifier's Report for 2024/25 and Page 4 of the AGAR were disseminated before the meeting and agreed by all councillors at the meeting. No recommendations were made by the Internal Auditor again this year. A copy of the Annual Internal Report 2024/25 (page 4) will be uploaded in the Annual Accounts on the Shottisham Village website as required, alongside the Internal Verifier's Report as was recommended by SALC.

10-13/05/25 Declare Parish Council exempt from Limited Assurance Review by PFK Littlejohn LLP and completion of Certification of Exemption:

The Parish Council declared that Shottisham Parish Council is exempt from a Limited Assurance Review for 2024/25 and certified that its total gross income and annual expenditure for 2024/25 did not exceed £25,000. The clerk completed and signed the Certificate of Exemption which was countersigned by Chair NB. One copy of the certificate will be uploaded in the Annual Accounts on the Shottisham

Village website, and another sent to external auditors PFK Littlejohn LLP by the clerk via email, as required.

11-13/05/25 Agree and complete Section 1 of Part 2 of the AGAR 2024/25:

The Section 1 - Annual Governance Statement 2024/25 was disseminated to councillors before the meeting and read out at the meeting by Chair NB. All statements were agreed by councillors. The Chair NB completed and signed the Annual Governance Statement which was countersigned by the clerk. A copy of this statement will be uploaded in the Annual Accounts on the Shottisham Village website as required.

12-13/05/25 Agree and complete Section 2 of Part 2 of the AGAR 2024/25:

The Section 2 – Accounting Statements 2024/25 was completed by the clerk and disseminated to councillors before the meeting. These Accounting Statements were approved by councillors, signed by the clerk and the Chair NB. A copy of the Accounting Statements will be uploaded in the Annual Accounts on the Shottisham Village website as required.

13-13/05/25 Review and approve the Asset Register:

The Asset Register valued at £55,973.34, reviewed at the last meeting, has been agreed with by the auditor and approved by councillors. The Asset Register will be uploaded in the Council Documents on the Shottisham Village website by the clerk.

14-13/05/25 To discuss roles and responsibilities for 2025/26

Councillors agreed that the two main responsibilities of the council are the SID sign and the playground. Cll PW has offered to replace the batteries as and when required, while the SID sign is in place on Ford Hill. However, he is no longer prepared to move it up to its position on Hollesley Road because it is too heavy and difficult to mount to the pole. Councillors agreed to leave it on Ford Hill for now and will consider finding a couple of local volunteers to move it as the need arises.

The main responsibilities in the playground are the grass cutting, which the clerk LR has taken responsibility for, and inspecting the playground on a regular basis. It was decided that monthly inspections would be required from April – October, with the RoSPA inspection taking place in September. Cll PB has agreed to take on this job as a temporary measure until more councillors are recruited. Maintenance issues will be reported back to the council who will decide whether to employ a contractor to fix them or do it themselves.

15-13/05/25 To discuss councillors' views on the proposed DEVOLUTION

The clerk LR asked councillors for some help in completing the survey from SALC regarding Devolution in Suffolk as some of the answers required their views as a council, which were given. The deadline for the survey has been extended to the 25th May, which the clerk will now be able to meet.

16-13/05/25 To consider a request from Brave Futures (formerly Fresh Start)

Councillors discussed the recent request for a donation received from Brave Futures and decided to defer their decision until the next meeting as they would like to consider how to handle requests for donations in future. Chair NB asked the clerk to compile a list of beneficiaries from previous years to help with the decision making in future.

17-13/05/25 Update on Highways Issues:

- Chair NB is still waiting to hear from Josh White who has been asked for a breakdown of the costs involved in applying for a Traffic Regulation Order to change the speed limit in the village to 20 mph. Chair NB will contact him again to ask for a full breakdown of costs before councillors can look at where to get the funding from.
- Cll PW reported that the temporary traffic lights on Ford Hill are helping to control the speed of traffic along that stretch of road, which is having a positive impact on the village. Unfortunately, they are not a permanent fixture but will be there for a year, possibly.

18-13/05/25 Update on Playground Issues:

Nothing to report.

19-13/05/25 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) At the close of business on 2nd May 2025 the current account stood at £13,336.26 which includes:
- a. Precept payment £6,500
 - b. VAT repayment £1,059.92
 - c. £100 donation
- b) Internal auditor's report.
The auditor Trevor Brown conducted and completed the internal audit for 2024/25 on the 23rd April 2025. The auditor expressed his appreciation to the Clerk for her assistance during the audit work and made no recommendations for this year.
- c) Signing of cheques at meeting
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|------|-----------------------------------|---------|
| i. | Clerk's wages | £280.00 |
| ii. | HMRC | £70.00 |
| iii. | SALC subscription | £122.31 |
| iv. | Trevor Brown (audit) | £200.00 |
| v. | Shottisham Trust Hall | £40.00 |
| vi. | Nurture Landscape (grass cutting) | £158.40 |

20-13/05/25 Updates on actions from previous meeting in March

| Minute Point | Action Required | Responsibility |
|--------------|---|--------------------------|
| 6-11/03/25 | Standing Orders to be amended to change Chairman to Chair throughout, to make them gender neutral. | Completed |
| 8-11/03/25 | Ask Josh White for a full breakdown of the cost of the TRO required for a village speed limit of 20 mph. | Awaiting response |
| 8-11/03/25 | Find out more about setting up a special fund (separate from the parish council) to accumulate donations to put towards the cost of a 20 mph TRO. | Postponed until required |

21-13/05/2025 Matters to be brought to the attention of the council:

- The parish council would like to formally thank Diana Bickerton for her recent donation of £100, which will be put towards council funds.
- Cll PB has volunteered to become another signatory to the bank account to make the online banking system more robust.
- Chair NB would like to formally thank David Wass and James Campbell for their valuable contribution as parish councillors on the parish council up until recently. A special mention goes to David Wass for setting up the beacon ready for lighting on VE Day on the 8th May.
- The parish council will be actively looking to replace those councillors who have resigned recently and Chair NB and Cll CD have agreed to lead the recruitment drive.

22-13/05/2025 Action Points arising from the May meeting:

| Minute Point | Action Required | Responsibility |
|---------------------------|---|----------------|
| 6-13/05/25 13-13/05/25 | Upload all relevant documents to the website as required. | LR |
| 10-13/05/25 | Send a copy of the Exemption Certificate to PFK Littlejohn LLP by email and upload a copy to the website. | LR |

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|--------------------|---|----|
| 14-13/05/25 | Inspect the playground monthly and report any maintenance issues to the council. | PB |
| 16-13/05/25 | Compile a list of beneficiaries from council donations in previous years. | LR |
| 17-13/05/25 | Contact Josh White again to ask for a breakdown of the costs involved in applying for a Traffic Regulation Order. | NB |

Date and Time of next meeting: 8th July 2025 at 7.30 pm in the Trust Hall

Chair: 

Date: 8th July 2025