

Shutford Parish Council Meeting

Wednesday 14th May 2025 at 7.30pm in Shutford Village Hall

The meeting commenced at 7.30pm

Present: Cllrs: Ashley Taylor (Chair), George Reynolds, Stephen Barnes, Donna Court, Chris Hall, David Best (Clerk) and three members of the public attended the meeting.

25/020	Election of Chairman and Vice Chairman Cllr Ashley Taylor was re-elected as chairman Cllr Chris Hall was re-elected as Vice-Chairman
25/021	Apologies for Absence: Cllrs Alison Hughes & Lynne Parsons and District & County Councillor Chris Brant
25/022	Declarations of Interest: None
25/023	Minutes of the last meeting: It was RESOLVED that the minutes of the meeting held on 12 th March 2025 were a correct record (unanimous) and signed by the chairman.
25/024	Matters arising from previous minutes: Highways Engagement Team meeting – The OCC team advised that they would check the drains and gulleys but have not reported back so it was agreed that the clerk would chase an update.
25/025 25/025/1 25/025/2 25/025/3 25/025/4 25/025/5	Parish Matters: Allotment Update and letter from Broughton Estate – Cllr George Reynolds and David Best met two representatives from Broughton Estate who advised: <ul style="list-style-type: none"> - The allotments that have animals and geese on them should have Grazing Licenses directly with the Broughton Estate not Allotment Agreements with the Parish Council. - Allotments on the bank above Plot Road can be surrendered back to Broughton Estate who will clear them. - Allotment holders should only keep implements used for cultivation on the allotments and they should not be used for storage. The allotments were renumbered by the councillors responsible for them before Lynne took over responsibility. It was agreed that Cllrs Ashley Taylor and Chris Hall will cross reference them. Agree who Allotment who will take over allotment management from Lynne – Cllr Lynne Parsons who was responsible for the allotments has resigned as a councillor. None of the other councillors who were present wanted to take over responsibility for the allotments. It was agreed to ask if any allotment holders if they would like to manage the allotments. Location of Dot Harvey’s Bench – The Broughton Estate advised that it could not be located on land owned by them so it was agreed to locate it in Church Lane near the pond. Tree Condition Report – Land Arbour Solutions have carried out a report on the condition of the trees managed by the Parish Council. They advised that none required moderate or high priority works. It was agreed to review every year whether a survey is required. Slide on Dairyground – Infinity Playgrounds had inspected the slide and are checking whether regulations permit a cover to protect the slide from bird lime is permitted under the regulations.
25/026 25/026/1 25/026/2	Finance: Accounts – The year end accounts had been circulated prior to the meeting. The year-end balance/reserves had reduced from £16,090 in 2024 to £12,489 to 2025. This was largely due to unplanned expenditure on trees on the allotments. It was agreed to budget £300 for defibrillator battery replacement in future. Annual Return Certificate of Exemption - It was agreed that Mrs Debbie Pitt would be asked to carry out an internal audit of the accounts and that they would not be sent to the external auditors as the income and expenditure are both below the threshold.
25/027 25/027/1 25/027/2	Correspondence: Young Children Playing Signs by the Dairyground – A resident had asked if these can be installed. It was decided not to install them due to budget constraints and children had not been observed going into the road but the situation would be monitored. Kitebrook Minibus parked on Plot Road – Residents had complained about this as the road is

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25/027/3	<p>very narrow and may impede emergency Vehicles. It was agreed that Cllr Ashley Taylor would discuss this with the resident using the minibus.</p> <p>Installation of a 2nd Defibrillator – A resident has asked if a 2nd defibrillator could be installed. Defibrillators require a power supply and it was agreed to ask the owner of West Close Industrial Estate if it could be mounted on the wall at the entrance. Cllr Stephen Barnes is going to ask the Village Hall Management Committee if they would contribute towards the cost of a 2nd defibrillator.</p>
25/028	Planning: No applications or decisions since last meeting.
25/029	District Councillor Report - None
25/030 25/030/1 25/030/2	<p>Any Other Business:</p> <p>OCC Grass Cutting Grant – It was agreed that the clerk will ask OCC for an increase. Grass Cutting Quote – It was agreed to obtain an alternative quote.</p> <p>Councillor Vacancy Notice – It was agreed to advertise the vacancy.</p>

The next Parish Council Meeting will be held on Wednesday 9th July 2025 at 7.30pm in Shutford Village Hall.

There being no other business, the meeting closed at 8.50pm.

Signed by Chairman.....

Date.....