

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 18 October 2023 at 7.00 pm

Present:

Councillors C Ellis (Chair), Chipperfield, Drane and London.

Absent: Cllr Mather and Cllr Sheldrake.

In attendance:

Mr S C Blackburn (Clerk), District Councillor T Hammond and one member of the public.

23.133 Apologies for Absence: Cllr Blunn (unwell), Cllr R Ellis (on business) Cllr Thornton (on holiday), District Cllr Speca and County Cllr J Cloke.

RESOLVED: that the apologies be accepted.

23.134 Declarations of Interest and Requests for Dispensations: None.

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

Proposed by Cllr London, seconded by Cllr Drane and RESOLVED: that the minutes of the meeting held on 20 September 2023 be signed as a correct record.

23.136 Public Participation: None.

23.137 Chair's Report

The Chair noted there appears to be an outbreak of myxomatosis in the rabbit population and pet owners may wish to be aware. The Chair also wished Mrs Coral Drane a successful recovery from a forthcoming operation.

23.138 Reports

Reports had been circulated as and when received.

(a) County Councillor

(b) District Councillor

(c) Police: No report received.

RESOLVED: that the reports be noted.

The Chair noted that Suffolk CC have a £11.7m budget for travel schemes, to be discussed under Road Safety.

23.139 Correspondence: None.

23.140 Planning Applications

(a) New Applications

DC/23/3646 – V C Cooke Ltd – Application for Environmental Permit:

District Cllr Hammond explained the process which East Suffolk Council would have to follow.

RESOLVED: To reiterate the objections made to the County Council on the grounds already stated.

Cllr Chipperfield offered to draft a letter to the Environment Agency for agreement by Cllr C Ellis and the Clerk.

DC/23/3650 – V C Cooke Ltd – Discharge of conditions, stack colour and construction traffic management

RESOLVED: To make no comment.

(b) Updates on previously considered applications: None.

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23.141 Finance

(a) To note the financial situation and bank reconciliation as at 30 September 2023: Proposed by Cllr London, seconded by Cllr C Ellis and RESOLVED: That the situation as shown in Appendix 2 be noted.

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

It was noted that the renewal of web hosting was no longer compliant and access could be denied by certain browsers. An enquiry would be made as to whether any upgrade was proposed.

(c) Internet Banking

The Clerk had now received the card and reader and associated pass codes. RESOLVED: that the initial authorised signatories should be the Clerk (as 'delegate' to set up payments) and Cllrs C Ellis, T Blunn, A Chipperfield and D Drane be the 'Full Signatories' to authorise payments. The Clerk to prepare the standard mandate form to give this effect. It was confirmed that payments will need to be approved by Council (in meetings unless exceptional circumstances) and that the process from 'invoice received' to 'payment made' would need to be modelled, documented and approved. . Signing of cheques by two Councillors is unchanged.

(d) Budget and Precept for 2024/2025

Due to the reduced attendance, a form would be circulated asking for thoughts prior to the formal discussion at the November meeting.

23.142 Risk Management

The proposed meeting of Cllrs Thornton, C Ellis, Drane and London had not yet taken place and discussion was deferred until November.

23.143 Playing Field

(a) Lease: Mr T Barne, for the Sotterley Estate, had emailed offering a lease but requiring a memorandum of understanding and suggesting heads of terms in a proposed lease. It was agreed that legal advice should be sought, initially from SALC and a budget of £750 was proposed by Cllr Chipperfield, seconded by Cllr London and Agreed.

In the meantime indicative costs for a path and, new fencing and replacement equipment would be sourced. Councillors to look at on-line catalogues of play equipment for possible additional items.

Discussion took place as to who should retain any revenues in the unlikely event that they exceed expenditure and, whether this should be agreed at the outset.

(b) Repairs: New signage and a number of repairs had been recommended by the inspection.

1. It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations. No action at present.
2. There are areas or parts of the timber gate that have rotted and there are rough / sharp edges present - Replace all affected timbers to remove any rough / sharp edges. Clerk to seek quotes for minor repairs.
3. Bench: There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately. Clerk to see if cleaning was feasible.
4. A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the

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framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewelry- name and telephone number of the administrator- number to call in case of accident - Provide signage to BS EN 15312. Clerk to arrange for a sign to be printed and installed.

The maintenance budget of £1,038 will be exceeded by £116 due to a late price increase from Vertas. RESOLVED: that repairs should come from the earmarked fund of £5,000.

23.144 Road Safety

(a) To receive an update on temporary speed monitoring: More detail has been requested and a reply is awaited.

(b) To receive an update on ongoing legal action: The Court system is behind in its work and another month may have to be allowed.

(c) Consideration of potential road crossing points. A fund for new crossings may be available, subject to satisfactory siting. The need for children and others to cross to the bus stop was noted and it was agreed to make enquiries as to whether an eligible site was available between Mill Lane and The Fox Inn.

(d) Reports of blocked drains: The Clerk had reported 12 apparently blocked drains to the County Council, four of which (between the Village Hall and Mill Lane) would be cleared.

23.145 Cemetery and Chapel: The Clerk was in contact with Dr Bynum about tree inspections and a meeting would be arranged in the near future.

23.146 Village Matters

(a) Litter Pick, (Sunday 15 October): Cllr Chipperfield was thanked for organising the event. There was less litter than expected. In future, volunteers may be organised for the separate communities.

(b) Bulb Planting: Ideas for planting were put forward including A145 southbound at the northern end, Chartres Piece, Ellough Crossroads, the corner of Sotterley Road and the A145, Mill Lane, the War Memorial via SCPT and near the former shop.

(b) Sheaf Magazine: Cllr Ellis reported that Cllr Chipperfield's contribution to the October edition had not been printed and Cllr Chipperfield said that November's may not appear but agreed to write an article for the December/January issue.

23.147 Items for discussion at the next meeting:

Review of risk identification and management, budget and precept for 2024/2025, playing field lease.

23.148 Date of next meeting: Wednesday 15th November 2023 at 7.00 pm.

The meeting closed at 8.10 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
238	Suffolk Association of Local Councils	Payroll service, 6mths to 30.9.2023	45.00	9.00	54.00
239	East Suffolk Services Ltd	Bin emptying, 3mths to 30.9.2023	9.99	2.00	11.99
240	Community Action Suffolk	Web site Hosting	50.00	10.00	60.00
241	S C Blackburn	October salary and expenses inc P30 payment of £225.00	533.70	-	533.70

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Appendix 2 Reconciliation at 30 September 2023

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council
Receipts and Payments Account 2023/2024 - Year To Date

As At 30 September 2023					
	Budget	General	Earmarked	Total	Recent Transactions
RECEIPTS					Previous Bank 20,580.55
Precept	8,000	8,000.00		8,000.00	
Cemetery Fees		0.00		0.00	Credits
Picnic		0.00		0.00	
Miscellaneous Income		0.00		0.00	0.00
Earmarked Funds - Receipts			0.00	0.00	
VAT Recovered	1,427	1,427.22		1,427.22	
TOTAL RECEIPTS	9,427	9,427.22	0.00	9,427.22	Debits
PAYMENTS					235 S Blackburn 621.90
Administration					236 Suffolk ALC 72.00
Staff Costs	5,050	2,450.00		2,450.00	237 Clear Insurance Mgt - Premium 579.03
Payroll Costs	105	0.00		0.00	
Mileage	220	72.00		72.00	
Printing Stationery & Postage	120	118.60		118.60	
Insurance	600	579.03		579.03	
Hall Hire	210	3.00		3.00	
Web Hosting	55	0.00		0.00	
Membership & Subscriptions	450	232.65		232.65	
Audit	180	0.00		0.00	
Laptop	500	0.00		0.00	Net Bank Account 19,307.62
Data Protection	35	0.00		0.00	
Training	100	60.00		60.00	
VAT Paid	0	159.03		159.03	
	7,625	3,674.31	0.00	3,674.31	
Maintenance					
Playing Field Maintenance	1,038	602.30		602.30	
Playing Field Improvement	0	0.00		0.00	
Notice Board Repairs	400	0.00		0.00	
Playground Inspection	80	65.00		65.00	Bank Reconciliation
Bin Emptying	50	19.98		19.98	Lloyds Current Account Statement Balance 19,379.62
Pest Control	200	0.00		0.00	
Cemetery Management	500	0.00		0.00	Less: unpresented cheques
General Maintenance	400	0.00		0.00	236 Suffolk ALC -72.00
Vehicle Sign		260.14		260.14	
	2,668	947.42	0.00	947.42	
Community Events					
Raising the Parish Profile		0.00		0.00	
Grants and Donations	1,000	0.00		0.00	Add: credits in course
Earmarked Funds - Payments			99.50	99.50	None
	1,000	0.00	99.50	99.50	
TOTAL PAYMENTS	11,293	4,621.73	99.50	4,721.23	Net balance 19,307.62
Surplus/Deficit to date	-1,866	4,805.49	-99.50	4,705.99	Difference 0.00
Brought Forward 1.4.2023	9,937	5,135.61	9,466.02	14,601.63	
Transfer - Laptop provision	0	-500.00	500.00	0.00	
Surplus/Deficit	-1,866	4,805.49	-99.50	4,705.99	
Carried Forward	8,071	9,441.10	9,866.52	19,307.62	
Earmarked Funds		Opening	Now		
Playing Field		5,000.00	5,000.00		
Neighbourhood Development Plan		937.14	837.64		
Neighbourhood Watch		250.00	250.00		Chairman
Shadingfield Luncheon Club		433.38	433.38		
Good Neighbour		600.00	600.00		
Friendly Bench		750.00	750.00		Clerk
Ellough Village Sign		1,000.00	1,000.00		
Laptop		0.00	500.00		
Picnic		495.50	495.50		Date
Total		9,466.02	9,866.52		

Printed on 09-10-23

_____ Chair
_____ Date

Chair _____ Clerk _____ Date _____