

**SHADINGFIELD, SOTTERLEY, WILLINGHAM, AND ELLOUGH**

**JOINT PARISH COUNCIL**

**Minutes of the Ordinary Meeting of the Parish Council  
held at Shadingfield Village Hall on  
Wednesday 20<sup>th</sup> November 2019 at 7.00 pm**

**Present:** Cllr Ellis (Chair), Cllr Chipperfield, Cllr Gartley, Cllr London, Cllr Parsons, Cllr Potter, Cllr Scuffil, Cllr Sheldrake, Cllr Wilson, A. Downes (Clerk), Rev Phil Miller, Jane Arkley-Crouch (Community Action Suffolk – Good Neighbour Scheme), Speed Camera Monitor.

**224/19 Apologies and absence**  
Cllr Barne.

**225/19 The meeting is declared open**

**226/19 Declaration of interest personal or prejudicial to this agenda**  
None received.

**227/19 To approve the minutes of the meeting of the 16th October 2019.**

Cllr Potter asked that item 202/19 be amended to him not be put as Proposer of payment to be made to Cllr Barne for Signage as Cllr Sheldrake was the Proposer. 211/19 to have 'once they've been approved' added to the end.

**Action: Clerk to amend the minutes for 16th October 2019.**

**228/19 Declare the meeting open for questions/comments from members of the public.**

Jane Arkley-Crouch (Community Action Suffolk) gave a presentation on the Good Neighbour Scheme, a service that uses volunteers within the community to help others with support like befriending, transport and small DIY tasks. The Speed Monitoring Officer has been in touch with Stonham Parva and SCC. The Speed Camera in Stonham Parva is of a type being considered by SSWE is approved by SCC. It comes with a 1-year warranty. He is happy to communicate with SCC regarding technicality. Cllr Potter proposed that the Speed Monitoring Officer progresses the matter on behalf of the Council. Cllr Potter proposed that the Speed Monitoring Officer takes it further, Cllr Parsons seconded and it was voted unanimously. Rev Phil Miller advised the Council that Meet Up Monday will be taking place in the Shadingfield Fox on Monday 2nd December. He also advised that the Churches in the Benefice will be developing Welcome Packs for new residents moving into the area. Cllr Ellis to arrange a meeting with Rev. Miller in the New Year to discuss how the Church/Council might jointly take this forward.

**Action: Cllr Ellis to meet with Rev Miller to discuss Parish Welcome Packs.**

**229/19 Reports and updates**

- a) Cllr Ritchie, Suffolk County Council – No report received (Moratorium)
- b) Cllr Cloke, East Suffolk District Council – No report received (Moratorium)
- c) Suffolk Police – No report received.

**Meeting closed for public contribution.**

**230/19 Correspondence (for information only)**

**Brampton Primary School Grant request** -The Clerk advised that a letter had been received asking for a donation towards school IT equipment. As this hadn't been received in time to be put on this month's agenda, she would write to them advising them that it would have to be deferred to January's meeting as the Parish don't meet in December.

**Election notices** – The Clerk advised that these had been put up around the Parishes.

Chair:.....

Clerk: .....

Date: .....

**Domestic abuse posters** – It was discussed that once the General Election had taken place and there was space on the noticeboards these could go up.

**Wicksteed** – Wicksteed had responded saying that they would inspect the Playing Field equipment within 8 weeks and would send the Clerk an email to advise when it had been completed.

**Action: Clerk to write to Brampton Primary School advising that the request would go on January's agenda.**

## 231/19 Finance

### a) To approve payment of outstanding invoices.

Mrs C Ellis- Dog signs  
 Clerk's pay Clerk's expenses  
 SALC – Training invoice  
 Frances Fleming – First Impressions (signage design)  
 Vertas – Grounds maintenance (October to December)

### b) Account balances

£22,832.98 on 1st November 2019

### c) Bank Reconciliation

Bank reconciliation provided by Clerk Councillor to check and initial the bank statement for verification. Cllr Wilson signed September and October statements as September's statement arrived late last month.

### d) Budget setting and Precept for 2020/21

Precept – The precept is to remain unchanged. This was proposed by Cllr Ellis. Voted unanimously. The budget is to go on the next agenda. Action: Clerk to forward Budget and Actuals prior to January 2020 meeting.

### e) Training/Events

SALC are currently working on next year's training calendar. They have no new courses available until after March. Cllr Ellis asked if Lowestoft had any upcoming training.

**Action: Clerk to investigate.**

Cllr Ellis reported on the Community Partnership Workshop that she and the Clerk attended recently. She advised that the top priority was Isolation and Loneliness and how pots of money are available. She also said that Public Transport and inadequately heated/insulated homes were highlighted as issues,

## 232/19 Planning

### (a) To consider any planning applications posted since the last meeting

DC/19/4232/FUL - Rear extension to cafe. – North Green House London Road Shadingfield Beccles Suffolk NR34 8DF Approved

### (b) To receive outcomes of planning applications

DC/19/4147/AME - Non-material Amendment to DC/18/3683/FUL – Extension and alterations to an existing dwelling house Warrens Farm Warrens Lane Ellough Beccles Suffolk NR34 7XE - Permitted

## 233/19 Clerk's Report

On a personal note, thank you to all who contributed to my wedding. We were able to have some meals out during our honeymoon. a) Actions from previous minutes Wicksteed have been in contact and will contact the Clerk when they know of a date to inspect the play area. Policy Review forms still needed from Cllrs London, Potter, Parsons, Scuffil and Wilson. Action: Clerk to forward Policy Review form to Cllr Potter. The General Election notices are up around the Parishes. The Clerk reported that Ian Riches (Pest Control Services) will be surveying the Playing Field at the end of this week.

## 234/19 Chair's Report

Cllr Ellis had hoped that a phone number for the family of the grave that continues to be in breach of the cemetery guidelines might be forthcoming but this was not the case. Cllr Scuffil advised he would investigate further. Cllr Ellis

Chair:.....

Clerk: .....

Date: .....

reported that Meet Up Monday starts at the Shadingfield Fox on 2nd December. The time is to be confirmed. The contribution for the December edition of The Sheaf has been written and submitted. Cllr Ellis reported that space appeared to be an issue, Cllr Ellis suggested we deliver Christmas cards from the Council to residents as part of our objective to raise the profile of the Parish Council but this did not receive the support of Council so no action was taken.

### **235/19 Policy Reviews**

The Clerk gave a reminder to remaining Councillors that hadn't yet handed them in.

### **236/19 Cemetery report.**

There hadn't been any more requests for plots. The Clerk hadn't yet received any payment for the recent burial and would visit Beccles Funeralcare. Cllr Scuffil asked if anything had been done regarding the wobbly gravestones. The Clerk advised the contact addresses were not easy to trace but she would persevere. Cllr Parsons asked if the Commonwealth War Grave could have a plaque identifying the CWG. Cllr Scuffil to follow up Commonwealth War Grave. Cllr Potter to speak to SCPT.

**Action: Cllr Scuffil to follow up Commonwealth War Grave identification.**

### **237/19 Sotterley Chapel Preservation Trust Report**

Meeting coming up this week. Agreed to set up a 2x2 meeting before Christmas. Cllr Scuffil arranged 3 events raising almost £400 this year for Suffolk Wildlife Trust. He would like to do this again. He will forward the events to Cllr Potter to take to the next meeting for discussion of programme of events. Action: Cllr Scuffil to forward dates for next year's events to Cllr Potter. Cllr Scuffil raised a question regarding ownership of the lights. Cllr Potter's understanding is that the lights belong to Mr Laws and are not considered to be the fabric of the building. The heaters are a part of the fabric but they are unsure about the cooking equipment.

### **238/19 Update on the Neighbourhood Plan**

The project team met in October. Cllr Potter had agreed to tidy up policies ready for review by East Suffolk Council. He is waiting to clarify the procedure and be advised of the formal process. Cllr Potter has said there is still quite a lot to do in the report. Cllr Potter discussed whether they need to do anything about including affordable housing, designate the playing field as a green space and make policies about our heritage assets (essentially listed buildings and monument). There are 34 listed sites in the Parish, however they can nominate non designated heritage assets. It can be reflected that a large number of buildings in the Parishes are attractive old buildings and contribute significantly to what makes the area a nice place to live. Cllr Potter has researched that there may be 45 to 50 potential buildings to nominate for this. Dicken Povey said it's a very good idea to nominate designated heritage sites. The Council can nominate 'non designated' buildings,

**239/19 Article for The Sheaf** Cllr Ellis asked for volunteers to contribute to January article. The Clerk offered to draft the article for January edition of The Sheaf (to be submitted by 15th December.). Action: Clerk to draft The Sheaf article.

### **240/19 To discuss Shadingfield Playing Field Management**

- a. Mole catching has been discussed in a previous item.
- b. Cllr Ellis asked if Cllr London could arrange fixing of 'No dogs allowed' signs.
- c. Cllr Ellis discussed the 'Friendly Bench' corner following reading an article in the SALC Newsletter. She suggested that perhaps having one in the corner of the Playing Field. Friendly Bench is a Social Enterprise dedicated to eliminating Loneliness and Social Isolation. The whole Council agreed it's a great idea. Cllrs were asked to think of locations for one and visit the website ([www.thefriendlybench.co.uk](http://www.thefriendlybench.co.uk)).

### **241/19 An update on latest Rural Coffee Caravan visit**

Cllr Ellis reported that 20 people attended. Cllr Ellis asked for Rural Coffee Caravan flyers to be issued around the Parishes with next year's dates.

**Action: Cllrs to deliver leaflets in the New Year.**

### **242/19 Discuss Good Neighbour Scheme**

This was considered very favourably. Cllr Ellis has said she will initiate the scheme and already has interest from someone in the pub. Cllr Ellis will look into it further. Action: Cllr Ellis to initiate the scheme.

### **243/19 Discuss Local Parishes Directory and Welcome Pack**

Rev Phil Miller advised he is the contact for coordinating this. It will contain details of the Church Ministry Team and local shops, Shadingfield Fox, Sheaf Parish Magazine, Parish Councillors and details of Village Hall events etc.

Chair:.....

Clerk: .....

Date: .....

**244/19 Discuss the new location of existing Dog Bin and additional purchase of new Dog bin**

Discussion took place of possible positions. Cllr Potter suggested that the Cllrs visit possible locations. Clerk to ask Suffolk County Council to advise on procedure of positions.

**Action: Clerk to ask Suffolk County Council to advise on procedure for installation of the bins.**

**245/19 Update on Defibrillator Funding**

Cllr Parsons advised he had been in touch with Heart 2 Heart – The battery lasts 4 years. The Unit itself is £1,300 and Consumables pack £200. There are weekly, monthly and annual checks to carry out. It has been suggested that it will be attached to the exterior of the Shadingfield Fox and the Landlord has confirmed he is happy with this. Cllr Parsons says there will be minimum electricity cost. Heart 2 Heart will come and deliver training and it is easy to install. Action: Cllr Parsons to approach them and arrange a visit to the January meeting to do a presentation.

**Action: Cllr Ellis to pass on 2 more quotes to Clerk for good practice.**

**246/19 Update on Telephone Kiosk**

\*Point of order – Due to the time approaching 21:00 and a few remaining items to be discussed, Cllr Ellis asked that the meeting continue. Cllrs Gartley and Parsons are to research the viability and practicality of moving the kiosk and the land ownership on corner of Ellough crossroads. Action: Cllrs Gartley and Parsons are to research the viability and practicality of moving the kiosk and the land ownership on corner of Ellough crossroads.

**247/19 To discuss Speed Cameras**

This item was discussed thoroughly during the open meeting.

**248/19 Requests for items to be placed on the agenda for the next meeting**

Verges and Wildflowers

Relocation of telephone kiosk

Community picnic

AGM items – Chair nominations, AGM and APM dates, Speakers Brampton

School Donation request

Rural Coffee Caravan at Ellough Church

***249/19 Admission to meeting – pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.***

**250/19 To note the next meeting of the council will be held on Wednesday 15th January 2020 at 7pm**

Meeting closed at 2110

Chair:.....

Clerk: .....

Date: .....