

**SHADINGFIELD, SOTTERLEY, WILLINGHAM AND ELLOUGH JOINT PARISH  
COUNCIL**

**Minutes of the Ordinary Meeting of the Parish Council  
Held at Shadingfield Village Hall on Wednesday 15<sup>th</sup> May 2019 at 7.00 pm**

Present: Cllr Barne, Cllr Chipperfield, Cllr Ellis (Chair), Cllr Gartley, Cllr London, Cllr Potter, Cllr Scuffil, Cllr Sheldrake, Cllr Wilson.

A. Downes (Clerk)

**090/19 To elect a Chair for the Parish Council**

Cllr Ellis was nominated and proposed by Cllr Chipperfield and seconded by Cllr Potter.  
Voted unanimously. Cllr Ellis continues as Chair.

**091/19 Apologies and absence**

Apologies from Cllr Parsons.

Absence for Cllr Ritchie.

**092/19 Welcome to new Councillors**

Cllr Ellis welcomed all Councillors.

**093/19 The meeting is declared open**

**094/19 Declaration of interest personal or prejudicial to this agenda**

None received.

**095/19 To approve the minutes of the meeting of the 17<sup>th</sup> April 2019**

The minutes were agreed as a true and accurate record

Proposed by Cllr Chipperfield.

Agreed unanimously. The minutes were signed by Cllr Ellis.

**096/19 Declare the meeting open for questions/comments from members of the public.**

**097/19 Reports and updates**

- a) Cllr Ritchie, Suffolk County Council – None received.
- b) Cllr Ritchie, East Suffolk District Council – None received.
- c) Suffolk Police – No report received. The online questionnaire was discussed. The general feeling was that there were no changes noticed since 2018. Cllr Barne mentioned Police Connect service that's available giving updates on local crime. He also mentioned Suffolk Rural Police.  
Cllr Potter noted that the main problem the area has is speeding.  
**Action: Cllr Ellis will summarise the conversation and enter it online.**  
**Action: Clerk to contact the police asking for attendance at a meeting.**

**Meeting closed for public contribution.**

**098/19 Correspondence (for information only)**

Various post-election emails re expenses, results and Register of Interests. The Clerk reminded all Councillors that the elections and Register of Interests are time sensitive.

**Action: Clerk to organise online access to Register of Interests.**

**099/19 Finance**

- a) Change of signatories for the new 4-year term.

Chairman: ..... Clerk: ..... Date: .....

Cllr Ellis to arrange to remove ex Cllr Davidson from signatory list. There are currently five signatories. It was agreed this would be sufficient.

**Action: Cllr Ellis to contact Lloyds Bank.**

- b) To approve payment of outstanding invoices.  
 Vertas - Grounds Maintenance (April to June) £251.75  
 Clerk's expenses £36.16  
 Clerk's pay £501.26  
 Beccles Town Council (12 x Folders and Dividers) £15.84  
 Proposed by Cllr Barne  
 Voted unanimously.

- c) Account balances  
 Account stands at £23,251.63  
 First precept has been received £3,600.78.

Councillor to check and initial the bank statement for verification.  
 Cllr Wilson signed.

- d) End Of Year Accounts  
 Will be going with Internal Audit next Friday (25<sup>th</sup> May) and will be returned after approximately 5 days).

- e) Training/Events  
 Cllrs Gartley, London and Parsons are booked onto a New Councillor Workshop (10am to 3.30pm) in Lowestoft on 21<sup>st</sup> May.  
 SALC is holding a new Councillor Briefing in Bungay on 18<sup>th</sup> June (7pm to 9pm) for Cllrs Chipperfield and London.  
 East Suffolk are holding a Parish and Town Council Planning Forum on 6<sup>th</sup> June in Lowestoft (3pm to 5.30pm). Cllrs Ellis and Gartley to attend.  
 The Clerk and Cllr Ellis advised that any refresher courses are beneficial as things change and it's great for networking.  
**Action: The Clerk to advise East Suffolk of Cllrs Ellis and Gartley to attend.**  
**Cllr Ellis to forward the email to Cllr Gartley.**  
 Cllr Ellis asked the Clerk if she wanted to attend the Cemetery Management training. The Clerk suggested that due to the fact she has the previous Clerk's training materials and the inactivity of burials it seemed wasted money for now. Should a burial arise she would contact the District Council for advice.

## 100/19 Planning

### (a) To consider any planning applications posted since the last meeting

**Received 17/04/2019 @ 18:36**

**Ellough**

**[Variation of Conditions Nos. 2 & 12 of DC/14/1917/FUL - Change of use of land to allow siting of 10 timber holiday lodges and 1 timber reception lodge, together with new access from the highway, parking for cars \(alongside each lodge\), new trackways, landscaping and horse paddock areas with new timber post and rail fencing. - Drawings & Lodge Details - Glebe Farm Church Road Ellough Beccles Suffolk NR34 7TR](#)**

**Ref. No: DC/18/4872/VOC | Received date: Mon 26 Nov 2018 | Status: Pending Decision | Case Type: Planning Application**

Cllr Ellis advised that, having checked the application today it has been permitted with conditions (no decking, verandas, hot tubs or external additions or alterations permitted).

**Received 03/05/2019 at 18:19**

**Ellough**

[Non Material Amendment of DC/18/3685/VOC - Variation of Condition No.4 of DC/12/1113/FUL - Installation of a 30MW solar farm and associated infrastructure - Proposed that condition 4 be amended to read: "The planning permission hereby granted is for a period from the date of this decision until the date occurring 40 years after the date of commencement of the development hereby permitted. Written notification of the date of commencement shall be given to the Local Planning Authority no later than 14 days after the event." - Installation of safe storage container - Land Adjacent To Ellough Airfield Benacre Road Ellough Beccles Suffolk NR34 7XD](#)  
 Ref. No: DC/19/1519/AME | Received date: Wed 10 Apr 2019 | Status: Pending Decision | Case Type: Planning Application

The extension to 40 years had been approved by Council in a previous meeting.

**Shadingfield**

[Construction of outdoor swimming pool - Church Farm London Road Shadingfield NR34 8DF](#)

Ref. No: DC/19/1772/FUL | Received date: Tue 30 Apr 2019 | Status: Pending Consideration | Case Type: Planning Application

No objection from Council. Voted unanimously.

**Sotterley**

[Construction of outdoor swimming pool - Church Farm London Road Shadingfield NR34 8DF](#)

Ref. No: DC/19/1772/FUL | Received date: Tue 30 Apr 2019 | Status: Pending Consideration | Case Type: Planning Application

No objection from Council. Voted unanimously.

**(b) To receive outcomes of planning applications**

**Received 07/05/2019 at 18:18**

**Ellough**

[Non Material Amendment of DC/18/3685/VOC - Variation of Condition No.4 of DC/12/1113/FUL - Installation of a 30MW solar farm and associated infrastructure - Proposed that condition 4 be amended to read: "The planning permission hereby granted is for a period from the date of this decision until the date occurring 40 years after the date of commencement of the development hereby permitted. Written notification of the date of commencement shall be given to the Local Planning Authority no later than 14 days after the event." - Installation of safe storage container - Land Adjacent To Ellough Airfield Benacre Road Ellough Beccles Suffolk NR34 7XD](#)

Ref. No: DC/19/1519/AME | Received date: Wed 10 Apr 2019 | Status: Application Permitted | Case Type: Planning Application

Noted.

Cllr Chipperfield asked for instructions to be sent for the planning portal. All Councillors requested the instructions.

**101/19 Clerk's Report**

Actions from previous minutes.

Suffolk County Council has been contacted regarding traffic calming measures. The Clerk is waiting for a response.

Clerk to email all regarding Changes to Development Management.

The Clerk sent an objection to Planning regarding hot tubs. It was discussed again, for those who were absent about the Planning procedure regarding decisions ONLY being made in a public meeting due to transparency. The objections have to be on the noticeboards.

The Clerk asked for the email group forms to be handed in to avoid unwanted emails going out unnecessarily to Councillors.

Action: Clerk to write grave adornments letter.

**102/19 Clerk’s Appraisal**

The Clerk is now due a 6-month appraisal. Date to be decided in June. Cllr Ellis will carry out the appraisal. Councillors were invited to forward constructive comments (in confidence) on Clerk’s performance to Cllr Ellis. If any Councillors wish to actively participate in the appraisal, they should contact the Chair.

Action: All Councillors to consider comments for Clerk’s appraisal.

**103/19 Annual Parish Meeting**

Cllr Scuffil was really pleased with the amount of people that turned up. The speakers were interesting and Cllr Potter commented that the letter drop was significant to the turn out for the evening. Cllr Gartley was thanked for her contribution towards the food.

The Clerk added that apologies were subsequently received from Tod Sullivan who had thought that the date was this month.

**104/19 Cemetery report.**

Nothing to report.

The SCPT have also commented on dangerous and inappropriate grave adornments.

Action: Clerk to write a letter to the relevant families,  
The Clerk is to research reservation and burial fees to bring back to the next meeting,  
Clerk to bring the hard copy of the Cemetery and plan.

**105/19 To update on the potentially dangerous Oak Tree in Sotterley.**

It was brought to our attention that there was a diseased tree at the Sotterley Chapel and the Clerk contacted Highways who have confirmed that responsibility for the tree lies with them. The Clerk gave credit to Cllr Ellis for suggesting that we find out who the tree actually belongs to. Cllr Wilson stated that she was extremely concerned that the tree should not be removed if not absolutely necessary. Cllr Barne stated that the Tree Surgeon at Highways has a good reputation. The Clerk reassured the Council that if the tree was our responsibility, we would have to have had three quotes which would have come with three opinions. Cllr Ellis acknowledged Cllr Wilson’s anger at the potential loss of a mature tree: furthermore, if the tree’s condition is communicable, the remaining trees on that site are put at risk if we ignore the issue. It was suggested that a new tree could be planted.

**106/19 Sotterley Chapel Preservation Trust Report**

a. Letter of agreement

The Clerk reported that the Letter of Agreement would be going out this evening. Cllr Potter had made several comments on it. As Cllr Scuffil hadn’t yet updated the document with Cllr Potter’s comments it couldn’t go out for circulation yet.

A discussion began about the responsibility of damage and how it would be paid for?

The SCPT are waiting for a final document agreed by Council.

Cllr Ellis asked if we should have it looked at by a legal adviser. Cllr Barne strongly advised against this. The general feeling was that it shouldn’t have legal involvement as it is a fairly formal document and there is an ‘understanding’ between the Parish Council

and the SCPT. Cllr Barne commented that it was great that Cllr Potter has volunteered to become the PC Rep for SCPT.

The Clerk asked that there is a vote that the document is not to be looked at by a Legal Adviser. Cllr Barne proposed and Cllr Scuffil seconded. 8 Cllrs voted for. Cllr Ellis voted against.

Action: Cllr Ellis asked that Cllr Potter or Cllr Scuffil forward the final version to the Clerk ready for forwarding to SCPT.

Cllr Potter asked that we formalise his position as the Parish Council Trustee. Cllr Ellis proposed this and it was seconded by Cllr Barne. Voted unanimously.

Cllr Scuffil commented that the new Letter of Agreement asked for 2 representatives from the Parish Council to attend '2+2 meetings'. Cllr Barne said he would be the other representative for the meetings.

Cllr Potter commented that he wasn't sure he could make the next meeting on 7<sup>th</sup> July.

Cllr Barne said he could attend.

Action: Clerk to advise SCPT that Cllr Potter is the new PC Representative and Cllr Barne will attend the '2+2 meetings'.

b. Change of locks

The Clerk had received the key at the APM. Cllr Scuffil asked that he borrow the key to prepare for the 'Birds and the Bees' event. The Clerk handed the Chapel key to Cllr Scuffil.

**107/19 Update on the Neighbourhood Plan**

Cllr Potter has made some progress. He has spoken to SCPT regarding the Chapel and the graveyard as a designated green space. He also discussed the use of the Chapel as another meeting venue. Cllr Potter reported that he will try and get some more completed in the next month. Cllr Ellis thanked Cllr Potter for speaking at the APM about the plan.

**108/19 Website**

Content – Update from Parish Clerk.

The grass cutting schedule has been added to the home page. For Cllr Barne's benefit who has missed a couple of meetings the Clerk updated on what's been put on about the roadworks, timetables etc.

The Clerk asked for profiles to be added to the website. It was decided that photos of individuals are not necessary and a favourite photo can be used as the photo.

Cllr Potter advised that Councillors need to be aware that they don't just add a single point for example speeding.

**109/19 To discuss the Shadingfield Playing Field Management**

The Clerk advised that Graeme Dyer (Chairman of SVHC) had received his letter. Cllr Ellis commented that she had spoken to Graeme. He said the terms of the Trust mean they are prohibited from raising funds for anything they don't own. They have spoken to John Loftus who has suggested the Sotterley Charitable Trust whose terms say that they 'protect, preserve and improve the Parish of Sotterley grounds and recreation grounds in and around the Parish of Sotterley'. Cllr Barne is a Trustee of that Trust. Cllr Barne suggested there be a separate Playing Field Committee. Cllr Ellis recommended a Playing Field Sub-Committee as part of the Parish Council. However, there are many advantages of being a Charity. Cllr Barne suggested that we go out to the Parish looking for representatives for the Committee. Cllr Ellis suggested that this be discussed at the 'Raising The Parish Profile' meeting on Monday.

Action: Sub Committee to be discussed at Raising the Profile of the Parish Council'.

Cllr Ellis commented that the moles had not been eradicated so the mole catcher is needed again.

Action: Clerk to contact Ian Riches re moles.

#### **110/19 Update on Defibrillator**

Cllr London has researched the criteria for a Defibrillator. Cllr Ellis has spoken to Matt (Landlord of the Shadingfield Fox) has said he is happy to have the Defib attached to his outside wall all the time he is there. Grants can be applied for if you fit the criteria. The Clerk suggested asking the District Councillor about his Locality Budget. Cllr Ellis will speak with Dermot from The Lions. There doesn't seem to be a more suitable location.

Action: Cllr Ellis to contact Dermot at The Lions.

#### **111/19 To discuss the Speed Cameras**

Cllr Gartley confirmed that the second Speed Camera was broken. Cllr Potter updated Cllr Barne on Clive (the new VAS Monitor). Cllr Ellis commented that Clive has received a quote but that we would need 3 quotes.

Action: Clerk to get 3 quotes for VAS signs. Cllr Potter asked that we get quotes for similar 'smiley' signs.

#### **112/19 To discuss the Adopt a Kiosk scheme**

Any unused telephone boxes can be adopted for £1. BT will leave the electricity supply for free.

**Point of order: Cllr Ellis noted that the meeting is getting close to 21:00 and asked that we are able to continue. All agreed.**

Cllr Gartley proposed that Cllr Chipperfield investigate and Cllr Barne seconded.

Action: Cllr Chipperfield to research whether the telephone box is available for sale.

#### **113/19 Raising the profile of the Parish Council**

Cllr Ellis announced that the meeting for this is in the Shadingfield Fox next Monday at 7pm. Cllr Gartley mentioned that she has spoken to Rachel Bunn and reserved a spot at the Sotterley Fair to raise the Parish Profile.

#### **114/19 Suggestions for alternative dates for the July meeting**

Cllrs Ellis and London won't be available for the usual date in July so Cllr Ellis will circulate a doodlepoll for available dates.

Action: Cllr Ellis to circulate a doodlepoll for July dates.

#### **115/19 Requests for items to be placed on the agenda for the next meeting**

Adopt a Kiosk  
Defib funding  
Burial and reservation fees.  
Profiles.  
Speed Cameras.  
Shadingfield Village Sign Post

#### **116/19 To note the next meeting of the council will be held on Wednesday 19<sup>th</sup> June 2019**

**Cllrs Ellis and Sheldrake signed the cheques**

**The meeting closed at 21:10**

**PLEASE NOTE THAT ALL PARISH COUNCIL MEETINGS ARE OPEN TO THE PUBLIC.  
THE PARISH COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF  
CONDUCT 2007. THE CODE OF CONDUCT IS AVAILABLE FOR INSPECTION BY  
CONTACTING THE CLERK**

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