

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 20 July 2022 at 7.00 pm

Present:

Councillors C Ellis (Chair), Blunn, Chipperfield, R Ellis, Drane, London, Mather and Sheldrake (later).

In attendance:

Mr S C Blackburn (Clerk); no members of the public.

22.111 Apologies for Absence: Cllr Potter, Cllr Gartley and District/County Cllr Cloke.

RESOLVED: that the apologies be accepted.

22.112 Declarations of Interest and Requests for Dispensations: None.

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

Proposed by Cllr Drane, Seconded by Cllr Chipperfield, and RESOLVED: that the minutes of the meeting held on 15 June 2022 be signed as a correct record.

22.114 Public Participation: None.

Cllr Sheldrake arrived at the meeting.

22.115 Chair's Report

Good evening everyone, and a welcome back for Steve after his well deserved holiday. As agreed at last month's meeting, I wrote to representatives of the Village Hall, Playing Field and Shadingfield Fox to advise them of our intention to register them as Assets of Community Value (ACVs). Perhaps Cllr Ellis (R) will update us on this matter under 14 (a) – Neighbourhood Development Plan. I've also completed the Rural Services Questionnaire and a Survey on East Suffolk's Planning Department for SALC. Sadly, it seems that today Planning Permission for Sizewell C was granted by the Government – so much for Community Engagement and involvement. With a slightly different hat on, we are now in the final throes of winding up the Lunch Club. I've been charged with purchasing a coffee machine for the Village Hall and the cost of this will be taken from £1,147.65 that Council is holding for the Lunch Club. We resolved that a quarter of the funds (£286.91) goes to a food bank and the remaining money continues to be held by the PC for future events held in Shadingfield for the benefit of the Community. Other members of the community e.g. Village Hall can apply for a share of these funds (£860.74 less the cost of the coffee machine) for future events until such time as all funds have been spent/accounted for. Steve is scheduled to have his appraisal before our next meeting in September, so if you have anything to feed into this, please speak to me in confidence as soon as possible. Lastly, thank you to those who expressed their sympathy after the fire we had Monday last; Forensic investigation was inconclusive, we're both fine, dogs are fine and the main house was unaffected but the 'summer meeting' I had hoped to hold in August will not take place, I'm afraid. Things could have been a lot worse, but thanks to our wonderful neighbours calling it in relatively quickly and the amazing fire service everything else is fixable. I'm just thankful no one was hurt, we didn't set our neighbour's thatch on fire or set fire to the back field of very tall, very dry grass. Stay safe everyone and hope you enjoy the summer in whatever form it takes for you.

22.116 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.

22.117 Correspondence: The Clerk circulated correspondence as and when received.

Cllr C Ellis circulated an enquiry from Suffolk CC asking if there was demand for a parent and child group. Cllr Mather will ask parents locally and liase with Cllr Ellis.

Chair _____ Clerk _____ Date _____

There is a levelling up meting planned in Cambridge and anyone wishing to attned would have the fee of £85 and travel costs paid by the Council.

Cllr Cloke's reference to a traffic survey could have referred to the vehicle count which had taken place recently. It is not known if further work is planned.

22.118 Planning Applications

(a) New Applications

DC/22/2341/AGO: West End Farm: additional hard standing

DC/22/2251/FUL: Mill House Farm, Mill Lane: new porch

RESOLVED: To support the proposals.

DC/22/1217/DRC: Shadingfield Hall: Discharge of condition 4 relating to planting. Noted that this was advised and subsequently permitted during the past week.

(b) Updates on previous applications: None.

DC/22/1095/FUL: Fox Inn: New cart lodge and outbuilding – permitted

DC/22/1445/FUL: West End Farm: New livestock shelter – permitted

DC/22/1455/FUL: The Byre, Hulver Road: New porch – permitted

22.119 Finance

(a) To approve payment of outstanding invoices: Proposed by Cllr Blunn, seconded by Cllr Sheldrake and RESOLVED: That the payments listed in Appendix 1 be authorised.

(b) To note the financial situation as at 30 June 2022: Proposed by Cllr R Ellis, seconded by Cllr London and RESOLVED: That the situation be noted.

22.120 Review of Internal Governance Documentation:

(a) Standing Orders

The Clerk had compared the current version (2021) with SLCC and NALC specimens. The only change from the NALC specimen is that Clause 18 (contracts and tenders) has been amended to reflect legislative changes brought about by Brexit. In addition, references to 'he' had been replaced by 'he/she'.

(b) Financial regulations

The latest NALC specimen of this document is dated 2019. There are no changes to recommend other than a suggestion by our Internal Auditor that the roles of Clerk and Responsible Finance Officer (RFO) are clarified as in some Councils these roles are performed by different people. The opportunity has been taken to remove a reference to a finance committee and to delete references to three year forecasts and company debit and credit cards.

(c) Review of Risk Management

During discussion it was agreed that the impact of financial risks (section 1.01) should be raised from 1 to 3; to include risks relating to memorial stones and trees in the churchyard and to remove references to a specific playground inspection company.

(d) Internal Control Statement and Report

This new document, proposed by Suffolk ALC acts as a summary of controls. A table of checks to be performed by a non-signatory councillor was felt to be a duplication of the work of internal audit and was not included.

It was proposed by Cllr Blunn, seconded by Cllr R Ellis and RESOLVED that the documents above be approved.

Chair _____ Clerk _____ Date _____

22.121 To consider East Suffolk Council's consultation on small scale residential developments in the countryside

The consultation paper refers to easing restrictions for small scale developments, upto three within the settlement boundary or five adjacent but not contra to the overall strategy. Mutford PC have contacted us and other councils and are concerned that it enables a back door to development with a risk that parish councils will be faced with pressure from developers. It was agreed that Cllr R Ellis would contact Mutford PC to consider a co-ordinated but separate response by the deadline of 5 August 2022.

22.122 Cemetery and Chapel(a) Tree Inspection

Cllr C Ellis had written to Dr Bynum, the tree warden asking her to advise us of her charges for inspecting the trees annually with a view to including this in the budget for 2023/24.

(b) Headstone Inspection

As this appears to have been part of the 2+2 meeting, it was agreed to write to SCPT and ask that inspection be formalised as part of the half-yearly 2+2 meetings.

(c) Plan of the churchyard

It was suggested that a more formal plan should be drawn up, as had been also suggested by SCPT. It was agreed that that the Clerk would assess the size of this project and report back to the Council.

22.123 Playing Fields Management:(a) Lease

Both the National Lottery and Community Action Suffolk (CAS) had indicated that significant grant monies would be unlikely without a much longer lease. CAS are offering free one-to-one funding tuition which would be taken up by the Chair and Clerk in order to present a reasoned case for a long lease to Mr Barne at Sotterley Estate.

(b) Play Area inspection

The Annual inspection had been completed a report received. Most of the points raised are 'low risk' but the clerk drew the attention of the meeting to five points which he felt should be addressed:

- Latch plate missing on the gate to the play area
- Waste bin not secured to the ground
- Corrosion at the top of the slide to be addressed
- Warning signs recommended for the basketball hoop
- Grass overgrown at the time of the inspection

Cllr London offered to search for a latch plate but it was agreed that the other matters would be dealt with by the Clerk, other than mowing which would be kept under review and reported to the contractor if not satisfactory.

22.124 Village Matters

(a) To confirm regular checking and maintenance of the defibrillator: Cllr C Ellis is now registered with Heart to Heart (manufacturers) as the keeper. They will remind her when checks are needed.

(b) Proposed improvements to road signs at Shadingfield: Discussion of a planter was deferred; A suggestion was made to (a) incorporate a 'please slow down' sign into the village signs and (b) erect playground signs on the north and south approaches to the playground. Cllr R Ellis had tightened and cleaned the wooden parts, painted them with anti-fungal paint and strimmed the area.

(c) Deterrence of speeding: No further names had come forward and it was agreed that the Clerk would refresh quotes for a speed indicator device and whether purchasing two would attract a discount, in time for discussion at

Chair _____ Clerk _____ Date _____

the September meeting.

(d) Ellough Village Sign: Deferred.

(e) Jubilee Tree Planting: The tree for Ellough churchyard would be planted in the autumn; The plaque for the trees near the play area would be unveiled at the picnic to be held on 10 September.

(f) Neighbourhood Development Plan: Cllr R Ellis explained the process and the stage which the plan had reached, namely that ESC were reviewing the plan after which it would pass to an independent examiner who will check against legislation, after which the referendum would be held. The Fox public house had been included as a non-designated heritage asset. After consultation with the respective owners, application is to be made to ESC for the public house, the playing field and the village hall to be registered as Assets of Community Value.

(g) Future articles for Sheaf Magazine: Kindly volunteered by Cllr Chipperfield.

(h) Telephone kiosk: Deferred.

22.125 Items for discussion at the next meeting

- Litter pick
- Picnic (10 September), to be the subject of a special meeting

22.126 Date of next meeting: Wednesday 21 September 2022 at 7.00 pm.

The meeting closed at 8.50 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
194	S C Blackburn	July salary and expenses	552.13	-	552.13
	inc tax paid to HMRC £221.60				
195	Waveney Norse	Bin emptying	9.99	2.00	11.99
196	M A Allen MAAN Assocs	Locum Clerk – June	91.92	-	91.92
197	Vertas	Grounds Maintenance Jul-Sept	246.56	49.31	295.87
198	Waveney Valley food Bank	Part of Luncheon Club funds	286.91	-	286.91

_____ Chairman

_____ Date

Chair _____ Clerk _____ Date _____