

SHADINGFIELD, SOTTERLEY, WILLINGHAM AND ELLOUGH JOINT PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council

Held at Shadingfield Village Hall on Wednesday 21 February 2018 at 7.00 pm

130/18 Present

Cllrs M Davidson (Chair), A Chipperfield, C Ellis, J Mills
M Allen (Clerk)

131/18 Apologies and Absence

Apologies received from Clls T Barne , E Potter, P Scuffil, S Wilson, WDC Cllr K Springall,
Absence Cllr J Sheldrake, SCC Cllr D Ritchie

132/18 Declarations of Interest

No declarations were made

133/18 Minutes of the Parish Council meeting held on Wednesday 17 January 2018

An incorrect date on the minutes read that the February meeting would be held on Wednesday 15 February 2018– this was amended to read that the meeting was to be held on Wednesday 21 February 2018. The minutes of the meeting of Wednesday 17 January 2018 were agreed to be a true record and the Chairman signed the minutes.

134/18 Matters arising not otherwise on the agenda

None

135/18 Meeting opened to the public

There were no members of the public present at the meeting.

136/18 Reports

SCC Report – no report received
WDC Report – no report received
Suffolk Police – nothing to report

137/18 Correspondence

Village participation in WW1 100th anniversary celebrations. Cllr Mills advised that she had received some enquiries and anticipated that a project group may be formed to progress this.

Items of correspondence circulated to Councillors prior to the meeting:

- Electoral review informal consultation

Chairman: Clerk: Date:

- SALC training courses availability and costs
- Waveney Local Plan update
- SALC Crime & poor performance in the waste industry – PC to respond concerning fly tipping in all of the parishes with the recommendation that wherever possible the source should be identified and prosecution should be carried out. PC to request if there is any funding available for a village litter pick.

Lowestoft Council requested expression of interest for proposed free training sessions – PC to respond with take up.

A reminder had been received reminding Councillors of their responsibility to update their Declaration of Interest forms of any changes since their original completion of this document.

138/18 Finance

- (a) To approve payment of invoices listed below
 - Clerk's wages 4th quarter £412.00
 - HMRC £103.00 PAYE on wages
 - Sign of the Times invoice for village sign £5280.00
 - Application fee for planning consent for village sign £70.00 (cost to be confirmed)
- (b) Current account as at 5 February 2018 £25582.92; savings account £936.02.
- (c) Mandate update – no progress had been made with Barclays. The Clerk was instructed to investigate switching the account to either HSBC or Lloyds Bank in Beccles

Acceptance of the finance items was proposed by Cllr Ellis and seconded by Cllr Mills and the motion was carried unanimously.

139/18 Planning

- (a) To consider any planning applications posted since the last meeting.
No applications had been posted.
- (b) To receive outcomes of planning applications
 - SCC\9228\17W – responded
 - DC/17/5053/FUL – permission granted
 - DC/17/5382/FUL – permission granted
- (c) Redundant farm building, Shadingfield DC/16/4398/PN3– a request for an update on the planning application and subsequent permission was made to the Chief Executive and this was acknowledged by his PA on 14.2.18.

140/18 Cemetery Report

Martin Smith has reserved a plot and it was agreed by the Council that the reservation fee be waived as an acknowledgement of his services to the Parish Council. A further request for two plots has been made and selection and reservation will take place on Wednesday 28 February.

141/18 Sotterley Chapel Preservation Trust Report

No update received

142/18 Update on neighbourhood plan

The Project Team for the Shadingfield, Sotterley, Willingham and Ellough NDP has established their ToR, Project Plan and Communications Strategy and have been developing publicity material. They are continuing to liaise with WDC and have contacted the Worlingham NDP Project Team chair concerning the Ellough Industrial Estate which straddles our shared boundary. A questionnaire is being prepared to go out to all residents in the parishes and distribution is planned for the beginning of April. This is timed to be after the expected publication of the updated draft Local Plan by WDC which is due at the end of March.

143/18 Update on village sign

Cllr Mills advised that this is now completed. Cllr Potter to confirm the planning application fee so that a cheque can be raised. CIL and S106 monies have been received and the Parish Council will pay the invoices and monies raised by the Village Sign Project team will be gifted to the Parish Council account. Quotations for the brick base to the sign are being sought.

144/18 Any other business of which due notice has been given

- (a) Training for new councillors – PC to advise Lowestoft Council of anticipated attendance of Cllrs Ellis, Mills, Chipperfield, Davidson, Potter, and Barne, and to request potential dates and content of training.
- (b) New Data Protection legislation and the appointment of an external DPO. PC to obtain quotations from two providers and advise at next meeting
- (c) Appointment of internal auditor – Cllr Mills to obtain quote from local accountants.

145/18 Requests for items to be placed on the agenda for the next meeting

To record an expression of thanks to Richard Ellis for taking on the responsibility for charging/replacing the batteries in the Speed Signs at each end of the village.

Publicity for co-option of new Councillors – PC to place an advert in The Sheaf.

146/18 To note that the next meeting of the council will be held on Wednesday 21 March 2018 at Shadingfield Village Hall at 7.00 pm.

**PLEASE NOTE THAT ALL PARISH COUNCIL MEETINGS ARE OPEN TO THE PUBLIC
THE PARISH COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2007. THE
CODE OF CONDUCT IS AVAILABLE FOR INSPECTION BY CONTACTING THE CLERK**

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Chairman: Clerk: Date: