

SHADINGFIELD SOTTERLEY WILLINGHAM AND  
ELLOUGH JOINT PARISH COUNCIL

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

held at Shadingfield Village Hall  
**on Wednesday 16<sup>th</sup> November 2011**  
at 7.00pm

**1/11 Present**

Cllrs. Ms S Wilson, P Scuffill, S Thompson (Vice Chairman), J Sheldrake, D Rich, P.Stevens  
J. Armstrong Clerk, CPSO Etherington Suffolk Constabulary, Sgt Howell Suffolk Constabulary,  
Mrs L. Beevor.

**2/11 Chairman**

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

**3/11 Apologies**

Cllrs, Ms L Riley, R. Gardner, T Forrest, P Read  
Cllr David Ritchie Suffolk County Council  
Cllr K Springall Waveney District Council

**4/11 Declarations of Interest**

There were no Declarations of Interest.

**5/11 Minutes of the Parish Council meeting held on 19<sup>th</sup> October 2011.**

Proposed by Cllr Sheldrake seconded by Cllr Thompson that the minutes of the meeting of the 19<sup>th</sup> October 2011 be accepted as a true record. **This was agreed** and the minutes were signed by the chairman.

**6/11 Presentation**

Cllr Thompson, on behalf of the Council, thanked Mrs. Lesley Beevor, the outgoing clerk, for all her endeavours on behalf of the council during her time as clerk. Cllr Thompson presented Lesley with a bunch of flowers and chocolates.

**7/11 Meeting opened to the public**

**7/11/1 Report from the Police**

CPSO Etherington reported that there had been no recorded crimes in the parish since the 19<sup>th</sup> October 2011. CPSO Etherington went on to give a brief overview of recorded crimes in the Beccles Area. Figures were given for two visits of the safe-cam unit on the A145 which resulted in 21 prosecutions and an average speed of 45MPH.

On a question of whether the speed checks are working CPSO Etherington said that the number of prosecutions and average speed had reduced since the last report. Shadingfield is not particularly bad in relation to other areas.

Cllr Lloyd asked about speed check signs. Sgt. Howell said that these would require an amount of data before they could be installed.

The Clerk was instructed to clarify what signs and other equipment was available and how the council could pursue the matter.

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

Cllr Thompson thanked CPSO Etherington and Sgt Howell for their report.  
CPSO Etherington and Sgt Howell left the meeting at this point.

**7/11/2 Report from Suffolk County Councillor**

There was no report from SCC

**7/11/3 Report from Waveney District Council**

There was no report from WDC

**7/11/4 Questions from members of the public**

There were no members of the public present.

The Chairman closed the meeting for public contribution 7.30pm

**8/11 Chairman’s Report**

**8/11/1 Dangerous tree in the Sotterley Chapel Cemetery.** Cllr Gardner had actioned an inspection of a tree in the cemetery by a tree surgeon. The report on the tree recommended that the tree be felled as it was likely to become dangerous in the near future. Cllr Gardner had asked for a quote for the work. The quotation was £425 to fell the tree remove brushwood and leave the logs or £500 to fell remove logs and brushwood and clean the area.

Cllr Thompson said that he would arrange for the brushwood and logs to be cleared after felling.

**The council agreed** to the tree being felled and instructed the clerk to negotiate with Tim Harrison Tree surgeon a price for the work reflecting Cllr Thompson’s offer to clear the site.

**8/11/2 Casual Vacancy for a Parish Councillor**

Following the resignation of Cllr Miller in July a vacancy exists on the council. The clerk reported that the vacancy cannot be filled by co-option but would need to be advertised and nominations sought. Should there be more than one nomination received then a by-election would be held. WDC will supply notices and they will be placed on the notice boards for the required time. The Clerk was asked to carry out the necessary organisation to fill the vacancy.

**8/11/3 Jubilee celebrations.**

Correspondence from Bruno Peak Pageant master for the celebrations had been received asking if the council wished to register a beacon as part of the event. The Clerk was asked to discuss with Cllr Forrest to establish if progress on the beacon at Ellough had been made and if contact with the Airfield had been made.

**8/11/4 Quiz**

Cllr Thompson reported that the Fox Inn would be prepared to organise the quiz on behalf of the Council.

**It was agreed** by the council that the quiz should be held on the 10<sup>th</sup> of February 2012. Cllr Thompson would seek agreement from the Fox Inn for the date. The item will be included on the next agenda in January for finalising arrangements. The clerk will liaise with neighbouring parishes to avoid a clash of dates

**9/11 Clerks Report.**

**9/11/1 Correspondence**

For action

1. Letter from Mrs. Turner reference the telephone kiosk at The Stores Shadingfield.
2. Diamond Jubilee information about registering beacon etc. Bruno Peek.
3. Inspired facilities grant information Peter Aldous MP (Sport England initiative for improved sports facilities)

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

4. 2012/13 precept details WDC
5. Divestment of open spaces and play areas from WDC

For reference

1. Receipt from Suffolk Acre/Zurich for Council Insurance Policy
2. Information for Councillors on Data Protection responsibilities
3. Consultation on Historic buildings Framework.

For information

1. Switchover Digital leaflets
2. Beccles Waste Disposal Site leaflets
3. Guide to response to planning applications NALC
4. Details of public sector pensions reforms (will forward if requested)
5. Information from Age UK Suffolk re winter heating

#### **9/11/2 Telephone box**

Councillors discussed the request from Mrs. Turner to remove the telephone box from The Stores London Road Shadingfield. The clerk confirmed that he had contacted BT and the council was able to move, sell or scrap the box. **It was agreed** that the box could be removed at a cost of £500 payable by Mrs. Turner or for Mrs Turner to purchase the box for £2500. Cllr Thompson undertook to get the work carried out. The Clerk to inform Mrs Turner of the council's decision.

#### **10/11 Amenities**

Nothing to report

#### **11/11 Sotterley Chapel**

##### **11/11/1 Lease proposal update**

Cllr Thompson reported that he had met with the Preservation Trust who indicated that they did not want to lease the chapel from the council. Cllr Thompson said that he had discussed the matter with a solicitor who had advised that a letter of agreement could be used.

After discussion **it was agreed** that this item be placed on the agenda for the January meeting. **It was agreed** that an attendance of 75% of councillors would be required for this item. The clerk to check with the outgoing clerk any issues relating to this item.

Councillor Scuffil asked what happened to the money collected from reserved burial plots. He suggested it should be set aside for future chapel yard expenses. Council were advised that any fees collected just went into the general pot.

##### **11/11/2 Chapel Report**

Cllr Wilson reported that the Remembrance Service and the Exhibition were well attended.

The next event would be the Carol Service.

Cllr Scuffill said that the Trust would be looking to print the brochure for next year's events in January. These are likely to be similar to 2011. **Council agreed** with the request from the Trust for the programme of events.

Cllr Lloyd informed the council that the inspection of the War Memorial for advice on cleaning, was still in hand.

Cllr Scuffill informed the council that the Trust wanted to move a War Memorial board currently housed in another building to the Chapel. **The Council gave approval** for this request.

#### **12/11/Communications**

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

Cllr Sheldrake will put details of the new clerk in the Sheaf Magazine.

**13/11 Traffic Matters**

**13/11/1 Jay’s Hill**

The clerk had been advised that the tree root on Jay’s Hill was being dealt with by the Highways Department.

**13/11/2 Speed limit request**

Following the council’s request for a reduction of the speed limit on the B1127 from Ellough Hill to the Copland Way roundabout a reply had been received from the Highways Department. Mark Kerridge has said that unless there is information that traffic movements on this road meet the guidelines for a reduction in speed limit an order cannot be made to reduce it. The clerk to write to Mr Kerridge to ascertain what further action the council can take to further the matter.

**14/11 Planning applications.**

**14/11/1 DC/11/1172/FUL – construction of a maintenance and cleaning building at Regal Tanks Ellough for Mr N Algar.**

After full discussion it was proposed by Cllr Stephens seconded by Cllr Rich that the application be approved. **The proposition was agreed by all.**

**15/11 Feedback from meetings attended**

No feedback

**16/11 Other Matters for consideration**

No other matters were forthcoming.

**17/11 Finances**

**17/11/1 Authorisation of cheques for payment** – It was agreed that payment be made for the goal posts and nets agreed at the meeting of 19<sup>th</sup> October Harrods Lowestoft £300

**17/11/2 Precept for 2012/13**

Following a discussion it was proposed by Cllr Sheldrake and seconded by Cllr Lloyd that the precept request for 2012/13 be the same as for 2011/12 £7200. **The proposition was agreed by all.** The clerk was authorised to complete the required form for return to Waveney District Council.

**17/11/3 Balances for the period 19<sup>th</sup> Oct. To 16<sup>th</sup> Nov.**

The clerk was not able to provide council with current balances as he had not yet received the necessary papers and files from the outgoing clerk. Mr Armstrong will provide a full summary of the council’s finances at the next meeting.

**17/11/4 PAYE Administration**

The clerk requested that council approve the engagement of Ladywell Accountancy Services, Ladywell Farm, Westhorpe, Suffolk IP14 4TQ to carry out the administration of the PAYE and other Tax requirement in respect of the clerk’s salary at a cost of £25 per annum. **This was agreed by the Council.**

**18/11 Date of next meeting**

The date of the next meeting is Wednesday 18<sup>th</sup> January 2012 at 7.00pm at Shadingfield Village Hall.

**Meeting closed at 8.50pm.**

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