

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 14th November 2023

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

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

1-14/11/23 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll A Reid, Cll P Bouscarle (PB), Cll J Campbell (JM) and Cll K Emerson (KE).

2-14/11/23 Open Forum:

A parishioner expressed serious concern about the issues on Ford Hill including a blocked gully, accidents and ongoing bridge repairs. Cll RK has worked tirelessly to try and resolve these issues, but Highways are completely disinterested. Coping stones have been removed from the top of the bridge and metal railings are in place to support it temporarily, with no date given as to when the actual repair will take place.

3-14/11/23 Receive any Declarations of Interest:

There were no declarations of interest.

4-14/11/23 Signing of Minutes:

The minutes of the meeting held on the 5th September 2023 were duly signed off by Chairman RK as an accurate record.

5-14/11/23 SCC and ESC Reports:

a) SCC Report

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

- Trading Standards seize 2,500 illegal vapes in Ipswich.
- More LINK foster carers are urgently needed in Suffolk.
- Council urges communities to respond to Sea Link consultation.
- More than 200 properties flooded by Storm Babet.
- Suffolk Residents invited to help shape the future of library services.

b) ESC Report

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

- Full council motion.
- Road signs and flooding.
- Garden fires and fireworks.
- Action notes

Cll JM also made comment on several local issues including a third planning application from Simperts for a campsite in Ramsholt which he has objected to again. He has also objected to a planning application for Coronation Avenue, Hollesley from ESC. Both objections being based on environmental grounds. Cll JM was also interviewed on Radio Suffolk about his concerns about the roads on the peninsula, which are being neglected and ignored leading to flooding and some areas being completely cut off. A long-term strategy is needed to resolve these problems.

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

6-14/11/23 To consider draft budget for 2024-25 prior to setting precept in January:

Copies of the draft budget were sent out to councillors before the meeting by the clerk. The year-end estimate of £5,203 for 2023/24 is likely to result in an overspend of £590.70. The predicted expenditure for £2024/25 was discussed and councillors agreed to keep the budget for playground repairs to £1000. It was also decided that donations would remain at £200 but would still be limited to local causes.



Councillors proposed setting the precept at £5,500 which is a very slight increase on this year. The draft budget will be approved at the January meeting before the council decide the final precept.

7-14/11/23 To consider lighting the beacon to commemorate the 80th anniversary of D Day:

Shottisham Parish Council have agreed to take part in the Lighting of Beacons on Thursday 6th June to commemorate the 80th anniversary of D Day. The clerk LR will inform ESC that Shottisham would like to take part in the event and Cll DW will be the contact in charge of lighting the beacon. Councillors will invite the village to attend the event and will provide a toast of prosecco. Cll JM has volunteered to provide a £200 donation towards this event from his Enabling Communities budget.

8-14/11/23 To review the new Litter and Dog Waste Bin draft policy from ESC:

The council have been asked to review the new Litter and Dog Waste Bin policy proposed by ESC who are suggesting some changes to the existing policy. ESC plan to map all existing bins with a unique reference number and then plot them onto a digital plan, linked with its current rounds collection. There were some concerns that this might be a cost cutting exercise that could have an impact on Shottisham. Cll RK will read through the policy carefully again and report back if he finds any issue with it.

9-14/11/23 Update on Highways Issues:

Written report received from Cll PW commented on the following:

- **Blocked drains outside No 1 New Houses**
Cll PW reported the blocked drain outside No. 1 for the fourth time after the recent floods but there has still been no action from Highways. However, the culvert has since been re-dug and the tenant reports that it appears to be much more effective.
- **Junction B1083 and Hollesley Road:**
Josh White from Highways has now inspected this junction and agrees that the SLOW signs need to be re-painted but the 40mph sign will not be moved to the other side of the junction, as proposed by Cll PW. This is only likely to be considered if there is a fatality as SCC do not have the funds available to spend £10,000-£12,000 to move it and neither do the parish council.
- **Farm traffic safety concerns**
Cll DW expressed further concern about the dangerous driving of local farm traffic, having been run off the road twice recently. He suggests the council communicates these issues to the local farming fraternity and appeal to them directly to ask their drivers to have more consideration for other road users before there is a serious accident.

10-14/11/23 Update on Playground Issues:

Findings from the RoSPA report

The RoSPA report has identified several medium risk areas in the playground which need some work doing. Cll RK has produced a list of priorities from this report and proposed that Simon works through them gradually in order, which was agreed. After much discussion councillors decided not to spend £600 on a Resistant Penetration Drill Test as recommended by RoSPA but would prefer to put this money towards some of the remedial work. Cll DW intends to source a supplier who can supply replacement posts using recyclable materials.

11-14/11/23 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 shottisham.onesuffolk.net)

- a) At the close of business on 3rd November 2023 the current account stood at £12,876.19 of which £2,627.59 has already been paid out of the £3,000 playground maintenance fund. £5,000 in the account comes from the Lottery Fund and has been ring fenced for new playground equipment.
- b) Signing of cheques before meeting
 - i. Business Services (CAS) (insurance) £288.00
 - ii. Playsafety Ltd (RoSPA report) £350.00
 - iii. Suffolk.cloud (website hosting) £625.24

- c) Signing of cheques at meeting
 - iv. Clerk's wages £280.00
 - v. HMRC £70.00
 - vi. Shottisham WI £40.00
 - vii. Dawy Kay (Peninsula Meeting refreshments) £14.69
 - viii. CGM Group (grass cutting in October) £144.00
 - ix. Lesley Roberts (ASUS laptop) £499.99
 - x. Ray Kay (playground maintenance) £350.00

12-14/11/23 Updates on actions from the meeting in September

Minute Point	Action Required	Responsibility
7-05/09/23	Order a table tennis table and anchorage kit for delivery in the spring.	Ongoing Cll KE
9-05/09/23	Complete the request form for online banking and send to Santander with relevant ID from two signatories.	Completed Clerk LR
10-05/09/23	Set up new .gov.uk email addresses and start using instead of personal email addresses by the next meeting.	Ongoing Cll KE
11-05/09/23	Contact HMRC and query the penalty letter received by the clerk this month.	Ongoing Cll RK

13-14/11/2023 Matters to be brought to the attention of the council:

Nothing reported.

14-14/11/2023 Action Points arising from the November meeting:

Minute Point	Action Required	Responsibility
7-05/09/23	Order a table tennis table and anchorage kit for delivery in the spring.	Cll KE
10-05/09/23	Set up new .gov.uk email addresses and start using instead of personal email addresses by the next meeting.	Cll KE
11-05/09/23	Contact HMRC and query the penalty letter received by the clerk this month.	Cll RK
7-14/11/23	Contact ESC to inform them that Shottisham would like to take part in the D Day event and have nominated Cll DW as the contact who will be lighting the beacon.	Clerk LR
8-14/11/23	Read through the draft Litter and Dog Waste Policy and report back if any issues for Shottisham are found.	Cll RK

Date and Time of next meeting: 9th January 2024 at 7.30 pm in the Trust Hall

Chairman:



Date: 9th November 2023