

Shottisham Parish Council
Minutes of the Meeting held on Tuesday 9th July 2024

Present: Chairman R Kay (RK), Cll P Bouscarle, Cll P Widdup (PW) and Cll J Campbell (JC).

Attendees: Clerk L Roberts (LR).

1-09/07/24 Chairman's Welcome and Apologies for Absence:

Apologies received from (SCC) Cll A Reid (AR), (ESC) Cll J Mallinder (JM) and Cll D Wass (DW)

2-09/07/24 Open Forum:

No public attended.

3-09/07/24 Receive any Declarations of Interest:

There were no declarations of interest.

4-09/07/24 Signing of AGM Minutes:

The minutes of the Annual General Meeting held on the 14th May 2024 were duly signed off by Chairman RK as an accurate record.

5-09/07/24 SCC and ESC Reports:

a) SCC Report

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

- Rogue trader plumber admits defrauding customers around East Anglia.
- Company and director found guilty of breaching fire safety regulations in Ipswich.
- Suffolk residents advised – don't do business with cold callers.
- Blue Badge abuser prosecuted for misusing Blue Badge in Ipswich.

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

b) ESC Report

No report available from ESC.

6-09/07/24 To confirm adoption of updated Financial Regulations for 2024

The clerk has amended the final version of the Model Financial Regulations released by NALC to comply with Shottisham Council's requirements and sent a copy round for councillors to view before the meeting. Councillors approved the updated version and confirmed adoption of the Financial Regulations 2024 at the meeting. A copy of the latest version has been uploaded to the Council Documents on the website by the clerk.

7-09/07/24 Update on Highways Issues:

- Cll PW has received confirmation that his request to site the ANPR halfway down the hill coming into the village from Hollesley on its next visit has been approved and it will be in situ for a week. He proposed that the results are discussed at the next meeting and published in the minutes, which all councillors approved.
- Cll PW has reported the long grass obscuring the view at the B1083 Hollesley/Sutton junction on the Highways Reporting Tool and is waiting for a response.
- A Freedom of Information Act request from Cll PW has confirmed that SCC have spent £289,000 on signage for Quiet Lanes in Suffolk.
- Problems with water flooding onto the road outside Brook Cottage continue and there are signs that the road is starting to break up. Councillors expressed concern that this could lead to troublesome potholes in the winter.

8-11/07/23 Update on Playground Issues:**New equipment**

- Cll JM has arranged for Sovereign Playgrounds to pay a visit to the playground on the 15th July to have a conversation with them about replacing some of the worn-out equipment. All the companies he has spoken to so far have recommended using wooden equipment with metal ground inserts because replacing with metal or synthetic is prohibitively expensive. Cll JC will get them to give him a price for the various options for comparison.

Playground maintenance

- The results from the new grass cutting contract have been disappointing so far this year. The first cut was done at the end of the April, with the second cut taking place 9 weeks later. The length of the grass was too much for the machines to handle and left the grass looking atrocious with great big chunks left behind. The clerk has written a letter of complaint to the company and provided photographic evidence to back this up. The next cut is due the week beginning the 15th July and it is hoped there will be a considerable improvement.
- After inspecting the playground equipment recently Cll JC reported that the remaining posts leading up the side of the slide are starting to get wobbly again and will need looking at again at the end of the summer. Councillors agreed the next step would be to remove the handrail completely and take out the remaining posts once they are considered a safety risk. This will be revisited in September.

9-09/07/24 To discuss problem of overgrown footpaths

The clerk has received several complaints about the state of the overgrown footpaths on the Broxstead Estate and has been in contact with Robbie from the estate who has been very helpful. He has now used a member of the farm team to pull the old 6-foot cutter out of the nettles to cut the paths, as a temporary measure. The clerk has been in contact with him again with further complaints about the footpath across the Heath which is now almost impassable and is awaiting a response.

10-09/07/24 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 9th July 2024 the current account stood at £15,711.22 which includes £5,000 ring-fenced for playground expenses.
- b) Cheques already paid and signed:
 - a. Nurture Landscapes Ltd £149.76
- c) Signing of cheques at meeting
 - a. Clerk's wages £280.00
 - b. HMRC £70.00
 - c. Clerk's expenses £22.20
 - d. Shottisham WI £40.00

11-09/07/24 Updates on actions from the AGM meeting in May

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.	Not required. Cll PB cut the paths back with the help from some volunteers in the village.
6-14/05/24 13-14/05/24	Upload all relevant documents to the website as required.	Completed by 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.	Completed by Clerk LR

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14-14/05/24	Request that the ANPR is sited halfway down the hill coming into Shottisham from Hollesley, on its next visit.	Completed by 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.	Ongoing Cll JC

12-09/07/2024 Matters to be brought to the attention of the council:

No matters arising from the meeting.

13-09/07/2024 Action Points arising from the July meeting:

No actions required this month.

Date and Time of next meeting: 10th September 2024 at 7.30 pm in the Trust Hall

Chairman:

Date: 10th September 2024

DRAFT