SHADINGFIELD, SOTTERLEY, WILLINGHAM AND ELLOUGH JOINT PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council Held at Shadingfield Village Hall on Wednesday 20th June 2019 at 7.00 pm

Present: Cllr Barne, Cllr Chipperfield, Cllr Ellis (Chair), Cllr Gartley, Cllr London, Cllr Parsons, Cllr Potter, Cllr Scuffil, Cllr Sheldrake, Cllr Wilson.
Cllr J. Cloke (District)
A. Downes (Clerk)
5 Members of the public

Due to several members of the public attending, Cllr Ellis (Chair) suggested introductions.

117/19 Apologies and absence
No apologies

118/19 The meeting is declared open

119/19 Declaration of interest personal or prejudicial to this agenda
None received.

120/19 To approve the minutes of the meeting of the 15th May 2019
The minutes were approved and proposed by Cllr Gartley. The vote was unanimous.

121/19 Declare the meeting open for questions/comments from members of the public.

122/19 Reports and updates

a) Cllr Ritchie, Suffolk County Council – None received
b) Cllr Cloke, East Suffolk District Council
Cllr Cloke introduced herself and gave some information about the new East Suffolk Council. Following a Council Business Meeting she was appointed to the East Suffolk Internal Drainage Board. She said the training at East Suffolk is first class and the staff are exceptional. Cllr Cloke then gave us some of her background and how she intends to engage with the Parish Council. Thanks were expressed from the Councillors.
c) Suffolk Police – No report received. The Clerk provided a copy of Constable County for Councillors to look at if they wish.
Beccles had received an email from Stuart Halsey (East Suffolk Communities Team) about a new Link Officer wanting to meet the Council and the Clerk suggested that perhaps she should find out if she covers Bungay and would be willing to come to this Parish.
Action: Clerk to contact Stuart Halsey and ask if the new Link Officer would come to a Parish Meeting.

A member of the public requested another dog waste bin for Shadingfield. The member of the public responsible for the VAS signs commented on the batteries no longer being sufficient for use. He offered to look for 3 quotes to purchase another VAS. The Council thanked him for his kind offer and he will provide his findings.
Action: Clerk to research dog waste bins for next meeting.

Meeting closed for public contribution.

123/19 Correspondence (for information only)
Various post-election emails re expenses, results and register of interests.
Correspondence was received today from Wicksteed Play Equipment regarding an Inspection due which will be put on the next agenda.

Chairman: …… Clerk: …… Date: ……

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The Clerk announced that there would be an invite from Beccles Town Council coming for SSWE Parish Councillors to attend the Mayor of Beccles Civic Service on Sunday 22nd September at 10.30am.

124/19 Finance

a) Change of signatories for the new 4-year term.
The Chair confirmed that she had received a letter from the bank that the previous Councillor has been removed from the signatory list. Paperwork was passed to Clerk for file.

b) To approve payment of outstanding invoices.
SALC Internal Audit
Clerk's pay and expenses
HMRC for Clerk's pay
Due to a query from the Accountant regarding the Clerk's accounting for time the payslip hasn't been issued yet. It was agreed that the Chair and one other Councillor would sign the cheque and give to the Clerk as soon as possible.

c) Account balances
£22,446.62
Councillor to check and initial the bank statement for verification.
Councillor Gartley verified and signed.

d) End Of Year Accounts
Signing off – The Chair will take the account away and look at them ready for signing off and sending the AGAR to the External Auditor. These will be published on the website by 1st July for the public to view.
Action: Clerk to email End of Year Accounts to all Councillors for review.

e) Internal Audit
The Internal Audit has been returned with some comments and recommendations to be reviewed throughout the year by the Councillors and Clerk. The Clerk suggested that as there is no meeting in August it would be a good time to review the policies and Standing Orders then.
Cllr Potter suggested that the comments and recommendations be extracted and put in a separate document to review over the coming months. Cllr Barne said that he remembered that he had seen them already but the Clerk said that they had to be reviewed annually and the last review was last May/June.
Action: Clerk to extract relevant recommendations to share with Councillors

f) Training/Events
Cllrs Chipperfield and London attended training in Bungay. Jim Friend of SALC had forwarded an email to the Clerk to pass on to attendees as some information had been misquoted.
The Clerk attended a SALC Waveney Members meeting the night before in Oulton.
Cllrs Ellis and Gartley attended a Planning meeting and the main thing that came out of it was shortening the planning process which makes it difficult for Councils to comment therefore encouraging Extraordinary Meetings.
Cllr Ellis said that it is important that our Neighbourhood Plan is strong and well-constructed and that will be taken into account with planning applications. Referral process is only triggered by official objections and not individuals. These will carry little or no weight and in isolation will not trigger a referral. Group petitions would not be considered either.
There is training coming up for Project Management for Clerks but she has asked that given the amount of work having been done over the last couple of months perhaps she could consider having a quieter month.
Sotterley Fair will be happening this Sunday 23rd June.
Cllr Scuffil said that 'The Birds and Bees Festival' raising the profile of the Parish Council was held on the wettest weekend however £50 was raised for Suffolk Wildlife Trust.

125/19 Planning

(a) To consider any planning applications posted since the last meeting

Ellough - Received 30th May 2019
Extension by adding upper storey to offices - Beccles Recycling Centre Benacre Road Ellough Beccles Suffolk NR34 7TQ

Ref. No: DC/19/2111/FUL | Received date: Thu 23 May 2019 | Status: Pending Consideration | Case Type: Planning Application

- NO OBJECTION – VOTED UNANIMOUS

Shadingfield – Received 30th May 2019
Construction of a Dutch Barn, lean-to extension to infill the corner of existing dry store building and hardstanding - Church Farm London Road Shadingfield Beccles Suffolk NR34 8DF

Ref. No: DC/19/2152/FUL | Received date: Tue 28 May 2019 | Status: Pending Consideration | Case Type: Planning Application

- NO OBJECTION – VOTED UNANIMOUS

Sotterley – Received 30th May 2019

Construction of a Dutch Barn, lean-to extension to infill the corner of existing dry store building and hardstanding - Church Farm London Road Shadingfield Beccles Suffolk NR34 8DF

Ref. No: DC/19/2152/FUL | Received date: Tue 28 May 2019 | Status: Pending Consideration | Case Type: Planning Application

SEE ABOVE

Ellough – Received 7th June 2019

Extension by adding upper storey to offices - Beccles Recycling Centre Benacre Road Ellough Beccles Suffolk NR34 7TQ

Ref. No: DC/19/2111/FUL | Received date: Thu 23 May 2019 | Status: Pending Decision | Case Type: Planning Application

(b) To receive outcomes of planning applications
None received
The Chair pointed out that the swimming pool application that the Council had supported has been approved. This was received two days before the meeting and after the Agenda was put on the noticeboards so it was being raised so the Council and public are aware.

126/19 Clerk's Report
Actions from previous minutes.
A new Police Link Officer has been allocated to Beccles and the Clerk will be asking if they could visit a Parish Council meeting. Election expenses and Register of Interests caused issues with some Councillors and were eventually resolved within the required legal time.
The Clerk read out the letter prepared for graves that have non permitted adornments. This

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was approved and will be posted immediately. Burial and Cemetery information had been brought to the meeting and the fees were circulated. Cllr Barne asked that these fees be put on the website. The SCPT Letter of Agreement was sent to Jim Laws and forwarded by him to the Trust. We are waiting to hear if it has been approved. There is a SCPT meeting on the 9th July that Cllr Potter can't attend but Cllr Barne can. Ian Riches (Pest Control Services) had been emailed but didn't respond so the Clerk rang him and he said he had been to the Playing Field and hadn't seen any mole activity but will be at the Sotterley Fair if anyone would like to speak to him. The Clerk emailed the Sheaf with Clerk's Report for the next edition.

Action: Clerk to upload Burial fees to website.

127/19 Clerk's Appraisal

The Chair said that she had received no comments from other Councillors and the Clerk and Chair would arrange a meeting for before the next meeting.

128/19 Cemetery report.

Burial and reservation fees had been discussed in Clerk's Report. Cllr Scuffil offered to research burial fees at St. John's in Shadingfield for comparison purposes.

129/19 To update on the potentially dangerous Oak Tree in Sotterley.

The tree has been cut down. Cllr Wilson expressed her disappointment and felt it was quite unnecessary.

130/19 Sotterley Chapel Preservation Trust Report

a. Letter of agreement – The Clerk had already covered this in Clerk's Report.
Cllr Potter said he had nothing to report at this stage. There is a meeting in July. The Clerk received the keys back from Cllr Scuffil.

131/19 Update on the Neighbourhood Plan

Cllr Potter stated that he had circulated an updated full draft of the Plan. It is in a good form. It has been modified quite a bit. There is a lot more background about the Parishes. There is also a lot more information from the National Framework and the Local Plan. Cllr Potter will circulate the Plan to the Councillors. The Council thanked Cllr Potter for all his effort. Once it's in its final form it goes out to the residents as a draft for comments. There will then be a final update and it will be submitted to East Suffolk Council.

Action: Cllr Potter to circulate to Councillors.

132/19 Website

Councillor Profiles.

Action: Councillors to email profiles to the Clerk.

Content – Details of Sotterley Country Fair have been entered on and the change of date for the July meeting.

133/19 To discuss Shadingfield Playing Field Management

Cllr Barne suggested that it would be useful to recruit people who would like to be a part of it. There is an organisation that can help to set up charitable trusts. He then explained what could happen to the Field if a Management Committee were to be set up. The suggested picnic to raise the profile of the Parish Council could be a way of finding interested parties.

134/19 To receive an update on Shadingfield Village sign post

Cllr Barne suggested that the Council prepare a list of jobs for the Autumn Litter Pick and include it in that. Cllr Potter suggested that perhaps a list be created sooner so the Parish could work on perhaps once a month as a Community. Cllr London has said that she and her

husband have prepared something for the Parish. Cllr London said that her husband would also do the village sign. Cllr Barne proposed that paint is bought for Cllr London's husband to paint the sign.
Action: Clerk to create an Action List for improvements around the Parishes.
Cllr Scuffil commented on Rotherham's River of Flowers and wondered if the Parishes could follow suit. Cllr Cloke offered to follow up the possibility of not cutting the verges and encouraging wild flower growth.

135/19 To confirm arrangements for Sotterley Fair
Cllr Gartley asked if anyone would be joining her at the Parish Council stand to engage with the public and asked if fliers could be printed. Cllr Barne said he could be there for an hour. Cllr Ellis also offered to help. Cllr Gartley has sorted prizes and has been asked to provide receipts. Cllr Barne said he would print some fliers for the August Picnic ready for the Sotterley Fair. The date for the picnic was agreed for Sunday 1st September at 1pm.

136/19 Update on Defibrillator funding
Cllr Ellis spoke to Dermott of Beccles Lions and he suggested to speak to Community Heartbeat to request someone to come and speak to the Council.
Action: Cllr Ellis to contact Community Heartbeat to speak at our next meeting.

137/19 To discuss the Speed Cameras
This was discussed and agreed on a previous agenda item.

138/19 To discuss the Adopt a Kiosk scheme
Cllr Sheldrake said that the Parish Council had already adopted two but the Clerk said there was no record of it so she would contact BT and find out.
Action: Clerk to contact BT.

139/19 To receive feedback from the 'Raising the profile of the Parish Council meeting'

a) Community Picnic – August
The Council agreed on Sunday 1st September at 1pm. Cllr Ellis asked if anyone knew how to set up MailChimp so the residents could be contacted and send surveys and communicate with them. Cllr Barne said he had already set one up. Cllr Gartley asked that another meeting be set up as she couldn't make the last one. The Clerk asked that she be included in that meeting but not on a paid basis. Cllr Sheldrake suggested setting up a Facebook group but it was commented that it needed an Administrator to monitor comments. Cllr Sheldrake said he could set it up but couldn't manage it.
Action: Cllr Sheldrake to research how the Council could have a social media presence.
Cllr Ellis to arrange next 'Raising the Parish Profile' meeting.

140/19 Requests for items to be placed on the agenda for the next meeting
Dog waste bins
Speed signs
Wicksteed Play Inspection
Adopt a Kiosk
Apologies accepted in advance from Cllrs Scuffil and Wilson.

141/19 To note the next meeting of the council will be held on Wednesday 24th July 2019

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

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