

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 March 2018 at 7.00 pm

147/18 Present

Cllrs Davidson (Chair), Barne, , Ellis, Chipperfield, Potter, Sheldrake
M Allen (Clerk)

148/18 Apologies and Absence

Apologies received from Cllrs Scuffil and Wilson
Absence: Cllr Mills; SCC Cllr Ritchie, WDC Cllr Springall

149/18 Declarations of Interest

No declarations were made

150/18 Minutes of the Parish Council meeting held on Wednesday 21 February 2018

The minutes were agreed to be a true record

Proposed: Cllr Ellis

Seconded: Cllr Potter

151/18 Matters arising not otherwise on the agenda

WW1 100 years commemoration. No proposals had been received and It was agreed that the Parish Council would support appropriate activities, but would not lead on this. The item would remain on the agenda.

Appointment of Data Protection Officer – options had been investigated and it was agreed to proceed with the LCPA proposal with the appointment of an external specialist with the anticipated cost being £150 per annum.

Proposed: Cllr Potter

Seconded: Cllr Ellis

Appointment of internal auditor – information and costs due to be provided by Cllr Mills. Cllr Ellis to follow up with Cllr Mills. Information provided by SALC is being explored.

152/18 Meeting opened to the public

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

153/18 Reports

SCC Report – no report received. An email had been forwarded following a request from a Parishioner for a salt/grit bin to be installed on Sotterley Road. Parish Clerk was requested to seek further information.

WDC Report – no report received

Suffolk Police – nothing to report

154/18 Correspondence – circulated in advance to Councillors

Waveney Local Plan Consultation meeting – 28.3.2018 6pm Cllrs Chipperfield and Sheldrake will attend

Planning for next winter – future workshops – Cllr Ellis was interested in attending

Spring Clean 2018 – Community Litter Pick – the Council supported this initiative and Cllr Barne will lead. Date will be Saturday 28 April at 2pm. Meeting point will be Sotterley Estate Office, Lower Green Farm, NR34 7TY

155/18 Finance

- (a) To approve payment of invoices listed below:
Waveney District Council £66.00 planning application fee linked to village sign (previous cheque cancelled)
Vertas grounds maintenance final quarter Jan – March £237.28
Expenses for Parish Clerk November – March £191.10
- (b) Current account as at 7 March 2018 £25,670.93 ; savings account £936.49
- (c) Mandate update – forms were circulated for completion and Cllr Ellis agreed to progress opening a new bank account for the Parish Council.
- (d) Quotation from Vertas for grounds maintenance April 2018 – March 2019 – late receipt of quotation. It was agreed to accept the quote for the next year but to carry out a tender exercise in January 2019 to ensure value for money was achieved. Vertas to provide schedule of works and specification.

Acceptance of the finance items was proposed by Cllr Potter and seconded by Cllr Barne and the motion was carried unanimously.

156/18 Planning

- (a) To consider any planning applications posted since the last meeting.
SCC\0012\18 Recycling of Aggregate & Storage of Waste Materials. A summary of the documents and specialist recommendations was given to the Council and it was agreed that a response should be returned of no objection provided the recommendations were followed.
- (b) To receive outcomes of planning applications
- (c) Redundant farm building, Shadingfield DC/16/4398/PN3– a response had been received from the Planning Officer. No further action to be taken.

157/18 Cemetery Report

Two plots had been reserved and it was agreed that the Parishioner's fee should be charged for these.

158/18 Sotterley Chapel Preservation Trust Report

An email had been received from Susan Stone, Suffolk Wildlife Trust commending all involved in keeping Sotterley Chapel and its grounds in such good order. She wrote "... I was delighted by the lovely wildflower rich grassland surrounding the chapel. At the time of my visit the grass was spangled with primroses with the promise of oxeye daisy, bugle, barren strawberry and pepper saxifrage to come.it was a real pleasure to see a 'churchyard' being so well looked after."

159/18 Update on neighbourhood plan

Cllr Potter provided an update. The questionnaire is almost ready to go to print and it is hoped to deliver this after Easter. WDC has been approached for funding to assist with the printing costs. Other costs relate to the ordering of road signs, and booking the village hall for a public meeting which will be held on Saturday 26 May

160/18 Update on village sign

Quotes and drawings are being sought for the base plinth of the new village sign and once these are received, a planning application will be submitted.

161/18 Any other business of which due notice has been given

Co-option of Councillors – advertisements have been placed in village noticeboards and in The Sheaf.

Standing Orders – to be updated and circulated for review in May.

Verification and inspection of assets – to be carried out in May/June.

162/18 Requests for items to be placed on the agenda for the next meeting

Waveney Housing Plan – to be added to the Planning Section of the Agenda. Cllr Barne will circulate relevant documents and information in advance of the meeting.

163/18 To note that the next meeting of the council will be held on Wednesday 18 April 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**

Parish Clerk: Marie Allen, 22 Hollow Hill Road, Ditchingham NR35 2QZ

Tel: 01986 896 121

E mail: clerkshadingfieldpc@mail.com