

SHADINGFIELD SOTTERLEY WILLINGHAM AND ELLOUGH  
JOINT PARISH COUNCIL

**Minutes of the Annual General meeting of the Parish Council**  
held at Shadingfield Village Hall  
**on Wednesday 17<sup>th</sup> May 2017**  
at 7.15pm

**1/17 Present**

Cllrs. Ms. S Wilson, Ms. J Mills, J Sheldrake, P Scuffil, M Davidson E Potter, T Forrest.  
J Armstrong Clerk, 2 resident

**2/17 Apologies**

Cllrs. Mrs A Chipperfield, Mrs J Davidson, M Smith, L Osmon, WDC Cllr K Springall ,  
SCC Cllr D Ritchie

**3/17 Election of Chairman 2017/2018**

**Cllr M Davidson was proposed by Cllr Wilson and seconded by Cllr Scuffil.** There being no other nominations Cllr Davidson was declared elected as Chairman for 2017/2018.

**4/17 Election of Vice Chairman 2017/2018**

**It was agreed to defer the election of Vice Chairman to the next meeting of the Council in June**

**5/17 Declarations of Interest**

None

**6/17 Minutes of the Parish Council meeting held on 19<sup>th</sup> April 2017.**

**It was proposed by Cllr Wilson and seconded by Cllr Sheldrake that the minutes of the meeting of Wednesday 19<sup>th</sup> April 2017 be accepted as a true record. This was agreed by the Council.** The Chairman signed the minutes

**7/17 Matters arising not otherwise on the agenda.**

There were no matters arising

**8/17 Meeting opened to the public.**

There were no comments or questions from the public.

**9/17 Reports**

**9/17/1 SCC Report**

There was no SCC report

**9/17/2 WDC Report**

There was no WDC report

**9/17/3 Police Report**

There were no reported crimes in the Parish in February/March

The Chairman closed the meeting for public contribution.

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

**10/17 Correspondence**

Letters/emails had been received from:

SALC with details of the new regulations about Local Authority Publicity

SALC with a reminder of the planned PCC meetings

Bulstrodes Ltd with details of Suffolk Day flag purchase

Kevin Cross asking if the council wished to send anyone to the SALC Councillor Training programme

Screen Suffolk with details of the setting up of a group to promote Suffolk as a location for TV and film makers

**11/17 Finances**

**11/17/1** Authorisation of cheques for payment

**On a proposition by Cllr Potter seconded by Cllr Forrest the following payments were agreed by Council:**

Membership fee for 2017/18 £241.16 payee SALC cheque number 100747

Internal Audit Fee £20 payee G Mead cheque number 100748.

It was further agreed that to authorise the payment of the invoice for the village sign approved at the last meeting. A donation towards the cost will be made by the residents group, and a sum from the section 106 money available to be spent and the balance made up from reserves.

**11/17/2** The clerk presented the draft accounts for 2016/17. **On a proposition by Cllr Mills seconded by Cllr Potter that the accounts for the year ended 31<sup>st</sup> March 2017 be adopted this was agreed by Council.** The Chairman signed off the accounts and external audit form.

**11/17/3** The clerk reported that the first instalment of the precept had been received.

**12/17 Planning****12/17/1 Planning Applications**

The Council considered the following application:

DC/17/1793/FUL Construction of a two storey side and rear extension 2, Dyke Dene London Road Shadingfield for Mr G Thorne. Following discussion it was agreed to recommend approval of this application.

**12/17/2 Outcomes of planning applications from WDC**

There were no outcomes

**12/17/3 Planning application Issue**

At the last meeting council agreed that a letter/email be sent to WDC expressing the Council's concerns about the approval of application DC/16/4398/PN3 Prior notice application(change of use) Barn conversion to single dwelling house West of Hill Cottages London Road Shadingfield for Mr G Kidner. Cllr Thompson had received a copy of a letter from a resident in Shadingfield to WDC with information about the information in the officer's report and supplied by the agent. The clerk reported that he had written to the Head of Planning at WDC with copies to the Committee chair and the council's district councillor asking for an investigation into how the decision was arrived at.

**13/17 Sotterley Cemetery Report**

There had been no activity at the cemetery since the last meeting.

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

**14/17 Chapel Preservation Trust Report.**

Cllr Scuffil on behalf of the preservation trust committee said that next event at the Chapel would be the Rogation Service on 21<sup>st</sup> May and would be followed by the Wild Flower event on the 27<sup>th</sup> and 28<sup>th</sup> May.

**15/17 Revision of Policies**

The council carried out the annual review of its policies. The clerk reported that there were no changes to the policies that the Council should consider.

**It was agreed that the policies be adopted for the coming year.**

**16/17 Neighbourhood Plan**

The clerk reported that the application for approval to undertake a neighbourhood plan had been made to WDC. It was further reported that an email will be sent to those who attended the March Meeting and a second email to those who had indicated that they would be willing to join the project team. Cllr Potter Designated Chairman of the project team will liaise with the clerk to organise a meeting of the project team. It was agreed the Cllrs Mrs A Chipperfield, Mrs J Mills and J Sheldrake would be the Parish Council Members of the project team.

**16/17 Any other business**

There was no other business

**17/17 Items for the agenda of the next meeting**

There were no items for the next agenda

**18/17 Date of next meeting**

The date of the next meeting is Wed 14<sup>th</sup> June 2017 at 7.00pm at Shadingfield Village Hall

**Meeting closed at 8.35pm**