

Shottisham Parish Council
Minutes of the Annual General Meeting held on Tuesday 12th May 2026

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

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

1-12/05/26 Elect a Chair and Sign Declaration of Acceptance of Office:

Cll PB proposed that Cll NB be nominated as Chair for 2026-27 and this was seconded by Cll KW and carried unanimously. Cll NB duly agreed and signed the Declaration of Acceptance of Office which was countersigned by the Clerk LR.

2-12/05/26 Chairman's Welcome and Apologies for Absence:

Apologies were received from ex-councillor AR (SCC).

3-12/05/26 Public Forum (taken from Annual Parish Meeting):

Issues discussed at the APM included:

- The phasing of the traffic lights at Melton appears to be out of sync which causes long delays going into Woodbridge from Shottisham side of the peninsula, especially noticeable in the morning and evening.
- The MP Jenny Riddell-Carpenter has been contacted by a parishioner complaining about the lack of mobile connectivity in Shottisham. Apparently, Three are considering building a phone mast in Sutton which might prove useful. Chair NB agreed to contact the Chair of Sutton Parish Council to find out further information.
- The First Responder co-ordinator has been approached by a parishioner who would like Shottisham to consider funding someone locally. The £2,500 cost includes training and the kit, which the council can ill afford. It was agreed that it would be useful to find out if there is anyone interested in volunteering before further consideration.

4-12/05/26 Declarations of Interest:

There were no declarations of interest from councillors.

5-12/05/26 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 10th March 2026 were duly signed off by Chair NB as an accurate record.

6-12/05/26 Adoption of Standing Orders and Financial Regulations:

Councillors confirmed the continued adoption of the Standing Orders and Financial Regulations for 2026 based on the latest model regulations from SALC. Copies of both documents are available in the Council Documents on the Shottisham Village website.

7-12/05/26 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.

8-12/05/26 Accept and sign the Accounts to 31st March 2026:

The accounts for 2025/26 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.

9-12/05/26 Accept Internal Verifier's Report for 2025/26 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2025/26:

The Internal Verifier's Report for 2025/26 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 2025/26 (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.

10-12/05/26 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 2025/26 and certified that its total gross income and annual expenditure for 2025/26 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.

11-12/05/26 Agree and complete Section 1 of Part 2 of the AGAR 2025/26:

The Section 1 - Annual Governance Statement 2025/26 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.

12-12/05/26 Agree and complete Section 2 of Part 2 of the AGAR 2025/26:

The Section 2 – Accounting Statements 2025/26 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.

13-12/05/26 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.

14-12/05/26 Discuss Planning Consultation DC/26/1496/TCA

Councillors discussed the planning application above and agreed that they have no objections to the felling of an ash tree at The Old Rectory. The clerk will respond to the consultation by the 18th May deadline.

15-12/05/26 Update on Highways Issues:

20-mph campaign update

The council received a response from the Suffolk Parishes Road Safety Group on the 28th April confirming they have been accepted as a member of the group. It is hoped that this may provide an opportunity to collaborate with neighboring parishes to share expenses by making joint applications.

Road markings

Cll NB and Cll CD plan to produce a map of the village to identify all the road signs and white lines that need repainting. They will then pass this on to the Community Liaison Engineer, Charles Harrison for him to cost and approve, hopefully.

16-12/05/26 Update on Playground Issues:

Grass cutting

As the contracts manager at Nurture Landscapes has not been responding to requests to renew the grass cutting contract and service agreement it became necessary to find a new contractor. Rob Thurkettle was contacted and has agreed to cut the grass every month from April to October and provide an annual weed and nettle treatment. He charges £40 an hour, with the first cut requiring at least 3 hours.

Maintenance issues

The council would like to give a formal vote of thanks to Terry Brett for fixing the gate in the playground. Rob Thurkettle has agreed to take on some of the minor repairs in the playground too and has been asked to focus on the issues with the fort, as well as tightening up the bolts on the swings. It was agreed to leave replacing the football nets until the end of the year rather than doing them before the summer holidays.

17-12/05/26 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 30th April 2026 the current account stood at £7,337.24 and the savings account at £7,730.72.
- b) Online payments authorised between meetings include:
- | | |
|---|---------|
| a. R Thurkettle (3 hours grass cutting) | £120.00 |
|---|---------|
- c) Online payments requiring authorisation include:
- | | |
|--------------------------------|-----------|
| a. Transfer to savings account | £6,000.00 |
| b. Clerk's wages Apr/May | £320.00 |
| c. HMRC | £80.00 |
| d. Shottisham WI Trust Hall | £40.00 |
| e. SALC | £126.04 |
| f. Trevor Brown (audit) | £200.00 |
- d) Internal auditor's report.
The auditor Trevor Brown conducted and completed the internal audit for 2025/26 on the 21st April 2026. The auditor expressed his appreciation to the Clerk for her assistance during the audit work and made no recommendations for this year.

18-12/05/26 Updates on actions from previous meeting in March:

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. 	<p>Completed</p> <p>Agreed to include as a running agenda item instead.</p>

19-12/05/2026 Matters to be brought to the attention of the council:

As councillor numbers are still concerningly low it has become apparent that a recruitment drive is becoming a necessity. Suggestions included holding a 'meet your councillor' event in the Sorrel Horse but it was agreed that this would not be appropriate. Instead, councillors will use local events for promoting the role.

20-12/05/2026 Action Points arising from the May meeting:

Minute Point	Action Required	Responsibility
3-12/05/26	<ul style="list-style-type: none"> • Contact the Chair of Sutton Parish Council to find out further information about the possibility of Three erecting a mobile phone mast in Sutton. • Find out if anyone is interested in becoming a First Responder for Shottisham. 	<p>NB</p> <p>LR</p>
10-12/05/26	Send a copy of the Exemption Certificate to PFK Littlejohn LLP by email and upload a copy to the website.	LR

56-120526

15-12/05/26	Produce a map of the village to identify all the road signs and white lines that need repainting and pass on to the Community Liaison Engineer, Charles Harrison for costing.	CD/NB
--------------------	---	-------

Date and Time of next meeting: 14th July 2026 at 7.00 pm in the Trust Hall

Chair:

Date: 14th July 2026

DRAFT