

SHADINGFIELD, SOTTERLEY, WILLINGHAM, AND ELLOUGH
JOINT PARISH COUNCIL

**Minutes of the Ordinary Meeting of the Parish Council
held at Shadingfield Village Hall on
Wednesday 18th March 2020 at 7.00 pm**

Present:

Cllr Ellis (Chair), Cllr Barne, Cllr Chipperfield, Cllr Gartley, Cllr London, Cllr Parsons, Cllr Potter, Cllr Sheldrake,
A Carr (Clerk), Rev Phil Miller, 2 members of the public.

059/20 Apologies and absence

Apologies from Cllrs Parsons, Potter, Scuffil, Wilson and PC Yeldham.
Absence for Cllrs Ritchie and Cloke.

060/20 The meeting is declared open

061/20 Declaration of interest personal or prejudicial to this agenda
None received.

062/20 To approve the minutes of the meeting of the 19th February 2020.
Approved. Proposed by Cllr Chipperfield, seconded by Cllr London. Voted unanimously.

063/20 Declare the meeting open for questions/comments from members of the public.
Rev Phil spoke of public worship being suspended.

064/20 Reports and updates

- a) Cllr Ritchie, Suffolk County Council – No report or apology.
- b) Cllr Cloke, East Suffolk District Council – No report or apology.
- c) Suffolk Police – No report but apology sent.

Meeting closed for public contribution.

065/20 Correspondence (for information only)

The correspondence received will be discussed within the agenda. Coronavirus reporting under Clerk's report.

066/20 Finance

- a) To approve payment of outstanding invoices.
Clerk's Salary
Clerk's Expenses
SALC – Preparing for Audit training
Proposed Cllr Ellis, seconded Gartley. Voted unanimous.
- b) Account balances
These weren't available at the meeting.
- c) Bank Reconciliation
Bank reconciliation provided by Clerk
Councillor to check and initial the bank statement for verification.
- d) Training/Events
All training and events have been cancelled until further notice due to Covid-19.
- e) Budget
This was not available for review and may require rescheduling due to Covid-19.

067/20 Planning

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

Chairman:.....

Clerk:.....

Date:.....

None at the time of posting the agenda.

b) To receive outcomes of planning applications

None at the time of posting the agenda.

068/20 Clerk's Report

The Clerk and Chair have spoken to the landlord of the Shadingfield Fox and he is happy to have the Defibrillator installed there. The Clerk will write to confirm.

No news on Defibrillator purchase due to parts from China being unavailable due to Covid-19.

The Clerk is waiting for prices from the Stone Mason for Sotterley Cemetery and will circulate once received.

Coronavirus update

Information has been received from Waveney Domestic Violence Forum for Councillors to bear in mind during any potential lockdown period for vulnerable residents.

Cllr Ellis suggested the Parish would do a leaflet drop and she would coordinate. There have been offers of help from other residents, A discussion took place regarding safeguarding of volunteers and money handling. It was decided a network and telephone tree would be established. Cllr Ellis said she would have her number on the Shadingfield card. Cllr Gartley offered her number for Ellough and Cllr Barne has said that the Estate Office number can be used for Sotterley.

The Clerk read out a report of recommendations (delegation of powers and governance).

The Council will need to consider whether future meetings take place during this period.

Unfortunately, there has been little information from Suffolk County Council, East Suffolk Council, SALC and NALC due to a lack of information from Central Government. The Councillors will be sent information as and when it is received.

Discussions took place regarding delegated decisions. All Councillors present were happy to be part of delegated decisions via email. It was agreed that the Clerk, the Chair and three others must be part of any decision-making process.

Guidance will be given from Central Government to Councils regarding the APM, AGM and Ordinary Parish Meetings.

At present the End of Year Accounts need to be signed by 30th June but this could be subject to change.

With reference to Planning Meeting decisions, delegation can be given but the Planning agenda must still be displayed on the noticeboards.

A question was posed regarding the meeting not being open to the public. It was decided that an email address would be put at the bottom of the agenda for the public to raise their comments and the Councillors asked that they be informed of those comments.

Action: Clerk to contact the Landlord of The Shadingfield Fox to confirm installation of the Defibrillator when it becomes available.

069/20 Chair's Report

Cllr Ellis advised that she has finished the Policy document review and drafted new Internal Controls. These will be circulated for comment to be signed off at the Annual General Meeting if this takes place. The amendments will be highlighted in red as the policies had been reviewed fairly recently. There has been interest from a resident wanting to get involved with the Playing Field Management Committee. They are only available on a Monday evening at the moment and Cllr Ellis would arrange a meeting when appropriate.

Cllr Ellis asked if Cllr London had asked the Village Hall Committee if they would like the telephone box placed outside the Hall. Cllr London is yet to enquire.

Cllr Barne will put a sign up outside the Hall if the Parish Council Litter Pick is cancelled.

Cllr Ellis suggested the Community Picnic may also be cancelled but will follow Government guidance. She also advised that Rural Coffee Caravan is suspended until further notice. The Shadingfield Fox would be closing from this Sunday.

Action: Cllr Ellis to arrange a meeting with interested party regarding the Playing Field Management Committee.

Cllr London to ask Village Hall Committee regarding the telephone box.

Cllr Barne will place a sign up outside the Hall to inform of cancellation of Litter Pick.

070/20 Policy Reviews

Update in Chair's Report and deferred.

071/20 Internal Audit Review

Chairman:.....

Clerk:.....

Date:.....

The Clerk reported that she had been on the Preparing for Audit course which was very useful. The Internal Audit is currently being worked on. It is confirmed as 3rd June but may be changed due to current pandemic.

072/20 Cemetery report.

There has been an enquiry for a double ash interment but the Clerk advised that we couldn't make any arrangements at the moment. They understood the situation.

073/20 Sotterley Chapel Preservation Trust Report

There is a meeting scheduled for Tuesday should this still take place. It appears that the Parish Council needs a separate risk assessment for their events and Cllr Potter has this in hand.

074/20 Update on the Neighbourhood Plan

Cllr Ellis advised that Cllr Potter is working on this and will be deferred until the next Parish Council meeting.

075/20 Verges and Wildflowers

Deferred.

076//20 Community Litter Pick/The Big Pick Up - 4th April

Postponed.

077/20 Update on BBQ for Community Picnic – 10th May

Postponed.

078/20 AGM items – Chair nominations, APM speakers

Postponed.

079/20 Update on Rural Coffee Caravan

Deferred

080/20 Update on the Website

Coronavirus information has been uploaded.

081/20 Article for The Sheaf

Cllr Chipperfield offered to write the next edition.

Action: Cllr Chipperfield to write the next edition.

082/20 To discuss Shadingfield Playing Field Management

Cllr Barne advised that in order for the Playing Field to be properly utilised it needs drainage work. A recent quote to install drainage had been circulated by Cllr. Barne, and it was costly beyond the means of the Parish Council. Cllr. Ellis said that the Council could not justify paying for all of the upgrading/maintenance (namely drainage) of an asset they do not own, but since it is a community asset we could consider making a contribution; indeed there was £5,000 in the 2019/2020 budget for the playing field and any unused amount would likely be carried forward to 2020/2021.

The play equipment was discussed and it was agreed that the Clerk seeks a second opinion from Waveney Norse.

Cllr London asked that we look at disabled access from Chartres Piece. One of the problems is parking across the entrance, which is a narrow bridge.

Action: The Clerk is to contact Waveney Norse for a second opinion on play equipment.

The Clerk is to contact Suffolk Highways regarding access onto the Playing Field.

083/20 To discuss Speed Monitoring Devices

Deferred.

084/20 Update on the Defibrillator situation

Nothing to report at the moment.

085/20 Requests for items to be placed on the agenda for the next meeting

Disabled access for Shadingfield Playing Field.

086/20 Admission to meeting – pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

087/20 To note the next meeting of the council will be announced once the Clerk has received the Government Guidelines during the pandemic.

Meeting closed at 20:10

Chairman:.....

Clerk:.....

Date:.....