

SHADINGFIELD SOTTERLEY WILLINGHAM AND ELLOUGH
JOINT PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

held at Hulver Village Hall

on Wednesday 25th October 2017

at 7.00pm

75/17 Present

Cllrs. Mrs A Chipperfield, M. Davidson, J Sheldrake, M Smith, L Osmon, T Forrest,
J Armstrong Clerk, Miss M Allen Clerk designate.

2 members of the public

76/17 Apologies

Cllrs Ms. S Wilson, P Scuffil, E Potter, Ms J Mills WDC Cllr K Springall, SCC Cllr D
Ritchie

77/17 Declarations of Interest

None

78/17 Minutes of the Parish Council meeting held on 20th September 2017.

**It was proposed by Cllr Osmon and seconded by Cllr Chipperfield that the minutes
of the meeting of Wednesday 20th September 2017 be accepted as a true record.**

This was agreed by the Council. The Chairman signed the minutes

79/17 Matters arising not otherwise on the agenda.

The Clerk reported that he had found a source for dog ban signs. He had also started
enquiries to determine whether the council would need to pass a by-law banning
dogs from the playing field. The clerk will report at the next meeting.

80/17 Introduction of Clerk Designate

The Chairman introduced Miss Marie Allen the new clerk to the Council. Miss Allen
will commence work for the Council on the 1st November.

81/17 Meeting opened to the public.

There were no questions from the public

82/17 Reports

82/17/1 SCC Report

There was no SCC report

82/17/2 WDC Report

There was no WDC report

82/17/3 Police Report

There was no Police report.

The Chairman closed the meeting for public contribution.

Chairman: _____ Clerk _____ Date _____

83/17 Correspondence

Letters/emails had been received from:

SALC with details of the SALC AGM to be held on the 7th November

WDC re on and off-street parking (Doc attached) consultation

D.I.A.L. with a request for a donation. Following discussion, it was agreed that the Parish Council would not make a donation. The clerk was asked to reply.

84/17 Finances

84/17/1 Authorisation of cheques for payment

On a proposition by Cllr Osmon seconded by Cllr Chipperfield the following payments were agreed by Council:

Council insurance premium for 2017/18 £595.53 payee Business at CAS Cheque number 100760

Grass cutting playing field 2nd quarter £237.28 payee Vertas Ltd. Cheque number 100761

Grass cutting playing field 3rd quarter £237.28 payee Vertas Ltd. Cheque number 100762

External Audit fee £36 payee BDO cheque number 100763

Website hosting fee for 2017/18 £60 payee Community Action Suffolk cheque number 100764

84/17/2 Account balances as at 6th October Current Account £26,679.01 savings account £935.86.

84/17/3 Precept. The clerk confirmed that the second instalment of the precept had been received.

84/17/4 CiL Funds. The clerk reported that WDC had informed the council that it will be paying into council funds a total of £1139.85 in respect of a development in Shadingfield. Council was also made aware that an annual report on Cil income and expenditure will be required.

84/17/5 External Audit. The Clerk reported that the external audit for 2016/17 had been signed off.

85/17 Planning

85/17/1 Planning Applications

Planning Ref: SCC\0173\17 Proposal: Installation of a toploader wood feed housed in a lean-to to automatically feed shredded wood into a biomass boiler permitted under SCC\0037\17W dated 22 May 2017. Location: Ellough Waste Transfer Station, Anson Way, Ellough, Beccles, Suffolk, NR34 7TL. Following discussion Council agreed to recommend approval of this application

85/17/2 Outcomes of planning applications from WDC

There were no outcomes to report

85/17/5 Planning application Issue

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. The clerk reported that he had received further correspondence from the planning department confirming that no further action would be taken in this matter as the department had investigated at the time of the application based on the information it had at that time. Following discussion Council agreed that, again, this response did not provide a satisfactory explanation as to why the information provided to the planning department had not been followed up. The clerk was instructed to bring the matter to the attention of the Chief Executive of the WDC.

Chairman: _____ Clerk _____ Date _____

86/17 Co-option to Council Vacancies

The council had received three applications for consideration to be co-opted to the council for the remainder of this term of office. Members had received copies of the applications. One of the candidates was unable to attend the meeting. Members agreed that this would not be a disadvantage.

Each candidate in attendance answered questions from members. The candidates were asked to leave the room while members discussed the applications. Following discussion, it was agreed that Ms Caroline Ellis, would be co-opted to represent Shadingfield and Mr Thomas Barne would be co-opted to represent Sotterley until the next election. The clerk was asked to write to Mr David Rich and notify him of the outcomes of the co-option. Ms Ellis and Mr Barne signed the declaration of acceptance of office form and joined the meeting. Both were welcomed to the council by the Chairman.

87/17 Sotterley Cemetery Report

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

88/17 Chapel Preservation Trust Report.

There was no report from the trust.

89/17 Update on the neighbourhood plan

Cllr Potter was unable to attend the meeting and sent a written report which was read by the clerk. The first meeting of the project group was held on the 9th Oct and was attended by 10 people who had expressed a wish to join the team. The team is a mix of councillors and residents. The Team membership was approved by the council.

Cllr Potter had produced the terms of reference for the plan and requested that it be approved by the council and signed by the Chairman. This was agreed by council and the Chairman signed the ToR.

Cllr Potter further asked if council would agree to a working budget to cover expenses to develop the plan which were not covered by the grants that are available. Council agreed that a sum of £4000 be set aside for the neighbourhood plan. Requests for orders and payments would be made through the responsible financial officer of the council.

The next meeting of the project team is Monday 30th October

90/17 Village Sign

In the absence of Cllr Mrs Mills, Cllr Ellis gave a brief update on the project. Planning permission is being sort for the proposed site.

91/17 Any other business

There was no other business

92/17 Items for the agenda of the next meeting

None

93/17 Date of next meeting

The date of the next meeting will be Wednesday 15th November at the Village Hall 7pm.

Meeting closed at 9.10pm

Chairman: _____ Clerk _____ Date _____