

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 26 July 2023 at 7.00 pm

Present:

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

Absent: Cllr Sheldrake.

In attendance:

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

23.097 Apologies for Absence: Cllr R Ellis (business commitments), T Blunn and Mather (both family commitments), County Councillor Judy Cloke and District Councillors Hammond and Speca..

RESOLVED: that the apologies be accepted.

23.098 Declarations of Interest and Requests for Dispensations: None.

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

Proposed by Cllr Chipperfield, seconded by Cllr Drane and RESOLVED: that the minutes of the meeting held on 21 June 2023 be signed as a correct record.

23.100 Public Participation: None.

23.101 Chair's Report

Firstly, thank you to Steve for all his work on the Internal Audit, Internal Controls and Risk Assessments and our Governing Documents and Policies. We will formally be addressing these later in the meeting, but I want to acknowledge that while these elements of Council responsibility are less than glamorous, they are necessary, and it is much appreciated that we have someone competent to take them on. I have received a number of complaints/comments from residents regarding cars that appear to have been abandoned in the car park of the Shadingfield Fox. We will address this in more detail under item 17 (a) on tonight's agenda, but as this is one of a few businesses in our villages, I hope you can consider this issue in the light of supporting local business in a difficult economic environment. East Suffolk Blooms have confirmed that we will be receiving 500 bulbs for planting in October; please can you use your local knowledge to help us decide where to plant these for maximum effect. On 31st July there is a meeting of the Beccles, Bungay and Halesworth Community Partnership in Halesworth that I will be attending and I will report back on this by e-mail to Steve for inclusion in his weekly updates. A reminder that the ANPR speed monitoring equipment will be installed in the village between 28 August and 4 September, and these dates are amended from those initially advised. Any input to our Clerk's appraisal for the year should be advised to me in confidence and in writing by 18th August, please. I've had a request for help from a resident, also a Councillor, to assist a relative who for support reasons wants to move to our area; any communications I send on this matter will be copied to Steve, for the purposes of transparency, and I will leave it to his discretion if he feels you each need to be copied in. If this is something you feel you need to see, please let Steve know; I would just remind you of your obligations regarding confidentiality when handling the personal information of individuals. Lastly, just as a general aside, while I haven't been a resident of rural England for as long as many of you, I can't help but comment that I picked my first ripe wild blackberry this week. I thought last year was unusual in these being ready in August last year. I can't help but wonder what additional challenges or opportunities this climate change presents for our agricultural managers and farmers. Have a lovely summer everyone and, barring planning applications needing our attention beforehand, I'll see you all back here in September.

23.102 Reports

(a) County Councillor

Reports had been circulated as and when received.

Cllr Cloke had mentioned broadband providers other than County Broadband in her report and it was agreed that the Clerk would ask her if the companies were connected.

(b) District Councillors: Nothing Further to the recent report.

(c) Police: an approach has been made to hold a Street Meet which was welcomed. Venues such as the Village Hall, Pub, Chartres Piece and North Green Farm Shop were suggested.

RESOLVED: that the reports be noted.

23.103 Correspondence: None.

23.104 Planning Applications

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

(a) New Applications

DC/23/2664/DRC – Discharge of Conditions (DC/21/1593/FUL) - Playters Old Farm. This was mentioned by a Councillor but had not been formally notified to us. It was felt to relate to existing plans, to which the Council had previously expressed concerns.

(b) Updates on previously considered applications

DC/23/0891/FUL – Hill Farm Barn –Application permitted  
DC/23/2230/AGO – Irrigation Reservoir - Prior approval granted.

Energy recovery Facility, V C Cooke. Cllr Ellis updated the meeting; the Clerk had sent an email to the Environmental Protection at East Suffolk Council, who would have to grant an Environmental permit, expressing concerns about the emissions and their potential effect on air quality.

23.105 Finance

(a) To note the financial situation and bank reconciliation as at 30 June 2023: Proposed by Cllr Thornton, seconded by Cllr London and RESOLVED: That the situation as in Appendix 2 be noted.

(b) To authorise payment for Clerk's use of home as office for 2022 and to note payment for 2023  
RESOLVED: that payment be authorised.

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

(d) Bank Mandate: To consider the use of internet banking for payment of invoices. Proposed by Cllr Chipperfield, seconded by Cllr London and RESOLVED that an application be made to Lloyds Bank for the provision of internet banking facilities. It was noted that the Financial Regulations and Risk Analysis documentation would need to be amended once the procedures were known.

23.106 To consider the report of the Council's Internal Auditor and any recommendations made

The report had been circulated to Councillors on 6 July with responses to minor points from the Clerk. It was acknowledged that concerns raised about maintenance of the churchyard did not apply as the property was owned by the Council. Proposed by Cllr Chipperfield, seconded by Cllr Thornton and RESOLVED: that the report be noted.

23.107 To consider and, if agreed, to re-appoint Suffolk Association of Local Councils as the Council's Internal Auditor for 2023/2024

Proposed by Cllr C Ellis, seconded by Cllr London and RESOLVED; that Suffolk Association of Local Councils be appointed as the Council's Internal Auditor for 2023/2024.

23.108 Review of the effectiveness of the Council's systems of internal control

The Clerk had circulated an internal control statement and the extent of reporting for 2022/23, a SALC recommended document together with the Council's analysis of risks and mitigation actions. Cllr Thornton referred to the need to acknowledge risks relating to loss and recovery of information held digitally. He also commented on the need to acknowledge risks faced by the community which he offered to consider in time for the next meeting.

Annual Governance and Accountability Report for 2022/2023

## 23.109 (a) Annual Governance Statement for 2022/2023

RESOLVED: That the Annual Governance Statement be approved and signed by the Chair and Clerk to the meeting.

## 23.110 (b) Accounting Statements for 2022/2023

RESOLVED: That the Accounting Statements, having been signed by the Clerk and RFO, be approved and signed by the Chair.

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

23.111 To receive a report on the Clerk's review of the Council's Governing Documents and Policies

The Council is expected to review its governing documents and policies on a regular basis. This includes an annual review of the Standing Orders and Financial Regulations and a review at two yearly intervals of any other adopted policies. All of these are due this year.

The Clerk reported that he had carried out this review firstly with reference to the Society of Local Council Clerks website, its bi-monthly magazine, an on-line forum and regular news bulletins in order to ascertain whether any legislative changes or other recommendations for updates have been made and secondly with reference to the Suffolk Association of Local Councils who are developing a 'Model Council' with many specimen policies.

The changes outlined in Appendix 3 were recommended:

RESOLVED with thanks: That the review be noted and the changes agreed.

23.112 Speed Indicator Devices

The Clerk had summarised the application to the Court and subsequent correspondence with Smart Group Ltd. They had asked for and been granted time (until 31 July) to prepare their case.

23.113 Cemetery and Chapel: No report23.114 Village Matters

(a) Complaint of abandoned cars at Shadingfield Fox: It was acknowledged that the Parish Council had no powers in this area. Cllr London offered to explain to the landowner that he must ask for the cars to be removed and, if there was no response, to ask East Suffolk Council to take action.

(b) To confirm the date of the next litter pick: Provisionally 15 October, Cllr Chipperfield would arrange signage with Sotterley Estate.

(c) Future articles for Sheaf Magazine: Cllr Chipperfield offered to write a piece for the next issue.

(d) Playing field: An approach would be made to Mr Miles Barne via the Estate Office when Cllr Blunn was available.

(e) Update re offer of full fibre broadband in Shadingfield: No further report although it was known that approaches to residents was ongoing.

23.115 Items for discussion at the next meeting:

Confirmation of arrangements for the litter pick  
Changes to Risk assessment documentation  
Community Risk

23.116 Date of next meeting: Wednesday 20<sup>th</sup> September 2023 at 7.00 pm.

The meeting closed at 8.40 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
230	S C Blackburn	July net salary	300.00	-	300.00
		Vertas outstanding invoice April-June	276.15	55.23	331.38
		HMRC P30 April-June	225.00	-	225.00
		Court fees	205.00	-	205.00
		Ink cartridges	48.74	9.74	58.48
		Use of home as office 2022	100.00	-	100.00
		Use of home as office 2023	100.00	-	100.00
		Other	25.40	-	25.40
		Total			1,345.26
231	Waveney Norse	Bin emptying April-June	9.99	2.00	11.99
231	Waveney Norse	Playground Inspection	65.00	13.00	78.00
232	East Suffolk Council	Uncontested election costs to await formal invoice	67.32	-	67.32
233	Vertas	Grounds maintenance Jul-Sept to await formal invoice	276.15	55.23	331.38
234	M Lancaster	Batteries for SID	49.14	9.82	58.96

Appendix 2 Schedule of Policies reviewed

Policy	Last Review Date	Comment
<u>For biennial review</u>		
Code of Conduct (LGA)	Mar-21	
Complaints Policy & Procedure	Mar-21	
Conduct of Meetings	Mar-21	
Donations and Grants	Mar-21	
Equal Opportunities Policy	Mar-21	
Expenses	Mar-21	
Habitual and Vexatious Complainants	Mar-21	
Health and Safety Policy	Mar-21	
Home Working Policy	Mar-21	Replaced 'Inland Revenue' with 'HMRC'
Disciplinary Policy	Apr-21	
Grievance Policy	Apr-21	
Harassment and Bullying Policy	Apr-21	
Safeguarding	Apr-21	Replaced the contact details for the Suffolk Safeguarding Partnership
Training Policy	Apr-21	
Data Protection Policy	Jul-21	
Data Protection Privacy Notice	Jul-21	
Data Protection Employee Privacy Notice	Jul-21	Included the SALC Payroll service as an example of an external data user
Document Retention Policy	Jul-21	Clarified references to VAT (regulations)
<u>For annual review</u>		
Financial Regulations (July 2021 revision)	Jul-22	Procurement limits set by legislation for contracts over £25,000 are now £30,000 (see also Internal Audit report). References elsewhere have been left vague other than to refer to legislation
Standing Orders (July 2021 revision)	Jul-22	
Internal Controls Statement	Jul-22	
Financial Risk Assessment	Jul-22	

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

Appendix 3 Reconciliation at 30 June 2023

As At 30 June 2023

	Budget	General	Earmarked	Total
<b>RECEIPTS</b>				
Precept	8,000	8,000.00		8,000.00
Cemetery Fees		0.00		0.00
Picnic		0.00		0.00
Miscellaneous Income		0.00		0.00
Earmarked Funds - Receipts			0.00	0.00
VAT Recovered	1,427	1,427.22		1,427.22
<b>TOTAL RECEIPTS</b>	<b>9,427</b>	<b>9,427.22</b>	<b>0.00</b>	<b>9,427.22</b>
<b>PAYMENTS</b>				
<b>Administration</b>				
Staff Costs	5,050	1,850.00		1,850.00
Payroll Costs	105	0.00		0.00
Mileage	220	57.60		57.60
Printing Stationery & Postage	120	117.10		117.10
Insurance	600	0.00		0.00
Hall Hire	210	3.00		3.00
Web Hosting	55	0.00		0.00
Membership & Subscriptions	450	232.65		232.65
Audit	180	0.00		0.00
Laptop	500	0.00		0.00
Data Protection	35	0.00		0.00
Training	100	0.00		0.00
VAT Paid	0	91.80		91.80
	7,625	2,352.15	0.00	2,352.15
<b>Maintenance</b>				
Playing Field Maintenance	1,038	326.15		326.15
Playing Field Improvement	0	0.00		0.00
Notice Board Repairs	400	0.00		0.00
Playground Inspection	80	65.00		65.00
Bin Emptying	50	19.98		19.98
Pest Control	200	0.00		0.00
Cemetery Management	500	0.00		0.00
General Maintenance	400	0.00		0.00
Vehicle Sign		254.14		254.14
	2,668	665.27	0.00	665.27
<b>Community Events</b>				
Raising the Parish Profile		0.00		0.00
Grants and Donations	1,000	0.00		0.00
Earmarked Funds - Payments			99.50	99.50
	1,000	0.00	99.50	99.50
<b>TOTAL PAYMENTS</b>	<b>11,293</b>	<b>3,017.42</b>	<b>99.50</b>	<b>3,116.92</b>
Surplus/Deficit to date	-1,866	6,409.80	-99.50	6,310.30
Brought Forward 1.4.2023	9,937	5,135.61	9,466.02	14,601.63
Transfer - Laptop provision	0	-500.00	500.00	0.00
Surplus/Deficit	-1,866	6,409.80	-99.50	6,310.30
<b>Carried Forward</b>	<b>8,071</b>	<b>11,045.41</b>	<b>9,866.52</b>	<b>20,911.93</b>

Earmarked Funds	Opening	Now
Playing Field	5,000.00	5,000.00
Neighbourhood Development Plan	937.14	837.64
Neighbourhood Watch	250.00	250.00
Shadingfield Luncheon Club	433.38	433.38
Good Neighbour	600.00	600.00
Friendly Bench	750.00	750.00
Ellough Village Sign	1,000.00	1,000.00
Laptop	0.00	500.00
Picnic	500.00	495.50
<b>Total</b>	<b>9,470.52</b>	<b>9,866.52</b>

Recent Transactions	
Previous Bank	22,709.74
<b>Credits</b>	
	0.00
<b>Debits</b>	
227 S C Blackburn	303.60
	-303.60
	22,406.14
<b>Net Bank Account</b>	<b>22,406.14</b>

Bank Reconciliation	
Lloyds Current Account Statement Balance	22,406.14
Less: unpresented cheques	0.00
Add: credits in course	
None	
<b>Net balance</b>	<b>22,406.14</b>
Difference	1,494.21

Chairman	_____
Clerk	_____
Date	_____

\_\_\_\_\_ Chair

\_\_\_\_\_ Date

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