

Clerk's Report to Shottisham Parish Council Meeting of July 2016

Clerk's actions:

1. New Key for SPC notice board purchased from Timpsons for sole use of SPC
2. Clerk paid in cheque from the old current account into a newly set up Santander account with signatories MH and JF
3. A revised end of year accounts sent to councillors, with breakdown of the 3 accounts
4. Liam Heron taken off the SCDC website and a Casual Vacancy notice put up
5. Clerk acted on recommendations of internal audit to claim VAT and take stationery off Clerk's expenses box. (Recommendation to add the duty to claim VAT to financial regulations)
6. End of year accounts sent to external auditor BDO. At their request the internal auditor's report was forwarded to them. Accounts may be qualified because the Annual General Meeting was held in June not May. Notice put up allowing parishioners to look at accounts between 3rd June and 14th July. Details of new clerk to be sent to the BDO office.
7. VAT of 158.70 claimed for the last 3 years. This was held up by the need to provide evidence of new bank account
8. Pothole on the Street photographed and sent to Highways Report a Pothole on SCC website. ANYONE CAN REPORT A POTHOLE OR OTHER PROBLEMS ON <https://www.suffolk.gov.uk/> UNDER REPORT (to be put in Newsletter)
9. E Map of footpaths in Shottisham and descriptions forwarded to councillors
10. Dates of Salc area meetings sent to councillors. Next is Monday September 19th at 7pm at Stratford St Andrew
11. Researched Information about Rospa inspections-downloaded form to be completed and sent off. Council to decide if an annual inspection is needed. They come to Suffolk in September
12. Contacted Norse Suffolk for their rates for ground maintenance

Correspondence received:

1. CV from Janet Gobey clerk to Gt Blakenham
2. Resignation of Liam Heron received
3. Internal auditor's report received with audited accounts
4. Planning Application received DC/16/2516/FUL 2 The Cottages, The Street- response by 20th September
5. Email from Victor Newton expressing interest in becoming a councillor
6. Diana Bickerton has asked for financial support for a book of photographs of all the houses in Shottisham she is producing with Stuart Beeston
7. WSNT sent new dates for police visits on the peninsula. They will not be coming to Shottisham anymore but will visit Sutton Heath and Bawdsey every 2-3 months. Crime figures can be obtained from the Suffolk Police website www.suffolk.police.uk
8. CATS (Coastal Accessible Transport Service Ltd) has taken over the Link Bus. The new phone number is 01728-635938. New volunteers are being sought to man the door to door services and community cars (to be put in the Newsletter)
9. Staging date for Clerk's Pension received:- 1st July 2017
10. Mary Warners Educational Foundation sent details about grants for young people-sent to Newsletter editor
11. New NJC Salary pay scales received
12. Notification of closure of the Street 13th-15th July for new water connection opposite Wheelwrights
13. Countryside Access: Rights of Way Improvement Plan online consultation-deadline 24th July. Forwarded to LD

14. Walking information received: Stepping out in Suffolk- www.onelifesuffolk.co.uk and Suffolk Year of Walking www.onelifesuffolk.co.uk
15. Enabling Communities roadshow on Tuesday 18th July at Straford St Andrew from 9.30-12.30pm
16. Request from Claire Norton to view minutes and accounts.