

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 20 September 2023 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), County Councillor J Cloke, District Councillor T Hammond and no members of the public.

23.117 Apologies for Absence: None.

23.118 Declarations of Interest and Requests for Dispensations:

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

Proposed by Cllr Chipperfield, seconded by Cllr Thornton and RESOLVED: that the minutes of the meeting held on 26 July 2023 be signed as a correct record.

23.120 Public Participation:

A member of the public had complained that drains in London Road were blocked. Suffolk CC had attended one but not others. Cllr Cloke explained that it would be preferable to report each drain separately due to the way in which work was allocated. Clerk to identify the problem drains and report them individually.

23.121 Chair's Report

Welcome back everyone and I hope you had a good summer, whether you spent it here or elsewhere. Following on from July's report, I did attend the Community Partnership meeting – nothing to report on that – since we have recently seen a change in their liaison Officer they were mostly 'taking stock' and asking us what we thought they should be focussing on in coming months. I can also report that two of the vehicles that were thought to have been 'dumped' on the pub car park have now been removed. Steve and I attended the VC Cooke meeting in Beccles Public Hall. Sadly it was not well managed and descended into anarchy and hostility rather quickly. It is unfortunate that some of those who were shouting and 'cat-calling' were elected representatives. Steve and I, along with the Chair of Mutford Council left after an hour when it was clear that the audience were not going to allow the presenters to speak. We await the outcome of the ANPR Speed monitoring exercise that took place in early September. I hope you all came through the torrential rain we had on 12 th September. One of our residents reported an issue with a blocked storm drain and the person who came out to address the problem suggested that the Parish Council should contact highways and request that the drains be cleared/cleaned as they are all likely to be similarly congested. I am aware that there have been issues with some local residents and the degree of control they have over their dogs. Following a complaint from a member of the public, Sotterley Estate have been in touch with me as Chair of the Council. Following a site visit, which I did not attend but was told was not without incident, they have sent a letter which we will discuss under item 7 on this agenda. I have also sought and received advice from Steve, our Clerk. While we want everyone to enjoy the countryside safely and responsibly, it is not the role of the Parish Council to arbitrate in these matters between landowners and residents. I would urge all residents who have issues with any kind of anti-social behaviour to make a note of the issue (the date and time of the event, parties involved, location) and if it involves dogs to contact the ESC dog warden or if they feel threatened or are injured to raise the matter with the police. There is legislation regarding citizens' 'right to roam' and countryside codes of conduct; rights go hand in hand with responsibilities - to be respectful of crops, livestock, others using the footpaths. Incidentally, when they called I did raise the issue of the lack of maintenance of the drainage ditches around the estate, but I am not especially confident that action will be taken. Last, but not least, I am very pleased to welcome Cllr. London back to our meetings following a challenging year of cancer surgeries and treatments. I am very happy to tell you, with her blessing, that on Tuesday she was told by the oncologist that they could find no further signs of cancer in her tests and her immune system is functioning normally. We are so happy for you Robbie – you've been very brave and unfailingly cheerful and I'm so proud to call you a friend as well as a colleague here on the Council.

It was commented that anti- social behaviour could be reported to Sam Kenward at East Suffolk Council.

23.122 Reports

Reports had been circulated as and when received.

(a) County Councillor

Cllr Cloke referred to the Chair's comments on the V C Cooke presentation and felt that those protesting at the meeting did not understand the process.

(b) District Councillor

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

Cllr Hammond reiterated that although Suffolk CC had granted permission to build an incinerator at the V C Cooke site, East Suffolk Council still had to consider an application to operate it. A consultation process would take place leading up to a determination by Christmas. The decision will depend on the law relating to emissions. He considered whether this was the best way to dispose of waste given the reducing cost of renewables and the location of the school. Cllr C Ellis has information from V C Cooke which she would copy to the County and District Councillors.

(c) Police: No report received.

RESOLVED: that the reports be noted.

23.123 Correspondence: None.

Cllr C Ellis read a letter from Sotterley Estate who are dealing both with complaints from a resident of Chartres Piece and about a resident of Chartres Piece. The Estate has withdrawn permission for a compost heap and the cutting of a nearby lawn. They are also concerned about locally owned dogs being out of control on both the footpaths and the privately owned horse riding track, for which users pay an annual fee. The Estate will put up notices and appear to be reviewing historical permissions granted to their tenants and local residents. It was agreed that the Clerk would write to the Estate suggesting an explanatory letter should be delivered to all residents of Chartres Piece.

23.124 Planning Applications

(a) New Applications

DC/23/2228/FUL: 4 x warehouse/trade counter units at Ellough Industrial Estate. This application was sent to another Parish Council, apparently in error. When circulated to Councillors, there were no adverse comments.

(b) Updates on previously considered applications

DC/22/1631/FUL: 8 Workshops at Ellough Airfield – application withdrawn. There has been significant comment by Suffolk CC on the protection of the right of way which is blocked by one unit. The Clerk has been advised that a site meeting has been proposed and has asked that the Council is represented.

DC/23/2664/DRC: Playters Old Farm – application to discharge certain conditions permitted

DC/23/3578/DRC: Playters Old Farm – In a letter to Cllr Chipperfield and her husband as neighbouring land owners, the developers appear to be describing the units as residential rather than for holiday accommodation. The Clerk had written to East Suffolk Council asking if such a change had been requested and was awaiting a reply. *[Later: ESC are not aware of any proposed change].*

(c) Consultation on proposed Custom and Self-build Housing SPD. Noted.

(d) Cllr C Ellis commented that East Suffolk Council were no longer giving informal advice on development proposals unless formal pre-application advice was applied for.

23.125 Finance

(a) To note the financial situation and bank reconciliation as at 31 August 2023: Proposed by Cllr Blunn, seconded by Cllr R Ellis and RESOLVED: That the situation as shown in Appendix 2 be noted.

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

(d) Renewal of the Council's Insurance Policy:

The Council has previously entered into a long term agreement, formerly with BHIB, now called Clear Insurance Management. As a result, the premium had increased by 0.7% from £575.08 to £579.03.

23.126 Risk Management

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

Cllr Thornton proposed additional risks for incorporation into the risk register. These include digital risks such as loss of council data or documents, loss of the website, a cyber attack on the Clerk or Councillors and Community risks including loss of the assets of Community Value, injury to users of the playing field, breakdown in relations with the public or Sotterley estate and health and weather events affecting the community. It was agreed that the Clerk would incorporate the suggested additions and circulate a revised version for further consideration by Cllrs Thornton, C Ellis, Drane and London for discussion at the next meeting

23.127 Playing Field

Further discussion took place on the response of the Estate to our request for a longer lease and the need to resume work to have the playing field registered as an Asset of Community Value. It was agreed that the application for the latter would be resumed by Cllr R Ellis in conjunction with Jo Belfield at East Suffolk Council and that the need for a long lease would be reiterated.

The inspection which was carried out in April made a number of recommendations although these were classed as low risk. More signage has been recommended and would be followed up.

23.128 Road Safety

(a) Temporary Speed Monitoring: No report as yet.

(b) Legal Action against the suppliers of speed indicator devices: No further progress.

(c) Traffic Management on the A145 and B1127 at Ellough: Although Clearway signs are in place, there is no traffic regulation order under which the Police could take action against parking and anti social behaviour. This is now being progressed, funded by County Council locality funds.

(d) Speeding Traffic: A complaint from a local resident about speeding had been received. It was felt that a number of actions had been taken, including speed indicator devices, the temporary speed monitoring, ongoing Police visits and an attempt to set up a Community Speedwatch scheme and that these should be reiterated to the complainant.

(e) Blocked drains, London Road. Although one drain had been reported and had been cleared, others needed attention. Cllr Cloke explained the need to report each one individually in order to get a full response and reporting would be done as soon as possible.

23.129 Cemetery and Chapel:

(a) Tree Inspections: Dr Bynum had been contacted and a reply was awaited.

(b) Liaison Group: This met on 12 September. A summary of the discussions was read and will be circulated to Councillors.

23.130 Village Matters

(a) Litter Pick – Sunday 15 October: Cllr Chipperfield has arranged notices and has the equipment. Clerk to publicise on the website.

(b) Sheaf Magazine: Cllr Chipperfield offered to write an article for the next issue.

(c) Offer of full fibre broadband: Nothing further to report.

23.131 Items for discussion at the next meeting:

Review of risk identification and management.

23.132 Date of next meeting: Wednesday 18th October 2023 at 7.00 pm.

The meeting closed at 8.50 pm.

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

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
235	S C Blackburn	August and September Salaries and expenses	621.90	-	621.90
236	Suffolk Association of Local Councils	Councillor's Basic Training – A Thornton	60.00	12.00	72.00
237	Clear Insurance Management Ltd	Insurance Premium 2023-24	579.03	-	579.03

Appendix 2 Reconciliation at 31 August 2023

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council  
Receipts and Payments Account 2022/2023 - Year To Date

As At 31 August 2023						
	Budget	General	Earmarked	Total	Recent Transactions	
<b>RECEIPTS</b>					<b>Previous Bank</b>	22,406.14
Precept	8,000	8,000.00		8,000.00	<b>Credits</b>	
Cemetery Fees		0.00		0.00		
Picnic		0.00		0.00		0.00
Miscellaneous Income		0.00		0.00		
Earmarked Funds - Receipts			0.00	0.00		
VAT Recovered	1,427	1,427.22		1,427.22	<b>Debits</b>	
<b>TOTAL RECEIPTS</b>	<b>9,427</b>	<b>9,427.22</b>	<b>0.00</b>	<b>9,427.22</b>	230 S Blackburn	1,345.26
<b>PAYMENTS</b>					231 Waveney Norse	89.99
<b>Administration</b>					233 Vertas	331.38
Staff Costs	5,050	1,850.00		1,850.00	234 M Lancaster	58.96
Payroll Costs	105	0.00		0.00		
Mileage	220	57.60		57.60		-1,825.59
Printing Stationery & Postage	120	117.10		117.10		
Insurance	600	0.00		0.00		20,580.55
Hall Hire	210	3.00		3.00		
Web Hosting	55	0.00		0.00		
Membership & Subscriptions	450	232.65		232.65	<b>Net Bank Account</b>	20,580.55
Audit	180	0.00		0.00		
Laptop	500	0.00		0.00		
Data Protection	35	0.00		0.00		
Training	100	0.00		0.00		
VAT Paid	0	147.03		147.03		
	<b>7,625</b>	<b>2,407.38</b>	<b>0.00</b>	<b>2,407.38</b>		
<b>Maintenance</b>					<b>Bank Reconciliation</b>	
Playing Field Maintenance	1,038	602.30		602.30	Lloyds Current Account Statement Balance	20,580.55
Playing Field Improvement	0	0.00		0.00		
Notice Board Repairs	400	0.00		0.00	Less: unrepresented cheques	0.00
Playground Inspection	80	65.00		65.00		
Bin Emptying	50	19.98		19.98		
Pest Control	200	0.00		0.00	<b>Add: credits in course</b>	
Cemetery Management	500	0.00		0.00	None	
General Maintenance	400	0.00		0.00		
Vehicle Sign		254.14		254.14		
	<b>2,668</b>	<b>941.42</b>	<b>0.00</b>	<b>941.42</b>	<b>Net balance</b>	<b>20,580.55</b>
<b>Community Events</b>					<b>Difference</b>	<b>0.00</b>
Raising the Parish Profile		0.00		0.00		
Grants and Donations	1,000	0.00		0.00		
Earmarked Funds - Payments			99.50	99.50		
	<b>1,000</b>	<b>0.00</b>	<b>99.50</b>	<b>99.50</b>		
<b>TOTAL PAYMENTS</b>	<b>11,293</b>	<b>3,348.80</b>	<b>99.50</b>	<b>3,448.30</b>		
Surplus/Deficit to date	<b>-1,866</b>	<b>6,078.42</b>	<b>-99.50</b>	<b>5,978.92</b>		
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	6,078.42	-99.50	5,978.92		
Carried Forward	<b>8,071</b>	<b>10,714.03</b>	<b>9,866.52</b>	<b>20,580.55</b>		
<b>Earmarked Funds</b>		Opening	Now			
Playing Field		5,000.00	5,000.00			
Neighbourhood Development Plan		937.14	837.64		Chairman	
Neighbourhood Watch		250.00	250.00			
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 08-09-23

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