

SHADINGFIELD SOTTERLEY WILLINGHAM AND ELLOUGH JOINT PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held at Shadingfield Village Hall on Wednesday 20th May 2015 at 7.15pm

1/15 Present

Cllrs., Ms S Wilson, S Thompson (Chairman), J. Sheldrake, P. Scuffil, M Davidson, Mrs J Davidson, J Armstrong (Clerk).
3 members of the public

2/15 Apologies

Cllr E Potter, WDC Cllr K Springall , SCC Cllr D Ritchie

3/15 Declaration of Acceptance of Office Forms

Members completed the acceptance of office forms following their election to the council.

4/15 Election of Chairman 2015/2016

Cllr Thompson was proposed by Cllr Sheldrake and seconded by Cllr Ms Wilson. There being no other nominations Cllr Thompson was declared elected as Chairman for 2015/2016.

5/15 Election of Vice Chairman 2015/2016

Cllr Sheldrake was proposed by Cllr Scuffil and seconded by Cllr Ms Wilson. There being no other nominations Cllr Sheldrake was declared elected as Vice Chairman for 2015/2016

6/15 Declarations of Interest

None

7/15 Minutes of the Parish Council meeting held on 15th April 2015.

It was proposed by Cllr Ms Wilson and seconded by Cllr Sheldrake that the minutes of the meeting of Wednesday 15th April 2015 be accepted as a true record. This was agreed by the Council. The Chairman signed the minutes

8/15 Matters arising not otherwise on the agenda.

There were no matters arising

9/15 Meeting opened to the public.

Residents expressed deep concerns about the planning application to increase the number of caravans on the caravan site behind the Fox. There were concerns that the site is not big enough for the number of caravans proposed and also about safety in respect of gas supplies, and fire hazards. Further concerns were raised about caravans being used for permanent residence and that Waveney District Council has used the site to house families requiring accommodation, information about which was forthcoming from the citizens advice bureau.

The Chairman thanked the residents for their contribution.

10/15 Reports

10/15/1 SCC Report

There was no SCC report

10/15/2 WDC Report

Cllr Springall apologised for not being able to attend the meeting due to a meeting of Waveney District Council being held at the same time.

10/15/3 Police Report

There was no Police Report

The Chairman closed the meeting for public contribution.

11/15 Correspondence

1. The clerk read an email from Philip Read stating that he did not now wish to be considered for co-option to the council. Mr Read said that he had served as a councillor for Willingham for over thirty years and felt that he should now step down and give someone else the opportunity to join the council. The Chairman paid tribute to the contribution Philip had made on behalf of the residents and the work of the council over the long length of his service to the parish and wished him well in the future. The clerk was asked to write to Mr Read expressing the council's thanks for his service as a councillor.
2. Request for a donation from the Suffolk Accident Rescue Service. Following discussion it was agreed to make a donation of £100.
3. Request for a donation from the Wrentham Group First Responders. Following discussion it was agreed not to make a donation at this time.

12/15 Finances

12/15/1 Authorisation of cheques for payment

Repairs and materials for work at the cemetery £105 payee Graham Fisher cheque number 100688

Donation £100 payee Suffolk Accident and Rescue Service cheque number 100689

12/15/2 The clerk presented the draft accounts for 2014/15. There were no questions concerning the accounts.

12/15/3 The clerk reported that the first instalment of the precept £3600 had been received.

13/15 Planning

13/15/1 Planning Applications

The Council considered the following application:

DC/15/1366/FUL Additional Guest Holiday Accommodation Managers

Accommodation and Boiler Store Room for Mr and Mrs Tallamy Marsh Farm Ellough.

Following discussion it was agreed to approve this application

DC/15/1892/FUL Re-cladding of front elevation including replacement front door and new personnel door Unit 6 Ellough Industrial Estate. Following discussion it was agreed to approve this application

DC/15/1918/VOC Variation of Condition to increase number of permitted static caravans from 17 to 22 Spring Park Shadingfield. Following a discussion it was agreed to refuse this application on the grounds that Council consider this to be overdevelopment of the site, increase in traffic causing safety concerns at the entrance to the site, the ability of the current mains services particularly sewerage and foul water services to cope with the increase.

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Council was also concerned about breaches of the previous planning conditions concerning the use of caravans for other than holiday lets following comments

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about the use of the site for social housing. The clerk was asked to seek information from WDC Planning.

13/15/2 Outcomes of planning applications from WDC

None

14/15 Sotterley Cemetery Report

14/15/1 Cllr Ms Wilson had provided a list of grave spaces with plastic flowers and/or posts and chains/railings in contravention of the rules for the cemetery. It was agreed that the matter would be dealt with by the cemetery committee

14/15/2 Cemetery Committee. Following discussion it was proposed by Cllr Thompson that Cllr Scuffil be elected to join the cemetery committee, this was agreed.

15/15 Chapel Preservation Trust Report.

Cllr Scuffil on behalf of the preservation trust committee said that there had been two events at the Chapel recently. The Rogation Service had been quite well attended. The Wild Flower event had attracted a number of visitors and monies raised is being donated to the Suffolk Accident and Rescue Service and Suffolk Wildlife Trust. The committee is looking to change the lighting in the Chapel from a generator fed system to LED lights that can run off batteries.

16/15 Revision of Policies

The council carried out the annual review of its policies:

- a. Standing orders
- b. Code of Conduct
- c. Financial Regulations
- d. Financial risk assessment
- e. Health and Safety
- f. Equal opportunities
- g. Publication Scheme (Freedom of Information)
- h. Safeguarding

The clerk reported that there were two new policies/procedures that the council should consider. A complaints procedure which provides a clear process should a complaint be raised against the council. Rules for the recording of council meetings which provides for a procedure should anyone wish to record any parish council meeting. Both these documents are model documents from SALC. The clerk confirmed that there are no changes to any of the other policies and recommended that they be confirmed for the coming year.

It was agreed that the new policies/procedures be adopted and all other policies be adopted for the coming year.

17/15 Any other business

17/15/1 Playground. Cllr Davidson reported that the grass in the playground area did not appear to have been cut and there was damage to the fence and the gate was missing. Following discussion the clerk was asked to organise repairs to the fence and replacement of the gate. Council discussed the replacement of the

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equipment in the playground and agreed to add this to the agenda for the next meeting.

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17/15/2 Concern about straw on the main road through the village from lorries carrying bales of straw. As it cannot be established where the lorries were travelling to/from there is little the council can do.

17/15/3 Cllr Sheldrake said that there was still a problem with leaves on the pavement on Sotterley Road.

17/15/4 The Chairman gave a brief update on the neighbourhood plan project and said that notices had been displayed giving details of the area covered by the plan and an outline of the consultation process that will be part of the development.

18/15 Items for the agenda of the next meeting

Replacement of playground equipment

19/15 Date of next meeting

The date of the next meeting is Wed 17th June 2015 at 7.00pm at Shadingfield Village Hall

Meeting closed at 8.45pm

Chairman: _____ Clerk _____ Date _____