

**Shottisham Parish Council**

**Minutes of a Meeting held on Tuesday 10th July 2018 at Shottisham Trust Hall**

**Present:** Chairman P Bouscarle (PB), Cll P Widdup (PW), Cll M Harrison (MHR), Cll P Southgate (PS) and Cll R Kay (RK)

**Attendees:** (SCDC) Cll C Block, Clerk L Roberts (LR) and 3 members of the public

**1-10/07/18 Chairman's Welcome and Apologies for Absence:**

Apologies received from (SCC) Cll A Reid (AR)

**2-10/07/18 Public Forum:**

A number of points were raised by parishioners during the public forum which included:

- 1) Questions were asked as to what progress has been made about the problems with the water runoff from the fields which has left Church Lane covered in sand and has created deep holes in the footpath next to the playing field? Chairman PB has pursued this matter with Annette Robinson and Martin Williams from Suffolk Rights of Way and spoken to AJ several times yet nothing has been done as yet. The field will not be used for pigs next year so the assumption is that AJ is playing a waiting game. Martin Williams has inspected the fields and footpaths once and intends to make another visit shortly and will report back. One of the parishioners living in the lane has a hotline to the Environment Agency and will use this next time there is a heavy rainfall. They will be out within fifteen minutes so will be able to see the damage that occurs for themselves.
- 2) The No Through road sign in Church Lane was damaged and reported to Highways over two years ago but has still not been replaced by the Highways department. The council have decided to order a new sign from Thurlow Nunn and will replace it themselves once it arrives.
- 3) There was a complaint that motorbikes race up and down Church Lane and along some of the footpaths occasionally. No-one is aware of who the culprits are as yet.
- 4) Congratulations were extended to the council for the improvements that have been made to the village playground recently. The new fencing, bins and grass cutting have made a noticeable difference to its appearance in readiness for the summer holidays when it will be much used.
- 5) A question was asked as to whether the new SID device has made any difference to the number of people speeding in the village? Cll PW stated that it is difficult to tell how much difference it has made but thinks that it will have a greater impact when it is moved to Ford Hill once the traffic lights have been removed. One parishioner felt that the dirty 30 mph signs at both ends of the village could be affecting speeding levels and has volunteered to clean them as a one-off. The use of speed bumps was debated but councillors agreed that they were not a viable option.

**3-10/07/18 Councillors' Declaration of Interest:** None

**4-10/07/18 Signing of Minutes:**

The minutes of the Annual General Meeting of 1st May 2018 were duly signed off by Chairman PB as accurate records.

**5-10/07/18 Reports:****a) Suffolk CC:**

A written report was received from SCC Cll AR who sent his apologies. The main topics were:

- A 6 week consultation was launched on 27<sup>th</sup> June asking for views from the public on the proposed changes to the commissioning of specialist education provision for children and young people in the county. Demand for specialist education in Suffolk continues to grow and SCC has a lower number of places than other similar authorities which means that a high percentage of children and young adults having to access education outside of Suffolk. The consultation closes at 5 pm on the 7<sup>th</sup> August.

Visit [www.suffolk.gov.uk/SENDsufficiencyeducation](http://www.suffolk.gov.uk/SENDsufficiencyeducation) for more information.

- A major review of highways maintenance in Suffolk was launched on the 22<sup>nd</sup> June. The review will explore how Suffolk's limited highways budget can be used to best effect to maintain the county's roads, pavements, bridges, grass verges and other highway assets. The views of local businesses, parish, district and borough councils and the public will be taken into account as part of the review.
- On 21<sup>st</sup> June a call went out for homeowners, schools, small businesses and community groups to register their interest in buying high quality, low-cost solar panels. The aim is to reduce electricity bills to help Suffolk become the greenest county. All interested parties have until 21<sup>st</sup> August to register for free and without obligation at [www.solartogethersuffolk.co.uk](http://www.solartogethersuffolk.co.uk).
- SCC Public Health and OneLifeSuffolk launched a campaign to raise awareness of how diabetes can best be prevented or managed. Approximately 38,000 people are living with diabetes in Suffolk plus 7,500 who have not yet been diagnosed. This figure is rising by 5% each year. To find out more information visit [www.onelifesuffolk.co.uk](http://www.onelifesuffolk.co.uk)
- See the full SCC June 2018 report at [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net))

**b) SCDC Report:**

Cll CB reported the following:

- The merger with Waveney council has been approved making the new council one of the largest in the country. This means that rural wards in particular will be much larger with Cll CB's area increasing from its existing seven parishes to fourteen. Small parishes such as Shottisham will need to combine with other parishes and shout loudly to ensure that their voice is heard.
- Parish councils are also advised to look through the Suffolk Coastal Local Plan very carefully to check that all details are correct as the initial consultation concludes on the 14<sup>th</sup> September.
- The stream in the water meadows has been cleared of weed and debris by the water company recently.
- Cll CB also pointed out to the council that AJ belongs to an environmental group that works with other farmers to protect farming areas locally.
- There is good news to report on the development plans of the Trust Hall by the Shottisham WI. Cll CB and Robert Smellie had a fruitful meeting with Robert Scrimgeour from the Planning Department and feel confident that a few tweaks to the plans should lead to full planning consent.

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**6-10/07/18 To review report from Theresa Coffey MP**

A report from MP Theresa Coffey was read out by the Chairman PB. This is usually read out at the Annual Parish Meeting but was not received in time because Theresa Coffey has been unwell and sends her apologies. The whole text can be read at [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net).

**7-10/07/18 To receive updates on Highways Issues:**

Cll PW confirmed that he has reported all highways issues to the highways department using the online facility but nothing has been fixed as yet. The £750 promised by SCDC has not been paid into the bank account as far as we are aware. Cll PW will contact Melissa Williams from SCDC to find out when we can expect payment.

**8-11/07/18 To receive updates on playground issues including the costs of playground works:**

- Cll MHR reported that all playground works have been completed in full and the first inspection has already taken place. Access to an online report will be available shortly. There will be one more visit before the Annual Inspection in December. Cll MHR will contact Norse once the drought has finished and the grass needs cutting again. The bins are being inspected and emptied regularly too.
- Chairman PB informed councillors that the total cost of the playground works has come in slightly over budget at £4,784.85 + VAT and a cheque for this amount will need to be paid out to Kiwi Services for their work. This was agreed by council. Two new posts have also been replaced recently by PB and need to be paid for.
- Cll PS stated that the risk assessment would now need to be revisited in light of the changes made to the playground before it can be signed off as complete. She will relook at this and make the relevant changes before the next meeting.

**9-10/07/18 To discuss gifting the marquees to the Flag of Suffolk:**

Cll RK told councillors that the marquees have now been made serviceable and are being kept in storage at the Swan in Alderton. He suggested that we now gift them to the Flag of Suffolk to be available for use by them and us for community events. This was agreed unanimously.

**10-10/07/18 To review the Street Party and discuss charities' money:**

The Street Party was a great success according to Cll RK and was well supported by the village. He spent £80 on helping out with refreshments which left £120 which was designated to go to the Sorrel Horse to help out with their expenses. However, this was refused by Gary Miller and it has been agreed that this should now be given to two charities in remembrance of Ivan Clark who did so much for the village.

**11-10/07/18 To report back on East Suffolk Electoral Review**

Cll RK reported back from the recent review meeting held by the Local Government Boundary Commission and said that the review would determine the number of wards, ward boundaries, ward names and number of councillors for each ward. Clerk LR to check if the consultation has come out yet and forward it on to councillors when it does. Cll RK has volunteered to review the consultation and report back once it comes out.

**12-10/07/18: To discuss clerk's remuneration:**

Cll RK and Cll MHR reported back from a recent councillors' training event that the clerk's role has grown considerably over the years and recognised that the 12 hours that the clerk is paid for per month do not always reflect the time involved. Clerks from other parishes keep a tally of their weekly hours



and are paid overtime if necessary. It has been agreed that the clerk LR will advise the council at the end of each quarter if any additional hours are worked, which she will then be paid for. The clerk's salary will be reviewed at the next budget meeting.

**13-10/07/18: 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 the new Transparency laws. (See [shottisham.onesuffolk.net](http://shottisham.onesuffolk.net))

- a) At the close of business on 2<sup>nd</sup> July 2018 the bank accounts were as follows:
  - **Current Account:** £11,074.98
  - **Saving Account 1:** £1678.78
  - **Savings Account 2:** £194.35
- b) Recommendations from the internal audit will be put into place immediately as follows:
  - Each page of the minutes must be consecutively numbered and initialled by the chairman.
  - Invoices and vouchers supporting payments should be initialed by **two** signatories.
- c) A donation request has been received from Judy Foulger who aims to produce a calligraphed list for each village listing all the men who served in the first world war to coincide with Armistice 100. The chairman proposed that £50 was given to this appeal which was agreed unanimously.

**14-10/07/18 To receive updates on the action points from the previous meeting:**

Most actions from the previous meeting have been completed but there are still two that are ongoing and will be actioned as soon as possible by Cll MHR and Cll PS. Chairman PB is still working on two actions that have been carried forward from the Annual Parish Meeting.

**15-10/07/18 Matters to be brought to the attention of the council:**

- A suggestion was made that the monies from the saving accounts are moved into the current account as they are not gaining any interest in these accounts and would be of more use in the current account. Clerk LR will investigate how this can be achieved once she hears back from Santander regarding being able to view these accounts online.
- Cll PB and Cll PW would like to encourage parishioners to sign up for membership to the CLT to ensure that they have a say in how it is run. The cost of this is £1 and forms can be requested from either councillor. A Housing Needs Survey will be taking place shortly to try and establish how much need there is for cheap, affordable housing on the peninsula.
- Cll RK commented on the state of the parish council noticeboard outside the Trust Hall and thinks it could do with refurbishing. It was agreed that this was not a high priority at the moment because its position does not attract a lot of attention and there is one better placed outside the Sorrel Horse.

**Date and Time of next meeting: September 11<sup>th</sup> 2018 at 7.30 at the Trust Hall**

**Chairman:** 

**Date:** September 11<sup>th</sup> 2018