

SHADINGFIELD SOTTERLEY WILLINGHAM AND  
ELLOUGH JOINT PARISH COUNCIL

**Minutes of the ordinary meeting of the Parish Council**

held at Shadingfield Village Hall

**on Wednesday 19<sup>th</sup> June 2013**

at 7.00pm

**34/13 Chairman**

In the absence of the Chairman, Cllr Forrest (Vice Chairman) took the Chair.

**35/13 Present**

Cllrs. Ms L Riley, Ms S Wilson, Mrs A. Chipperfield, J. Sheldrake, T Forrest (vice chairman),  
P. Scuffil, P. Read, L. Osmon

J Armstrong (Clerk), PCSO Laura Le Surf, PCSO D Watson

1 member of the public

**36/13 Apologies**

Cllrs. S Thompson (Chairman), Mrs L Marq, D. Rich SCC Cllr D Ritchie, PCSO Etherington,  
WDC Cllr K Springall ,

**37/13 Declarations of Interest**

Cllr Read declared an interest in item 43/13/1

**38/13 Minutes of the Parish Council meeting held on 15<sup>th</sup> May 2013.**

**It was proposed by Cllr Ms Wilson and seconded by Cllr Read that the minutes of the meeting of Wednesday 15<sup>th</sup> May 2013 be accepted as a true record. This was agreed by the Council.** The Chairman signed the minutes

**39/13 Matters arising not otherwise on the agenda.**

The clerk reported that he had had an email from SCC regarding the provision of street lighting in Shadingfield. The provision is not possible due to budget pressures and current priorities.

31/13/6 The clerk reported that the insurance policy for the cemetery covers public liability for volunteers working with Council approval and visitors to the cemetery.

31/13/5 there is no further information about the football nets from WDC.

**40/13 Meeting opened to the public.**

Cllr Osmon, on behalf of Mr Mason, asked if council would consider the provision of table tennis tables for a proposed club to be run in the Village Hall. Following a brief discussion the council advised Mr Mason that he needs to contact the Village Hall committee about the use of the Village Hall and then make a formal request to the Council.

**41/13 Reports**

**41/13/1 SCC Report**

There was no SCC report

**41/13/2 WDC Report**

There was no WDC report

Chairman: \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

**41/13/3 Police Report**

PCSO Watson introduced himself and said that he would be taking over from PCSO Etherington as the Parish Council Liaison officer . PCSO Watson said that there had been no reported crimes in the last month. PCSO Watson gave a short presentation on the requirements for a community speed watch group. The information will be passed to the Traffic working party.

The Chairman thanked PCSO Watson for his report.

The Chairman closed the meeting for public contribution.

**42/13 Correspondence**

For Action

1. WDC Local development framework Consultation on 2 supplementary planning documents Development and coastal change and Renewable energy and sustainable construction.
2. Letter from Neville Smith Chair of Barsham and Shipmeadow Parish Council re No 1
3. Letter from Protect Congleton Society re national petition National Planning Policy Framework
4. Consultation on plans for the storage of waste at Sizewell Power Station.

For Reference

1. Disclosure and barring service changes
2. Suffolk Libraries information sheet
3. Halesworth Campus grant from Sport England

For information

None

The clerk was asked to forward the information for item 2 and 3 re the local development framework consultation and item 4 Sizewell waste storage to members.

**43/13 Finances**

43/13/1 Authorisation of cheques for payment

**On a proposition from Cllr Ms Riley seconded by Cllr Ms Wilson , Council agreed the following payments**

New Base for bus shelter and removal of old bus shelter £1200 payee Martin Read cheque number 100624

Manufacture and siting of new picnic bench at Sotterley £425 payee Phillip Read cheque number 100625

Clerk's pay for April – June 2013 £380.87 payee J Armstrong cheque number 100626

PAYE on clerk's pay April – June 2013 £95. 20 payee HMRC cheque number 100627

Internal Audit Fee £15 payee Mrs. C. Janet Fisher cheque number 100623

43/13/2 The clerk presented the audited accounts for 2012-2013. **On a proposition by Cllr. Ms Wilson seconded by Cllr. Read it was agreed that the accounts for 2012-2013 be approved.** The accounts and the external audit report were signed by the Chairman and the RFO.

43/13/3 Current balances are Current account £20,115.73 savings account £934.17.

Chairman: \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

**44/13 Planning****44/13/1 Planning Applications****Council considered the following applications:**

DC/13/0627/LBC Listed building consent Replacement of 16 Windows, at Park Farm for Mr J Kidner. **On a proposition by Cllr Scuffil seconded by Cllr Osmon it was agreed** that the council had no objections to this application. The clerk was asked to reply to WDC on the appropriate forms

**Council confirmed the decision to approve the planning applications**

DC/13/0169/FUL Amended plans for construction of a timber drying shed at Church Farm Shadingfield for Mr S Prior

DC/13/0576/FUL and DC/13/0577/LBC conversion of buildings at Lower Green Farm Sotterley for Sotterley Farms Partnership

**44/13/2 Outcomes of planning applications from WDC**

DC/13/0468/FUL creation of a vehicular access Land off Sandpit Lane Ellough for Mr D'Oyley

**WDC Approved**

DC/13/0169 Construction of a timber drying shed for Mr Simon Prior **WDC Approved**

**45/13 Sotterley Cemetery**

The request for the reservation of a burial plot reported at the last meeting requires further investigation by the clerk.

The clerk reported that materials for constructing the compost area at the cemetery were being purchased and would be installed by Mr G Fisher.

**46/13 Revision of Policies**

The clerk reported that he had received a communication from WDC that the Council should have a safeguarding policy. A model copy was provided which the clerk had edited and requested WDC to approve. The clerk distributed the approved copy of the policy. Following discussion **it was agreed that the safeguarding policy be adopted for the coming year.**

**47/13 Any other business**

Update on current projects:

47/13/1 Bus shelter replacement update. The clerk reported that he had been in touch with Shelterstore from whom the new shelter had been purchased to discuss the colour and delivery dates. Cllr Ms Riley said that the residents whose garden surrounds the shelter site were concerned about the delay and that their garden was exposed to view and asked if fencing panels could be provided. Following discussion the clerk was asked to contact the supplier of the shelter and press for delivery and installation as soon as possible. Council requested that the clerk communicate the result to all members when received, and for members to decide on any further action.

47/13/2 The clerk reported that the new gate and fencing at the playing field had been completed. With regard to the proposed bridge on Sotterley Road, Highways Department had indicated that the verge was too small to accommodate the entrance to the bridge and a barrier. Following discussion **it was agreed that the bridge would not be installed but the area to be fenced to prevent access at that point.** The clerk was asked to contact Keith Hall contracting and organise the changes.

47/13/3 Other projects. The picnic table has been installed and many favourable comments have been received.

A revised quote is still awaited for the preparation of the site for the bench at Ellough.

**48/13 Items for the agenda of the next meeting**

There were no items.

**49/13 Date of next meeting**

The date of the next meeting is Wed 17<sup>th</sup> July 2013 at 7.00pm at Shadingfield Village Hall

**Meeting closed at 8.25pm**

DRAFT