

Shottisham Parish Council
Minutes of the Annual General Meeting held on Tuesday 14th May 2024

Present: Chairman R Kay (RK), Cll P Widdup (PW), Cll P Bouscarle (PB), Cll David Wass (DW) and Cll James Campbell (JC).

Attendees: Clerk L Roberts (LR) and two parishioners.

1-14/05/24 Elect a Chair and Sign Declaration of Acceptance of Office:

Cll PB proposed that Cll RK continue as Chairman for 2024-2025 and thanked him for all his hard work as chairman last year. This was seconded by Cll PW and carried unanimously. Cll RK duly agreed and signed the Declaration of Acceptance of Office which was countersigned by the Clerk LR.

2-14/05/24 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll Andrew Reid (AR).

3-14/05/24 Public Forum:

- A parishioner queried who should be cutting the footpath that runs alongside the allotment as it is getting very overgrown making it difficult to walk. It was decided that ESC usually cut it once a year but rather than waiting it was proposed that a working party be put together to do it themselves.
- More complaints have been received regarding the poor mobile signal in the area which left a parishioner unable to make an important phone call while being held up by a serious traffic accident.
- Water is also still causing an issue at the top of Ford Hill and is flooding across the road starting to break it up. There seem to be a number of reasons why this water is coming out onto the road, and it is not easily resolvable.

4-14/05/24 Declarations of Interest:

There were no declarations of interest from councillors.

5-14/05/24 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 12th March 2024 were duly signed off by Chairman RK as an accurate record.

6-14/05/24 Adoption of Standing Orders and Financial Regulations:

Councillors confirmed the adoption of the newly reviewed Standing Orders for 2024 but are awaiting a final version of the Financial Regulations. NALC have pre-released a new set of Model Financial Regulations that are significantly different from previous versions. The clerk has been amending the new version to comply with Shottisham Council's requirements and councillors have approved the draft copy, which will be adopted once NALC release the final version. A copy of the latest versions will be dated and uploaded to the Council Documents on the website by the clerk.

7-14/05/24 Adoption of the LGA Model of Conduct 2020:

Councillors agreed to continue to comply with the LGA Model of Conduct 2020 as recommended by SALC for use by all Town and Parish Councils. This was duly adopted again, and a copy is available in the Council Documents on the village website.

8-14/05/24 Accept and sign the Accounts to 31st March 2024:

The accounts for 2023/24 were disseminated before the meeting and agreed by all councillors at the meeting. A copy has been signed by the Chairman RK and clerk LR. A copy will be uploaded in the Annual Accounts on the village website.

9-14/05/24 Accept Internal Verifier's Report for 2023/24 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2023/24:

The Internal Verifier's Report for 2023/24 and Page 4 of the AGAR were disseminated before the meeting and agreed by all councillors at the meeting. No recommendations were made by the Internal

Auditor this year. A copy of the Annual Internal Report 2023/24 (page 4) will be uploaded in the Annual Accounts on the village website as required, alongside the Internal Verifier's Report as was recommended by SALC.

10-14/05/24 Declare Parish Council exempt from Limited Assurance Review by PFK Littlejohn LLP and completion of Certification of Exemption:

The Parish Council declared that Shottisham Parish Council is exempt from a Limited Assurance Review for 2023/24 and certified that its total gross income and annual expenditure for 2023/24 did not exceed £25,000. The clerk completed and signed the Certificate of Exemption which was countersigned by Chairman RK. One copy of the certificate will be uploaded in the Annual Accounts on the village website, and another sent to external auditors PFK Littlejohn LLP by the clerk via email, as required.

11-14/05/24 Agree and complete Section 1 of Part 2 of the AGAR 2023/24:

The Section 1 - Annual Governance Statement 2023/24 was disseminated to councillors before the meeting and read out at the meeting by Chairman RK. All statements were agreed by councillors. The chairman RK completed and signed the Annual Governance Statement which was countersigned by the clerk. A copy of this statement will be uploaded in the Annual Accounts on the village website as required.

12-14/05/24 Agree and complete Section 2 of Part 2 of the AGAR 2023/24:

The Section 2 – Accounting Statements 2023/24 was completed by the clerk and disseminated to councillors before the meeting. These Accounting Statements were approved by councillors, signed by the clerk and the Chairman RK. A copy of the Accounting Statements will be uploaded in the Annual Accounts on the village website as required.

13-14/05/24 Review and approve the Asset Register:

The Asset Register reviewed at the last meeting has been amended to include the generator costing £268.79 which was purchased by the Parish Council in June 2023. This brings the Asset Register up to £53,859. Councillors approved the amended Asset Register which will be uploaded in the Council Documents on the village website by the clerk.

14-14/05/24 Update on Highways Issues:

Parishioners attending the Annual Parish Meeting before the AGM asked if the ANPR could be sited halfway down the hill coming into the village from Hollesley on its next visit to check on the speed of cars from this direction. Cll PW listened to their concerns and agreed to find out if this was a suitable site for the ANPR and if so, will request it is sited there rather than at Ford Hill next time.

15-14/05/24 Update on Playground Issues:

- Cll DW inspected the playground recently and has completely removed four of the rotted posts on the left-hand side of the ramp to the fort together with the rope; one rotted post on the right-hand side and restrung this rope albeit with one post missing. The remaining posts seem solid enough for the time being and have been left in place as they could not be shifted.
- As the central post on the Trim Trail still needs renewing Cll JC suggested ripping up the whole thing and replacing it with new equipment, but it was agreed that this would be too costly. Cll JC has volunteered to find out how much it would cost to replace part of the trim trail with new equipment instead and will report back at the next meeting.
- Councillors recently approved a new grass cutting contract with CGM now known as Nurture Landscapes, and the first cut was completed on the 23rd April with the next one being due on the 17th June. The service agreement is for 6 cuts and 1 weed treatment per year and will need to be renewed again in March 2025.

16-14/05/24 Discuss 80th D Day celebration plans:

Cll RK reported that 42/44 people have expressed an interest in attending the D Day event being organised by him and Dawn on the 6th June. It will be taking place in the Church Car Park and will start

between 6:30/7:00 pm. Ryan from the Sorrel Horse has kindly allowed the use of the pub toilets and the pightle, if required. The church has agreed to lend out their gazebo and some table and chairs for the village event. People have been asked to bring a dish along to share, with prosecco and nibbles being provided by a donation from Cll James Mallinder. The beacon lighting at 9:15 pm will be organised by Cll DW and will be lit by the chairman. Help transporting the tables, chairs and gazebo will be required.

17-14/05/24 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 shottisham.onesuffolk.net)

- a) At the close of business on 3rd May 2024 the current account stood at £16,120.30 which includes:
- a. Precept payment £5,500 paid in on 30/04/2024
 - b. Playground donations £5,250 (ring fenced)
- b) Internal auditor's report.
The auditor Trevor Brown conducted and completed the internal audit for 2023/24 on the 25th April 2024. The auditor expressed his appreciation to the Clerk for her assistance during the audit work and made no recommendations for this year.
- c) Signing of cheques at meeting
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| i. | Clerk's wages | £280.00 |
| ii. | HMRC | £70.00 |
| iii. | SALC subscription | £119.08 |
| iv. | Trevor Brown (audit) | £200.00 |
| v. | Shottisham Trust Hall | £40.00 |

18-14/05/24 Updates on actions from previous meeting in March

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.	Completed by Clerk LR

19-14/05/2024 Matters to be brought to the attention of the council:

Cll JM sent a reminder to the parish council that ESC is offering free packs of spring bulbs to parish councils as part of their East Suffolk Blooms campaign. Cll PW was pleased to report that he has already put in an application for Shottisham for 2025.

20-14/05/2024 Action Points arising from the May meeting:

Minute Point	Action Required	Responsibility
3-14/05/24	Organise a working party to cut the footpath running past the allotments as it is getting very overgrown.	Cll PW, Cll PB
6-14/05/24 13-14/05/24	Upload all relevant documents to the website as required.	Clerk LR
10-14/05/24	Send a copy of the Exemption Certificate to PFK Littlejohn LLP by email and upload a copy to the website.	Clerk LR
14-14/05/24	Request that the ANPR is sited halfway down the hill coming into Shottisham from Hollesley, on its next visit.	Cll PW
15-14/05/24	Find out how much it would cost to replace part of the trim trail with new equipment and report back.	Cll JC

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

Chairman:



Date: 9th July 2024