

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 12th March 2024

Present: Chairman R Kay (RK), Cll P Widdup (PW), Cll P Bouscarle (PB) and Cll D Wass (DW).

Attendees: (SCC) Andrew Reid (RK), Julia Ewart (Prospective Parliamentary Candidate, Lib Dems) and Clerk L Roberts (LR).

1-12/03/24 Chairman's Welcome and Apologies for Absence:

Apologies received from Cll JC (JC) and (ESC) Cll James Mallinder (JM).

2-12/03/24 Open Forum:

No comments received.

3-12/03/24 To receive any Declarations of Interest:

There were no declarations of interest.

4-12/03/24 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 10th January 2023 were duly signed off by Chairman RK as an accurate record.

5-12/03/24 SCC and ESC Reports:

a) SCC Report

The main headlines of the topics covered in Cll AR's (SCC) written report include:

- One.Network is a free-to-view website with UK roadworks and traffic disruption information.
- More public money for adult and children's care.
- Council to ensure Sizewell C delivers for Suffolk as construction begins.
- Fake university website shut down by Suffolk Trading Standards
- 1,400 year old Anglo-Saxon artefacts now on display in West Suffolk.
- Council to propose new funding for arts & heritage in Suffolk.
- Trading Standards seize 2,007 illegal vapes in Ipswich.
- Suffolk local area partnership commits to urgent improvements to SEND services and apologises to families.

Cll AR wanted to highlight some of the main points from his report including:

- SCC has approved the annual budget for 2024/25, which has increased considerably to £750 million. A greater demand for Adult Care and SEND/children's services has been responsible for much of this increase. Tough decisions have had to be made to reduce other costs including a reduction in staff and services.
- A consultation on devolution for SCC starts shortly and will run until the end of May. Devolution would give the county council a directly elected leader and they would gain more control over government-initiated money. Councillors are urged to complete the survey.
- Potholes are still a major area of concern, but SCC have been trialling a new piece of kit called a dragon patcher which is proving to be much more efficient at covering large areas quite quickly. This gives hope for the future.

b) ESC Report

The main headlines of the topics covered in Cll JM's (ESC) written report include:

- Works on Shingle Street.
- People smuggling.
- Hedge cutting.
- Coffee caravan.
- Funding gap forces council to halt flood barrier scheme.
- Biodiversity motion to full council inadequate in dealing with issues.

A copy of the full reports can be seen at www.shottisham.suffolk.cloud

6-12/03/24 End of year preparation including:

- **Review Standing Orders and Financial Regulations**
Councillors were sent a copy of the revised Standing Orders and Financial Regulations that are based on the latest model documentation from NALC. Councillors have reviewed them and have agreed to adopt them for 2024/25 at the AGM in May.
- **Review Risk Assessments and Internal Control Arrangements**
The Financial Risk Assessment has been updated for 2024/25 by the clerk this month and the Playground Risk Assessment will need to be updated shortly. It was decided to continue with the existing Internal Control Arrangements updated in 2023/24.
- **Review the LGA Model Councillor Code of Conduct 2020**
It has been agreed that the LGA Model Councillor Code of Conduct 2020 will continue to be formally adopted by the council and all councillors have been sent another electronic copy.
- **Review the Asset Register of 2024 and confirm adequate insurance cover**
The Asset Register will need to be amended for 2024/25 to include the generator purchased by the Parish Council on 05/06/2023 which is valued at £268.79. The insurance policy will need to be updated to include this new asset.
- **Review Data Protection and Information Policy 2024**
Councillors have agreed to continue with the new Data Protection and Information Management Policy introduced to the council in 2023/24.
- **Appoint an Internal Auditor for 2024**
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 his audit fees are comparable with those from SALC.
- **Dates of meetings for 2024-25**
The meeting dates for 2024/25 have been agreed and will be posted to the website before the next meeting in May. The Annual Parish Meeting will take place in the Trust Hall on Tuesday May 14th at 7:00 pm followed by the Annual General Meeting at 8:00 pm.

7-12/03/24 To receive updates on Highway Issues:

Issues on Ford Hill are still giving cause for concern including the blocked drain outside Brook Cottage which overflows onto the road when it rains. Also, the repair to the bridge at Ford Hill is going to take some time as East Suffolk council have a backlog of ongoing repairs, despite it being an insurance job.

8-12/03/24 To receive updates on playground issues:

- **Playground Maintenance**
The post on the main trim trail is rotten and needs replacing but maintenance funds are low so it will have to wait until money becomes available. Cll RK has put in a request to Anglia 3 who have made some money available to local councils. If this is not forthcoming, he has other places to try.
- Cll RK is disappointed to report that the council have lost the use of their handyman Simon Houldey who has now found full time work and is no longer available to undertake minor repairs at the playground. Councillors propose trying to find another handyman rather than contacting one of the larger companies, who tend not to be interested in small projects.

9-12/03/24 To confirm Planning Access Notification DC/24/0329TCA received no objections:

Councillors were contacted via email regarding this planning application last month and had no objections to it which was confirmed on the planning portal by the clerk LR. Cll JC declared an interest in this planning application so took no part in the decision.

10-12/03/24 To discuss the possible impact of Anglia 3 on Shottisham:

Recent meeting about Anglia 3 confirmed that the traffic lights will be installed on Ford Hill again soon to control the construction traffic using the road. Cll RK has not been told how long they will remain in place this time but will report back when he has more information.

11-12/03/24 To discuss the implications of the Sorrel Horse lease being up for sale:

Cll RK expressed his concern at the news in the East Anglian that Clem and Rebecca are looking at finding new tenants to purchase the lease of the Sorrel Horse and the impact this might have on the village. Councillors agreed that this was a private matter that did not require involvement from the parish council at this stage.

12-12/03/24 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.suffolk.cloud)

- a) At the close of business on 2nd March 2024 the current account stood at £10,666.26 which includes £5,000 leftover from the Lottery Funding grant.
- b) Signing of cheques at meeting
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|------|------------------|---------|
| i. | Clerk's wages | £280.00 |
| ii. | HMRC | £70.00 |
| iii. | Clerk's expenses | £8.99 |
| iv. | Shottisham WI | £30.00 |

13-12/03/24 Updates from the previous meeting in January:

Minute Point	Action Required	Responsibility
9-09/01/24	Contact Cll AR to ask for Shottisham to be reinstated on the gritting route.	Completed by Cll RK

14-13/03/24 Matters to be brought to the attention of the council:

Cll DW has been tasked with organising the lighting of the beacon at the back of the Sorrel Horse to celebrate the 80 D Day celebrations on the 6th June at 9:15 pm. Cll DW enquired as to whether the SPC was sufficiently insured re lighting the beacon in view of the proximity of the thatched pub and was assured that was indeed the case. He plans to ask Natalie to include the event in the village newsletter for April. It was confirmed that the council plan to provide a glass of fizz and some nibbles to those attending.

15-12/03/24 Action points arising from the May meeting:

Minute Point	Action Required	Responsibility
6-12/03/24	Amend the Asset Register to include the generator purchased on 05/06/2023 value at £268.79.	Clerk LR

Date and Time of next meeting: 14th May 2024 at 8:00 pm in the Trust Hall

Chairman:

Date: 14th May 2024