

SHADINGFIELD SOTTERLEY WILLINGHAM AND
ELLOUGH JOINT PARISH COUNCIL

Minutes of the Annual General meeting of the Parish Council

held at Shadingfield Village Hall

on Wednesday 16th May 2012

at 7.35pm

19/12 Present

Cllrs. Ms. S Wilson, Ms L. Riley, S Thompson (Vice Chairman), J Sheldrake, T Forrest, D Rich, P Scuffill, R Lloyd
PCSO Laura Le Surf Suffolk Constabulary, J Armstrong Clerk

20/12 Chairman

In the absence of Cllr Gardner (Chairman) Cllr Thompson (Vice chairman) took the Chair.

21/12 Apologies

Cllr Read, Cllr Osmon, Cllr Springall WDC

22/12 Election of Chairman

The clerk called for nominations for Chairman for the coming year. Cllr Thompson was proposed by Cllr Lloyd and seconded by Cllr Sheldrake. Cllr Forrest was proposed by Cllr Rich and seconded by Cllr Riley. A vote was taken. The clerk declared that the vote was in favour of Cllr Thompson. Cllr Thompson was declared elected as Chairman.

23/12 Election of Vice Chairman

The Chairman asked for nominations for Vice Chairman. Cllr Forrest was proposed by Cllr Scuffill and seconded by Cllr Lloyd. There being no other nominations Cllr Forrest was declared Vice Chairman.

24/12 Declarations of interest.

There were no declarations of interest

25/12 Minutes of the Parish Council meeting held on 21st March 2012.

The changes to the minutes required by council at the last meeting were made and the Chairman signed the minutes

26/12 Minutes of the Parish Council meeting held on 18th April 2012.

Proposed by Cllr Wilson seconded by Cllr Forrest that the minutes of the meeting of the 18th April 2012 be accepted as a true record. **This was agreed** and the minutes were signed by the Chairman.

27/12 Matters arising not otherwise on the agenda.

The clerk reported that he had written to Cllr Gardner following his resignation but had not had a reply.

The clerk reported that the new website was in operation with thanks to Cllr Sheldrake for all his work to get it up and running.

Chairman: _____ Clerk _____ Date _____

28/12 Meeting opened to the public.

There were no questions from the public.

29/12 Reports

29/12/1 PCSO Laura LeSurf reported on the annual crime figures for the Parishes. There had been 26 reported crimes in the parishes most of which were centred around the Ellough Industrial Estate. They included Theft of cable and from motor vehicles, taking without consent and drink driving. Details of traffic issues would be provided at a future meeting

The Chairman thanked PCSO LeSurf.

29/12/2 There was no SCC report.

29/12/3 There was no WDC report.

The Chairman closed the meeting for public contribution.

30/12 Correspondence

For Action

1. Request from Cllr Springall. Cllr Springall asked if any Councillor could help in distributing leaflets

For Reference

1. SALC Information update April 2012
2. SALC information update May 2012

For information

None

31/12 Finances

31/12/1 Authorisation of cheques for payment

On a proposition by Cllr Forrest seconded by Cllr Rich members agreed the following payments:

Andrew Sutton Grass cutting the playing field £120 Cheque number

Waveney Norse bin emptying £12 cheque number

31/12/2 The clerk reported on the bank balances and confirmed receipt of the first precept instalment.

31/12/3 The clerk presented the draft Financial risk assessment following brief discussion the clerk was asked to forward a copy of the document to all councillors. A decision was postponed to the next meeting.

31/12/4 The clerk reported that Mr Marshall had sent his cheque for £350 in payment for the telephone box

32/12 Planning

32/12/1 Planning Applications. Planning application DC/12/0440/FUL the construction of a double garage with games room above for Mr Steven Elphick Moat Farm Cottages Willingham was considered by members. **Following discussion it was proposed by Cllr Wilson seconded by Cllr Scuffill to approve the application. This was agreed by council.**

Planning application DC/12/0416/LBC internal and external alterations to Church Farm Shadingfield for Mr Simon Prior was considered by members. **It was proposed by Cllr Forrest seconded by Cllr Scuffill to approve the application. This was agreed by council.**

Chairman: _____ Clerk _____ Date _____

The clerk was instructed to return the necessary forms to WDC.
32/12/2 There were no planning outcomes from WDC.

33/12 Sotterley Cemetery

The clerk reported on the result of sending letters to those who had reserved plots. 9 replies had been received. Only one person had asked to cancel a reservation. The clerk has written to those who have not responded. The clerk had written to Mr and Mrs Laughland cancelling their plot reservation.

Cllr Scuffill reported on the path situation and said that it was felt that mowing the grass on the west side of the cemetery would be suitable and that it did not appear that the original request for a faculty would be needed. It was also felt that the mound could be levelled and the earth spread over the uneven areas of the cemetery. The cemetery committee would be asked to determine how this can be achieved.

34/12 Review of Policies

The clerk presented the Standing orders, code of conduct, financial regulations, Health and Safety, Equal opportunities and Publication Scheme (FOI) policies for review by the council. It was agreed that the clerk send electronic copies to all councillors with email and hard copies to those without. The item to be placed on the agenda for the next meeting.

35/12 Any other business

35/12/1 The clerk reported that the casual vacancy for Ellough caused by the resignation of Cllr Gardner had been posted. The vacancy for Shadingfield caused by the resignation of Cllr Stevens will be posted following this meeting.

Cllr Forrest asked if a person owning a business in the parish was eligible to stand as a councillor. The clerk said that this was correct but said that he would check with the electoral office at WDC.

35/12/2 The clerk reported on the road closure notice for the C925 Willingham to Sotterley Road which will be closed from 28/5 to the 3/6 and then on the 6/6 to the 8/6 for repairs and resurfacing.

35/12/3 The clerk reported on the road closure notice for the U1501 Falcon Inn Road Sotterley which will be closed from 28/5 to the 1/6 for repairs and resurfacing.

35/12/4 Cllr Forrest will speak to the parties involved to speed up the erection of the goal posts at the playing field.

35/12/5 The clerk was asked to write to Mr. Copland to thank him for his contribution at the Annual Parish Meeting.

35/12/6 The clerk had received a request to hire the marquee for a function in Walberswick. The council discussed the current policy for hiring the marquee. There was concern about wear and tear etc. **It was proposed by Cllr Rich seconded by Cllr Thompson that the use of the marquee would now be restricted to parishioners for use in the parish at no charge. This was agreed.**

37/12 Items for the agenda of the next meeting

The clerk reminded council that the community orchard and Allotments would be on the agenda for the next meeting

38/12 Date of next meeting

**It was agreed to change the date of the next meeting to THURSDAY 21 June 2102 at 7.00pm at Shadingfield Village Hall.
Meeting closed at 9.30pm.**

Chairman: _____ Clerk _____ Date _____