

Present: Chair R Kay (RK), Cll P Widdup (PW), Cll P Bouscarle (PB), Cll D Wass (DW), Cll N Brett (NB) and Cll C Darby (CD).

Attendees: (ESC) James Mallinder (JM), Clerk L Roberts (LR) and 3 parishioners.

1-11/03/25 Chair's Welcome and Apologies for Absence:

Apologies received from Cll James Campbell (JC) and (SCC) Cll Andrew Reid (AR).

2-11/03/25 Open Forum:

No comments received.

3-11/03/25 To receive any Declarations of Interest:

There were no declarations of interest.

4-11/03/25 Signing of Minutes:

The minutes of the Parish Council Meeting held on the 14th January 2025 were duly signed off by Chair RK as an accurate record.

5-11/03/25 SCC and ESC Reports:

a) SCC Report

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

- New cabinet role to lead on devolution and local government reform in Suffolk.
- Suffolk prepares for another significant solar farm proposal.
- £1.6 million investment proposed following inspection of Suffolk Fire and Rescue Service.
- Funding made available for safer, healthier and accessible travel around Suffolk.
- Suffolk County Council confirms 2025/26 budget.
- Suffolk communities to suffer from lack of energy project coordination.
- Suffolk's 45 libraries to remain open and see new investment as Suffolk County Council plans to take service back in house.
- Suffolk County Council Cabinet approves Local Transport Plan.
- Suffolk County Council approves £2.7m funding for Benacre flood protection scheme.
- County leaders to propose one council for Suffolk.

b) ESC Report

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

- MP visit to the Deben Ward.
- Support for Hollesley Meet-up Monday New Year Lunch.
- 2nd crash at Hollesley water tower.
- February full council meeting.
- Pardon the weeds pointless rebranding and Love East Suffolk district wide litter pick cancelled.

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

- Speaking out at council in February expressing his concern about the plans to provide every household with yet another plastic bin instead of thinking of alternative solutions to the government's mandate to homogenise rubbish collection.
- Voting against ESC increasing council tax bills by the maximum amount while wasting money on rebranding 'Excuse the Weeds' to 'Nature at Work' for £49,000 and other vanity projects.
- Inviting MP Jenny Riddell Carpenter on a mini tour of the peninsula to find out about the issues affecting the local area. These include highway issues, flooding, social isolation and poor mobile phone connectivity. She spent three hours on the peninsula and chatted to councillors from several parish councils, including Shottisham.

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

6-11/03/25 End of year preparation including:

- **Review Standing Orders and Financial Regulations**
Councillors were sent a copy of the Standing Orders and updated Financial Regulations that are based on the latest model documentation from NALC. Councillors have reviewed them and have asked for the Standing Orders to be amended to change Chairman to Chair throughout, to make them gender neutral. The Financial Regulations have been updated to include the new online banking procedures too. Councillors have agreed to adopt them for 2025/26 at the AGM in May.
- **Review Risk Assessments and Internal Control Arrangements**
The Financial Risk Assessment and Playground Risk Assessment have been updated for 2025/26 by the clerk this month. The existing Internal Control Arrangements have also been updated for 2025/26 to include the new online banking procedures.
- **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 2025 and confirm adequate insurance cover**
The Asset Register has been amended for 2025/26 to remove the old trim trail and include the new one purchased by the Parish Council in November 2024 which is valued at £5,136.34. The insurance policy will need to be updated to include this new asset.
- **Review Data Protection and Information Policy 2025**
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 2025**
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 2025-26**
The meeting dates for 2025/26 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 13th at 7:00 pm followed by the Annual General Meeting at 8:00 pm.

7-11/03/25 To report back on meeting with MP Jenny Riddell Carpenter:

Councillors had a productive meeting with MP Jenny Riddell Carpenter and Cll JM on Saturday 15th March at the Trust Hall. They discussed the issues affecting the village including the 20-mph campaign and lack of connectivity and agreed that she came up with some good ideas and shows a good awareness of concerns across the peninsula. There was talk of setting up a task group made up of landowners, county councillors, highways England and environmental England to look at highway's issues across the peninsula. However, councillors were not convinced that Shottisham's connectivity issues were fully understood and would be resolved by the eventual implementation of fibre, as this would not solve the problem when the power goes off.

8-11/03/25 To receive updates on Highway Issues:

Cll NB has spoken to Josh White from Highways who believes that further traffic surveys are unnecessary as we have enough data to pursue with reasonable argument and more data could confuse the issue. He states that we are in a good position to keep going with our 20-mph campaign and suggests looking at Palgrove, who recently had theirs approved. The major concern is the cost of the Traffic Regulation Order (TRO) required, which is likely to cost £10,000 or more. Cll NB will contact Josh White again and ask for a full breakdown of the cost. Cll CD proposed the setting up of a fund separate from the parish council that could be used to accumulate money towards the cost. A bank account would need to be set up requiring three signatories where any donations could be deposited. Tight records would need to be kept, ensuring donations are accurately recorded. Cll NB and Cll CD have agreed to find out more about setting up a special fund.

Concerns were raised about the junction at Sutton Heath as the road has been closed again as, yet another accident took place at the junction this week. Cll PB questioned again why the 40-mph zone could not

be extended to the other side of the junction which would help to slow down traffic before the junction. It appears that cost is the issue again.

9-11/03/25 To receive updates on playground issues:

- **Playground Maintenance**

The clerk contacted the local pest control firm Urban Wolf and asked them to get rid of the moles in the playground, which they did but at a cost. They charge £80 to set up the underground traps and then £80 per visit. It came to a total of £320 to get rid of 8 moles, which seems rather excessive. A cheaper option will need to be found before the moles pay a return visit. Chair RK is still waiting for the weather to improve before doing some minor maintenance to the seesaw and trim trail poles.

- **Grass cutting**

Nurture Landscapes have completed the first grass cut of the year this week and the contractors have done a good job of it this time round. The first cut was booked for April this year, but they have decided to come earlier for some reason, probably weather related.

10-11/03/25 To confirm arrangements for VE Day Beacon Lighting 9:30pm – 8th May:

Cll NB and Cll DW have spoken to Ryan at the Sorrel Horse who confirmed that he aims to put on a barbeque in the evening to celebrate the VE Day event and will make an announcement when the beacon is being lit. Councillors are planning to provide a prosecco toast for anyone who attends the lighting.

11-11/03/25 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 2025 the current account stood at £6,238.42.

b) Online payments authorised before the meeting include:

i. Urban Wolf Pest Control Services £160.00

c) Online payments to be authorised at the meeting include:

i. Clerk's wages £280.00

ii. HMRC £70.00

iii. Shottisham WI £40.00

iv. Urban Pest Control Services £160.00

12-11/03/25 Updates from the previous meeting in January:

Minute Point	Action Required	Responsibility
9-14/01/25	• Request extra speed surveys.	No longer required
10-14/01/25	• Request a donation for a prosecco toast from Cll JM. • Consult with Ryan (Sorrel Horse) regarding the VE Day 80 beacon lighting event.	Completed Completed

13-11/03/25 Matters to be brought to the attention of the council:

- Shottisham WI have asked the council to consider providing them with a small donation towards their next improvement project. They intend to renovate the Trust Hall kitchen to make it more modern, appealing and user friendly and would like a contribution from the council towards this. Councillors held a vote and decided against providing any support for this project.
- Cll PW asked for advice regarding the state of repair to the bridge at the end of the public footpath crossing his field. He wanted to know who was responsible for repairing the bridge and Cll JM informed him that it is the landowner's responsibility. Cll PB suggested putting together a working party to help with the remedial work, and it was proposed that this be organised outside the meeting.

14-11/03/25 Action points arising from the May meeting:

Minute Point	Action Required	Responsibility
6-11/03/25	Standing Orders to be amended to change Chairman to Chair throughout, to make them gender neutral.	LR
8-11/03/25	Ask Josh White for a full breakdown of the cost of the TRO required for a village speed limit of 20 mph.	NB
8-11/03/25	Find out more about setting up a special fund (separate from the parish council) to accumulate donations to put towards the cost of a 20 mph TRO.	CD/NB

Date and Time of next meeting: 13th May 2025 at 8:00 pm in the Trust Hall

Chair:

Natake Brett

Date: 13th May 2025