

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 17 January 2024 at 7.00 pm

Present:

Councillors C Ellis (Chair), Blunn, Chipperfield, Drane, London, Sheldrake and Thornton.

Absent: Cllr Mather.

In attendance:

Mr S C Blackburn (Clerk), County Councillor J Cloke and three members of the public.

24.007 Apologies for Absence: Cllr R Ellis (on business), District Cllrs Specca and Hammond.

RESOLVED: that the apologies be accepted.

24.008 Declarations of Interest and Requests for Dispensations

Cllrs Sheldrake and Thornton declared an interest in planning application DC/23/4868/FUL relating to proposed new building near Woodfield Close and Barnes Cottages as their properties are affected by the proposals.

24.009 To sign as an accurate record the minutes of the previous meeting

RESOLVED: that the minutes of the meetings held on 15 November 2023 and 3 January 2024 be signed as correct records respectively.

24.010 Public Participation

Two residents spoke to express their concerns about the proposed development and the adverse effect on their homes in Woodfield Close. One felt that this was an aggressive development, too dense and that five of the nine properties would be adjacent to his house with 12 first floor windows overlooking his property. As the latter is one room in depth, he felt that there would be a complete loss of privacy and a threat to security.

Another resident expressed concern that a drainage ditch at the east of Crossbow Cottage was not shown on the plan and that there was no adequate plan for drainage of the site. A neighbour expressed concern that his garden should drain away towards the development but may no longer do so.

Councillors pointed out that the ages of nearby properties had been shown inaccurately and that, although this had been a planned site for housing for many years, the layout was not felt to be well-considered and that the promised consultation with neighbours had not happened. A tree believed to be protected by a Tree Preservation Order had been felled and he was taking this up with East Suffolk Council.

The presence of Great Crested Newts, a protected species, had been noted recently near Crossbow Cottage, and was an omission from the environmental survey.

Although there was mention in the plans of bringing more families to the village, there was no mention of any contribution to local facilities, for example playground improvements.

The Chair agreed to combine the discussion with item 8 on the agenda; Councillors concurred with the concerns raised whilst acknowledging that a housing development had been planned for the site for many years.

The Chair summarised the material considerations as: overlooking, uncertainty regarding drainage, protection of wildlife, a lack of sustainability, the density at one specific point would adversely affect one property. Concerned residents were strongly encouraged to submit individual and specific objections to the application to ESC before the consultation deadline.

RESOLVED: to object to the details of the proposals as listed above, 5 votes to object, Cllrs Sheldrake and Thornton abstaining.

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

24.011 Reports

Reports had been circulated as and when received and were held on file.

(a) Chair

There was no formal report due to her being away recently. A comment was made that the Thermal Imaging Project had had a reasonable response, although nothing from Sotterley Estate, and that the offer may be repeated next year.

(b) County Councillor

Cllr Cloke advised the meeting that when the plans for an anaerobic digester were considered by the County Council she could not speak against and vote and advised the meeting that someone from the Parish Council should speak. It was agreed that Cllr. C Ellis would ask to address the SCC Planning Committee when the application was considered and would notify them of her intention.

(c) District Councillor

(d) Police: No report received.

RESOLVED: that the reports be noted.

24.012 Correspondence: None.24.013 Planning Applications(a) New Applications

DC/23/4868/FUL : Dealt with above.

(b) Updates on previously considered applications

DC/23/3612/LBC (Moat Farmhouse, Mill Lane): Application approved.

DC/23/4343/FUL (Fox Farm House): Application approved.

(c) Local Validation of Planning Applications

Proposals from East Suffolk Council had been circulated; no comments were made.

24.014 Finance(a) To note the financial situation and bank reconciliations as at 30 November and 31 December 2023

RESOLVED: That the situation as shown in Appendix 2 be noted.

(b) To approve payment of outstanding invoices

RESOLVED: That the payments listed in Appendix 1 be authorised. Due to the urgency of the payment to HMRC, it was agreed that payments would be made by internet banking at the end of the meeting. The Clerk had previously agreed to review the Standing Orders and Financial Regulations when the procedures had been established.

(c) Internet Banking

Credentials for Cllr C Ellis were being processed and those for Cllr Blunn had been delayed by a technical issue at Lloyds Bank. At the end of the process the authorising arrangements would be as follows:

Name	Cheque Payments	Internet Payments
Tracey Blunn	√	√
Alison Chipperfield	√	√
David Drane	√	√
Caroline Ellis	√	√
Robbie London	√	
Jerome Sheldrake	√	
Steve Blackburn	No	View (Admin) Only

[Later: the Clerk's authority was changed to 'view only' on 18 January 2024]

24.015 Playing Field(a) Arrangements for inspections of the playground

East Suffolk Council had written about future arrangements for inspections; as well as the annual inspection they offer weekly and quarterly checks. RESOLVED: that the annual checks should continue with East Suffolk Council but that weekly checks would continue to be made locally by volunteers.

(b) To consider and agree an approach to Sotterley Estate for a new lease

RESOLVED: that a letter be sent to the Estate seeking a memorandum of understanding outlining the terms of proposed lease and then proceeding to outline the proposed improvements and possible sources of funding without going into specifics at this stage.

(c) To consider and if appropriate agree the formation of a committee to manage the playground

RESOLVED: to defer this until a positive response to the above letter had been received.

24.016 Cemetery and Chapel

(a) Tree inspections: The Clerk had not yet made contact with Dr Bynum about tree inspections and a meeting would be arranged as soon as possible, in conjunction with the liaison group.

(b) Proposals to install a bicycle rack: RESOLVED: to pay the invoices relating to the installation of the bike rack and repairs to the notice board and shed in order that VAT may be reclaimed on those invoices in the name of the Parish Council, and subject to SCPT reimbursing the Council for the net amount.

24.017 Road Safety - To receive an update on ongoing legal action

The case had been referred to Norwich County Court and a date was awaited. Cllr Blunn offered to accompany the Clerk if possible.

24.018 Village Matters

(a) Bulb planting: all bulbs had been distributed for planting. Cllr C Ellis was thanked for storing and distributing the bulbs.

(b) Sheaf Magazine: Cllr Thornton offered to write a brief piece about the thermal imaging project for the next available issue.

(c) Use of the WhatsApp/Facebook groups: Deferred until the next meeting.

24.019 Items for discussion at the next meeting:

Social media accounts, blocked bridleway near Ellough Airfield, notice board repairs, Ellough Village sign, dates and arrangements for the next litter pick, arrangements for the Annual Parish Meeting, Nominations for Chair for 2023/24, Review of Financial Regulations and Standing Orders, Progress on Assets of Community Value.

24.020 Date of next meeting: Wednesday 21<sup>st</sup> February 2024 at 7.00 pm.

The meeting closed at 8.40 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
I3	S C Blackburn	December salary Arrears after national salary award Expenses January salary	324.00 192.00 25.15 324.00		324.00 192.00 25.15 <u>324.00</u> 865.15
I4	HMRC	P30 payment to HMRC of deducted income tax	279.00	-	279.00
I5	East Suffolk Services	Bin Emptying Oct-Dec	9.99	2.00	11.99
I1/I2	R J Porter	(a) Concreting for cycle rack at Cemetery (b) Repairs to notice board and shed	215.00 297.00	43.00 59.40	258.00 <u>356.40</u> 614.40

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

Appendix 2 Budget and Bank Reconciliation at 31 December 2023

As At 31 December 2023

	Budget	General Fund	All Earmarked	Total
<b>RECEIPTS</b>				
Precept	7,500	7,500.00	500.00	8,000.00
Cemetery Fees		100.00	0.00	100.00
Picnic		0.00	0.00	0.00
Miscellaneous Income		0.00	0.00	0.00
Earmarked Funds - Receipts			0.00	0.00
VAT Recovered	1,427	1,427.22	0.00	1,427.22
<b>TOTAL RECEIPTS</b>	<b>8,927</b>	<b>9,027.22</b>	<b>500.00</b>	<b>9,527.22</b>
<b>PAYMENTS</b>				
<b>Administration</b>				
Staff Costs	5,050	3,275.00	0.00	3,275.00
Payroll Costs	105	45.00	0.00	45.00
Mileage	220	89.55	0.00	89.55
Printing Stationery & Postage	120	128.85	99.50	228.35
Insurance	600	579.03	0.00	579.03
Hall Hire	210	3.00	0.00	3.00
Web Hosting	55	50.00	0.00	50.00
Membership & Subscriptions	450	232.65	0.00	232.65
Audit	180	0.00	0.00	0.00
Laptop			0.00	0.00
Data Protection	35	0.00	0.00	0.00
Training	100	60.00	0.00	60.00
VAT Paid	0	244.35	0.00	244.35
	7,125	4,707.43	99.50	4,806.93
<b>Maintenance</b>				
Playing Field Maintenance	1,038	923.90	0.00	923.90
Playing Field Improvement	0	0.00	0.00	0.00
Notice Board Repairs	400	0.00	0.00	0.00
Playground Inspection	80	65.00	0.00	65.00
Bin Emptying	50	29.97	0.00	29.97
Pest Control	200	0.00	0.00	0.00
Cemetery Management	500	0.00	0.00	0.00
General Maintenance	400	0.00	0.00	0.00
Vehicle Sign		260.14	0.00	260.14
	2,668	1,279.01	0.00	1,279.01
<b>Community Events</b>				
Raising the Parish Profile		0.00	0.00	0.00
Grants and Donations	1,000	0.00	0.00	0.00
Earmarked Funds - Payments			0.00	0.00
	1,000	0.00	0.00	0.00
<b>TOTAL PAYMENTS</b>	<b>10,793</b>	<b>5,986.44</b>	<b>99.50</b>	<b>6,085.94</b>
Surplus (-Deficit) to date	-1,866	3,040.78	400.50	3,441.28
Brought Forward 1.4.2023	9,937	5,135.61	9,466.02	14,601.63
Transfers between funds				
Surplus/Deficit	-1,866	3,040.78	400.50	3,441.28
Carried Forward	8,071	8,176.39	9,866.52	18,042.91

Recent Transactions

<b>Previous Bank</b>	18,274.29
<b>Credits</b>	
Sally Knight Memorial Fee	100.00
<b>Debits</b>	
Vertas	-331.38
	0.00
	18,042.91
<b>Net Bank Account</b>	<b>18,042.91</b>

Bank Reconciliation

Lloyds Current Account Statement Balance	18,042.91
Less: unpresented cheques	0.00
Add: credits in course	0.00
<b>Net balance</b>	<b>18,042.91</b>
Difference	0.00

Chairman	_____
Clerk	_____
Date	_____

\_\_\_\_\_ Chair

\_\_\_\_\_ Date

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_