

**Shottisham Parish Council**  
**Minutes of the Meeting held virtually on Tuesday 9<sup>th</sup> March 2021 Via ZOOM**

**Present:** Chairman R Kay (RK), Cll P Widdup (PW), Cll P Southgate (PS), Cll P Bouscarle (PB) and Cll David Wass (DW).

**Attendees:** (SCC) Cll A Reid (AR), (ESC) Cll J Mallinder (JM), Clerk L Roberts (LR) and six parishioners.

**1-09/03/21 Chairman's Welcome and Apologies for Absence:**

Chairman RK welcomed everyone to the meeting and Cll PW gave a reminder that the Zoom meeting would be recorded in order to assist the clerk in typing up the minutes.

**2-09/03/21 Open Forum:**

- A concern was raised about the junction at Sutton Hoo leading from Hollesley where there have been several accidents over the years, including two fatalities. Despite changes that have been made by Suffolk County Council cars are still pulling out from there randomly and there have been several near misses reported. Cll AR reported that the junction has been squared off to make a 90 degree angle designed to increase visibility and slow traffic down. It was questioned as to whether the Give Way sign on the Hollesley Road was in a prominent enough position for drivers to see it. As Cll AR was instrumental in organising the initial changes he would like to investigate this further to see if any more can be done to make this junction safer and will report back.
- A request was received from a parishioner that his email correspondence with Suffolk County Council about an issue that he did not wish to discuss at the meeting be published on the Shottisham Village website. The clerk confirmed that the email thread had not yet been forwarded on to councillors so they were unaware of the issue concerned. It will be forwarded on to councillors directly after the meeting. The chairman RK reserved the right to view the email thread before deciding whether to publish it. The parishioner then proposed that the use of an ANPR be requested from SCC to collect evidence of speeding in the village in place of the Community Speedwatch which was proving too difficult to set up.

**3-09/03/21 To receive any Declarations of Interest:**

There were no declarations of interest.

**4-09/03/21 Signing of Minutes:**

The minutes of the Parish Council Meeting held on the 12<sup>th</sup> January 2021 were agreed as an accurate record and will be printed out and signed off by Chairman RK before being returned to the clerk.

**5-09/03/21 SCC and ESC Reports:**

**a) SCC Report**

Cll AR's full report for SCC has been distributed to councillors and uploaded to the website at [www.shottisham.suffolk.cloud](http://www.shottisham.suffolk.cloud). Cll AR made further comment on:

- Automatic Number Plate Recognition is to be used to help improve visits to Suffolk's recycling centres working in conjunction with the existing booking system to allocate time spent on site more efficiently.
- A project unique to Suffolk is being set up which will save up to 600,000 tonnes of water being pumped into the river Deben. It will be diverted inland and be reused for irrigation by local farmers. SCC are hoping to do a lot more of these projects which should improve flood and drainage problems, which would be particularly useful on the peninsula.
- SCC have approved their budget for 2021-22 increasing it by £41 million from last year to £600 million. There has been a considerable pressure from the cost of Covid but most of this has been paid for by government so SCC have no plans to cut any services.

**b) ESC Report**

Cll JM's full report for ESC has been distributed to councillors and uploaded to the website at [www.shottisham.suffolk.cloud](http://www.shottisham.suffolk.cloud). Cll JM made further comment on:

- The need to suspend waste collections during the snowy weather because of the road conditions. He gave thanks to everyone for being so understanding and cooperative during this difficult time, which was much appreciated.
- ESC have launched their "Pardon the weeds, we are feeding the bees" campaign again after last year's success and will be doing this at more than 100 sites this time. Glyphosate weed spraying has already been reduced by 45% and the plan is to reduce this even further.
- Preparation is being made to prepare for an influx of visitors to the peninsula with additional bins being provided at Bawdsey and car parking at the quay being reassessed. Issues of overnight motorhome parking are being looked into too. Shingle Street have asked for one of their bins to be taken away in an experiment to encourage people to take their rubbish home.
- Plans for a permanent campsite at Ramsholt have been turned down by ESC on ecological grounds. Comments were received from 110 people with 90% objecting. In spite of this, emergency legislation will enable the landowner to use the land for a campsite for up to 56 days with no facilities or monitoring. People are advised to report any issues of concern to Environmental Services or the Police.
- Bird scarers are very active at this time of year and can be very noisy and intrusive so any concerns should be reported to Environmental Services or Cll JM who will talk to landowners and ensure a compromise can be reached.

**6-09/03/21 End of year preparation:**

**a) Review Standing Orders and Financial Regulations**

Councillors were sent a copy of the Standing Orders and Financial Regulations that have been updated from last year based on the latest documentation from SALC. Councillors will review these before the AGM in May and inform LR if there are any changes they would like made to both documents before they are adopted for 2021/22.

**b) Review Risk Assessments and Internal Control Arrangements**

Cll PS updates the Playground Risk Assessment regularly throughout the year with the latest version being updated in March, for which she was warmly thanked. It was decided to continue with the existing Internal Control Arrangements and Financial Risk Assessment updated in 2020/21.

**c) Review the Suffolk Local Code of Conduct**

It has been agreed that the Suffolk Local Code of Conduct will continue to be formally adopted by the council and all councillors have been sent another electronic copy.

**d) Review the Asset Register of 2021 and confirm adequate insurance cover**

The Asset Register was updated last year to include the SID device purchased in 2018 and still remains current. The insurance policy was moved over to Parish Protect in September 2019 with a Long Term Agreement which expires on 30/09/2022.

**e) Appoint an Internal Auditor for 2021**

It has been agreed to appoint Trevor Brown as the internal auditor again as he has proved to be very competent in the past and is used by a number of local councils.

**f) Dates of meetings for 2021/22**

The meeting dates for 2021/22 have been agreed and will be posted to the website before the next meeting in May. The AGM will take place on Tuesday May 11<sup>th</sup> via Zoom and the Annual Parish Meeting will be booked towards the end of May and is likely to be a Zoom meeting too because of Covid restrictions.

**7-09/03/21 To receive update on Highways Issues:**

- Cll PW has received some suggestions from a parishioner on ways to reduce speeding including:
  - Requesting that parishioners cut back hedges and verges in the village regularly.
  - Create a path through the pub field from Heath Drive to The Knoll.

- Consider implementing traffic calming measures including speed humps or entrance gates in the village.

Councillors discussed the feasibility of these options and agreed that providing a pavement from Heath Drive may be too difficult because of the amount of land that would be acquired. Speed humps tend to be unpopular too because of possible damage to buildings and have been rejected before. Picket gates are usually positioned at village entrances and require two metres land clearance for each post. SCC have confirmed that they would not fund these so the parish would have to pay for them at an approximate cost of £2,000. It was agreed that this and other ideas could be an issue for discussion at the Annual Parish Meeting while a reminder to cut back hedges/verges would be included in the next village newsletter.

- Cll PW has set the SID sign at a lower speed while it has been situated in the centre of the village and the consensus of opinion is that the speed through here is between 24-28 mph. However, speeding traffic is more of a problem on the Hollesley Road from Heath Drive down to the Knoll and is causing concern for nearby residents. Councillors are considering moving one of the SID poles up there to see if the SID would help to slow traffic down. Cll PW has agreed to liaise with Highways and request another SID pole.

#### **8-09/03/21 To receive updates on Playground Issues:**

- Cll PS reported that REJB Sports have been back and remedied the two issues that were outstanding from their previous visit. All the slide steps have now been repaired and safety matting is in place around the bottom of the slide. They have also completed the latest inspection too so both these bills can now be paid.
- Three posts still need replacing by the steps to make the slide safe but it was felt that the quote to replace these at £665 was too expensive so councillors have offered to do the work themselves led by Cll PB. The slide has been given a red alert so has been taped off temporarily until this work can be completed.

#### **09-09/03/21 To receive updates on planning applications responded on during January:**

- DC/21/0325TCA: Work to Trees in Conservation Area - Approved via email
- DC/21/0390TCA: Work to Trees in Conservation Area – Approved via email

#### **10-09/03/21 To consider making an application for an AONB Substantial Development grant:**

Councillors could not immediately come up with any ideas at the meeting that would require a grant from AONB. The clerk will send the AONB email round again in case anything comes to mind before the last application date on the 17<sup>th</sup> May.

#### **11-09/03/21 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))

The clerk reported that:

- There was no response to a request in the newsletter for volunteers to help clear the dog walking field so Cll PB will approach people directly once Covid restrictions have been relaxed.
- A donation request has been received from Fresh Start who help sexually abused children in Suffolk and Norfolk. Councillors voted to donate £50 to help with this charity's work.

- a) At the close of business on 2<sup>nd</sup> January 2021 the bank account was as follows:
- |                  |           |
|------------------|-----------|
| Current Account: | £4,932.81 |
|------------------|-----------|

- b) Signing of cheques
- |                                  |         |
|----------------------------------|---------|
| i. Clerk's wages                 | £240.00 |
| ii. HMRC                         | £60.00  |
| iii. Peter Widdup (mole catcher) | £105.00 |

25-090321

iv.	REJB Sports (playground repairs)	£1,163.40
v.	REJB Sports (playground inspection)	£87.84

**12-09/03/21 Updates on actions from previous meeting in January:**

<b>Minute Point</b>	<b>Action Required</b>	<b>Responsibility</b>
8-12/01/21	Speak to Cll AR to see if Shottisham would be considered suitable for the new Automated Numberplate Recognition Speed Indicator system being introduced in Suffolk.	Completed by Cll RK
8-12/01/21	Forward the details of a contact at the Highways Department onto the Shottisham Village Association who have expressed an interest in the 20 is plenty scheme.	Completed by Cll PW
10-12/01/21	Complete and send off the paperwork to register the Trust Hall as an Asset of Community Value.	Completed by Cll PB
12b-12/01/21	Put a polite notice in the newsletter on a regular basis reminding people keep their dogs on a lead when walking in the village.	Completed by Cll RK
12c-12/01/21	Phone Jill Denny at SEFWI to discuss the Trust Hall booking request received from ESC for the May elections.	Completed by Cll RK
13-12/01/21	Put a request in the newsletter asking for volunteers to help tidy up the woodland in the dog walking area.	Completed by Cll RK
15.2-12/01/21	Contact Gary Disley from Bawdsey to get some idea of the power requirements a mobile phone mast requires.	Completed by Cll RK
15.3-12/01/21	Councillors to respond to Cll RK if they have any objections to Simpers' campsite planning application and he will submit them on the website.	No objections received

**13-09/03/21 Matters to be brought to the attention of the council:**

A request has been received from the Shottisham Village allotment group who have asked for a donation towards the cost of replacing three fence posts and two gate posts at the allotment. The purchase of the original deer proof fencing was made possible by a lottery grant secured by the parish council fourteen years ago. The chairman agreed the council would consider a contribution once a quotation for the cost has been provided.

**14-09/03/2021 Action Points arising from the March meeting:**

<b>Minute Point</b>	<b>Action Required</b>	<b>Responsibility</b>
7-09/03/21	Liaise with Highways and request another SID pole to be positioned along the Hollesley Road near Heath Drive.	Cll PW
8-09/03/21	Replace the three missing posts next to the slide steps.	Cll PB

**Date and Time of next meeting: 11<sup>th</sup> May 2021 at 7.30 pm via ZOOM.**

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**Chairman:**

**Date: 11<sup>th</sup> May 2021**