

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting

Held at Shadingfield Village Hall on 15 June 2022 at 7pm

Present:

Councillors C Ellis (Chair), Chipperfield, Gartley, R Ellis, Drane, Mather, Blunn, Sheldrake, London

In attendance:

Miss M Allen (locum parish clerk); no members of the public.

- 22.094 Apologies for Absence: Cllr Potter
RESOLVED: that the apologies be accepted.
- 22.095 Declaration of Interest and Requests for Dispensations:
Cllr C Ellis advised that approval would be requested for payment of expenses incurred by her for the Jubilee event.
- 22.096 To sign as an accurate record the minutes of the previous meeting held:
Proposed by Cllr Chipperfield, Seconded by Cllr Blunn, and RESOLVED: that the minutes of the meeting held on 18 May 2022 be signed as a correct record.
- 22.097 Public Participation: None
- 22.098 Chair's Report: Cllr C Ellis read out her report. Copy attached. Cllr C Ellis proposed that a donation be made to the Village Hall as recognition of their assistance when due to bad weather the event was re-located into the Hall at short notice.
Proposed: Cllr C Ellis, Seconded: Cllr Blunn
RESOLVED: To issue a cheque for £50 to the Village Hall Committee
- 22.099 Reports:
(a) County Councillor and (b) District Councillor: reports had been circulated as and when received. (c) Police: no report received.
RESOLVED: that the receipt of reports be noted.
- 22.100 Correspondence: The Clerk circulated correspondence as and when received.
Cllr C Ellis advised that an online questionnaire from Community Action for Rural Services Suffolk seeking information on rural services had been circulated to Councillors on 14th June by the Clerk. In order to provide a wide range of information it was agreed that Cllrs London, Mather, Gartley and Drane would also complete this questionnaire.
RESOLVED: Cllr C Ellis to email the link to enable Cllrs to respond.
- 22.101 Planning:
(a) New Applications
DC/22/1752/FUL: Fox Inn: Rear extension and internal changes

RESOLVED: To support the proposals but noted that there was no indication that disabled access would be improved.

(b) Updates on previous applications: None

22.102

Finance

(a) To approve payment of listed invoices

Proposed: Cllr Chipperfield

Seconded: Cllr Blunn and RESOLVED that the payments listed in Appendix 1 be authorised.

(b) To note the current financial situation and bank reconciliation

Proposed: Cllr R Ellis, Seconded: Cllr Blunn and RESOLVED: That the situation be noted.

22.103

Internal Controls and Risk Assessments:

(a) Review and approve the Council's schedule of internal controls

(b) Review of the effectiveness of the systems of internal control

RESOLVED: to defer this item until next month when a reconciliation of paperwork has been undertaken by the Chair and Clerk

22.104

Annual Governance and Accountability Return (AGAR):

(a) Annual Governance Statement for 2021/2022

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

(b) Accounting Statements for 2021/2022

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

22.105

Community Governance Review

RESOLVED: Defer until July meeting pending response from East Suffolk Council.

22.106

Cemetery and Chapel

(a) To consider proposals for the siting of a toilet – no plans received from the Trust.

(b) To consider a programme of tree management – not yet received. It is proposed that the Tree Warden Dr Bynum will carry out a survey later this year.

22.107

Playing Field – future management

RESOLVED: Further communication with the Sotterley Estate needed to try to resolve the requirement for a long term lease in order to apply for funding for improvements. The issue of drainage remains and there may be a requirement to have a full survey carried out.

22.108

Village Matters:

(a) Jubilee picnic – review – between 40 and 50 people attended and the event was well received within the community. Points to consider for future events – publicity materials to include details of contingency plans for bad weather; provision of soft drinks; consider involvement of The Fox public house and/or other local breweries.

Food providers had indicated that they would be happy to be involved in any future events.

RESOLVED: To organise a Picnic on the Playing Field in September – possible date Saturday 10 September.

(b) Jubilee Tree Planting – the Jubilee Oak currently with our tree warden, Dr. Helen Bynum, will be planted in Ellough Churchyard in the Autumn.

(c) Neighbourhood Development Plan – Cllr R Ellis advised that East Suffolk Council have received the updated plan. Consideration should be given to formally noting assets of value to the community in order to provide additional protection to these assets in the future.

RESOLVED unanimously, (1) That the Fox Inn be proposed as a Non-designated Heritage asset in the NDP and (2) that Cllr R Ellis would apply to have the following designated as Assets of Community Value

- (i) The Fox Public House, Shadingfield
- (ii) Shadingfield Village Hall
- (iii) Shadingfield Playing Field

A letter will be sent to the owners of the above assets advising of the action to register them as an asset of community value.

(d) Proposed improvements to road signs at Shadingfield.

Proposed: Cllr C Ellis, Seconded: Cllr London

RESOLVED: to provide £100 to Cllr Gartley to purchase Oasis blocks and artificial seasonal greenery and plants. Planters to be placed below the Shadingfield village signs. Cllr R Ellis to clean/paint the white fencing in this area.

(e) The Sheaf magazine. Cllr Chipperfield will submit an article to the editor, mentioning the ongoing requirement for Speedwatch volunteers and advising of the proposed September Picnic.

(f) Telephone kiosk – Proposed use for Book and Seed Swap – Cllr C Ellis to carry out a clean of the kiosk and quotes for shelving to be sought. Cllr Drane to provide contact details for a carpenter.

(g) Deterrence of speeding – further appeal for Speedwatch volunteers to be made as there needs to be a minimum of 6 volunteers, but budget considerations to be made for replacing the SAMs as the current machines are no longer operational.

(h) Defibrillator – Cllr C Ellis to follow up on maintenance and/or the provision of training which was cancelled due to Covid.

22.109

Items for the next agenda:

Internal Controls and Risk Assessments – carried forward
Annual review of standing orders and financial regulations
Ellough Village Sign

22.110

Date of next meeting: Wednesday 20 July 2022 at 7pm

The meeting closed at 8.37pm

Appendix 1 – Payments Authorised

Cheque Number	To	For	Net	VAT	Gross
188	S Blackburn	Salary & Expenses	371.31	7.97	393.91
189	SALC	Annual Audit	161.00	32.20	193.20
190	C Ellis	Picnic expenses	117.00		117.00
191	J London	Fencing	220.00		220.00

Appendix 2 – Chair's Report

Good evening everyone, and a warm welcome back for Marie who is covering for Steve while he takes a well earned break.

Not much to report this month, other than the Jubilee celebrations which I will come to shortly. I note that the Sotterley Country Fair is taking place on Sunday 26th June and I wish them fair weather and a healthy attendance. It can be very busy, but I look forward to seeing some of you there.

Sotterley Estate very kindly put the posters for the Picnic on the Playing field up for us, and took them down again. We can talk in more detail about what we learned from the Jubilee weekend and whether we want to hold a similar event in, say, September under item 15 (b) on the Agenda. So, in case anyone wasn't aware, we relocated the Jubilee Celebrations to the Village Hall on the day; while it didn't actually rain very much, the playing field was wet and muddy and it would have been cold and not very cheery outside. Huge thanks to Pauline and Graham Dyer and Brenda Bennett for their hard work cleaning and setting out the Village Hall and making it look so welcoming. On the day, we had a reasonable turnout, all things considered, and I'm happy to say that I received some very positive comments from residents, so our efforts do not go entirely unnoticed. Thanks also to the London family for putting up bunting and providing the sound system, and to Cllr. Helen Gartley for providing games and food for the community food table. There didn't seem to be much in the way of 'fancy dress' so the prizes Helen prepared were not awarded, although we found a use for the 'Adult' prize. The stake and plaque for the Queen's Green Canopy to be installed on the playing field by the 3 new trees is still with me (we were going to put it in on the day) and we will need to reschedule that. On the day, we raised £163 in donations (food was not charged for as such) and subsequently £50 in respect of food that was sold at cost after the end of the day. This cash was passed to Steve B for banking on the 8th June.

I should like to propose that from the donations, the sum of £50 is paid to the Village Hall Committee in respect of the teas, coffees and cakes they provided. I know they collected some funds on the day, but less than they normally would at such an event, so a top up is in order, especially as the day would not have been as successful without them.

Chairman

Clerk

Date