

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

**Minutes of the Ordinary Meeting of the Parish Council  
Held at Shadingfield Village Hall on Wednesday 24<sup>th</sup> July 2019 at 7.00 pm**

Present: Cllr Barne, Cllr Chipperfield, Cllr Ellis (Chair), Cllr Gartley, Cllr London, Cllr Parsons, Cllr Sheldrake,  
A. Downes (Clerk)

**142/19 Apologies and absence**

Cllrs Potter, Scuffil and Wilson

**143/19 The meeting is declared open**

**144/19 Declaration of interest personal or prejudicial to this agenda**

None received.

**145/19 To approve the minutes of the meeting of the 24<sup>th</sup> June 2019**

The minutes were approved and proposed by Cllr Parsons. The vote was unanimous.

***Cllr Sheldrake joins the meeting.***

**146/19 Declare the meeting open for questions/comments from members of the public.**

Cllr Ellis welcomed Tina Hannay from Rural Coffee Caravan. RCC is a mobile community café with various funders. They pitch up in rural areas with tables and chairs. The service is free to combat rural isolation and loneliness. They assist with benefits and provide advice on things such as Smart Meters, Warm Home Scheme and signposting for various issues. Their main aim is to provide companionship. They can provide monthly visits and go where there is a need. They provide publicity. Cllr Barnes asked if they could attend the 1<sup>st</sup> September picnic. Cllr Ellis pointed out that it was a Sunday but they could provide some publicity. The caravan is available from 10am to 12pm and 2pm to 4pm.

Cllr Barne gave an update regarding the Sotterley Fair in Rachel Bunn's absence:

Cllr Barne issued a list of all the charities the event raised money for. Incredibly over £10,000 was raised with approximately 4,000 visitors. A total of over £53,000 has been raised over 5 years. The plan is to keep going without it getting too big. Cllr Barne pointed out that the event is very much down to Rachel Bunn. An acknowledgement was raised by Cllr Ellis thanking Cllr Gartley for her efforts on the Parish Council stall. Cllr Gartley gave a brief overview of the day.

**147/19 Reports and updates**

- a) Cllr Ritchie, Suffolk County Council – None received
- b) Cllr Cloke, East Suffolk District Council – None received but the information that was received about verges was mentioned,
- c) Suffolk Police – No report received. The Clerk said that reports were no longer sent but that she'd looked at the website. There had been a violent or sexual assault in the Jays Hill and Chartres Piece areas reported in May.  
Cllr Ellis reported that she has received complaints of rubbish being burned on the field at the rear of Chartres Piece. It's happening very regularly and over a long duration. This is not considered an acceptable situation as some of the rubbish is potentially toxic. Cllr Barne said he would follow this up and it was agreed that the Council would put a letter in writing.

**Action: Cllr Barne will approach the resident and the Clerk will draft a letter for the Chair to hand deliver.**

**Meeting closed for public contribution.**

**148/19 Correspondence (for information only)**

Email from Housing Needs Officer at East Suffolk asking if the Councillors are aware of any homelessness in the Parishes.

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

Email from SALC requesting publicity for 'Alcohol Awareness'.  
Email from HomeStart asking for notices to be put in about the service they provide.  
Email from BT regarding Adopt a Kiosk.  
Play equipment brochures.

**149/19 Finance**

- a) To approve payment of outstanding invoices.  
The Clerk's pay and expenses were approved on email and paid the previous week due to the meeting being a week later than usual this month.  
Vertas £251.75 (Grounds maintenance for playing field July to September 2019)  
Proposed by Cllr Barne.  
Voted unanimously.
- b) Account balance  
£21,647.22  
Councillor to check and initial the bank statement for verification.  
Councillor Sheldrake verified and signed.
- c) Bank Reconciliation  
The Clerk had omitted to print it off.
- d) Donation to St. John the Baptist Church, Shadingfield for grass cutting  
A letter was read out by Cllr Ellis from George Fisher (Lay Chair) explaining the need for the Church to make a request for help with grass cutting. He gave a detailed breakdown of how church money is distributed. The grass cutting costs £600 a year and there is no spare money available unless they cut their charity contributions.  
Discussions took place about having previously made a donation to the drive way of St John the Baptist. The general feel was that there are other churches within the parishes that could also ask for donations.  
Cllr Ellis proposed that the Council makes a one-off payment off £300 but not as a rolling annual donation.  
The vote was 5 Councillors for and 2 Councillors against.  
**Action: Clerk to advise Mr Fisher that this donation is a one off and while she is looking at funding for other groups, she will pass on possible funding opportunities to them.**  
**Cllr Parsons suggested that the Clerk advise them of Community Payback as another option.**
- e) Training/Events  
Cllr Ellis advised of the training that has gone out regarding training for new Councillors and longer serving Councillors who may not be aware of current regulations and would benefit from a refresher course. The training is available on the evenings of Monday 12<sup>th</sup> August and Thursday 29<sup>th</sup> August.  
Understanding Playing Fields and Village Halls on Tuesday 3<sup>rd</sup> September. Cllr Barne asked if the Parish Council would be willing to sponsor people to do the training to help manage the playing field? The cost is £40 plus VAT per person. Cllr Ellis agrees that the principle is acceptable as long as there is a commitment following the training in order that the community has the benefit of the training we will be paying for.  
**Action: Clerk to investigate whether the Parish is allowed to sponsor people external to the Council.**

**150/19 Planning**

Councillor Ellis asked that Councillors be aware and 'on notice' that there may be a need for extraordinary planning meetings before the September meeting, should the need arise.

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

**None**

**(b) To receive outcomes of planning applications****[Extension by adding upper storey to offices - Beccles Recycling Centre Benacre Road Ellough Beccles Suffolk NR34 7TQ](#)**

Ref. No: DC/19/2111/FUL | Received date: Thu 23 May 2019 | Status: Application Permitted | Case Type: Planning Application

**[Construction of a Dutch Barn, lean-to extension to infill the corner of existing dry store building and hardstanding - Church Farm London Road Shadingfield Beccles Suffolk NR34 8DF](#)**

Ref. No: DC/19/2152/FUL | Received date: Tue 28 May 2019 | Status: Application Permitted | Case Type: Planning Application

**151/19 Clerk's Report**

- a) Actions from previous minutes  
 The Clerk is waiting to hear from the Police Link Officer about a visit to a Parish Council meeting.  
 Following a request from a member of the public the Clerk sourced three dog waste bins from Glasdon (recommended by Beccles Town Council)  
 End of Year Accounts were emailed to all Councillors.  
 Internal Audit recommendations have been extracted but will be brought to the September meeting as the Clerk has issued a Policy Review handout for looking at over the month of August when there is no Parish Council meeting.  
 Burial fees were uploaded to the website.  
 No Councillor Profiles have been sent to the Clerk.  
 The Clerk hasn't created a Parish Action List as there have been no concrete suggestions put forward.  
**Action: Cllr Ellis asked for Councillors to put forward their 'Wish List' for the Parishes to the Clerk.**  
**Cllrs to send Clerk Councillor Profiles.**
- b) Request to create a new email address with a different provider  
 Due to ongoing issues with 'mail.com' the Clerk asked for permission to change to 'hotmail.com'. It was agreed that 'clerkshadingfieldpcc@hotmail.com' would be acceptable. Cllr Barne suggested that mail.com be kept running for the next 6 months until the Clerk is satisfied that everyone who needs to know the new address does know. Cllr Ellis said that the mail.com account will need to remain open and accessible or archived onto a hard drive in order that the Clerk continues to have access to the historic emails.

**152/19 Clerk's Appraisal**

Cllr Ellis met with the Clerk for her appraisal and has written it up. It has been forwarded to her for mutual approval. Cllr Ellis would like to formally end the Clerk's period of probation and become a permanent member of staff. This was seconded by Cllr Barne. Cllr Ellis would like for the Clerk to take her CiLCA and will pursue this with SALC. Cllr Ellis said she would action this by 10<sup>th</sup> August. Cllr Ellis said there would be a salary review in October that will take effect from the 1<sup>st</sup> November 2019.

**Action: Cllr Ellis to discuss with SALC for the Clerk to take her CiLCA.**

**153/19 Policy Review**

The Clerk asked that these be filled in and return them to her at the September meeting so it can be noted for next year's Audit that all Councillors have reviewed them.

**Action: All Councillors to fill in and return Policy Review forms for September meeting.**

**154/19 Cemetery report.**

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

Burial and reservation fees.

The burial fees were discussed and unanimously agreed to be kept at the same level and review them annually. It was noted that they are lower than everywhere else. The Clerk pointed out that when, in the last week, putting the agenda up at Sotterley Chapel, she had a look at the grave that previously had unpermitted adornments. The glass has been removed, the gnomes remain and two plastic containers have been placed there instead. The Clerk asked for guidance to the next steps. Cllr Ellis asked if anyone personally knew the family concerned. Cllr Barne said he did and would contact the family member and would discuss with her. The Chair and Clerk expressed their gratitude to Cllr Barne over his assistance with such a sensitive issue.

**Action: Cllr Barne to contact family member regarding unpermitted adornments on graves.**

### **155/19 Request to have a Photographic Event at Sotterley Chapel in aid of Suffolk Wildlife Trust**

The trust has replied that until the matter of the letter of agreement, insurance and risk assessments has reached final agreement that they are not in a position to respond to the request.

### **156/19 Sotterley Chapel Preservation Trust Report**

Letter of agreement – Cllr Barne has said there is going to be a 2 + 2 meeting on the 14<sup>th</sup> August and he thinks the Letter of Agreement will be signed off. Cllr Barne advised the Council that property belonging to the Sotterley Chapel Preservation Trustees is kept at the Chapel. There was a concern raised over the insurance of these items and this needed to be pointed out to them. Cllr Barne explained that he felt there was concern from SCPT over risk assessments for events and whether the Council really wanted the responsibility of running events. Cllr Ellis questioned why the Letter of Agreement describes the Parish Council only as Custodians of the Chapel, not the owners.

### **157/19 Update on the Neighbourhood Plan**

Cllr Ellis asked for comments on the Plan that Cllr Potter circulated. Cllr Ellis said that she felt it was good and sound but some parts were a bit vague. She supports a limit on housing density for new projects. She suggested a stronger emphasis on improving footpaths and pedestrian access between the amenities in the villages, particularly a safe crossing over the A145 from the playing field to the Village Hall. Cllr Chipperfield wondered if it could be added now but suggested it would be worth mentioning. Cllr Ellis wondered if the playing field could be a 'designated green space'.

**Action: Cllr Ellis to forward these comments to Cllr Potter.**

### **158/19 Website**

Councillor Profiles – previously discussed on an earlier agenda item.

**Action: Cllr Ellis asked for Councillors to have them sent to the Clerk by the end of July please.**

Content – The AGAR was uploaded and the burial fees were uploaded but it has been a quiet month regarding the website this month.

**Action: The Clerk to upload an article about the Sotterley Fair to the website.**

### **159/19 To discuss Shadingfield Playing Field Management**

Cllr Ellis has received several comments about the state of the dog mess on the field. She reminded the Council that they have voted twice in the past to ban dogs and yet there are still no notices stating so and there is a dog waste bin positioned there. Cllr Chipperfield suggested that we remove the dog bin and Cllr Gartley suggested it would save the Council some money and re-locate it to Mill Lane.

Cllr Barne suggested signs at all three entrances at Sotterley Road, London Road and Chartres Piece. Cllr Ellis proposed that there is another ban on dogs on the playing field. The vote was unanimous. Cllr Ellis asked that the Clerk look at pricing signs for 'No Dogs Allowed'.

**Action: Clerk to look for quotes for 'No Dogs Allowed' signage.**

### **160/19 To discuss Shadingfield Community Picnic**

Cllr Ellis asked that we authorise the Wicksteed Play Area Inspection for this year.

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

The meeting for 'Raising The Parish Profile' and Community Picnic will take place at 7pm on Monday 12<sup>th</sup> August in the Shadingfield Fox. Pauline from Shadingfield Village Hall Committee has been invited to arrange refreshments for the picnic event.

Cllr Barne asked that the Parish Council set a date for the next Parishes Litter Pick. It was agreed that this would take place on Sunday 6<sup>th</sup> October from 11am to 2pm. Cllr Ellis said she would ask if Rural Coffee Caravan could attend on a Sunday to coincide with the litter pick.

**Action: Clerk to contact Wicksteed Play for Annual Inspection.**

**Cllr Ellis to contact Rural Coffee Caravan regarding the Litter pick.**

**Point of Order: Cllr Ellis asked that we suspend Standing Orders to extend the meeting as the 2 hour deadline is approaching.**

**161/19 To discuss setting up a Rural Coffee Caravan** Cllr Ellis proposed that we invite them to the Village Hall on a regular monthly basis for the last three months of the year (September, October and November) see what the take up is and the Parish Council pay for the Village Hall. This would then be reviewed and consider making a donation to them as they are a charity. Voted unanimously.

**Action: Cllr Ellis to contact Tina Hannay regarding arranging a regular visit.**

#### **162/19 To discuss Verges and Wildflowers**

Cllr Ellis advised us that we can't follow the Rotherham template because we have a lot of natural wildflowers and we need to protect the wildflowers we already have. She suggested this item be deferred to the next meeting so Cllrs Scuffil and Wilson can contribute to the meeting as this is an item they are particularly interested in. Cllr Ellis would still like to suggest that we issue seed packets to children etc for next Easter.

**Action: Item to be put on next agenda.**

#### **163/19 Update on Defibrillator funding**

Cllr Ellis received an email from Community HeartBeat with a lot of information that provided some quotes. Cllr Parsons suggested there is also Heart2Heart that is based in Great Yarmouth and will forward it on to the other Councillors.

**Action: Clerk to research if three quotes are required for Defibrillators.**

#### **164/19 Update on Adopt a Kiosk**

The Clerk advised that BT have confirmed the Council owns two of the kiosks, one on London Road and another on Park Wood Cottages. Cllr Sheldrake advised that the one on London Road had been sold years ago. Cllr Barne suggested that we paint the one we do still own. Conversations took place as to what it can be used for once decorated. The Clerk asked if it needed to be added to the Asset List and/or insured. It was suggested that it wasn't necessary for either at the moment. Cllr Barne suggested that the Council have a competition at the Community Picnic to decide what it should be used for. Cllrs Barne and Ellis said they would get a quote to paint it.

**Action: Clerk will advise BT that we no longer own the kiosk on London Road.**

**The Clerk will confirm with SALC about obtaining three quotes for painting it and the threshold for spending limits.**

**Cllrs Barne and Ellis to obtain quotes for painting the Kiosk at Park Wood Cottages.**

#### **165/19 To discuss Speed Cameras**

A Site Suitability Checklist has been received from Highways regarding positioning of new cameras and the rules and regulations that are involved.

**Action: Item to be deferred to the next meeting for when Speed Camera Officer is present.**

#### **166/19 Requests for items to be placed on the agenda for the next meeting**

##### **Verges and Wildflowers**

**167/19 To note the next meeting of the council will be held on Wednesday 18<sup>th</sup> September 2019**

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

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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