

SHADINGFIELD, SOTTERLEY, WILLINGHAM AND ELLOUGH JOINT PARISH COUNCIL
Minutes of the Ordinary Meeting of the Parish Council
 Held at Shadingfield Village Hall on Wednesday 17th April 2019 at 7.00 pm

064/19 Present: Cllr Ellis (Chair), Cllr Potter, Cllr Chipperfield, Cllr Gartley, Cllr London, Cllr Scuffil, Cllr Wilson.
 A.Downes (Clerk)
 Two members of the public.

065/19 Apologies and Absence:
 Apologies from Cllrs Barne, Sheldrake and Cllr Ritchie.
 Absence Cllr Springall and Davidson.

066/19 Declarations of Interest personal or prejudicial to the agenda
 None declared.

067/19 The meeting is declared open

068/19 Declaration of interest personal or prejudicial to this agenda
 None received.

069/19 To approve the minutes of the meeting of the 20th March 2019
 The minutes were signed off by Cllr Ellis (Chair) as a true and accurate record.
 Proposed: Cllr Potter
 Agreed unanimously.

070/19 Declare the meeting open for questions/comments from members of the public.
 A question was raised by a member of the public regarding the VAS (Vehicle Activated Sign) being fixed. Cllr Gartley's husband was going to have a look as he is a qualified Electrician. The Clerk couldn't find any manufacture details or warranty. It was discovered that the warranty would be void as the seal is broken. The batteries are with Clive (the new VAS Monitor) and Cllr Potter has the software.
 The member of the public also enquired as to the number and efficiency of the speed cameras in the village of Shadingfield. He said that in his opinion there weren't enough speed cameras between the two in place at either end of the village.
Action: Clerk to enquire with SCC Highways as to whether Shadingfield could have any more cameras.
 Cllr Ellis asked if there were any other areas within the Parishes that may need traffic calming and for thoughts to be brought to future meeting.
 The member of public also asked if we have any PCSO presence in the Parish. The Clerk advised him that there are no PCSOs in Beccles anymore. As a retired Police Sergeant, he has a professional interest and asked if the Clerk would ask the Inspector what the 'police patrol strategy' is for the Parishes.

071/19 Reports and updates

- a) Cllr David Ritchie, Suffolk County Council – None received.
- b) Cllr Kevin Springall, Waveney District Council – None received.
- c) Suffolk Police – None received and no recent reports from the website (last report was January 2019) however the Clerk provided a poster of the CEO's next Pop In at Beccles Library on 27th April at Beccles Library to put on all of the notice boards.

Meeting closed for public contribution and reconvenes to full council

072/19 Correspondence (for information only)

Faster broadband – Posters from 'The Better Broadband for Suffolk Team'

Chairman.....

Clerk.....

Date.....

NSPCC £125 for 125 years – An appeal asking of groups can raise £125 for the 125 year anniversary

Acer Laptop guarantee renewal

Council voted unanimously not to renew the guarantee.

Adoption of Waveney Local Plan – email seen by Councillors

Changes to Development Management at East Suffolk

Action: Clerk to email the link to Changes to Development Management at East Suffolk

073/19 Finance

a) To approve payment of outstanding invoices.

Clerk's pay	£395.08
Clerk's expenses	£43.32
SALC Subscription	£249.86
Cllr London	£19.98 (Plastic bird spikes for play area via Amazon)
Waveney Norse	£11.99 (Bin emptying Jan to March)
Pest Control Services	£100 (Mole catching and traps)

b) Account balances

As at 5th April the balance was £20,471.08

The Clerk advised the VAT reclaim has been completed and came to £2,155.72

The Clerk handed over a sealed and signed envelope to the Chair. The envelope contained the log in and password backup for the VAT reclaim.

The above two items were proposed to be accepted by Cllr Potter and voted unanimously,

Councillor to check and initial the bank statement for verification. Cllr Chipperfield signed the bank statement.

c) End Of Year Accounts

The end of year balance was £20,519.08.

Internal Audit sheets received from SALC – appointment week commencing 20th May 2019.

d) Training/Events

Lowestoft Town Council are offering New Councillor training in Lowestoft on two different days at £10 per person per day. The feeling was that the previous courses that Cllrs Ellis and Chipperfield attended were sufficient and that our 'New Councillor' training would be done with them rather than SALC who were charging £120 for two days training.

074/19 Planning

DC/18/4872/VOC | Variation of Conditions Nos. 2 & 12 of DC/14/1917/FUL - Change of use of land to allow siting of 10 timber holiday lodges and 1 timber reception lodge, together with new access from the highway, parking for cars (alongside each lodge), new trackways, landscaping and horse paddock areas with new timber post and rail fencing. - Drawings & Lodge Details | Glebe Farm Church Road Ellough Beccles Suffolk NR34 7TR

Cllr Chipperfield commented that it would appear that the only change was the Lodge details. Cllr Gartley asked if they had added hot tubs to the plans. She had heard that the applicant would add 10 hot tubs, with all the chemicals and water they would need. Cllr Ellis asked if it would be a planning consideration? Cllr Gartley said that it would surely become an environmental issue due to the water usage? All the Councillors agreed that the hot tubs raised environmental concerns that were valid and should be raised/questioned with planning.

Action: Clerk to write to Planning re the Parish Council's concerns.

The Clerk advised that another Planning Application had come in but there wasn't enough notice for the agendas going on noticeboards. An extraordinary meeting has been decided for before the Annual Parish Meeting. An extraordinary agenda will go up 3 clear days before.

Action: Full Council to meet 15 minutes prior to the APM to discuss new planning item.

075/19 Clerk's Report

The Clerk reported that she couldn't find any manufacturer details or warranty for the VAS. A request for new archive boxes was made due to the old ones becoming crammed and tatty. The Village Hall is available for the APM.

Inspector Casey and PC Yeldham can't attend the APM as it is the same day as their Locality Meeting but the Clerk will be attending the Locality Meeting and will bring answers back to the questions raised by Councillors.

The Clerk asked for emails to have appropriate 'Subject headings' for ease of filing and searching as some emails have no subject heading or are attached to an incorrect thread.

076/19 Annual Parish Meeting

Provision of refreshments were discussed and agreed.

Speakers confirmed as Pauline and Graeme Dyer from Shadingfield Village Hall Committee, Tod Sullivan from Sam's Clubhouse, Reverend Phil Miller (Parish update), Jim Laws (Sotterley Chapel's Military Grave), Cllr Ted Potter (Neighbourhood Plan).

It was decided that Cllrs Ellis and Potter would deliver some leaflets through doors to publicise the event,

077/19 Local elections

There is no need for a Parish Election and there are two spaces, one in Shadingfield and Sotterley.

European election notices need to go out tomorrow please. These should have been on the notice boards on Monday 15th April but as we had our meeting and the District Election notices had to go up, there was no space. Councillors have offered to take some and place on the boards

078/19 New Councillor Packs

Email group list was distributed to save all emails going to all Councillors each time.

Councillors can choose which emails they wish to receive. All Councillors must receive certain emails (SALC, NALC, James Paget correspondence etc).

All Councillors will receive a pack at the AGM including their 'Acceptance of Office' and Register of Interests' which must be returned to the Clerk. The packs will also include helpful information for Councillors and a guide showing which tiers of Council deal with which aspect of Council business. Requests for any additional information considered useful to be emailed to the Clerk. Permission was requested to buy 12 ring binders and dividers for these. This was unanimously agreed.

Action: All Councillors to fill in and return 'Email Group List' form and send any additional suggestions for New Councillor Packs.

079/19 Cemetery report.**a. Grave adornments**

It was agreed the Clerk should draft a letter to circulate to the Council for approval regarding the graves with adornments. Once approved the Clerk will write to the families requesting removal of such items that aren't permissible within the Cemetery rules.

Action: Clerk to write to families where there are grave adornments.

Cllr Scuffil had emailed a Graveyard Inspection to the Councillors and Clerk in advance of the meeting for discussion. Cllr Gartley said she hadn't received it so Cllr Scuffil went through the report advising his findings.

Action: Clerk to forward the email received from Cllr Scuffil to Cllr Gartley.

080/19 Sotterley Chapel Preservation Trust Report

Cllr Ellis read a confidential statement describing events that resulted in her decision to stand down from being a Parish Council Trustee and asked that the public leave the meeting just for this item.

a. Letter of agreement

Following a meeting between Cllrs Scuffil and Wilson and two SCPT representatives, Cllr Scuffil drafted a new Letter of Agreement. Jim Laws asked that the Parish Council approve it first and then they will consider it at the next SCPT meeting. Cllr Potter thought, if it can be agreed, it is a more balanced document. He also pointed out that we need to look for a new representative of the Parish Council. SCPT have suggested another 2 plus 2 meeting during the second half of May.

Chairman.....

Clerk.....

Date.....

b. Change of locks

The locks to the Chapel had been changed without notice to the Parish Council due to SCPT losing track of how many keyholders there were. Jim Laws assured Cllr Scuffil that the Clerk would be handed a key as soon as possible.

081/19 Update on the Neighbourhood Plan

Cllr Potter will have a report prepared for the Annual Parish Meeting. He has found guidance on Green Spaces and will be emailing the Project Team Members. He is also at the stage of going through the policies and standardising them. There is a lot of referring to the National Policy Planning Framework and the Local Plan policies. There is a lot of fine detailing which is taking the extra time.

082/19 Website

The Annual Parish Meeting is on the website.

The 'Who does what for the Councils' will be going on there.

Cllr Ellis asked how people felt about having a photo and profile on the website. There was one refusal of a photograph going up but it was discussed that perhaps a written profile would be useful since the Parishioners need to know who their Councillors are and their areas of interest and expertise.

083/19 Play Area

Cllr Ellis reported that the moles have been cleared and the signs and notices have been taken down. The Clerk had contacted Vertas and the grass will be cut in the morning.

Cllr Ellis asked if anyone knew of the local groups that were using the playing field.

084/19 Defibrillator

Cllr London reported that herself and Cllr Ellis had been to Beccles Library for the Defibrillator Conference. It was extremely informative. Contacts were obtained at the event. It was noted that an electricity supply would be needed so the most practical place would be the Shadingfield Fox if they were willing to have it installed there. Cllr Potter asked the viability of it with so few residents and distance to the Defibrillator Units.

Action: Cllr Ellis to ask the landlord of the Shadingfield Fox if he would consider having one on the exterior of the building.

085/19 Speed Camera

Cllr Gartley's husband, who is an Electrician, will have a look at it and if nothing can be done the Council will need to consider purchasing a new one.

Action: Cllr Gartley to advise the Council on progress.

086/19 Raising the profile of the Parish Council

Cllr Ellis and Cllr Potter will be delivering leaflets for the APM. Cllr Ellis suggested that the Council have a stand at the Sotterley Fair. Cllr Potter suggested that maybe the Parish could have a regular slot in The Sheaf informing its readers of a couple of things that the Council has done.

Action: Cllr Ellis to set up a meeting in May.

087/19 Requests for items to be placed on the agenda for the next meeting

Cllr Barne – Shadingfield Playing Field Management

Clerk's Contract and Appraisal

Variance of dates for the July meeting due to a couple of Councillors being unavailable.

Change of (and new) signatories.

088/19 To note the next meeting of the council will be held on Wednesday 15 May 2019 at Shadingfield Village Hall at 7pm

Cheques were checked and signed by Cllr Chipperfield and Cllr Ellis.

Meeting closed at 21:10.

Chairman.....

Clerk.....

Date.....

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:

Andrea Downes
63a Ingate
Beccles
Suffolk
NR34 9RX

Tel: 07960 298473

E mail: clerkshadingfieldpc@mail.com

DRAFT

Chairman.....

Clerk.....

Date.....