

**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 September 2019
at 7.00 pm**

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

A. Downes (Clerk)

Rev Phil Miller

Cllr J Cloke

168/19 Apologies and absence

Cllr Potter, Cllr Parsons

169/19 The meeting is declared open

170/19 Declaration of interest personal or prejudicial to this agenda

None declared

171/19 To approve the minutes of the meeting of the 24th July 2019

Approved and accepted as accurate. Proposed by Cllr Chipperfield, seconded by Cllr Barne. Voted unanimously.

172/19 Declare the meeting open for questions/comments from members of the public.

Rev Phil Miller asked that a burial take place in Sotterley Cemetery on Monday 30th September 2019 at 2pm. Arrangements will be made between the Clerk, Rev Miller and Sue Collins at Beccles Funeral Care.

173/19 Reports and updates

- a) Cllr Ritchie, Suffolk County Council – None received.
- b) Cllr Cloke, East Suffolk District Council – The following items were mentioned:
 - Fair Trade had been discussed at East Suffolk Council.
 - Ongoing training,
 - District Councillor Locality Budgets of £7,500
 - East Suffolk's leader, Steve Gallant, visit of all wards.
 - Environmentally friendly grass cutting.
 - Sizewell C and Ipswich Northern Route Consultations
 - Rural Services Network Conference.
 - Attended SALC training session regarding playground inspections.

Cllr Cloke was thanked for her attendance and comprehensive report.

- c) Suffolk Police – No report provided however Cllr Ellis and the Clerk attended the Police Crime Commissioner (Tim Passmore) Drop-In in Beccles and Cllr Ellis asked about the progress on the crime report on hay bales being burnt in Ellough. Cllr Ellis mentioned the amount of precept spent on policing being disproportionate in the Parishes. She was advised to email any questions. A booklet was made available for Councillors to look at.

An additional report was provided by the Clerk regarding SALC. The Clerk reported back that SALC advised at the Waveney Area Forum that Digital Accessibility of Websites will be enforced by 23rd September 2020. The Clerk suggested it may be a good time to

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revisit the website provider. The Clerk also raised that the website only refers to Shadingfield and doesn't take into account all of the Parishes.

Cllr Barne shared that a contact of his thought it might be nice to have an 'Events' page that she would be happy to advise on.

Action: Clerk to set up a meeting with Cllr Barnes' contact regarding possible redesign of website.

174/19 Presentation from Helen Bynum PhD on Wildflowers and Verges

Helen Bynum suggested that there may be two ways of developing this. First there is the 'Rotherham System' using Pictorial Wildflower Mix. Planting and reseeding has to take place every year. These are not recommended for insect life. The other way, 'Native Mixture' (80% grass and 20% wildflower) is a far less dramatic procedure. The cutting schedule is changed to cut twice a year in August and again in December or early new year to reduce impact on ground nesting birds. The key thing in both of these schemes is that the cuttings must be collected. The problem with using annuals from seed packets is that there will be very limited success as they need to be sown on bare ground. There are 'Roadside Nature Reserves' which are special areas where there happen to be particularly valuable rare wild plants. There is one on the road through to Mettingham. Cllr Scuffil said that there used to be one in Sotterley. Helen said there is also one in Henham. The problem is that Suffolk County Council won't allow people to work close to the roadside. Cllr Scuffil had been in touch with Suffolk Wildlife Trust and their Ecology Department. They advised that we find out what is growing here and they offered to inspect what we've got in the Parishes. Helen suggested that the Parish Council needs to get in touch with Suffolk County Council and they'd get in touch with Highways regarding the mowing schedule. Helen was thanked by Cllr Ellis for researching and reporting on this for us. Helen's parting comment was to urge us to plant native plants and not just 'pretty flowers' that may drive our native wild flowers out, and to encourage people to learn what our native plants are.

Meeting closed for public contribution.

175/19 Correspondence (for information only)

SALC Consultation – Cllr Ellis has said she has read some of it but will continue to review it. There is a possibility that SALC will extend the due date as it is currently 27th September and Councillors at the meeting the night before weren't aware of it.

CAS have sent a reminder for the insurance renewal. There is a new unique insurance policy for Parish Councils. This was approved by Council.

176/19 Finance

- a) To approve payment of outstanding invoices.

CAS insurance renewal

Shadingfield PCC (St John Baptist Church donation for grass cutting) £300

Waveney Norse (Bin emptying) £11.99

East Suffolk Council (Uncontested Election expenses) £108.80

Vertas (old statement from January) £101.09

Beccles Town Council (250 Picnic Flyer leaflets) £12.50

Clerk's pay £285.57

Clerk's expenses £4.05

The above payments were proposed by Cllr Gartley, seconded by Cllr Wilson and voted unanimously

Income:

See item 176/19 b)

Cllr Barne advised that the invoice for Community Picnic signage has Sotterley Estate on the original invoice and Sotterley Estate would prepare an invoice for SSWE Parish Council.

- b) Clerk to update on recent income from Love East Suffolk Scheme (Litter Pick) and Shadingfield Community Picnic.
 £90.00 – Community Picnic income (Cllr London advised that the Shadingfield Village Hall Committee still have £10 to pass on to the Parish Council)
 £20.00 – Suffolk Coastal Norse (Previous Litter Pick incentive)
- c) Account balances
 £20,355.06 on 20th August 2019
- d) Bank Reconciliation
 Clerk to email the Bank Reconciliation.
 Councillor Gartley checked and initialled the bank statement for verification.
Action: Clerk to email the bank reconciliation.
- e) Training/Events
 There are currently no courses for New Councillor Training
 Identify training needs – Cllr Gartley is yet to complete New Councillor Training.

177/19 Planning

- a) **To approve the minutes of the Extraordinary Planning Meeting of the 15th August 2019**

Proposed by Cllr London, voted unanimously.

- b) **To consider any planning applications posted since the last meeting**
 None
- c) **To receive outcomes of planning applications**
 None

178/19 Clerk’s Report

Actions from previous minutes

Thanks was given to Cllr Barnes contact regarding the burning on Chartres Piece. Cllr Barne will follow up on more activity last weekend.

Action: Cllr Barne to follow up.

Letter to Mr Fisher regarding the donation to grass cutting at St. John the Baptist Church, Shadingfield is being sent with cheque this evening.

Concern was expressed by the Clerk and Cllr Ellis over the sponsoring of an external individual for Village Halls and Playing Fields without any definite commitment. It was suggested that they sign an agreement or discuss again once a six-month commitment has been given.

No suggestions have been given for a Parish Action List.

The Clerk’s CiLCA will commence in a couple of months time.

Policy Review forms have been received from 4 Councillors. Cllr Barne asked if audio recordings were erased. The Clerk confirmed that the audio recording is erased the evening that the draft minutes have been approved and signed.

Quotes for ‘Sorry No Dogs Allowed’ were obtained from Amazon. A metal sign was recommended and 3 are required. The ‘No Dogs’ policy will be publicised in the Sheaf when the signs have been received and erected. It was agreed that the Clerk should purchase 3 x 18”x12” metal signs at £12.99 each. This was voted unanimously.

Wicksteed have been contacted and the Clerk is waiting for a response.

Cllr Ellis has contacted Tina Hannay of Rural Coffee Caravan and they will be at the Village Hall on 20th September.

The Clerk has contacted Beccles Rotary to ask about Defibrillator funding.

The Red Notice of Completion for Annual Audit needs to be displayed from 30th September to go on noticeboards and website.

b) Website profile update

Some profiles have been received. Outstanding profiles from Cllr Parsons, Potter and Sheldrake.

Action: Cllrs Parsons, Potter and Sheldrake to send the Clerk their profiles.

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179/19 Chair's Report

To review progress on actions from July minutes.

Cllr Ellis prompted the Councillors that haven't completed their reviews to get them into the Clerk as soon as possible.

Cllr Ellis sent feedback on the NDP to Cllr Potter, confirming what was discussed at the July PC meeting. An article has been sent for the latest Sheaf edition. It was pointed out when speaking to the editor that while we understand that content space is limited, we do cover four parishes.

The Rural Coffee Caravan will be at Shadingfield Village Hall for the next 3 months (September, October and November) on the third Friday of the month between 10am and 12pm providing free tea, coffee and cake.

Cllr Gartley suggested that the Rural Coffee Caravan visit Ellough Church in the spring of next year.

Cllr Ellis agreed that this was an excellent idea.

180/19 Policy Reviews

Clerk to collect Policy Review handouts from Councillors. Four have been handed in. Cllr Ellis to circulate her comments/suggested amendments to the documents under review by email, along with a draft Internal Control document for consideration,

181/19 Cemetery report.

The Clerk said that this evening's report from Rev Phil Miller unfortunately meant that there was some work needing to be done at the Cemetery.

The grave that has been reported to the owner as needing to have adornments removed has additional items and it's starting to look unkempt. The Clerk said that more things had appeared since Cllr Barne had been to see the family. Cllr Barne said that he hadn't been to see the family after all.

The Clerk has agreed to send another letter informing the family that they have been asked previously, with the rules, and that the adornments must be removed within 28 days of the date of the letter and failure to comply will result in the adornments will be removed by the Parish Council.

Action: Clerk to write final letter to the family of the adorned grave requesting removal of items.

182/19 Sotterley Chapel Preservation Trust Report

a) Letter of agreement

Cllr Barne said the 2x2 meeting took place between himself and Cllr Potter with 2 representatives of Sotterley Chapel Preservation Trust during which the Letter of Agreement was signed. Cllr Barne said he thought that another meeting may take place before the end of the year. He would be sitting in on tomorrow's SCPT meeting (19th September) in Cllr Potter's absence. Cllr Scuffil asked that the issue of the lighting be raised at a future meeting, The Clerk asked if the issue of property being left in the Chapel not being insured had been raised. Cllr Barne said it had been agreed that property would be left there at their own risk. There was a discussion at that meeting that there should be clarity what belonged to the Chapel and what didn't. Anything that didn't belong to the property should be removed. It would be an agenda item at the next SCPT meeting.

b) Update on Photographic Exhibition.

It was a huge success. 150 people attended. The takings from the event £327.50 going to the Wildlife Trust from donations and teas. It has been an annual event for a while now and will be taking place again next year.

183/19 Update on the Neighbourhood Plan

Cllr Potter circulated his update to all. Cllr Sheldrake advised there would be another meeting when Cllr Potter returns. Cllrs Chipperfield, Sheldrake, Scuffil, Barne and Potter met last week after a rather long hiatus. A meeting will be arranged for Consultation. They went through the latest draft and realised that clear agreement and commitment was needed for some issues. Cllr Potter realised that while non development issues need to be presented separately in the NDP they can include proposed actions to address them. The things that were felt most strongly about were traffic, littering paths etc. Cllr Potter will draft something for the next meeting with proposals for actions taken over the next few years.

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184/19 Website

Mentioned in a previous agenda item. The Clerk thanked the Councillors for their profiles. Cllr Ellis asked if the diary for the Shadingfield Village Hall events could be linked to the website. This would mean that information would need to be passed on a regular basis to the Clerk. The suggestion was put on hold until a conversation has been had with the Shadingfield Village Hall Committee.

185/19 – Litter Pick

Cllr Barne to finalise arrangements for 6th October, Cllr Barne said the meeting place is the playing field as parking will be available. There will be a BBQ for after. Cllr Ellis has offered to run the BBQ. Cllr Barne said he would help transport the BBQ over to the field. He has done a risk assessment and advised that Waveney Norse has agreed to lend him litter picking equipment. Cllr Barne asked about the painting. Cllr London said that her husband had offered but he was really busy at the moment. Cllr Barne was hoping that the signs needed painting. Cllr Sheldrake asked if they just needed a clean. Cllr London said that she would put the planters back on the signs with Pansies in. A suggestion was made that the pathway and the overhanging brambles at the play area needed tending. Cllr Chipperfield asked if ALL the Parishes were being litter picked. Cllr Barne confirmed it would be all Parishes.

Cllr Scuffil announced that he, and Cllr Wilson had litter picked today from the war memorial all the way to Jays Hill. They filled 5 sacks of rubbish and arranged for Waveney Norse to collect. Cllr Barne asked if he could mention their names in the next letter. Cllr Wilson said that Miles had also helped. Cllr Barne asked for a job list the week before to organise the morning's schedule. Cllr Potter said in an email that one of the signs on the roadside is green and almost obscured by trees.

Cllr Ellis requested that Standing Orders are suspended to continue beyond 9pm. The vote was unanimous in favour.

186/19 To discuss Shadingfield Playing Field Management Quotes for No Dogs Allowed sign discussed in item 178/19.

Cllr Ellis has put an article in The Sheaf asking for volunteers for Shadingfield Playing Field Management,. Cllr Ellis also said that there are more moles and asked for agreement that the Clerk contact Pest Control as an item of expenditure. This was agreed unanimously.

Cllr Ellis asked if a sign is needed to contact the Parish Council if any issues arise at the playing field as a previous group have previously contacted the Landlord of the local pub. Cllr Ellis suggested that the website address is made available for contact address.

Cllr Ellis asked that the Council consider the lines for the football pitch at a future meeting. Cllr Barne suggested the Clerk contact Vertas or Waveney Norse regarding this.

Action: The Clerk to contact Pest Control Services regarding the moles.

Cllr Barne suggested the Clerk contact Vertas or Waveney Norse regarding this.

187/19 Review of Shadingfield Community Picnic

Cllr Ellis said it was a successful event and provided the following feedback: People suggested setting up a cricket team with a cricket pitch. The idea of a walking or running track received positive feedback. Disability access is poor. Discussions ensued on the subject of disability and it was suggested that it get put forward once a Playing Field Committee has been created. Cllr Wilson suggested it go on the Litter Pick Action List.

Cllr Ellis mentioned the marquee and had spoken to Graham on the Village Hall Committee. He advised Cllr Ellis that the marquee is approximately the size of the hall and takes 12 to 14 people to erect it. Cllr Ellis suggested that we need to:

- Clear access to the shed that the marquee is stored in (the area is very overgrown).
- Establish the condition and usability of the marquee.
- Based on the above, decide if we keep the marquee or dispose of it.

Cllr Ellis suggested that we write to Pauline (Shadingfield Village Hall Committee). Cllr Ellis asked for suggestions to be sent to her. Cllr Ellis thanked Cllrs Gartley, London and Barne for their involvement on the day. Cllr Barne asked that the Clerk write to the Landlord of the local pub for the donation of

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beer, Cllr Ellis advised that he had been acknowledged in The Sheaf. The date for the next Community Picnic will be revisited in January.

Action: Clerk to write to pub Landlord thanking him for the donation of beer.

188/19 Rural Coffee Caravan

Update from Cllr Ellis. They are coming to Shadingfield Village Hall on Friday (20th) and Cllr Ellis said that if it runs well, she will ask the PC to consider making a donation to the Coffee caravan next year.

189/19 To discuss Verges and Wildflowers following earlier presentation

Cllr Scuffil said the presentation was very useful and would be good if the Ecology Team from Suffolk County Council could come and visit and advise what areas would be good for planting and informing us what we already have. Cllr Scuffil expressed his concerns of the vehicles driving to the Digester through Stoven country lanes. The vehicles are so big and are catching the verges as they drive through. Cllr Ellis questioned why they aren't using the bypass. Cllr Chipperfield suggested that they have to get to the fields. Cllr Wilson commented that the width of the vehicles is larger than the road. Cllr Scuffil is already in touch with the Ecology Team and will keep the Council updated. Cllrs Gartley and Chipperfield asked that they consider looking at the crossroads at Ellough.

Action: Cllr Scuffil to liaise with SCC and Helen Bynum to progress this matter.

190/19 Update on Defibrillator funding

Deferred to a future meeting.

191/19 Update on Telephone Kiosk

Cllr Ellis asked the Council if they were happy to accept the quote for painting the telephone box from Cllr Barne's contact. Cllr Sheldrake asked if it was going to be moved. The Council decided after some discussion that the Clerk should research if it is at all possible to relocate it.

Action: Clerk to research if moving the telephone box is feasible.

192/19 To discuss Speed Cameras

Deferred to next month.

193/19 Requests for items to be placed on the agenda for the next meeting

These are to be received by 8th October.

Update on telephone box.

Internal Audit reviews.

Policy Reviews.

Litter pick review.

The Sheaf article.

Date for next Community Picnic (January Agenda)

Cllr Gartley requested the Rural Coffee Caravan attend Ellough Church in the spring. (January Agenda)

194/19 To note the next meeting of the council will be held on Wednesday 16th October 2019 at 7pm

Meeting closed at 2120

**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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PLEASE NOTE NEW EMAIL ADDRESS ABOVE

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