

**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> January 2020 at 7.00 pm**

**Present:** Cllr Ellis (Chair), Cllr Chipperfield, Cllr Gartley, Cllr London, Cllr Parsons, Cllr Potter, Cllr Sheldrake

**A. Carr (Clerk), Heart 2 Heart Representative – Jayne Biggs, Brampton Primary School - Karen Orme and Alice Colls, PC Steve Fisher.**

**001/20 Apologies and absence**

Cllrs Scuffil, Wilson and Barne. District Cllr Cloke and County Cllr Ritchie.

**002/20 The meeting is declared open**

**003/20 Declaration of interest personal or prejudicial to this agenda**  
**None received**

**004/20 To approve the minutes of the meeting of the 16<sup>th</sup> October 2019 and 20<sup>th</sup> November 2019.**  
**16<sup>th</sup> October 2019 minutes:** Approved. Proposed by Cllr Potter. Seconded by Cllr Chipperfield. Voted unanimously.

**20<sup>th</sup> November 2019 minutes:** Approved. Proposed by Cllr Parsons. Seconded by Cllr Potter. Voted unanimously.

**005/20 Declare the meeting open for questions/comments from members of the public.**

Presentation from charity Heart 2 Heart on Defibrillators. Following Jayne's young daughter going into cardiac arrest she started the charity Heart 2 Heart and has installed 156 defibrillators across Suffolk and Norfolk. They have been installed in every school and one has saved a man's life in Gorleston. Jayne does all the CPR and Defibrillator training for free. The G5 Cardiac Science Defibrillator she supplies is endorsed by the Ambulance Service and the East of England Air Ambulance endorse Heart 2 Heart. The unit self-tests every day. The full package is £1,500. Any Electrician will fit them for free and they don't need to be fitted by a qualified Electrician. It costs approximately £100 over 10 years to run. The Clerk thanked Jayne for creating something amazing out of a near tragedy.

Presentation from Karen Orme and Alice Colls of Brampton Primary School PFA regarding I.T. equipment required for children and request of a donation. Details were provided of other Councils that have donated and of the school's own fundraising efforts.

**006/20 Reports and updates**

- a) Cllr Ritchie, Suffolk County Council – None received
- b) Cllr Cloke, East Suffolk District Council – None received.
- c) Suffolk Police – Attendance from PC Steve Fisher who advised us of his role locally (Beccles, Bungay and everything in between), what he is actively dealing with on a daily basis and methods of reporting.

**Meeting closed for public contribution.**

**007/20 Correspondence (for information only)**

Rev Phil Miller has his licencing for Rector on Sunday 19<sup>th</sup> January at 5.30pm.

SALC are opening their diary for dates for the internal audit if the Parish Council want SALC to do it again this year. They are offering discounted training for 'Preparing for Internal Audit' for those Councils that used SALC for the audit last year and will be using them this year. The Internal Audit fee is £155 for this year,

Bungay Rotary Club have finally responded to an email asking if a donation could be given towards the Defibrillator. The response is they are unable to help.

An email came from Suffolk County Council regarding Norfolk and Suffolk Plant 'Retrospective Planning Application for recycling of aggregate and storage of waste materials'.

The East Suffolk Partnership are holding another meeting and names will be put in a hat as not everyone can be accommodated. Cllr Ellis asked for her name to be put forward.

**Action: Clerk to put Cllr Ellis forward for Community Partnership meeting.**

Chairman:.....

Clerk:.....

Date:.....

**008/20 Finance**

- a) To approve payment of outstanding invoices.  
Clerk's pay (no expenses for last month).  
Waveney Norse – bin emptying for October to December £11.99

Cheques signed by Cllr Chipperfield and Cllr Sheldrake.

Payment of £175 received from Coop Funeralcare for grave plot of Miss Abbott.  
Proposer Cllr London, seconder Cllr Parsons. Voted unanimously.

- b) Account balances  
Latest bank statement not received.  
Bank statement dated 6<sup>th</sup> December 2019 checked and signed by Cllr Ellis.

Bank balance on 6<sup>th</sup> December was £21,499.47.

**Action: Cllr Ellis to enquire with Lloyds Bank about Internet banking.**

- c) Bank Reconciliation  
Bank reconciliation unable to be provided by Clerk as the statement wasn't available to verify.

- d) Training/Events  
It was agreed that the Clerk could go on the 'Preparing for Audit Training' costing £20+VAT with 20% discount for Councils who used SALC last year and booked in for this year – 3<sup>rd</sup> March (10am to 12.30pm).

**Action: Clerk to check for dates of Councillor Training and circulate.**

- e) Brampton School Donation request  
It was agreed that a donation of £500 be awarded. There are 9 children from the Parish area that attend the school. Proposed by Cllr Gartley, seconded by Cllr Ellis. Voted unanimously.

- f) Budget  
It was decided that the Clerk and the Chair would meet in early February and put the budget together for the next meeting. It was noted that the Village Hall hire would be higher due to accommodating the Rural Coffee Caravan. It was suggested that a separate amount be allocated for donations/grants. The Clerk pointed out that there had been £5,000 allowed for a contested election but it only cost £108.00 as it was uncontested. Cllr Potter asked if we ever bought the litter pickers and could we do that before the end of the year. The Clerk said she would ask East Suffolk Council to see if they had any litter pickers they could donate to the Council.  
Following the presentation from Jayne Biggs it was agreed to purchase the Defibrillator from Heart 2 Heart.  
Proposed by Cllr Parsons, seconded by Cllr London. It was voted unanimously that as it has been on the agenda for a long time now, we should move on with it.

**Action: Clerk and Chair to meet in early February and bring draft budget back to February meeting.**

**Clerk to contact Jayne Biggs and advise her the Parish Council have voted to use Heart 2 Heart Defibrillators.**

Cllr Potter asked if we could write to Mr Fisher as he cuts the grass on a regular basis at Sotterley Chapel and hasn't recently claimed any expenses. The Clerk said she had already sent a letter of thanks but couldn't mention the reimbursement of expenses as it needed to be agreed first.

**009/20 Planning**

- (a) To consider any planning applications posted since the last meeting  
None

- (b) To receive outcomes of planning applications  
None

**010/20 Clerk's Report**

The minutes that needed amending have been approved. The Sheaf article was written and submitted. The location of a bin needs to be decided and agreed by Suffolk County Council. It can then be purchased and fixed by the Parish Council. Suffolk County Council need to know the location for emptying. ICO have been

Chairman:.....

Clerk:.....

Date:.....

contacted and it is in hand. The precept letter has been sent. Wicksteed Playground Inspection was completed this Monday (13<sup>th</sup>).

#### **011/20 Chair's Report**

Cllr Ellis will be meeting with Rev Phil Miller to talk about Welcome Packs.

Rural Coffee Caravan will continue at the Village Hall from this Friday 17<sup>th</sup>. The Clerk handed the Chair her Village Hall keys to open on Friday. The keys will be returned at the budget meeting.

Meet Up Monday took place during December 10am to 12pm but was suspended during Christmas and New Year. Cllr Ellis asked for help in spreading the word.

It has been reported that one of the 'No Dog Sign' has been stolen. It had been unscrewed and taken away. It was noted that Cllr Chipperfield is doing the article for The Sheaf. Cllrs Gartley and Parsons offered to do the March edition. The Clerk reminded them that the dates for the AGM and APM will need to be included in the March edition. The Chair thanked the Clerk and Cllr Chipperfield for their work on previous months.

The Chair is meeting Jayne Arkley-Crouch from The Good Neighbour Scheme later in the month to discuss the process.

#### **012/20 Policy Reviews**

Cllrs Wilson and Scuffil have emailed and confirmed they have read them. Cllr Ellis made some amendments and these will need to be updated and agreed.

#### **013/20 Internal Audit Review**

The Clerk has started the work on this year's audit and needed to have approval that SALC will complete the Audit this year. Proposed by Cllr Potter and seconded by Cllr Gartley. Voted unanimously.

#### **014/20 Cemetery report.**

The grave discussed in previous meetings has been cleared considerably and is a lot more low key.

**Action: The Clerk will contact a previous Clerk to see if any conversations had taken place.**

The plot that had been sinking has been dealt with. Coop Funeralcare have said they will always send one of their gravediggers if we need them to.

An enquiry has come in for a reservation.

Cllr Potter raised the issue of the leaning stones and asked that a Stonemason be contacted to come and survey the Cemetery.

**Action: Clerk to contact Stonemasons regarding leaning and broken gravestones.**

#### **015/20 Sotterley Chapel Preservation Trust Report**

Cllr Potter thought there had been a meeting of the Trust since the last Parish Council meeting and there had been a 2+2 meeting that he and Cllr Barne attended. Cllr Potter said that the programme for this year had been discussed. Cllr Scuffil and Wilson's dates had been considered.

Additional battery for Chapel lighting was raised. Cllr Potter asked if the Council would approve the purchase of a battery for the events run by Council. The suggested price was £100 to £150. Mr Laws will get some quotes. Cllr Potter will forward the information to the Clerk upon receipt from Mr Laws. It was asked that this be in place by September.

Cllr Potter will be meeting to arrange a risk assessment for the Chapel and graveyard activities run by the Trust.

He also asked that we consider offering to reimburse Mr Fisher's expenses for the grass cutting although Mr Fisher hasn't asked in the past few years. Proposed by Cllr Potter, seconded by Cllr London. Voted unanimously.

**Action: Clerk to write to Mr Fisher offering reimbursement of expenses.**

**Action: Cllr Potter will forward the Sotterley Chapel events on to all Councillors.**

It was also mentioned that a compostable toilet is being discussed.

Cllr Scuffil passed on a message through the Clerk that he had been in touch with the War Graves Commission and was waiting to hear back from them.

#### **016/20 Update on the Neighbourhood Plan**

Cllr Potter has spent the time since the last meeting finalising the draft and feels it is reasonably complete.

There is one outstanding area that will need a group involvement for non-designated heritage assets. An agreed list of buildings and structures is needed. The policy has been written. It has been circulated to the project team and asked for comments and feedback. Once these have been discussed and signed off it can go to the Local Planning Authority for a preliminary review and an environmental assessment screening. This will take approximately 6 to 8 weeks during which all the accompanying documents can be finalised. Then it can go out to consultation within the village. It can then be submitted formally, Cllr Ellis asked if the playing field could be submitted as a designate local green space. It has been.

**Action: Cllrs have been asked to submit comments and feedback to Cllr Potter.**

Chairman:.....

Clerk:.....

Date:.....

**017/20 Verges and Wildflowers**

Cllr Scuffil asked that the Clerk read the following in his absence:

A reminder that the County Ecology Officer has said he would do a survey of what exists sometime in late spring. And back in September I suggested councillors could identify areas in their parish that could be starting places for a project, bearing in mind they will need cutting late July (therefore they shouldn't be too big)

**Action: Cllrs to identify and forward areas in the area for the project.**

**018/20 Report on researching of relocation of telephone kiosk**

Cllr Parsons advised that moving of a telephone kiosk must be done by an authorised Highways Approved Contractor. The parking is considered insufficient at the suggested location of Ellough crossroads. The kiosk needs to be on a concrete pad. The pad would be lifted with the phone box. However, Cllr Gartley was told it COULD be moved by someone with the correct certification and can be done for £250 within a 5-mile radius. The thing to consider is that it is cast iron and could crack during relocation. It has to have a base ready at the new location. It was suggested that ideas should come forward for its suggested use and location.

**Action: The Clerk asked that Cllr Parsons and Cllr Gartley forward email confirmations to cover the Council for any recrimination.**

**Cllrs to consider use and location of Telephone Kiosk.**

**019/20 To discuss potential dates for Community picnic**

Cllr Scuffil asked that the Parish Council to note that Sunday 14th June is the day for the Sotterley Moveable Feast. The Clerk mentioned that VE Day was taking place on Friday 8<sup>th</sup> May which is the bank holiday instead of the Monday this year.

**Action: Cllrs to check diaries and come back to the next meeting with dates.**

**020/20 AGM items – Chair nominations, AGM and APM dates**

Cllr Potter suggested that a note goes through all the Parishes doors again as the response was so good last year for just Shadingfield and Willingham. Cllr Potter said that he would be happy to speak about the Neighbourhood Development Plan.

**\*\* Point of order. Meeting to continue after 9pm. Cllr Potter left the meeting,**

It was decided that the Annual Parish Meeting takes place on Friday the 24<sup>th</sup> April at 7pm.

**Action: Clerk to check that the hall is available on that day.**

**Clerk to circulate email regarding the date of the APM and suggestions of speakers for local things.**

It was decided that the Annual General Meeting take place on Wednesday 20<sup>th</sup> May at 6.30pm. Cllr Sheldrake proposed the time for the AGM could be changed to 7pm. It was voted unanimously. It was therefore resolved that the Annual General Meeting will take place at 7pm.

**Action: Clerk to check that the date fits in with regulations.**

**021/20 Rural Coffee Caravan**

Cllr Ellis said that the current arrangement was working well. It didn't take place in December but it recommences this Friday (17<sup>th</sup>).

**Ellough Church**

It was discussed that it would confuse people if it was chopped and changed but they would consider doing an additional one off. It can be done with the actual caravan if the Church could be opened where people could take their refreshments if the weather is inclement. If the weather is nice chairs can be provided.

Cllr Gartley said she would look at what day the church can be used as a one off. It was suggested it may take place in May.

**Action: Cllr Gartley will check her diary for dates and communicate with Cllr Chipperfield and the Church.**

**022/20 Update on the Website**

The Clerk advised she hadn't done a lot on the website recently other than uploading minutes and agenda. She will upload the Councillor profiles once Cllr Sheldrake has submitted his.

**Action: Cllr Sheldrake to forward a profile so the website can feature Councillor Profiles.**

**023/20 Article for The Sheaf**

Cllr Chipperfield agreed to write this month and will include information from PC Fisher, Rural Coffee Caravan, appeal for Playing Field Committee and Councillors, suggestions for use of telephone kiosk. Cllr Gartley and Parsons will write the March edition.

**Action: Cllrs Gartley and Parsons to write article for March Sheaf.**

Chairman:.....

Clerk:.....

Date:.....

**024/20 To discuss Shadingfield Playing Field Management**

Cllr London explained that there is a need to start drafting a project. The Clerk suggested that Cllr London write to Brampton Primary School asking if there any volunteers willing to start the Shadingfield Playing field Management group as they will likely be users of the playing field. Cllr Ellis suggested knocking on the doors of local residents asking if they use the field and see if people would be interested in getting involved. Cllr Sheldrake suggested the Parish Council become the Trustees of the Playing Field. The Clerk advised that it would involve a lot more work if the Parish Council became Trustees. After some discussion it was decided this item is to be deferred to the next meeting.

**Action: Cllr London to write to Brampton Primary School.**

**025/20 To discuss Speed Cameras**

There was nothing to discuss as the Speed Monitor wasn't present. The item is deferred to the next meeting.

**026/20 Requests for items to be placed on the agenda for the next meeting**

**Dates for Community Picnic**

**Shadingfield Playing Field Management**

**Litter Pick dates**

**Purchasing Defibrillator**

**Sponsoring of Dog event at SET School in June. Cllr Gartley to speak on this.**

**Change of date for July meeting**

**Speed Camera.**

*027/20 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.*

**028/20 To note the next meeting of the council will be held on Wednesday 19<sup>th</sup> February 2020 at 7pm**

**Meeting closed 2120**