

SHADINGFIELD SOTTERLEY WILLINGHAM AND  
ELLOUGH JOINT PARISH COUNCIL

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

held at Shadingfield Village Hall

**on Wednesday 15<sup>th</sup> May 2013**

at 7.05pm

**16/13 Present**

Cllrs, , Ms L Riley, Mrs. L Marq, , Ms S Wilson, S Thompson (Chairman), J. Sheldrake, T Forrest (vice chairman), P. Scuffil, P. Read, L. Osmon  
J Armstrong (Clerk), SCC Cllr D Ritchie, PCSO Etherington

**17/13 Apologies**

Cllrs. Mrs A. Chipperfield, D. Rich, WDC Cllr K Springall ,

**18/13 Election of Chairman 2013/2014**

**Cllr Thompson was proposed by Cllr Read and seconded by Cllr Forrest.** There being no other nominations Cllr Thompson was declared elected as Chairman for 2013/2014.

**19/13 Election of Vice Chairman 2013/2014**

**Cllr Forrest was proposed by Cllr Thompson and seconded by Cllr Read.** There being no other nominations Cllr Forrest was declared elected as Vice Chairman for 2013/2014.

**20/13 Declarations of Interest**

Cllr Thompson item

**21/13 Minutes of the Parish Council meeting held on 17<sup>th</sup> April 2013.**

**It was proposed by Cllr Read and seconded by Cllr Sheldrake that the minutes of the meeting of Wednesday 17<sup>th</sup> April 2013 be accepted as a true record. This was agreed by the Council.** The Chairman signed the minutes

**22/13 Matters arising not otherwise on the agenda.**

12/13 The clerk said that he had communicated the decision of the council in respect of the co-option to fill a vacancy to Mr Gardner.

**23/13 Meeting opened to the public.**

There were no questions or comments from the public

**24/13 Reports**

**24/13/1 SCC Report**

Cllr Ritchie reported the outcome of the recent elections for the County Council

**24/13/2 WDC Report**

There was no WDC report

**24/13/3 Police Report**

PCSO Etherington gave the crime report for last year. There was an overall reduction of reported crimes over the previous year. There were a number of crimes including

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

burglaries, thefts and criminal damage at the Ellough Industrial Estate, but no reported crimes in Shadingfield.

The outcomes of the working party meeting held earlier were discussed in particular the setting up of a community speed watch group. PCSO Etherington said that she would organise contact with PC Parske who is the officer responsible for the local groups. The clerk was asked to invite PC Parske to the next meeting of the Council. The Chairman thanked PCSO Etherington for her report.

The Chairman closed the meeting for public contribution.

### 25/13 Correspondence

For Action

1. Southern relief road exhibition Beccles
2. Grant funding for neighbourhood plans
3. Community Action Suffolk subscription

For Reference

1. Managing Flood Risk in Suffolk information
2. SALC courses update
3. Community Action Suffolk April Newsletter
4. Community Action Suffolk May Newsletter

For information

1. Clerks networking event 23<sup>rd</sup> May

### 26/13 Finances

26/13/1 Authorisation of cheques for payment

**On a proposition from Cllr Thomson seconded by Cllr Forrest, Council agreed the following payments**

Groundworks at the cemetery £200 payee Martin Read cheque number 100620  
Membership fee 2013/14 £30 payee Community Action Suffolk cheque number 100622

26/13/2 The clerk reported that a cheque for £1700 had been received from SCC in respect of the grant from Cllr Ritchie's locality budget towards the cost of the new bus shelter. Current balances are £25,191.26.

### 27/13 Planning

27/13/1 Planning Applications

**Council considered the following applications:**

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

DC/13/0524/COU Change from Agricultural land to car park for Rev P Nelson

**On a proposition by Cllr Read seconded by Cllr Sheldrake it was agreed** that the council had no objections to these applications. The clerk was asked to reply to WDC on the appropriate forms

27/13/2 Outcomes of planning applications from WDC

DC/13/0239/FUL installation of a 14.1MW Solar Farm at Ellough **WDC Approved**

27/13/3 Notice of Appeal DC/12/1113/FUL Solar Farm Ellough

The clerk gave details of the appeal to be held in June.

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

**28/13 Sotterley Cemetery**

An enquiry had been received about a burial plot in the area designated for cremation plots. **The cemetery committee agreed** that following investigation by the clerk a plot could be made available for burial.

**29/13 Revision of Policies**

The council carried out the annual review of its policies:

- a. Standing orders
- b. Code of Conduct
- c. Financial Regulations
- d. Financial risk assessment
- e. Health and Safety
- f. Equal opportunities
- g. Publication Scheme (Freedom of Information)

The clerk reported that there are no changes are required to any of the policies. **On a proposition by Cllr Forrest seconded by Cllr Osmon it was agreed that the policies are adopted for the coming year.**

**30/13 Outcome of working party meeting on Traffic issues**

The key outcomes of the meeting were discussed earlier and would be carried forward to the next meeting. A copy of the notes of the meeting are attached to these minutes

**31/13 Any other business**

31/13/1 Quote for grass cutting. The clerk read the quotation for cutting the grass at the playing field from Eastern Facilities Management Solutions and confirmed that the Chairman had agreed to accept the quote on behalf of the council

31/13/2 Bus shelter replacement update. The clerk had received an amended quote for the new bus shelter following the changes to the requirements **It was agreed that the quote for £3543.60 be accepted and payment approved:**

**Bus shelter and associated items inc Delivery and installation £3543.60 payee Shelterstore Ltd. Cheque number 100621**

31/13/3 The clerk reported that work on replacing the fencing on the playing field would start on the 20<sup>th</sup> May

31/13/4 Other projects. The picnic table is to be installed on the next weekend. The clerk was asked to contact the Beccles and Bungay Journal to arrange publicity.

A quote had been received for the preparation of the site for the bench at Ellough. Council decided to ask Mr Read to re-quote for a smaller base.

31/13/5 Football nets. The clerk said that an issue involving the football nets had been reported. The clerk was making enquiries at WDC as to their policy regarding the nets.

31/13/6 in response to a question about public liability at the cemetery the clerk said that he was making enquiries with the insurance company as to the position.

**32/13 Items for the agenda of the next meeting**

There were no items.

**33/13 Date of next meeting**

The date of the next meeting is Wed 19<sup>th</sup> June 2013 at 7.00pm at Shadingfield Village Hall

**Meeting closed at 8.10pm**

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