

SHADINGFIELD SOTTERLEY WILLINGHAM AND
ELLOUGH JOINT PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council

held at Shadingfield Village Hall

on Wednesday 18th April 2012

at 7.00pm

1/12 Present

Cllrs. Ms. S Wilson, Ms L. Riley, S Thompson (Vice Chairman), J Sheldrake, P Stevens, T Forrest, D Rich, P Scuffill, L. Osmon, R Lloyd
Cllr D Ritchie SCC, Cllr K Springall WDC, PCSO Deborah Green Suffolk Constabulary,
J Armstrong Clerk, 1 member of the public

2/12 Chairman

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

3/12 Apologies

Cllrs, R Gardner

4/12 Resignation

The clerk read an email received from Cllr Roger Gardner tendering his resignation from the Council with immediate effect . The council regretfully accepted Cllr Gardner's resignation. The Chairman paid tribute to the many years of service that Cllr Gardner had given to the Parishes and for his chairmanship over the last few years. The clerk was asked to write to Cllr Gardner on behalf of the Council.

5/12 Declarations of Interest

Declarations of interest were declared by Cllr Thompson and Cllr Lloyd for item 10a Planning and by Cllrs P Stevens, J Sheldrake, P Scuffill and Ms S Wilson for item 13 Sotterley Chapel of the agenda.

Cllr Stevens asked if it was necessary for him to declare an interest in item 10a as he was a tenant of Sotterley Farm Partnership the applicant for item 10a. The clerk advised that he did not need to do so.

6/12 Minutes of the Parish Council meeting held on 21st March 2012.

Cllr Stevens raised two queries on the minutes firstly an omission under 70/11 items for inclusion on the next agenda asking for an explanation of the apparent increase in the percentage of council tax for the Parish council, and secondly, a request that under 68/11/9 could the minute be clearer as to which meeting the policies would be reviewed. The meeting approved the minutes subject to the amendments requested by Cllr Stevens. It was further agreed that the Chairman would sign the minutes at the next meeting of the Council.

7/12 Matters arising not otherwise on the agenda.

The clerk read a response from WDC explaining why the parish precept was indicating a % increase over last year. The reason given was a decrease in the number of band D properties in the parish over last year's number on which the precept is calculated.

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The clerk reported that as yet no fund had been identified to request a grant for the restoration of the war memorial. Investigations will continue.

8/12 Meeting opened to the public.

A question was asked about the goal posts. The Chairman said that this matter would be discussed later in the agenda

9/12 Reports

9/12/1 PCSO Green reported that there had been two crimes in the parish since the last meeting. Theft from a car in Sotterley and theft of items from a Company in Ellough. The Safe Cam Van had visited Shadingfield in March and 5 prosecutions resulted. PCSO Green said that it was thought that speeding had decreased in the parish of late. PCSO Green said that the SNT Team were raising awareness of walk in thefts were on the rise. Thieves were entering premises through unlocked doors while residents were in the property, the team are reminding people to be vigilant and lock doors where possible. Cllr Lloyd asked if PCSO Green could organise a presentation on the speed scheme for villages at a future meeting.

The Chairman thanked PCSO Green for her report.

9/12/2 Cllr Ritchie SCC gave a short report on the distribution of the locality budget and asked council members for some ideas for projects that could be supported by grants from this fund. Cllr Ritchie gave some examples of suitable projects. Cllr Ritchie said that both WDC and SCC had made significant savings and had set balanced budgets for the year with no increase in council tax. Cllr Ritchie said that he would like to see an improvement in the telephone contact situation for SCC. Cllr Stevens asked if the locality budget could support flashing road signs for traffic speed. Cllr Ritchie said that he would consider a request if the council were to make one.

The chairman thanked Cllr Ritchie for his report.

9/12/3 Cllr Springall WDC said that there was nothing to report from WDC but informed the meeting that he had been contacted by a resident about a planning application that was coming before council later in the agenda.

The chairman thanked Cllr Springall for his report.

The Chairman closed the meeting for public contribution.

10/12 Correspondence

For Action

1. SCC Transforming Suffolk Community Fund grants
2. WDC Community infrastructure levy information
3. SALC views on Health Care Services at Ipswich Hospital
4. Suffolk Acre Funding newsletter April 2012
5. SALC course timetable
6. SALC Info on APM and AGM

For Reference

1. Leiston Town Council Planning consultation request
2. Local Associations Information Update March 2012
3. Suffolk Acre Local foods Suffolk update
4. Anglian Water info on drought situation
5. SALC National Planning Policy Framework

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6. SALC Traveller site planning info
For information

1. SALC Village of the year competition
2. Adult learning brochure
3. Various brochures on equipment.

11/12 Finances

11/12/1 Authorisation of cheques for payment

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

SALC membership for 2012/13 61.74 Cheque number 579 (it was agreed to cancel the 6 extra copies of the local councillor magazine)

Hire of Village Hall for meetings £100.00 cheque number 581

Suffolk Acre membership fee 2012/13 £25 cheque number 572

SALC course fee for clerk's network day £6.00 cheque number 583

11/12/2 The clerk reported that a cheque for £350.00 had been received from Cllr Ritchie's locality budget and banked

11/12/3 The clerk presented the draft accounts for the year 2011/12 together with the current balances. The clerk said that the amount carried forward was on the high side and council should consider allocating some of the reserve to suitable projects. The accounts would be sent to the internal auditor and then presented to the AGM in May.

11/12/4 The clerk reported on the arrangements for the external audit that had been received.

11/12/5 The clerk reported that a risk assessment on financial procedures is being prepared in line with statutory requirements and will be presented for approval and adoption at the next meeting.

12/12 Planning

12/12/1 Planning Applications. Planning application DC/12/0311/COU for the Reading Room Rectory Road Sotterley was considered by members. Following discussion it was proposed by Cllr Rich seconded by Cllr Osmon to approve the application. This was agreed by council.

Planning application DC/12/0374/LBC conversion of existing annexe and outbuilding to 2No holiday lets and garage was considered by members. It was proposed by Cllr Scuffill seconded by Cllr Forrest to approve the application. This was agreed by council.

The clerk was instructed to return the necessary forms to WDC.

12/12/2 There were no planning outcomes from WDC.

13/12 Sotterley Cemetery

On a proposition by Cllr Lloyd seconded by Cllr Scuffill it was agreed that this item be taken in closed session (proposition required by the Public Bodies (attendance at meeting) Act 1960.)

13/11/1 Reservation of plots at the cemetery.

As required by 68/11/1 in the minutes of the last meeting the clerk read the letter that had been sent out to residents of Sotterley and Willingham about the reservation of plots in the Chapel Yard, and the subsequent letters that had been sent following requests from residents. In neither case was there mention of the reservation fee being the burial fee and that when the plot was used no further fees

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would be payable. Following a lengthy debate it was proposed by Cllr Scuffill and seconded by Cllr Osmon that that the fee paid for reservation is for the grant of exclusive right of burial in an agreed plot(s) in Sotterley Chapel Yard for the period of ninety nine years and burial fees that apply at the time the plot is used will be levied. **This was agreed by the council.** (Cllrs Sheldrake and Stevens did not vote)

Council also agreed that the clerk would write to all those concerned informing them of the council’s decision and explaining that burial fees would be payable when the plot was to be used. Those who had already paid would have their fee refunded if they wished to cancel their reservation. Those who had not paid would have the option to pay at the fee offered or cancel their reservation. It was agreed that the option would remain open for a period of two months from the date of this meeting.

The clerk would write to those who had not made contact about their reservation informing them that the Council had cancelled their outline reservation as agreed at the last meeting.

Cllr Stevens tendered his resignation from the council verbally and left the meeting at this point.

13/11/2 Letter of Agreement

The clerk reported that the Trust were happy with the proposed letter of agreement.

The Chairman of the council Cllr Thompson and the Chairman of the Trust Cllr Ms Wilson signed the letter of agreement.

13/12/3 Up dated forms and documents

The clerk reported that all the forms and documents agreed at the last meeting were complete and asked if councillors required copies. It was agreed that electronic copies be sent to all and hard copies to those not on email.

The Chairman re-opened the meeting at this point.

14/12 Parish Communications

Cllr Sheldrake reported that he was waiting for confirmation from SALC/One Suffolk about the new website.

15/12 Feedback from meetings attended by Councillors

None

16/12 Any other business

16/12/1 Jubilee celebrations . Cllr Riley reported that the Village Hall committee had made some arrangements for an event but nothing final as yet the village hall committee have asked if there are any funds available from the Parish Council. The Council deferred a decision on this request to a future date. Cllr Thompson said that Sotterlely Farms would organise a Beacon for the Parish. Cllr Osmon will approach the Fox Inn to discuss opportunities and report back.

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16/12/2 Playingfield. Cllr Riley said that the field had been cut but there was a lot of cutting on it. The clerk will contact Andrew Sutton about the matter and discuss the rolling of the field. Further points were raised about the goal posts and nets. A suggestion of a container for storage was made and it was agreed that investigations be made into costs and requirements.

Cllr Riley asked about Health and Safety issues surrounding the playing field and in particular the goalposts etc. The Chairman said that the council had liability insurance. The clerk will check that the council is complying with the necessary Health and Safety requirements for the playing field.

17/12 Items for the agenda of the next meeting

Cllr Scufill asked for the community orchard proposal to be included and Cllr Sheldrake asked for provision of Allotments to be added. The clerk reminded council that the next meeting would be the Annual General Meeting preceded by the Annual Parish Meeting and recommended that these items be left to the meeting in June This was agreed.

18/12 Date of next meeting

The date of the next meeting is Wednesday 16th May 2012 at 8.00pm at Shadingfield Village Hall. The Annual Parish Meeting will be held 7.00pm

Meeting closed at 9.30pm.