

SHADINGFIELD, SOTTERLEY, WILLINGHAM, AND ELLOUGH
JOINT PARISH COUNCIL

**Minutes of the Ordinary Meeting of the Parish Council
held at Shadingfield Village Hall on
Wednesday 19th February 2020 at 7.00 pm**

Present:

**Cllr Ellis (Chair), Cllr Chipperfield, Cllr London, Cllr Parsons, Cllr Potter, Cllr Sheldrake,
A Carr (Clerk), 5 members of the public.**

029/20 Apologies and absence
Cllrs Barne, Scuffil, Wilson and Gartley

030/20 The meeting is declared open

031/20 Declaration of interest personal or prejudicial to this agenda

032/20 To approve the minutes of the meeting of the 15th January 2020.

Cllr Potter asked that a couple of amendments be made to the minutes. A motion was made that subject to the amendments being made the minutes be approved.

Proposed by Cllr Potter, seconded by Cllr Parsons and voted unanimously.

033/20 Declare the meeting open for questions/comments from members of the public.

Questions and comments were raised regarding the Poultry Shed application. Specifically, these were regarding what progress had been made. The Chair responded that she had compiled a letter that was going to be put to the Council for approval this evening. Another query was if the District Council Planning meeting was open to the public. The gentleman was advised it is but if he wished to speak, he would need to inform the Clerk of the meeting in advance.

034/20 Reports and updates

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

The contents of the report stated the following:

East Suffolk Council as a whole has decided not to support the Ipswich Northern relief Road as it does not benefit our community.

£600,000 has been secured from central government to help support rough sleepers in the district, meaning there will be new Outreach workers.

Activity to take over Civil Parking Enforcement is ramping up – Cabinet decided earlier this month what the charges will be, there will be a free half hour in Wharton St car park in Bungay and you do not have to use the RINGGO app to get it – this is a result of heavy lobbying from David and I to have something more user friendly in our Ward, but I assume this will be district wide.

A fully booked Climate change forum took place in Lowestoft last week. A ‘Love East Suffolk’ scheme is being introduced, encouraging communities to get together and start litter picks.

ES Council has been awarded £56950 from the Ministry of Housing to help people declutter their homes and lives.

Work has begun at The Ness, Britain’s most easterly park.

The first Community Partnership group meeting for this area took place in Bungay last Monday and a Task & Finish group has been set up to determine which priorities will move forward to the next stage and how the £10,000 we have until the end of March will be spent.

- c) Suffolk Police – Notices and questionnaires

The Clerk reported that there were 2 instances of crime in December 2019, one on or near Copland Way and one on or near Benacre Road.

There was a Police Volunteer morning at Beccles Town Hall and it was well attended. One of the Specials had said he is intending to ask his superiors if he can spend time on the beat once he’s been signed off. Questionnaires were handed out to the Councillors and members of the public received from PC Yeldham (Community Engagement Officer) regarding resident’s views on policing in the area.

Meeting closed for public contribution.

Chairman:.....

Clerk:.....

Date:.....

035/20 Correspondence (for information only)

The correspondence received will be discussed within the agenda.

036/20 Finance

- a) To approve payment of outstanding invoices.
 Clerk's pay
 Clerk's expenses
 Wicksteed Leisure (Playground Inspection).
 ICO (Information Commissioners Office)
 Brampton Primary School donation
 Proposed by Cllr Ellis, seconded by Cllr Parsons, voted unanimously.

- b) Account balances
 Account balance on 7th February was £20,958.98

Councillor Ellis checked and initialled this bank statement for verification. Cllr Ellis also signed the previous months as it hadn't arrived in time for the previous meeting.

- c) Bank Reconciliation
 The bank reconciliation wasn't provided by the Clerk as there was a personal issue to deal with immediately before the meeting resulting in her leaving it at home.
- d) Training/Events
 In Cllr Gartley's absence it was agreed that she could attend Councillor training at a time to suit her.
 Proposed by Cllr Potter, seconded by Cllr London. Voted unanimously.
- e) Neighbourhood Watch Donation request
 NHW Association wrote requesting £50 towards running costs. As there isn't a NHW running in the Parishes at present the request was declined.

037/20 Planning**(a) To consider any planning applications posted since the last meeting**

None to consider, however one had appeared on the Planning Portal the day before the meeting so hadn't had the required time to be published on the notice boards for discussion at this meeting. It appeared to only be a preliminary application for an extension on the back of the house.

(b) To receive outcomes of planning applications

None

038/20 Clerk's Report

The Clerk had written to Jayne Biggs advising her of the Council's decision to purchase the Defibrillator from Heart 2 Heart. She was delighted and advised the Clerk there may be a delay due to the Coronavirus as some of the parts come from China. The Chair asked if a formal letter could be written to the Landlord of The Shadingfield Fox confirming his approval of the equipment being fitted to the exterior of the pub. Cllr Parsons advised that it will be fitted by Cllr Gartley's husband free of charge.

The Clerk had been in touch with a Stone Mason's regarding the Cemetery. They offered to do a free inspection and she is waiting for a report to come back.

Action: Clerk to contact the landlord of the Shadingfield Fox regarding the Defibrillator.

039/20 Chair's Report

The Chair advised that much of her time recently had been taken up with preparing the Poultry Shed Planning Application letter. The letter was unanimously approved by the Councillors and the Chair thanked those Councillors that commented and contributed.

The Rural Coffee caravan is continuing to be well attended.

The Chair had been into Lloyds Bank regarding internet management and the Clerk being able to access the bank statement due to the statements arriving late. It wasn't a positive outcome. The Chair will look into this further.

The Chair met with Jane Ackroyd Crouch regarding the Good Neighbour Scheme and the next step forward is to create and distribute Community Surveys during the Community Picnic and the Annual Parish Meeting.

The Chair met with Rev Phil Miller regarding the Welcome Pack and will get all Chairs of the Benefice together to make sure everything is covered.

040/20 Policy Reviews

Chairman:.....

Clerk:.....

Date:.....

Policies have been reviewed by the Chair but due to the recent Planning Application they have yet to be emailed. She has amended the Financial Regulations to include a revised expenditure and quotes procedure. There will be a new set of Internal Controls.

041/20 Internal Audit Review

The Clerk reported that the Internal Audit has been booked with SALC for 3rd June.

042/20 Cemetery report.

There is an interment of ashes taking place on 3rd March. This will all be dealt with by the Funeral Directors.

043/20 Sotterley Chapel Preservation Trust Report

Following the conversation with Mr Fisher regarding reimbursement of costs for the Cemetery grass cutting, he has agreed to send the Clerk invoices for future costs.

Cllr Potter advised that the best option for purchasing a battery pack for the lights is from County Battery for £78.00 with free delivery. Cllr Potter suggested it be delivered to him or Mr Laws. Payment by cheque is acceptable.

He also reported that a Risk Assessment for Chapel events has been left for SCPT to arrange. Cllr Potter is waiting to hear from them.

044/20 Update on the Neighbourhood Plan

The Parish Council and the Project Team have been involved in providing comments on some final policies. Everyone was in favour of the proposed changes based on the responses received. The draft plan has been sent to East Suffolk Council for 'screening' to determine whether a Strategic Environmental Assessment or Habitats Assessment will be required. Cllr Potter has asked for a preliminary review which can take 6 to 10 weeks. In the mean-time the group can work on the Development of the Consultation Statement. A group will be required for finalising the list of non-designated heritage assets.

045/20 Report on researching of relocation of telephone kiosk

Highways confirmed that we would need an appropriate qualified contractor with insurance in place. Cllr Parsons suggested that it would be prohibitive due to costs. If it was going to be moved to the playing field it would make it cheaper. The general feeling was that it wasn't cost effective. Ideas for its use were discussed, for example a Book Exchange. Cllr Potter said he would support getting quotes for moving the kiosk in order that a sound decision can be made. Cllr Ellis asked Cllr London if there would be any interest in having it at the front of the Village Hall. Cllr London said she would gauge interest at the next Community Hall Committee meeting,

046/20 To discuss potential dates for Community picnic

It was decided it would take place on Sunday 10th May between 12pm and 4pm. The Chair suggested that Seppings Butchers in Beccles be asked to provide a Hog Roast paid for by the Parish Council. Cllr Chipperfield said she would speak to Seppings as she knows them.

047/20 To discuss dates for Litter Pick

This was agreed for the 4th April.

Action: Clerk to contact East Suffolk Council regarding litter picking equipment.

048/20 To discuss progress on Defibrillator

As previously reported in the Clerk's Report she had contacted Jayne Biggs who will get back to her as soon as she's had an update regarding parts coming from China.

049/20 To discuss AGM and APM items

No alternative nominations for Chair were forthcoming. The dates were confirmed as Wednesday 20th May for the Annual General Meeting followed by the Ordinary Parish Council Meeting and Friday the 24th April for the Annual Parish Meeting. The following speakers were suggested:

Rev Phil Miller – Parish Rector.

Cllr Ted Potter – Neighbourhood Plan.

Representative of Shadingfield Fox.

Rachel Bunn – Sotterley Country Fayre.

Jayne Biggs – Heart 2 Heart Defibrillator.

Landlord of Shadingfield Fox

050/20 Rural Coffee Caravan

As reported in Chair's Report this is proving to be very successful and more people are attending.

Ellough Church

Chairman:.....

Clerk:.....

Date:.....

In Cllr Gartley's absence, Cllr Chipperfield said she would get in touch with the organisation to arrange a visit to Ellough Church.

Action: Cllr Chipperfield to contact Tina at Rural Coffee Caravan.

051/20 Update on the Website

The meeting dates have been changed to 2020. Old meeting agendas and minutes have been archived. One Suffolk have confirmed they are compliant for accessibility law. Profiles are going up this week.

Action: Clerk to upload Councillor Profiles.

052/20 Article for The Sheaf

The Chair thanked Cllrs Parson and Gartley for inserting the article last month. The Chair offered to do the next article.

Action: Cllr Ellis to write article for The Sheaf.

053/20 To discuss Shadingfield Playing Field Management

The Clerk advised that the report from Wicksteed, received today, advised that urgent work is required. Cllr London had nothing to report. Cllr Barne had informed the Council by email that he has contacted a Contractor regarding drainage of the field. Cllr Sheldrake queried whose responsibility it was. It was commented that if a Management Committee could get charitable status it would make it easier to access grants and funding. Cllr Sheldrake suggested that the Council become the Trustees however the Chair said it would involve a considerable amount of work and asked who on the Council had the capacity to take this on at the moment. There was no response.

054/20 To discuss Speed Cameras

Nothing to report as the Speed Monitor was unavailable this evening.

055/20 To discuss a request from Cllr Gartley to sponsor the SET Foundation Dog Show in June.

Deferred to next meeting due to apology sent by Cllr Gartley.

056/20 To request a change of date for the July 2020 meeting.

It was agreed that the July meeting be moved to Wednesday 22nd July. This was accepted particularly because there is no meeting in August and it meant the time between meetings was slightly shorter.

Action: Clerk to check that the hall is free for the 22nd July.

057/20 Requests for items to be placed on the agenda for the next meeting

Dog Show.

Defibrillator update.

058/20 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.

059/20 To note the next meeting of the council will be held on Wednesday 18th March 2020 at 7pm

Meeting closed at 20:35