

SHADINGFIELD SOTTERLEY WILLINGHAM AND
ELLOUGH JOINT PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council

held at Shadingfield Village Hall

on Wednesday 21st March 2012

at 7.00pm

58/11 Present

Cllrs. Ms. S Wilson, S Thompson (Vice Chairman), J Sheldrake, P Stevens, T Forrest, D Rich, P Scuffill, P. Read, L. Osmon
J Armstrong Clerk, 2 members of the public

59/11 Chairman

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

60/11 Apologies

Cllrs, R Gardner, Ms L Riley, CPSO Claire Etherington

61/11 Declarations of Interest

Declarations of interest were declared by Cllrs P Stevens, J Sheldrake, P Scuffill and Ms S Wilson for item 8 of the agenda.

62/11 Minutes of the Parish Council meeting held on 15th February 2012.

Proposed by Cllr Sheldrake seconded by Cllr Stevens that the minutes of the meeting of the 15th February 2012 be accepted as a true record. **This was agreed** and the minutes were signed by the Chairman.

63/11 Matters arising not otherwise on the agenda.

Grass Cutting at the playing field and playground. The clerk reported that following consultation with members, a majority were in favour of the quote for grass cutting from Andrew Sutton. The clerk has written to Mr Sutton with details of the Council's requirements for the year.

There were no other urgent matters arising from the minutes not otherwise on the agenda.

64/11 Meeting opened to the public.

There were no questions or comments from the members of the public

65/11 Reports

65/11/1 The clerk read the police report for issues since the last meeting. There were two reported crimes in the Parish, the theft of a mobile phone from business premises at Ellough Industrial Estate, and the taking without consent of a motor vehicle in Shadingfield. The Safe Cam van had made three visits to Shadingfield during the last month and 9 speeding offences had been recorded.

The Chairman closed the meeting for public contribution.

Chairman: _____ Clerk _____ Date _____

66/11 Finances

66/11/1 Authorisation of cheques for payment

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

J Armstrong Clerks pay Oct 11 to March 12 £761.74 Cheque number 579

J Armstrong Postage and Stationery Expenses £43.84 cheque number 581

HMRC PAYE on clerks pay Oct11 to March 12 £190.40 cheque number 572

Suffolk Acre Services Insurance for the Chapel £312.39 cheque number 583

67/11 Planning

67/11/1 Planning Decisions WDC. Planning application DC/12/0069/COU change of use of annexe to barn 1 to function space for use in association with self catering unit at Marsh Farm Ellough has been approved by WDC.

Planning application DC/12/0024/FUL for the installation of solar panels at the Village Hall Shadingfield has been approved by WDC.

68/11 Sotterley Cemetery

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

The Chairman asked the members of the public to leave the meeting.

The clerk outlined the agenda for this item in accordance with the recommendations adopted by the Council at the January meeting.

68/11/1 Reservation of plots at the cemetery.

- a. Applications received but not yet paid for and from whom no response from the clerk's letter of January 2012 had been received. Following discussion **it was agreed** by Council that these applications be cancelled with immediate effect. It was further agreed that the clerk should write to those concerned using the draft letter presented to council. A decision about those who have not paid but have contacted the clerk would be considered at the next meeting.
- b. Plot reservation fee. Following lengthy discussion no decision could be reached. **It was agreed to defer this item to the next meeting.** The clerk was asked to provide copies of the letters sent out to parishioners and any other relevant documentation.

68/11/2 Cemetery Regulations (Standing orders).

The Council considered the draft document for the Cemetery Regulations. Following discussion **it was agreed** that kerb sets and corner posts would not be allowed on graves and that no artificial flowers and foliage can be placed on graves. The clerk will make the necessary changes to the document. from the approved memorial section. It was proposed by Cllr Scufill and seconded by Cllr Forrest that subject to the agreed amendments the Cemetery Regulations be adopted by Council. **This was agreed by Council.**

68/11/3 Cemetery Charges from 22nd March 2012 The council considered the draft set of charges which were based on WDC charges and NALC recommendations. **Following discussion it was proposed by Cllr Sheldrake and seconded by Cllr Read that the draft document be adopted. With 8 votes in favour and 1 vote against the proposition was carried.**

Chairman: _____ Clerk _____ Date _____

68/11/4 New forms and information sheets. The council considered the draft forms for the administration of the cemetery.

- a. Information sheet for memorials. **The draft document was approved by the Council subject to the removal of the sentence referring to kerb sets and corner posts.**
- b. **Application form for erecting a memorial. The draft document was approved by the Council.**
- c. **Application form for exclusive right to burial (plot reservation). The draft document was approved by the Council subject to the term of right being changed to 50 years.**
- d. **The Grant of Exclusive Right to Burial form and accompanying letter. The draft documents were approved by the council subject to the term of exclusive right being changed to 50 years .** The clerk was instructed to research the issue of transferability of exclusive right.

68/11/5 Letter of Agreement. The Council considered the draft Letter of Agreement between the Council and the Preservation Trust. Following discussion it was suggested that the committee referred to in clause 7 the committee should meet once per year. **It was agreed that the draft Letter of Agreement be approved subject to the change in clause 7 suggested. The Chairman was authorised to sign the Letter of Agreement on behalf of the Council if a positive response is received from the Trust.**

It was further agreed that Cllr Thompson and Cllr Forrest be the council’s members of the committee referred to in clause 7.

68/11/6 Maintenance of the Cemetery. Following discussion **it was agreed** to defer a decision on this item to the next meeting. **It was further agreed** that Cllr Thompson and Cllr Forrest meet with the Trust to consider the issue and make a report to council giving their recommendations for the maintenance of the cemetery, the clerk to be in attendance.

68/11/7 Bank account for the Cemetery. Following discussion **it was agreed** that a separate bank account be opened for the income and expenditure of the cemetery operation. **It was further agreed** that the signatories of the account be the members of the cemetery committee referred to in item 10 of the agenda. **It was agreed** that £1500 be transferred from the Parish Council Current Account into the new account.

68/11/8 Entitlement to Burial Following discussion it was agreed that there would be no change in the council’s policy for the cemetery. The Cemetery will remain open to all. It was agreed that the Council will not accept applications for plot reservations until the matter has been further discussed and decisions made at the next meeting.

68/11/9 Review of policies, charges etc. **It was agreed** that all policies, charges and other relevant documentation be reviewed at the May meeting (the Annual General Meeting) of the Council each year. (This should not be confused with the Annual Parish Meeting)

68/11/10 Cemetery Committee. Following discussion **it was agreed** that a cemetery committee be formed to administer the function of the cemetery. **It was further agreed that Cllr Thompson, Cllr Forrest and Cllr Rich be appointed to the committee for the ensuing year .**

Chairman: _____ Clerk _____ Date _____

68/11/11 Cemetery Survey. Council considered the recommendation that a survey of the cemetery be investigated to update the cemetery plan produced in 1959. The clerk was instructed to investigate costs and identify suppliers for future consideration by the council.

69/11 Any other business of which due notice has been given

69/11/1 The clerk reported that the Heritage Lottery Fund is unlikely to consider an application for a grant to renovate the War Memorial unless the council can show that it has an educational link.

69/11/2 Cllr Sheldrake asked about the additional time that the clerk had undertaken in preparing the necessary papers and reports for the cemetery review. The clerk indicated that he had spent approximately 40 hours on this work. **It was agreed** that the clerk be paid for the additional time at the appropriate rate and the cost be charged to the cemetery account.

70/11 Items for inclusion on the next agenda

Cllr Stevens asked about the apparent increase in the % increase in the council tax as a result of the parish precept. The clerk said that the precept requested and approved by WDC was the same as last year. He would investigate and report back to the next meeting.

71/11 Date of next meeting

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

Meeting closed at 9.30pm.