

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Annual Parish Council Meeting
held at Shadingfield Village Hall on 18 May 2022 at 6.30 pm

Present:

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

In attendance:

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

22.071 Apologies for Absence: Cllr London, Cllr Potter, Cllr Blunn and District/County Cllr Cloke.

RESOLVED: that the apologies be accepted.

22.072 Election of a Chairman of the Parish Council for the year 2022/2023

Proposed by Cllr Chipperfield, Seconded by Cllr R Ellis and RESOLVED that Cllr C Ellis be appointed Chairman for the coming year.

22.073 To receive a Declaration of Acceptance of Office from the Chairman

Cllr C Ellis signed the Declaration of Acceptance of Office.

22.074 Election of a Vice Chairman of the Parish Council for the year 2022/2023

Proposed by Cllr C Ellis, Seconded by Cllr R Ellis and RESOLVED that Cllr Chipperfield be appointed Vice Chairman for the coming year.

22.075 Declarations of Interest and Requests for Dispensations: None.

22.076 Appointments for the year 2022/2023:

HR Committee: RESOLVED to defer any appointment until a need arises.

Tree Warden: RESOLVED to invite Dr H Bynum to continue in this post.

Representatives to outside bodies:

- Neighbourhood Development Plan: RESOLVED to appoint Cllr Chipperfield and Cllr R Ellis.
- SCPT 2+2 Group: RESOLVED to appoint Cllr Potter and Mr Blackburn.

22.077 To consider and if thought fit to adopt the Code of Conduct for local authorities as drawn up by the Local Government Association

Proposed by Cllr C Ellis, Seconded by Cllr R Ellis and RESOLVED: to adopt the Local Government Association Code of Conduct with immediate effect.

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

Proposed by Cllr C Ellis, Seconded by Cllr Chipperfield, and RESOLVED: that the minutes of the meeting held on 20 April 2022 be signed as a correct record.

22.079 Public Participation: None.

22.080 Chair's Report

The Chair introduced the Council's Annual Report which had been previously circulated to Councillors.

RESOLVED: that the report be approved.

Chair _____ Clerk _____ Date _____

22.081 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.

22.082 Correspondence: The Clerk circulated correspondence as and when received. There were no comments.

Cllr Mather arrived at the meeting.

22.083 Planning Applications(a) New Applications

DC/22/1445/FUL: New livestock shelter at West End Farm, London Road.

RESOLVED: To support the proposals.

DC/22/1455/FUL: New porch at The Byre, Hulver Road, Ellough.

RESOLVED: To support the proposals.

(b) Updates on previous applications: None.22.084 Finance

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

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

Cllr Drane Arrived at the meeting.

(c) Noted that VAT for 2021/22 in the sum of £418.72 has been claimed and received

(d) Noted that the Precept for 2022/23 has been received in full

22.085 To receive and note the report of the Council's Internal Auditor

The Clerk had circulated a summary of the points raised by the internal auditor and how these had been or would be addressed.

In response to a question, the Internal Auditor had noted the apparent lack of a budget setting process at then end of 2020 for 2021/22. Although Councillors recalled a discussion, there appeared to be no evidence on file and the minutes merely showed a resolution to keep the precept at the same level. A more formal process would be adopted and finalised at the November meeting.

RESOLVED: that the report be received and noted.

22.086 To note that the council is exempt from External audit and to certify the same

The Parish Council is exempt from external audit as neither its gross income nor gross expenditure exceeded £25,000 and there were no issues arising in a previous financial year.

RESOLVED: that the Council meets the criteria for exemption from External Audit and that the appropriate certificate be signed and sent to the External Auditors.

22.087 Neighbourhood Development Plan

Chair _____ Clerk _____ Date _____

Cllr R Ellis reported that no issues had arisen from the public meeting on 11 March although Cllr Potter has supplied a better map of rights of way which had now been incorporated. The Council is asked to reiterate its support for the plan and to send it to East Suffolk Council. It was not clear whether the plan should be sent by the committee or from the Parish Council and this would be established.

RESOLVED: to reiterate the Parish Council's support for the plan and to deal with its submission by the method requested.

22.088 Queen's Platinum Jubilee

(a) Picnic

Elements of the picnic event were discussed and will be circulated separately. It was agreed that the plaque for the Jubilee trees planted in the playing field would be unveiled during the picnic on 5 June.

(b) Tree Planting

Cllr Potter and Dr Bynum were to write to the Churches Conservation Trust confirming that the Ellough Jubilee Tree would be cared for in accordance with its requirements.

22.089 Cemetery and Chapel

(a) Request for the planting of a commemorative holly tree

Members of the Easey family, who had previously requested a commemorative bench in memory of Mr Mervyn Easey had now requested a holly tree to be planted on the eastern boundary nearest the Easey graves. In discussion it was pointed out that holly needs regular maintenance and cutting back and a smaller or slower growing tree would be preferred.

(b) Removal of a dead trees and condition of trees generally

RESOLVED: to accept a quotation of £360 - £420 from Mr Joe Griffin for removal of a dead elm tree adjacent to the shed. This work to be carried out in September, after the nesting season. The lower quote would apply if volunteers could assist with removal of brash.

Cllr Potter and Dr Bynum were considering a survey of the condition of churchyard trees generally.

(c) To consider proposals for the siting of a toilet

No plans had been received. Concern had been expressed about the possibility that the nature of the existing trees indicated the site of a grave although no existing records confirmed this. It was agreed that the Council would require more details of the proposed structure, a geophysical survey to confirm whether a grave was/was not present, a tree management plan for the adjacent trees and planning consent, noting that it would almost certainly be required for a structure so close to a Grade I listed building. A further suggestion was made that a space adjacent to the shed might be more seemly. The question of the existing portable toilet would be left on the table for the time being. Action: Clerk to advise these terms to the trust.

22.090 Playing Fields Management: No response had been received from Sotterley estate despite three contacts and this would again be followed up.

22.091 Village Matters

(a) Arrangements for the Annual Parish Meeting (Friday 27 May): Speakers confirmed were Ian Russell (Neighbourhood Development Plan), Cllr Judy Cloke and Rev Phil Miller. A representative of the farming community had been invited. Refreshments include food (Cllr Gartley) and drink (Cllr Chipperfield).

(b) Future articles for Sheaf Magazine: Cllr Chipperfield offered to write and was thanked for her continuing efforts.

Chair _____ Clerk _____ Date _____

(c) Telephone kiosk: Its use as a library and seed swap was discussed.

(d) Deterrence of speeding: Only three of the original fourteen interested volunteers had watched the video and completed declaration; the Police require at least six before a scheme can start. There was no new progress and a further appeal would be made in The Sheaf.

(e) Condition of notice boards: The Clerk had made a cursory inspection and Mr C Hatton of GMale Services had examined the boards and provided a quotation for the work.

Site	Comments	Cost (net)
Sotterley Chapel	Angle iron to secure into base Sand, restrain on site <i>Possibly the least urgent</i>	200.00
Sotterley Opposite bungalows	New pin board, repair back board, clean sand and restrain top on site <i>Interior is poor after water ingress</i>	175.00
Chartres Piece on green <i>Not a PC owned notice board, owner/location of key unknown</i>	Requires removal, Sand, weather strip above door, wood filler, water proofing new pin board, 2 new posts, postmix Consider replacement for new	275.00
Elough cross roads	If removed and replaced with others Original quote £295	260.00
Sub total		910.00
Shadingfield Village Hall	Beyond repair, required replacement with new Expect to pay about £500	500.00
		£1,410.00

In discussion it was agreed that the Chartres Piece and Shadingfield notice boards were both needed.

RESOLVED: to proceed with the repairs to Elough and Sotterley roadside for a short term improvement and to leave the Chapel, Chartres Piece and Shadingfield for the time being with a view to budgeting for new boards next year.

(f) Proposed improvements to road signs at Shadingfield. Deferred.

22.092 Items for discussion at the next meeting

- Internal controls
- Risk assessments
- Annual Governance Returns
- Review of Jubilee Picnic arrangements

22.093 Date of next meeting: Wednesday 15 June 2022 at 7.00 pm.

The meeting closed at 8.15 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
185	Vertas	Grounds maintenance April-June	246.56	49.31	295.87
186	S C Blackburn	May salary and expenses	295.81	-	295.81
187	Clr E Potter	Jubilee tree plaque	52.00	10.40	62.40

_____ Chairman

_____ Date

Chair _____ Clerk _____ Date _____