

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 20 March 2024 at 7.00 pm

Present:

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

Absent: Cllr Mather.

In attendance:

Mr S C Blackburn (Clerk), District Councillor T Hammond, no members of the public.

24.037 Apologies for Absence: County Councillor J Cloke, District Cllr A Specia.

24.038 Declarations of Interest and Requests for Dispensations: None.

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

RESOLVED: that the minutes of the meetings held on 21 February 2024 be signed as a correct record.

24.040 Public Participation: None.

24.041 Reports

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

(a) Chair

The Chair had circulated her report which is held on file.

(b) County Councillor

(c) District Councillors

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

District Cllr Hammond referred to revised documentation relating to the proposed anaerobic digester at Copland Way. He and District Cllr Specia have reiterated their strong objection to the proposals on grounds of noise, traffic and green credentials. Cllr C Ellis will be attending a joint meeting of representatives of nearby parish councils to which Cllr Hammond has been invited. He had also taken up the poor state of the roads and paths at Chartres Piece.

(d) Police: No report received.

RESOLVED: that the reports be noted.

24.042 Correspondence:

The Clerk reported receipt of a letter of thanks from Mr & Mrs Evans for the replacement fence at the bus stop.

The poor state of the roads and paths at Chartres Piece had been reported to East Suffolk Council, copied to Cllr Specia and Hammond who had supported the request for improvements to be carried out. It was later agreed that the Clerk would draft a circular to all residents asking them to express their concerns directly to East Suffolk Council.

24.043 Planning Applications

(a) New Applications: None.

(b) Updates on previously considered applications

Proposed anaerobic digester: Although revised documentation had been submitted by the applicant's agents, it was felt that this did not alter the grounds for objection.

24.044 Finance

(a) To note the financial situation and bank reconciliation as at 29 February 2024

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

Chair _____ Clerk _____ Date _____

(b) To approve payment of outstanding invoices

RESOLVED: That the payments listed in Appendix 1 be authorised.

24.045 Playing Field(a) Proposed new lease

The Clerk met with Tom Brown, Chief Operating Officer. on 13 March. The essential details arising from this meeting is that the Estate is willing to give a longer lease but seems to need a business plan. Our discussions included the need for a phased approach, the first phase being a hard path on two sides of the field and new play equipment. A grander scheme originally floated by Tom Barne and now reiterated including a circular running track, car parking and pavilion were seen (by the Council) as 'Phase II' and very much subject to a proper analysis of need in the community.

The meeting turned to drainage and it was made clear that the Estate would not be contributing money towards improved drainage of any sort. Mr Brown claimed that there was existing field drainage. The meeting was joined by Cllr London who complained about the run-off onto her land; again no offer of work or financial assistance was made.

Cllr Chipperfield suggested asking Sotterley for a copy of the drainage map to check if the outlets are blocked and see if the drains are running.

Should the Council wish to continue, a next step would be to ascertain, from a suitably qualified company, whether it would be feasible to create a path which would not further worsen the drainage situation. Cllr Thornton felt that the area needed a 5-10 year programme of activity.

In the meantime the Clerk has sent a draft lease from his previous experience, to the Estate and ask them to pass it to their legal advisers for comment. Once this is returned, the Parish Council's legal advice will be sought.

(b) Formation of a committee to manage the playground: Deferred.24.046 Cemetery and Chapel

(a) Tree inspections: A meeting of the Liaison Group and Dr Bynum will be held on 19 April.

(b) Proposed Toilet Facilities: No further progress had been reported to us. Cllr R Ellis felt that pre-application advice would flush out more exactly what SCPT wanted to do, where the structure might go and from what materials it would be built.

24.047 Nominations for Chair of the Parish Council for 2024/2025

Cllr C Ellis was pleased to report that Cllr Thornton had agreed to be nominated for the position. Cllr Thornton thanked Cllr C Ellis for her hard work and stressed the need to view the role of Chair as not being a job for life.

24.048 Road Safety

(a) Blocked drains on A145: Although the drains and gullies had been swept, and the flooding near Low Barn would be addressed shortly, there remained the problem of straw along the A145. It was agreed that the Clerk would make contact with Mr Simon Prior with a view not so much to complain but to try and establish if there was a pattern of straw movements and whether East Suffolk Council road sweeping could be co-ordinated.

(b) Defective speed indicator devices: No further progress. The Court will be contacted for an indication of when the next stage can be expected.

24.049 Village Matters

(a) Future articles for Sheaf Magazine: Cllr Chipperfield agreed to write the next article, to include a report on the upcoming litter pick and to advertise the Annual Parish Meeting.

Chair _____ Clerk _____ Date _____

(b) Notice board Repairs: Further contact has been made with Beccles Men's Shed. It was agreed that the existing supports, being sound, would be retained and that the existing glass would be re-used to avoid expense.

(c) Blocked Bridleway at Ellough: The delay in dealing with this may be partly due to the death of the site owner, Mr P Colby. The Clerk will make further contact with Suffolk CC.

(d) Straw on the Highway: See above.

(e) Arrangements for next litter pick, 24 March: Meeting at the Fox Inn at 10.00 am.

(f) Date and Arrangements for the Annual Parish Meeting: To take place on Wednesday 15 May, to start at 6.45 pm. Publicity will include The Sheaf to try and garner more public support.

(g) Assets of Community Value: Cllr R Ellis had spoken to Ms Belfield at East Suffolk Council who had asked for a new application, the previous one being on hold pending clarification of the lease and the size of the parcel of land. This will now be followed up.

(h) Devolution: The Clerk reported on a Zoom meeting held to brief Parishes about proposals which would, if adopted, see a directly-elected Mayor who would have no geographic responsibility. The role would bring funding of £480 million over 30 years. A public consultation would take place from 18 March to 26 May 2024.

24.050 Items for discussion at the next meeting: None.

24.051 Date of next meeting: Wednesday 17th April 2024 at 7.00 pm.

The meeting closed at 7.55 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
ib	S C Blackburn	March salary and expenses to date	447.35	-	447.35
ib	Tim Hall	Fencing works	475.00	-	475.00
ib	Cllr T Blunn	Land Registry plan, Chartres Piece	18.95	-	18.95
ib	HMRC	P30 tac collected Jan Feb Mar 2024	243.00	-	243.00
ib	Shadingfield Village Hall	Room hire April 2023 – March 2024	137.00	-	137.00

Chair _____ Clerk _____ Date _____

Appendix 2 Budget and Bank Reconciliation at 29 February 2024

As At 29 February 2024

	Budget	General Fund	All Earmarked	Total
RECEIPTS				
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		512.00	0.00	512.00
Earmarked Funds - Receipts			0.00	0.00
VAT Recovered	1,427	1,427.22	0.00	1,427.22
TOTAL RECEIPTS	8,927	9,539.22	500.00	10,039.22
PAYMENTS				
Administration				
Staff Costs	5,050	4,718.00	0.00	4,718.00
Payroll Costs	105	45.00	0.00	45.00
Mileage	220	121.05	0.00	121.05
Printing Stationery & Postage	120	131.35	99.50	230.85
Insurance	600	579.03	0.00	579.03
Hall Hire	210	8.00	0.00	8.00
Web Hosting	55	50.00	0.00	50.00
Membership & Subscriptions	450	232.65	0.00	232.65
Audit	180	216.00	0.00	216.00
Laptop			0.00	0.00
Data Protection	35	35.00	0.00	35.00
Training	100	60.00	0.00	60.00
Miscellaneous Expenses	0	89.76	0.00	89.76
VAT Paid	0	391.95	0.00	391.95
	7,125	6,677.79	99.50	6,777.29
Maintenance				
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	39.96	0.00	39.96
Pest Control	200	0.00	0.00	0.00
Cemetery Management	500	512.00	0.00	512.00
General Maintenance	400	0.00	0.00	0.00
Vehicle Sign		260.14	0.00	260.14
	2,668	1,801.00	0.00	1,801.00
Community Events				
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
TOTAL PAYMENTS	10,793	8,478.79	99.50	8,578.29
Surplus (-Deficit) to date	-1,866	1,060.43	400.50	1,460.93
Brought Forward 1.4.2023	9,937	5,135.61	9,466.02	14,601.63
Transfers between funds			0.00	0.00
			0.00	0.00
			0.00	0.00
Surplus/Deficit	-1,866	1,060.43	400.50	1,460.93
Carried Forward	8,071	6,196.04	9,866.52	16,062.56

Recent Transactions

Previous Bank		15,923.41
Credits		
Churchyard receipts		512.00
Debits		
S C Blackburn		-337.85
Information Commissioner		-35.00
Net Bank Account		16,062.56

Bank Reconciliation

Lloyds Current Account Statement Balance	16,097.56
Less: unpresented items	0.00
Information Commissioner	-35.00
Add: credits in course	0.00
Net balance	16,062.56
Difference	0.00

Chairman	_____
Clerk	_____
Date	_____

_____ Chair

_____ Date

Chair _____ Clerk _____ Date _____