

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 19 January 2022 at 7.00 pm

Present:

Councillors Ellis (Chair), Blunn, Chipperfield, Gartley, London, Parsons and Sheldrake.

In attendance:

Mr S C Blackburn (Clerk) and five member of the public

- 22.001 The Chairman welcomed everyone to the meeting and noted the sad death, on 25 December, of Mrs Melanie Horwood, wife of Ben Horwood who is an active member of SCPT and a member of the 2+2 liaison committee.
- Cllr Ellis noted that the formal resignation of Cllr Peter Scuffil had been received.
- 22.002 Apologies for Absence: Cllr Potter due to illness, and Cllrs J Cloke and Ritchie.
- RESOLVED: that the apologies be accepted.
- 22.003 Declarations of Interest and Requests for Dispensations: None.
- 22.004 To sign as an accurate record the minutes of the previous meeting
- The parish of Willingham St Mary was added to the resolution in item 21.186. Proposed by Cllr Chipperfield, Seconded by Cllr Parsons and RESOLVED: that the minutes of the meeting held on 17 November 2021 be signed as a correct record.
- 22.005 Co-option of a new Councillor
- Proposed by Cllr Ellis, seconded by Cllr Blunn and unanimously RESOLVED: that Ms Rebecca Mather be co-opted to the Council.
- Cllr Mather signed the Declaration of Acceptance of Office.
- 22.006 Public Participation
- Mr Lancaster commented on the speed monitoring sign which was out of use and urged the Council to take further action to deter traffic from speeding. It was pointed out that purchase of a replacement sign had been deferred pending the setting up of a Community Speedwatch scheme which he offered to join. He felt that both methods should be used. There were regular Police Safety Camera Teams although in the current news it had been reported that traffic duties were being scaled back. It was AGREED that the Clerk would write to the Police asking for more activity and for fixed cameras to be considered although it was felt that the criteria for the latter may not be met.
- Mr Richard Ellis, who is actively involved in the production of the Neighbourhood Development Plan, introduced himself as a prospective Councillor.
- 22.007 Chair's Report
- Welcome back each of you. To reiterate my opening comments, I hope you all had an enjoyable Christmas and I wish you a slightly belated happy 2022. I can't predict where we will see things at the end of this year; all we can do is meet the challenges and opportunities that present themselves as best we can. To this end, I would ask that we each undertake to do some preparations before each meeting, and come with the relevant papers and notes to execute the business of the Council as effectively as possible. I would like to welcome Becky to our Council and say that, for my part at least, I do not see us as a political body in any respect, that we are each working for the common good of our communities. That does not preclude differences of opinion, but they should be aired respectfully and ask that we each listen to and consider the opinions of others, even if we don't agree with them. As Chair, I will do my best to

Chair _____ Clerk _____ Date _____

ensure all voices are heard. When we are speaking in the meeting, please address the entire meeting, and try to avoid having individual conversations between yourselves. Don't be afraid to ask for clarification (especially when we are using acronyms) or ask questions. If you're not comfortable asking general questions in the meeting, jot down a note and follow up with one of us afterwards. I spoke yesterday to Rev. Phil regarding celebrations for the Queen's Platinum Jubilee and I will be having a meeting with him and the Churchwardens in the coming weeks to hear their plans and how we might dovetail with them; I'll report back as soon as I can. I've yet to hear back from my friends at the Coffee Caravan, but the general mood is that people, particularly the over 60s, are still not entirely comfortable with mixing in groups. That being the case, I will make a follow up contact with the suggestion that we try and have our first meet in March or April, schedule it for a trial period of 3 months and see what response we get. If there is not sufficient interest, I will not push this forward beyond that point. As you will be aware from correspondence, the Sizewell C meeting was cancelled at the last minute and is now rescheduled for 4th February. I have other commitments for that day, but if anyone else would like to attend, please get in touch with the organisers direct or via myself. Other items are covered elsewhere on the Agenda, so I'll leave it at that.

22.008 Reports:

(a) County Councillor and (b) District Councillor: Reports had been circulated as and when received.

(c) Police: No report.

RESOLVED: that the reports be noted.

22.009 Correspondence: The Clerk circulated correspondence as and when received. There were no comments.

It was agreed that a District Council sponsored event, 'One life' would be publicised on the website and notice boards.

22.010 Planning Applications:

(a) New Applications

DC/21/5533/TPO: Management of Turnpike Woods.

The Sotterley Estate intended to more actively manage this area and propose to remove a 10m belt of trees along the boundaries of the houses in Woodfield Close for safety and plant appropriate hedging subject to further discussion with neighbours. A thinning programme will improve the prospect of the better trees and admit light to the understory. At the site meeting discussion took place about a possible footpath parallel to the A145 but there was some resistance to this on grounds of security. The District Council is likely to approve the application and will include a condition that a suitable barrier hedge is planted but will not make any condition regarding a footpath. It was AGREED that the Estate would be requested (1) to give consideration to the creation of a footpath near the A145 to improve pedestrian safety and go some way to linking the disparate parts of the village and (2) to involve Dr Bynum, Tree Warden, in future plans for the woodland.

RESOLVED: Not to object to the proposals.

DC/21/5461/FUL: Creation of a lean-to building at Church Farm

RESOLVED: Not to object to the proposals.

DC/21/5723: Erection of solar panels at Unit 21, Ellough Industrial Estate

RESOLVED: Not to object to the proposals.

Agents for Sotterley Estate had written asking for initial comments on upcoming plans to build a dwelling next to Crossbow Cottage and to make changes to the parking arrangements at 1 Barnes Cottages. The former would 'close' Woodfield Close to any development traffic now that the access to the site east of Barnes Cottages had been agreed.

It was AGREED that Clerk should write in support of the proposed plans, without prejudice to any formal application submitted in future

(b) Updates on previous applications: DC/21/3216/FUL: Barnes Cottages. Plan C approved.

22.011 Finance:(a) To approve payment of outstanding invoices

Proposed by Cllr Blunn, Seconded by Cllr London and RESOLVED: That the payments listed in Appendix 1 be authorised.

(b) To note the financial situation as at 30 November 2021 (the latest full bank statement date, circulated prior to the meeting)

Proposed by Cllr Ellis, Seconded by Cllr Parsons and RESOLVED: That the situation be noted.

(c) Appointment of Internal Auditor

The Clerk had advised the Council that the current auditor is a qualified individual employed by Suffolk Association of Local Councils at a fee for the past year of £199. The benefits of using SALC's service are that the auditor is chosen from a panel of people with sector experience who can focus on both the accuracy and completeness of the figures, their relevance to the decisions made during the year, the external challenges facing the sector and the particular demands of the Governance and Accountability Return. An alternative approach would be to appoint a local firm of accountants who may or may not have relevant experience.

Proposed by Cllr Ellis, Seconded by Cllr London and RESOLVED: That SALC be invited to conduct internal audit work for 2021/22.

22.012 Cemetery and Chapel:(a) Sotterley Chapel Preservation Trust: No report

(b) Annual renewal of the agreement between the Council and SCPT: Deferred following the bereavement of Mr Horwood.

(c) Registration of the Property at H M Land Registry: No further progress.

22.013 Queen's Platinum Jubilee

It was agreed that any event would be inclusive of all ages , games, coconut shy, bunting, fancy dress competition, a theatre group, music and PA to be included with an approach to the Fox for food and drink. Morrison's supermarket to be approached for possible help but no food could be sold so donations may be requested. The date was agreed as Sunday 24 July.

In response to a query it was noted that the site of planting at the playing field had been agreed and that this would be confirmed to Dr Bynum and Cllr Potter.

22.014 Playing Fields

Proposals for the creation of a Foundation Charitable Incorporated Organisation had been circulated by the Clerk.

The Council was asked to agree in principle:

(a) to the creation of a Foundation Charitable Incorporated Organisation (CIO) which will be separate from the Parish Council but which will draw its members (trustees) from the Parish Council, Sotterley Estate/Sotterley Farms Partnership (*The Estate*) and members of the community. The proposed objects of the CIO were outlined in the draft constitution circulated earlier and based on the recommended wording of the Charity Commission.

(b) that the initial trustees will be:

- Robbie London (Parish Council)
- Tracey Blunn (Parish Council)
- Tom Barne (Sotterley Estate)

- Rebecca-Rose Mather (Parish Council and Community)

with Steve Blackburn to act as Trust Manager

(c) The Trust Manager will apply to the Charity Commission in due course for registration on the basis of the above using the draft constitution referred to above.

(d) Upon successful creation of a lease to the new CIO, the Parish Council will give up its licence to the playing field.

(e) Upon successful creation of a lease, the Parish Council will pass the accumulated earmarked reserve of £5,000 to the CIO.

All of these actions will be subject to legal and financial advice being obtained by Sotterley Estate and thereafter subject to scrutiny the Council's advisers, including clarification these points as a minimum:

(f) The future lease, the grounds and the ownership of new assets in the playing field, particularly the play equipment may depend on VAT advice for both purchases and maintenance

(g) If the cost of upkeep is not to be raised annually, it will have to be precepted

(h) The cost of an 'additional' insurance policy may not be justified as it is unlikely to result in a significant reduction in premium to the Parish Council and would have to be covered by fund raising.

(i) Whether the Council should or could be a corporate trustee, whether the deed should insist on Council representative and whether there would be a conflict of interest in having an Estate representative as a trustee

(j) A separate registration for VAT, if possible, will have to be the subject of advice.

It was agreed that Cllr London would approach Ringsfield Parish Council to establish how they had organised the creation of their playground.

Proposed by Cllr Parsons, seconded by Cllr Blunn and unanimously RESOLVED: to agree in principle to the actions (a) to (c) above, subject to appropriate advice and the resolutions of questions (d) to (j) above.

22.015 Neighbourhood Development Plan

Brief details had been circulated to all households and the detailed booklet had been sent consultees and was available on request from the Clerk.

A letter from Sotterley Estate to its tenants encouraged all residents to read and comment on the plans and attend the open meetings on 4 March (2pm-4pm and 6pm-8pm).

22.016 Village Matters

(a) Quiet Lanes: Our interest has been registered for the next tranche of funding.

(b) Litter Pick: To be on Sunday 20 March.

(c) Production of a Circular to Residents: Cllr Ellis has produced a draft and delivery arrangements were made.

(d) Connected Communities: ESC were promoting a touring café, Vinny Van Go as well as the Rural Coffee Caravan where contact has already been established. It was AGREED that the response to the Rural Coffee Caravan would be monitored before any other option was considered.

(e) Telephone Kiosk: Further cleaning will be undertaken in spring.

(f) Sheaf Magazine: Cllr Chipperfield volunteered to write the next article, to include the Community Speedwatch, the Litter Pick and the Picnic

(g) Deterrence of Speeding: Further actions were agreed in the public session of the meeting.

22.017 Items for discussion at the next meeting

Chair _____ Clerk _____ Date _____

- Jubilee Event
- Arrangements for the Annual Parish Meeting

22.018 Date of next meeting: Wednesday 16 February 2022 at 7.00 pm.

The meeting closed at 8.55 pm.

Appendix 1 – Payments Authorised

Cq No	To	For	Net	VAT	Gross
169	Graphic Solutions	NDP booklets and flyers	158.50	-	158.50
170	Hussey Knights	NDP roadside boards	200.00	40.00	240.00
171	Vertas	Grounds maintenance Oct-Dec	231.30	46.26	277.56
172	SALC	Training Course – recruitment	25.00	5.00	25.00
173	Waveney Norse	Bin emptying Oct-Dec	9.99	2.00	11.99
174	S C Blackburn	Salary and expenses Oct-Dec	293.01	-	293.01
174	HMRC via S C Blackburn	Tax collected Oct-Dec now due	203.40	-	203.40
175	J London	Repairs to slide	85.00	-	85.00
176	Vertas	Grounds maintenance Jan-Mar	231.30	46.26	277.56

_____ Chairman

_____ Date

Chair _____ Clerk _____ Date _____