

SHADINGFIELD SOTTERLEY WILLINGHAM AND
ELLOUGH JOINT PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council

held at Shadingfield Village Hall

on Wednesday 13th June 2012

at 7.00pm

39/12 Present

Cllrs. Ms L. Riley, S Thompson (Vice Chairman), J Sheldrake, L. Osmon, R Lloyd, P Read
J Armstrong Clerk, 1 member of the public

40/12 Apologies

Cllrs, Ms S Wilson, P Scufill, T Forrest, D Rich, Cllr D Ritchie SCC, Cllr K Springall WDC, PCSO
Etherington

41/12 Declarations of Interest

None

42/12 Minutes of the Parish Council meeting held on 16th May 2012.

It was proposed by Cllr. Sheldrake and seconded by Cllr Lloyd that the minutes of the meeting of Wednesday 16th May 2012 be accepted as a true record. This was agreed by the council. The Chairman signed the minutes

43/12 Matters arising not otherwise on the agenda.

35/12/1 Following the question by Cllr Forrest about eligibility to stand as a councillor the clerk has confirmed that a person owning and running a business in the Parish is able to stand as a councillor.

35/12/4 Clerk has not been able to confirm that the goal posts have been erected

35/12/5 The clerk has written to Mr Copland thanking him for his contribution to the Annual Parish Meeting

35/12/6 The clerk has informed the person who made the enquiry about hiring of the marquee of the change of policy.

44/12 Meeting opened to the public.

A member of the public raised the concerns of local residents to the work being carried out and conditions at the caravan site behind the fox public house. Residents have concerns about the condition of the caravans how they are supported and the services that are provided to them. Photographs illustrating the issues were presented to the council.

The Chairman thanked the member of the public and explained the council's position.

Following discussion the Council agreed that the information provided should be passed to WDC planning and building control department.

45/12 Reports

45/12/1 PCSO Etherington sent a written report for the month. There were no recorded crimes in the parish since the last meeting.

45/12/2 There was no SCC report.

45/12/3 There was no WDC report.

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The Chairman closed the meeting for public contribution.

46/12 Correspondence

For Action

1. Suffolk Acre Funding newsletter May 2012
2. SALC Allotment Workshop 26th June
3. Suffolk Coast and Heaths consultation
4. `WDC Electoral registration 2012
5. SALC Planning appeals procedure bill House of commons
6. WDC Changes to Planning and building control for WDC and Suffolk Coastal
7. SALC Changes to code of conduct Suffolk code of conduct and declaration of interests procedure
8. SALC Area meeting
9. Suffolk Acre AGM/conference 2012

For Reference

1. Appointment of Auditor 2012 2013
2. WDC Election of chairman procedure
3. SALC Response to no 2
4. SALC message from SCC Make a change team
5. Suffolk Acre spring update (emailed to councillors)
6. WDC Adoption of affordable housing document
7. WDC textile recycling scheme

For information

1. Local councillor magazine

47/12 Finances

47/12/1 Authorisation of cheques for payment

On a proposition by Cllr Read seconded by Cllr Lloyd members agreed the following payments:

Internal Audit Fee £15.00 Cheque number 591 payee C Janet Fisher

Clerks pay for April/June and additional 40 hours for cemetery administration

agreed in minute 69/11/2 £673.88 cheque number 593 payee J Armstrong

PAYE on clerks salary £168.40 cheque number 594 payee HMRC

Grass cutting 2 of the playing field £120.00 cheque number 595 payee A Sutton

47/12/2 Current Balances Savings account stands at £933.70

Current Account stands at £19,695.68

47/12/3 Internal Audit. The internal audit had been completed and no issues reported

47/12/4 External Audit Return. The clerk presented the External Audit return. **It was proposed by Cllr Read seconded by Cllr Osmon that the external audit return be approved and signed by the Chairman.**

47/12/5 The clerk reported that BDO have been appointed as external auditors for 2012 – 2013

47/12/6 Authorised signatories. The clerk reported that Barclays Bank have confirmed that the council may have more than 3 signatories to the account. The clerk asked council to consider increasing authorised signatories to four maintaining the requirement of at least two signatories to sign cheques. The clerk also requested the setting up of telephone banking allowing balances to be obtained when required and transfer of funds from the current account to the savings account and vice versa

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when required. **It was proposed by Cllr Read and seconded by Cllr Sheldrake that Cllrs Thompson (Chairman) and Lloyd be added to the signatories list and that telephone banking arrangements made. This was agreed by Council.**

48/12 Planning

48/12/1 There were no planning applications

48/12/2 Outcomes of planning applications from WDC

Planning application DC/12/0311/COU for the Reading Room Rectory Road Sotterley
WDC permission granted.

Planning application DC/12/0374/LBC conversion of existing annexe and outbuilding
to 2No holiday lets and garage WDC permission refused

49/12 Sotterley Cemetery

49/12/1 Reservation of plots at the cemetery. The clerk updated the council on the position of the reservation of grave spaces. There had been no response to the letter sent out to Mr and Mrs L. Informing them that their reservation had been cancelled. No reply had been received from Mr S as to whether he wished to keep his reservation. It was agreed by Council that a further letter to Mr S should be sent by recorded delivery and stating that if no reply was forthcoming in 14 days the reservation would be cancelled. One further cancellation of reservation had been made by Mr F. All the remaining reservations had been confirmed and paid for. The clerk said that new deeds of grant for exclusive right to burial would be sent out in the next week. Mrs T. Whose application for a reservation next to her daughter which was approved at the last meeting has asked if it could be possible to have two cremation plots. This was agreed by the council.

49/12/2 Maintenance of the cemetery. The clerk said that a decision on the maintenance for the cemetery was needed. It was agreed that the cemetery committee should meet as soon as possible to determine the policy and programme for maintaining the cemetery. It was further agreed that a site meeting should include the Chairman and Treasurer of the Trust.

49/12/3 Faculty. The clerk reported that he had had a conversation with the Rev Nelson about the position of the faculty. There is still no progress. The clerk suggested that Rev Nelson delay on making enquiries until after the cemetery committee has reviewed the maintenance of the cemetery.

50/12 Vacancies for councillors for Shadingfield and Ellough

The clerk reported that the notices confirming the vacancies had been posted. Confirmation had been received from WDC that no call for an election in either case. The clerk was asked to seek potential candidates through the Sheaf Magazine

51/12 Any other business

51/12/1 Allotments and Community orchard. Council agreed to defer this item to the next meeting to allow Cllr Scuffill to contribute to the debate.

51/12/2 Bus shelter. Cllr Riley said that the bus shelter on London Road was in need of repair. Cllr Read said that he would inspect the shelter and prepare a report for the next meeting.

51/12/3 Repairs to the playground equipment. Following a question the clerk said that he had not had any information from Cllr Forrest or the person who was to carry out the repairs. It was proposed by Cllr Read and seconded by Cllr Lloyd that Wicksteads should be instructed to carry out the repairs as soon as possible. This

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was agreed by Council subject to the clerk establishing with Cllr Forrest the position with the other person involved.

51/12/4 Village notice board in Shadingfield. One of the doors on the notice board had been damaged in the high winds. Cllr Read agreed to repair it.

51/12/5 Council confirmed the Chairmans’ decision to have the playing field rolled to even the surface. It was also agreed to ask Mr Sutton to collect the grass cuttings when the field is mowed in future.

51/12/6 The clerk distributed the dates for the remaining meetings for this year.

51/12/7 There was no progress on the repair of the war memorial. The provision of a seat at the war memorial was discussed. On a proposition from Cllr Osmon and seconded by Cllr Lloyd it was agreed that a seat be provided at the War memorial in Sotterley. The clerk was asked to investigate prices and report back to the next meeting. The clerk was also asked to contact Cllr Ritchie SCC to enquire about a contribution from his locality budget.

52/12 Items for the agenda of the next meeting

Allotments and Community Orchard.

Council reserves

Seat for the war memorial

53/12 Date of next meeting

The date of the next meeting is Wednesday 18th July 2012 at 7.00pm at Shadingfield Village Hall.

Meeting closed at 8.45pm.