

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

**Minutes of the Ordinary Meeting of the Parish Council**  
**Held at Shadingfield Village Hall on**  
**Wednesday 16<sup>th</sup> October 2019 at 7.00 pm**

**Present: Cllr Ellis (Chair), Cllr Barne, Cllr Chipperfield, Cllr Potter, Cllr Sheldrake  
A. Downes (Clerk), one member of the public.**

**195/19 Apologies and absence**

To receive and accept apologies and absence  
Cllr London, Parsons, Scuffil, Gartley and Wilson

**196/19 The meeting is declared open**

**197/19 Declaration of interest personal or prejudicial to this agenda**

None declared,

**198/19 To approve the minutes of the meeting of the 18<sup>th</sup> September 2019**

Proposed by Cllr Chipperfield, seconded by Cllr Barne. Voted unanimously.

**199/19 Declare the meeting open for questions/comments from members of the public.**

**Cllr Sheldrake enters the meeting**

The member of the public (who also changes the batteries in the Speed Monitors) confirmed that only one of the units is currently working and the other is not repairable. The one functioning unit is moved periodically between the two mounting poles on the A145. He has now obtained 3 quotes for replacement units. The best all rounder is one that can display messages (that we can control), can collect data/statistics and is solar powered. Cost of this unit is £1,799 + VAT. Cllr Sheldrake questioned the effectiveness of these units and Cllr Barne asked about data collection from them. Cllr Potter confirmed that a number of studies have found them to be effective and that there is a positive feeling about them in the community.

Following discussions, Cllr Barne proposed that we purchase one new unit to replace the broken one but continue with the unit that still works. Unanimous vote in favour of this.

Council thanked the member of the public for his work on this and continued maintenance of the monitor unit. The Clerk asked that she be included in any e-mail thread on this matter.

The member of the public will research any similar units in operation nearby, view them and report back on their efficacy. Cllr. Barne asked for an assurance of warranty on any new unit purchased.

**200/19 Reports and updates**

- a) Cllr Ritchie, Suffolk County Council – Apologies received and accepted and no report received.
- b) Cllr Cloke, East Suffolk District Council – Apologies received and accepted. General report received.
- c) Suffolk Police – No apologies or report received.

**Meeting closed for public contribution.**

**201/19 Correspondence (for information only)**

Letter received from St. John the Baptist PCC thanking the Parish Council for the one-off donation to grass cutting and the suggestion of Community Payback scheme.

**202/19 Finance**

- a) To approve payment of outstanding invoices.  
Waveney Norse (Quarterly Bin Emptying) £11.99  
Clerk's pay £367.22  
Clerk's expenses £33.70  
Big Pick Up Signage (First Impressions) £130.80 incl. VAT, The agreement for this took place on an email thread.  
Cllr Potter questioned paying First Impressions retrospectively and expressed his concern over this. A discussion ensued about approving this. Cllr Sheldrake suggested it be paid retrospectively. Proposed by Cllr Sheldrake. Voted unanimously.

**Action: The Clerk is to print off the email thread for Accounting Records.**

Chair: .....

Clerk: .....

Date: .....

The Clerk asked for approval to request an 'Unaccompanied Inspection and written report from Wicksteed' as it is now overdue. An Unaccompanied Inspection is £45 and the Written Report is £15. Proposed by Cllr Ellis. Voted unanimously.

**Action: Clerk to contact Wicksteed.**

- b) Clerk to update on receipt of Precept.

The Clerk advised that the Precept Remittance had arrived and it was for £3,600.78. The Clerk advised that this is the time of year to think about looking at the budget and setting the precept for next year.

**Action: Clerk to add budget setting to next agenda.**

- c) Account balances

£23,245.89 from bank reconciliation – unfortunately the bank statement hadn't arrived in time for the meeting. The Clerk asked if Parish Councillors would consider using Internet Banking to eliminate this problem. It wasn't the first time it had happened.

- d) Bank Reconciliation

Bank reconciliation provided by Clerk

Councillor to check and initial the bank statement for verification – This couldn't be done as the statement hadn't arrived.

- e) Training/Events

There is currently no upcoming training or events.

### 204/19 Planning

- (a) To approve the minutes of the Extraordinary Planning Meeting of the 15<sup>th</sup> August 2019**

**The Clerk apologised for this item being on here as the minutes had been approved at the last meeting.**

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

None

- (c) To receive outcomes of planning applications**

None

### 205/19 Clerk's Report

- a) Actions from previous minutes

The Clerk advised that the previous Clerk (John Armstrong) has offered to go and visit the family of the grave that has non-permitted adornments. It was agreed this may be a constructive way forward.

**Action: Cllr Ellis to speak to Mr. Armstrong to ask him, on behalf of the council, to speak with the concerned party in an effort to resolve this matter as amicably as possible.**

Clerk to chase Ian Riches re moles. He had recently had an injury.

**Action: Clerk to chase Ian Riches re moles.**

The Clerk apologised for not contacting the Landlord regarding his generous donation of a barrel of beer for the Community picnic.

**Action: Clerk to write to Shadingfield Fox Landlord.**

Website profile update

Clerk to upload profiles in third person. Clerk to write Cllr Sheldrake's.

**Action: Clerk to write and upload profiles in third person and write Cllr Sheldrake's profile.**

### 206/19 Chair's Report

To review progress on actions from September's minutes.

No dog signs – ordered by Cllr Ellis and should be delivered next week.

Cllr Ellis has reviewed Internal Controls and has drafted them. They will be circulated once typed up.

A request was made for a decision regarding the marquee. It was confirmed that it belongs to the Parish Council and kept in sheds owned by Village Hall. Cllr Barne suggested that it gets put up prior to the

Community Picnic next year to see if it's worth keeping or selling. Cllr Barne suggested possibility of clearing brambles by Community Litter Pickers.

Cllr Ellis reported that the mole situation is particularly bad at the moment,

### 207/19 Policy Reviews

Clerk to collect Policy Review handouts from remaining Councillors

Cllr Sheldrake handed his form in. The Clerk is still waiting for five to be returned.

**Action: Clerk to chase remaining signed Policy Review handouts.**

### 208/19 Internal Audit Review

Hard copies of broken-down Internal Audit Report were available on the tables for review.

**Action: Clerk to email to all Councillors**

Chair: .....

Clerk: .....

Date: .....

**209/19 Cemetery report.**

A funeral took place that took lots of time and work due to the unknowns from previous incomplete files. It had been suggested by a previous Clerk that quotes for a sonar survey be obtained. Cllr Chipperfield asked if a survey had already been done. Cllr Potter confirmed that only a surface survey had been done. This wasn't adequate for knowing if graves could be reused (they can be reused, if not tended, after 75 years). Cllr Ellis said that there were enough free plots available which is why the sonar survey was turned down last time.

Cllr Barne mentioned the tilting grave stones following the meeting with SCPT.

The Clerk said she would find out when the next Cemetery Management course is available for herself and Cllr Ellis.

Cllr Potter asked if the Clerk could obtain quotes to maintain and stabilise stones and possibly share cost with SCPT. Voted unanimously.

**Action:** Clerk to contact War Memorial stonemason and research others to quote for stabilising grave stones.  
Clerk to check the next Cemetery Management Course.

**210/19 Sotterley Chapel Preservation Trust Report**

Cllr Barne attended the last meeting. Rev Miller also attended. One of the members are stepping aside from an Executive role but there is a possible replacement. Cllr Barne suggested another 2x2 before Christmas to discuss next year calendar events.

**Action:** Cllrs Potter and Barne to arrange a 2x2 meeting with SCPT.

**211/19 Update on the Neighbourhood Plan**

Cllr Potter reported there was a meeting on 5<sup>th</sup> October. It's getting close to completing the draft. One or two policies are still being discussed. Cllr Potter contacted East Suffolk Council to confirm on the processes and next steps. East Suffolk Council need to check the Plan to see if we need a Sustainability Statement. He suggested that Councillors get some relatives to run an independent eye over it. There is a section on 'Non-Development/Non-Land Use issues'. There are policies in for traffic etc but these can be put under a 'List of Actions' section e.g. Traffic and speeds, Dog mess, Littering, Isolation issues, Neighbourhood Watch.

**Action:** Clerk to enter actions from NP onto Parish Action List once they've been approved.

Cllr Potter asked that Councillors review the circulated draft and commit to some actions.

ALL Cllrs to give Cllr Potter feedback on the draft please.

**212/19 Website**

The AGAR (Annual Governance and Accountability Return) has been removed.

Councillor profiles have yet to be put up. It was decided in item 205/19 that all profiles are written in the third person.

Notice of conclusion of audit is on website and will remain there.

**213/19 – Article for The Sheaf**

Cllr Ellis thanked Cllr Chipperfield for writing the previous article. Cllr Ellis offered to write the next one and asked that any suggestions be given to her by 10<sup>th</sup> November.

**Action:** Cllr Ellis to write The Sheaf article for November.

ALL Cllrs to consider items to go into article.

**214/19 To discuss Shadingfield Playing Field Management**

Cllr. Barne clarified the requirement for creating a management committee that could include non-Councillors. The advantage of creating a separate formal body is that it could become an organisation with charitable status, thus having greater access to funding. The Committee could then create a long-term plan, for example parking, better access, running track etc.

A minimum of three people would be required to set this up for the three key roles of Chair, Secretary and Treasurer. The aim is to make it a more usable and enjoyable asset.

Cllr Barne raised the drainage of the playing field as it is prone to flooding in one corner. He suggested he contact Andrew Barnes who is an expert in Agricultural Drainage re surveying the area. He would bring a quote back to the next meeting. Cllr Ellis suggested that the Clerk add an annual contract for mole control into the next budget also to ask Vertas and Waveney Norse for quotes for grounds.

Cllr Ellis suggested that there should be signage saying the field is managed by the Parish Council with contact details (for the Clerk) in the event that anyone using the Playing Field has issues that need to be brought to our attention.

**Action:** Cllr Barne to contact Andrew Barnes re drainage.

**215/19 Review of Shadingfield Community Picnic**

Chair: ..... Clerk: ..... Date: .....

This item had been discussed at a previous meeting and it was asked this be deferred to a later meeting.

**216/19 Rural Coffee Caravan**

Cllr Ellis reported that they would be visiting again on Friday 18<sup>th</sup> November. 8 people attended the previous event in September. Cllr Ellis handed out flyers to Cllrs Sheldrake and Chipperfield for door drops for November.

**217/19 Update on Defibrillator funding**

Deferred to following meeting when Cllr Parsons is present.

**218/19 Update on Telephone Kiosk**

Discussions took place about relocating the Kiosk and the Clerk advised that it can't just be moved and put somewhere without speaking to Suffolk Highways even though it is the Parish council's property.

**219/19 To discuss Speed Cameras**

Discussed during item 199/19 and agreed to purchase.

**220/19 Requests for items to be placed on the agenda for the next meeting**

Dog bin – change location

***221/19 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.***

**222/19 To review the Parish Clerk's contract**

An appraisal took place and the report was never signed by the Clerk. The Clerk's only concern was that with regarding to paying back the course fees in relation to her 6 hours a week, it didn't seem proportionate. Cllr Potter proposed that the amount to pay back in the first year be 50%, the second year at 25% and 0% in the final year. Cllr Barne commented that it would be discretionary and all Councillors agreed.

**Action: Clerk and Chair to discuss the contract at the beginning of November.**

**223/19 To note the next meeting of the council will be held on Wednesday 20<sup>th</sup> November 2019 at 7pm**

**Meeting closed at 2105**