

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 19 June 2024 at 7.00 pm

Present:

Councillors A Thornton (Chair), Blunn, Chipperfield, Drane, C Ellis, R Ellis and Sheldrake.

In attendance:

Mr S C Blackburn (Clerk), District Cllr T Hammond, no members of the public.

24.085	<p><u>Apologies for Absence:</u> Cllr R London (unwell), District Cllr A Specca.</p> <p>RESOLVED: that the apologies be accepted.</p>
24.086	<p><u>Declarations of Interest and Requests for Dispensations:</u> None.</p>
24.087	<p><u>To sign as an accurate record the minutes of the previous meeting</u></p> <p>RESOLVED: that the minutes of the meeting held on 15 May 2024 be signed as a correct record.</p>
24.088	<p><u>Co-opton of a new Councillor to fill the Sotterley vacancy</u></p> <p>Proposed by Cllr Thornton, seconded by Cllr C Ellis and RESOLVED unanimously to co-opt Mr Jonathan Ward to the Parish Council.</p>
24.089	<p><u>Declaration of Acceptance of Office</u></p> <p>Councillor Ward signed the Declaration of Acceptance of Office and the consent to receive communications electronically.</p>
24.090	<p><u>Public Participation:</u> None.</p>
24.091	<p><u>Chair's Opening Statement</u></p> <p>The Chair referred to the achievements of the successful completion of the audit, the improvement works in Chartres Piece and the recent sweeping of the road. He commented on the re-shaped agenda reflecting the five themes and urged everyone to get involved. Reference was made to the Fit Villages project which has ESC backing with initial support for activities which he felt could benefit the Village Hall and possibly the playing field. Cllr C Ellis reported on similar themes in the recent Fourm and Cllr Chipperfield commented at a Fit Club has been started in Ellough.</p>
24.092	<p><u>Planning Applications</u></p> <p>(a) <u>New Applications:</u></p> <p>DC/24/1832/FUL: Single storey rear extension at 1 Whitehall Cottages. RESOLVED: to support this application.</p> <p>DC/24/1945/PREAPP: Pre-application advice re proposed toilet at Sotterley Chapel. This had been submitted. The Clerk reminded the meeting that this has not yet been approved by Council and would be on the next agenda for discussion.</p> <p>DC/24/1535/FUL: Refurbishment of 1 Brook Cottages following flood damage and installation of a heat pump. DC/24/1536/LBC: ditto DC/24/1537/FUL: Refurbishment of 2 Brook Cottages following flood damage and installation of a heat pump. DC/24/1538/LBC: ditto</p>

Chair _____ Date _____

	<p>The cottages may be used as holiday lets in future; it was noted that this would comply with the NDP and local plans relating to holiday uses. RESOLVED: to support these applications.</p> <p>DC/24/1983/FUL: Construction of a new wood drying kiln at Church Farm, London Road. Comment was made about noise from the existing works. RESOLVED: to support the application but noting past noise levels.</p> <p>DC/24/1873/AME: Amendments to consents at Playters Old Farm. The proposals reduce the number of units. RESOLVED: to support the application.</p> <p>Complaints about the use of the former telephone exchange as a residence have been resolved by the ESC enforcement officer.</p> <p>(b) <u>Updates on previously considered applications</u>: None.</p>
	<p><u>Putting the 2024/2025 Plan into action:</u></p>
24.093	<p><u>Community</u></p> <p>(a) Lunch Club: About 12/15 volunteers may be needed to deal with set-up, H&S aspects of cooking, treasurer, transport for some attendees, serving and clearing up. Cllr C Ellis volunteered to lead with Cllrs Thornton, R Ellis and Drane willing to be involved.</p> <p>(b) Village Fair: Cllr Thornton outlined the concept of the fair involving a marquee, food and live music and asked for people to get involved with the organizing committee. Cllr C Ellis volunteered to help with the organization, Adam has agreed for the Fox to be involved and has volunteered to join the committee. Cllrs Blunn, Chipperfield and Ward offered to help.</p> <p>(c) Playing Field: The Clerk reported that Mr Brown was involved in legal discussions but no update had been received; a meeting will be arranged between Mr Brown, the Clerk and Cllr Thornton, with Mr Tom Barne who is expected to return in mid July. District Cllr Hammond offered to speak to Mr Barne to stress the need for an early meeting to discuss the lease. The application for the field to become an asset of community value will be decided by 21 July.</p> <p>Following a comment at the last meeting, the cost of replacement nets at £95 plus VAT was agreed. Fixings would also be ordered. Grass in the goal mouth was overgrown and Cllr Blunn offered use of one of her trimmers. Volunteers were sought to paint the fence and a limit of £250 was agreed. Comment was made on the informal access from Sotterley Road, the vegetation would be cut back. Cllrs Thornton and Ward agreed to organize basic improvements.</p>
24.094	<p><u>Infrastructure</u></p> <p>(a) Chartres Piece: Following a visit by ESC officers, the road is to be resurfaced and access improvements made. Arrangements have been made for use of the Fox and Village Hall car parks whilst the works are carried out.</p> <p>(b) Speed Indicating Devices: The debt collectors have reported that the premises of SG Group have been sold and they have closed the case. Subsequently, a possible address for a director was found and the website is still functioning. These have been reported to the agent for further investigation. The equipment will be looked at by a local electrician to establish if it is usable.</p>

	<p>(c) Straw on the highway: A sweeper has been noted recently clearing the entire road rather than just the kerbed areas. This is assumed to be the one-off sweep recently organized.</p> <p>(d) Noticeboards: A lack of contact with Beccles Men's Shed is concerning and it was agreed that quotes should be obtained for a commercially produced notice board. The recently-broken glass has been replaced and fitted by Mr Lancaster.</p>
24.095	<p><u>Environment</u></p> <p>Cllr Ward commented on the volume of litter and potential hazards from vapes etc. Litter picking events were agreed for Sunday 4 August and Sunday 20 October. The Police were to be asked to make patrols and be aware of the problem, especially in lay-bys and field entrances.</p>
24.096	<p><u>Communication</u></p> <p>A working party was formed of Cllrs Thornton, Ward and C Ellis to look at how we best manage communications across the four parishes.</p>
24.097	<p><u>Connections</u></p> <p>The Clerk offered to make a list of Clerks and Chairs of nearby Parish Councils. Cllr Thornton expressed an intention to visit and get to know personnel and benefit from their experience.</p>
24.098	<p><u>Reports from County and District Councillors</u></p> <p>There are no reports due to the upcoming general election. The incinerator at V C Cooke will not be built until mid-2025; a clause inserted by ESC relating to emissions may be challenged by the Environment Agency as ultra vires. Central government have indicated that there will be no further incinerators and it is felt likely that this policy will continue if there is a change of government.</p>
	<p><u>Council Operations:</u></p>
24.099	<p><u>Finance:</u></p> <p>(a) To note the financial situation and bank reconciliation as at 31 May 2024 Deferred.</p> <p>(b) To approve payment of outstanding invoices Proposed by Cllr Blunn, seconded by Cllr Drane and RESOLVED: That the payments listed in Appendix 1 be authorised.</p>
24.100	<p><u>Audit:</u></p> <p>To consider the report of the Council's Internal Auditor and any recommendations made</p> <p>There were no significant issues. The question of publishing signatures was raised with the auditor and it was agreed that redacted or script signatures would be acceptable on published documents. In addition, it was recommended that supporting documents should be published with the agenda, which will now take place.</p> <p>RESOLVED: that the Internal Audit Report be accepted.</p>
24.101	<p><u>Appointments of Auditor:</u></p>

	Proposed by Cllr Blunn, seconded by Cllr C Ellis and RESOLVED: that Suffolk Association of Local Councils be re-appointed as the Council's Internal Auditor for 2024/2025.
	<u>Annual Governance and Accountability Report for 2023/2024</u>
24.102	(a) Annual Governance Statement for 2023/2024 The Clerk explained the statements which had to be agreed and signed off. RESOLVED: That the Annual Governance Statement be approved and signed by the Chair and Clerk to the meeting.
24.103	(b) Accounting Statements for 2023/2024 RESOLVED: That the Accounting Statements, having been signed by the Clerk and RFO, be approved and signed by the Chair.
24.104	<u>Other Items for discussion</u> <ul style="list-style-type: none"> • Cllr Drane reported that he had been invited to meetings of the Sotterley Chapel Preservation Trust where there is provision for a non-trustee representative of the Parish Council. This situation to be discussed at the next meeting. • The increase in scams relating to home improvements • Organisation bingo events – felt to relate more to the village hall
	The meeting closed at 9.00 pm.
	Date of next meeting: Wednesday 17 th July 2024.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
Suffolk ALC	Charge for internal Audit	177.00	35.40	212.40
S C Blackburn	June Salary and Expenses	402.84	10.00	412.84
HMRC	P30 April-June 2024	243.00	-	243.00

Chair _____ Date _____