

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 16 November 2022 at 7.00 pm

Present:

Councillors C Ellis (Chair), Blunn, Drane, London, Potter and Sheldrake.

In attendance:

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

22.166 Apologies for Absence: Cllrs R Ellis (business commitments) and Chipperfield (holiday).

RESOLVED: that the apologies be accepted.

22.167 Declarations of Interest and Requests for Dispensations: None.

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

Proposed by Cllr Blunn, Seconded by Cllr C Ellis and RESOLVED: that the minutes of the meeting held on 19 October 2022 be signed as a correct record.

22.169 Public Participation: None.

22.170 Chair's Report

Firstly, a reminder that we have a Litter Pick this Sunday, 20th November meeting at 10am at the entrance to the Playing Field. Steve has confirmed that we have received some equipment from East Suffolk Norse, and Alison has confirmed that she can store this for us on an ongoing basis. Thanks are due to Steve for designing and producing the posters and to staff at Sotterley Estate for putting up the large advertising hoardings. Spencer, the new Manager at the Fox, has said that in future if we meet at the pub, he will put on teas/coffees and bacon rolls – perhaps a little nudge / incentive for more people to attend. Many of you will likely have received the notice from DEFRA regarding Avian Influenza outbreak in East Anglia. Please do report any dead birds you see around. I've already had cause to use the helpline and can confirm they are helpful and it doesn't take long; it will help if you have a 'what three words' reference to locate any carcasses. The carcass I reported was gone within 24 hours, although this could well have been the work of a fox or stoat. A new Coffee Machine was delivered to the Village hall in early November and this will hopefully be put to good use. Ironically, it would have been really useful for lunch club, and will be paid for out of the residual lunch club funds we are holding for community events since its demise and the closure of the bank account. Following on from this, there are a number of events at the Fox in the coming month or so, including a night of Carols and Christmas snacks on 8th December. I have suggested to Spencer that we can contribute £150 towards the cost of refreshments that will be available for free on the night (to be drawn down from the Lunch Club funds). I look forward to seeing you there. I wish you and your families a very merry Christmas and a healthy and happy New Year.

22.171 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.

22.172 Correspondence: The Clerk circulated correspondence as and when received.

An appeal letter has been received from the Headway charity. It was agreed that this falls outside the range of activities that the Council could support.

A request has been received from SALC for photographs of the Parish which they could use to illustrate their website. Cllr London agreed to send some examples to the Clerk for onward transmission.

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

22.173 Planning Applications(a) New Applications

DC/22/3831/LBC – Proposed new windows at Moat Farm, Mill Lane  
RESOLVED: to support this application.

(b) Updates on previously considered applications:

Intensive Poultry units: A recent upload from ESC's Senior Environmental Protection Officer has urged rejection of the application at this time on a number of grounds, including noise. It was noted that the swept paths for the junction of Mill Lane with A145 have not been modelled and SCC Highways have suggested we should raise this with ESC Customer Services for them to follow up with the Planning Dept.

It was noted that the Clerk's enquiry to ESC regarding a number of outstanding (i.e. awaiting decision) and historic planning applications, one dating back to 1998, was still awaiting a reply.

22.174 Finance

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

(b) To note the financial situation as at 31 October 2022: Proposed by Cllr Ellis, seconded by Cllr London and RESOLVED: That the situation be noted.

(c) To consider the Council's Budget for 2023/2024 and to set a precept for that year

The Clerk explained the calculations set out in Appendix 2. RESOLVED: to agree the budget as presented and to set a precept for the financial year 2023/2024 of £8,000. It was noted that this is the first increase for a number of years.

The provision in this year's accounts for a new laptop was discussed and it was agreed that, whilst this was not immediately required, the sum would be earmarked for future use. Decisions on other earmarked funds would be reviewed in the next financial year.

(d) To note, and if thought fit, to agree, the national pay award for 2022/23

The Council has been advised that the national pay award amounts to a flat rate of £1,920 pa on all levels. The Clerk's level of SCP11 increases from £11.50 per hour to £12.50 per hour.

RESOLVED: to increase the Clerk's salary by the above amount, backdated to 1 April 2022 and to pay the annual Use of Home as Office allowance of £100.

22.175 Cemetery and Chapel

A draft Tree management plan (v3) has been circulated for discussion. It was requested that this should stipulate the timing and frequency of inspections, the expected outputs (e.g. an annual written report) and who the outputs might be shared with.

Discussion also took place on the procedure to deal with planting requests from relatives. It was agreed that the Clerk would circulate the existing rules to all parties for further discussion.

22.176 Playing Fields Management: Mr Barne is to return to the UK on 18 November and will be contacted again thereafter.

22.177 Deterrence of Speeding

(a) Supply of the Speed Indicator Devices has been delayed by a shortage of chips but delivery is expected in about 7-10 days.

(b) To consider the installation of additional road signage for the play area: County Councillor Cloke had offered 50%

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

of the estimated cost of £650. RESOLVED: to order an additional Play Area sign and to apply for the offered grant funding.

(c) To consider an application for mobile ANPR speed monitoring and additional road markings: Two possible poles had been identified but concern was expressed that they may not be sufficiently tall. It was agreed to request our inclusion in the scheme which would involve a site survey. A request for a quote for 'dragon's teeth' markings is still outstanding.

#### 22.178 Village Matters

(a) Arrangements for a Christmas Social Event. The Fox pub were to hold a social on Thursday 8<sup>th</sup> December and it was RESOLVED: to contribute £150.00 from the former Luncheon Club funds. Publicity will be arranged by the pub manager.

(b) Community Self Help. This was a scheme for County Highways-approved contractors to clear overgrowth from signs. Deferred for the time being.

(c) Arrangements for the next litter pick (Sunday 20th November). Thanks were recorded to East Suffolk Norse for the supply of bags, hoops and pickers.

(d) Appointment of a village history recorder. Cllr C Ellis to contact Rev Phil Miller to publicise this post.

(e) Ellough Village Sign. Deferred.

(f) Maintenance of notice boards. The Chartres Piece board to be taken down locally. The Village Hall notice board will be considered in the next financial year.

(g) Jubilee Tree Planting. The commemorative plaque at Shadingfield will be fitted locally, the oak and plaque at Ellough will be planted during December.

(h) Neighbourhood Development Plan: The examiner has submitted a report which is in favour of now proceeding to referendum in the new year.

(i) Future articles for Sheaf Magazine. Cllr C Ellis to contact Cllr Chipperfield. Comment is required by 15 January for the February issue.

(j) Telephone kiosk. Deferred until next spring.

(k) Proposed planting improvements to road signs at Shadingfield. Cllr Potter has received advice on the type of planting for the site which is shaded and subject to heavy traffic passing nearby. It was agreed that the Clerk would contact Woottens to obtain recommendations for a planting scheme.

22.179 Items for discussion at the next meeting: None specified at this stage.

22.180 Date of next meeting: Wednesday 18th January 2023 at 7.00 pm.

The meeting closed at 8.20 pm.

#### Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
208	Cllr C Ellis	Coffee Machine (Luncheon Club funds)	199.99	39.99	239.98
209	S C Blackburn	November salary and expenses	295.10	-	295.10

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

## Appendix 2 – Budget and Precept for 2023/2024

	2022/23 Budget	6 mths to 30 Sept	Likely year end		2023/2024 Draft 1
<b>RECEIPTS</b>					
Precept	7,410	7,410	7,410		
Cemetery Fees		350	350		
Picnic		0			
Miscellaneous Income	1,000	250	1,850		250 plus 1600 towards SIDs
VAT Recovered	460	419	419		
<b>TOTAL RECEIPTS</b>	<b>8,870</b>	<b>8,429</b>	<b>10,029</b>	<b>0</b>	
<b>PAYMENTS</b>					
<b>Administration</b>					
Staff Costs	4,570	2,929	5,359	4,850	Arrears in 2022/23, no increase in 2023/24
Payroll Costs	100	0	90	105	Plus 5%
Mileage	180	128	218	220	
Printing Stationery & Postage	120	63	83	100	
Insurance	579	575	575	600	Plus 5%
Hall Hire	195	0	210	221	Plus 5%
Web Hosting	60	50	50	55	Plus 10%
Membership & Subscriptions	440	378	378	485	SALC 266 +18% £314, SLCC 112 +5% £118 CAS 50 +5% £53
Audit	203	161	161	180	
Laptop	500	0	500	0	
Data Protection	40	0	35	35	
Training	200	338	403	300	6 x £50
Election Expenses				115	Assumes no contest, may be £545 of £2,112
VAT Paid	850	1,296	1,419	520	
	<b>8,037</b>	<b>5,918</b>	<b>9,481</b>	<b>7,786</b>	
<b>Maintenance</b>					
Playing Field Maintenance	1,100	1,033	1,482	1,038	247 x 4 = 988 +5% £50 = £1038
Playing Field Improvement	0	0	325		50% of new road sign, if agreed
Notice Board Repairs	0	480	520	0	
Playground Inspection	80	0	80	80	
Bin Emptying	48	30	40	50	
Pest Control	200	0	200	200	
General Maintenance	0	0		400	
Cemetery Management	500	0		500	
Vehicle Sign	1,600	4,360	4,360	0	4360 - budget 1600 - grant 1600 = net 1,160
	<b>3,528</b>	<b>5,903</b>	<b>7,007</b>	<b>2,268</b>	
<b>Community Events</b>					
Raising the Parish Profile		0			
Grants and Donations	1,000	0		1,000	
Jubilee Tree costs		237	237		
Ellough Village Sign		1,000	1,000		
	<b>1,000</b>	<b>1,237</b>	<b>1,237</b>	<b>1,000</b>	
<b>TOTAL PAYMENTS</b>	<b>12,565</b>	<b>13,058</b>	<b>17,725</b>	<b>11,054</b>	
Brought Forward 1.4.2022			11,516	4,861	
Other Income			2,619	1,419	2023/24 = VAT
Precept			7,410	8,000	
Payments			<b>-17,725</b>	<b>-11,054</b>	
Carried Forward			<b>3,820</b>	<b>3,226</b>	

\_\_\_\_\_ Chair

\_\_\_\_\_ Date

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