

SHADINGFIELD SOTTERLEY WILLINGHAM AND ELLOUGH

Joint Parish Council

Clerk to the Council: Mr S C Blackburn, Spring Cottage, Hares Lane, Westhall, Halesworth, IP19 8RG
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Councillors are summoned to a meeting of Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council to be held at SHADINGFIELD VILLAGE HALL on WEDNESDAY 17th JULY 2024 starting at 7.00 pm.

Members of the public, proprietors of businesses and the press are welcome to attend.



Steve Blackburn
Clerk to the Council
9 July 2024

AGENDA

1	Apologies for absence
2	Declarations of interests
3	To sign as an accurate record the minutes of the meeting held on 19 June 2024
4	Meeting open for questions and comments from members of the public
5	Chair's Opening Statement
6	Reports from County and District Councillors
7	Putting the 2024/2025 Plan into action <ul style="list-style-type: none">a. <u>Community</u><ul style="list-style-type: none">• Planning Applications: To consider planning applications received since the last meeting including any received after publication of the agenda and to note updates on previously considered applications:• DC/19/2195/FUL – Intensive Poultry Units (update, if any)• DC/24/2186/FUL – Proposed canopy at MH Goals, Ellough• Restarting the luncheon club• Village Fair• Playing field – Updates on proposed lease, Assets of Community Value and immediate improvements• Proposed toilet at Sotterley Cemetery• Representation of the Council on Sotterley Chapel Preservation Trustb. <u>Infrastructure</u><ul style="list-style-type: none">• Speed indicators – legal update and potential for repair• Defibrillator – inspection and maintenance arrangements• Playing Field – inspection and maintenance arrangementsc. <u>Communication</u><ul style="list-style-type: none">• Communications working group – update
8	Council Operations <ul style="list-style-type: none">a. Finance: To note the financial situation and bank reconciliation as at 30 June 2024 To approve payment of outstanding invoicesb. Request for financial assistance – Citizens Advice Bureauc. Review of the Council's Standing Orders and Financial Regulationsd. Councillor Training
9	Other items for discussion

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council
Agenda for 17 July 2024 – Supplementary Information

Agenda Item 7(a)
Community

Proposed Toilet at Sotterley Cemetery

The Parish Council as landowner needs to consent to this development. The grounds of need are that an increasing number of events are being held at the Chapel or at the War Memorial, for example the Rural Coffee Caravan, and that there is a need for such a facility for the comfort of the mainly older residents and visitors who support the events. The attached text from the request for pre-application advice gives further details.

East Suffolk Council have indicated that a full planning application will be required; subject to agreement by the Parish Council, this will be prepared and submitted the trust.

Representation of the Parish Council on the Sotterley Chapel Preservation Trust

Cllr Drane has been invited to these meetings, but clarification is required as to whether he should attend and in what capacity. The trust has a number of actual trustees, but other persons attend the meetings without trustee status.

There is an existing arrangement of a liaison group comprising two members of the Council (Cllr Drane and the Clerk) and the Trust (Ben Horwood and Helen Parker) where items of mutual interest are discussed.

Agenda Item 7(b)
Inspection of the defibrillator and playing field equipment

Cllr C Ellis has expressed a wish to cease inspecting the defibrillator and a replacement is required. In addition the Clerk ought to hold records of inspections.

Confirmation of the weekly inspection routing at the playing field is required.

Agenda Item 8(b)
Request for financial assistance

Please see the attached letter; support has been given two years ago, about £500.

Agenda Item 8(c)

Review of the Council's Standing Orders and Financial Regulations

Standing Orders: The Clerk has carried out a review and has no changes to recommend.

Financial Regulations: NALC have issued a new template this year and all parish councils are strongly recommended to adopt it. Two documents are attached: firstly, a brief summary of the changes and secondly the new wording. Where there is an option which is appropriate to our Council it is highlighted in yellow. Values have been added to reflect either recommended amounts or current practice. Options and sections which are not appropriate are ~~struck through~~.

Other policies are reviewed every two years; the next review is due in 2025.

Agenda Item 8 (a)

Approval of outstanding invoices

To	For	Net	VAT	Gross
Griffin Horse Logging (Confirmation)	Tree work at Cemetery	220.00	-	220.00
MH Goals	New football nets	110.40	22.08	132.48
Vertas Group Ltd	Grounds maintenance July-September	303.76	60.75	364.51
DCBL Ltd	Bailiff fee	75.00	15.00	90.00
S C Blackburn	Salary and expenses	360.17	3.65	363.82

Planning Applications

SSWE Planning Application Log		ESC Planning Committee meetings are held on the 2nd Tuesday of Each month:					Description	
No	Property	Date Recd	To Cllrs	PC Mtg Date	PC Decision	DC advised	Current status/ Final outcome	
DC/19/2195/FUL	Intensive Poultry Units	20/04/2021	20/04/2021	21/04/2021	Objection reiterated 24.8.22		Awaiting decision	
DC/23/4868/FUL	Land off Woodfield Close	11/01/2024	11/01/2024	17/01/2024	Object to details Reiterated 19.4.24	26/01/2024	Awaiting decision	
DC/24/0797/FUL	Moat Farm, Mill Lane	22/03/2024	23/03/2024	17/04/2024	No objection	17/04/2024	Permitted	
DC/24/0895/FUL	Regal Tanks, Ellough	25/03/2024	25/03/2024	17/04/2024	No objection	17/04/2024	Permitted	
DC/24/0877/FUL	Adj Regmic, London Road	05/04/2024	05/04/2024	17/04/2024	No objection	17/04/2024	Awaiting decision	
DC/23/4479/FUL	Warrens Fm, Warrens Ln	15/05/2024	15/05/2024	15/05/2024	Support	15/05/2024	Awaiting decision	
DC/24/1832/FUL	1 Whitehall Cottages	04/06/2024	4-6, 13-6	19/06/2024	Support	19/06/2024	Awaiting decision	
DC/24/1945/PREAPP	Sotterley Cemetery	n/a	n/a	n/a	n/a			
DC/24/1535/FUL	1 Brook Cottages	13/06/2024	13/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision	
DC/24/1536/LBC	1 Brook Cottages	13/06/2024	13/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision	
DC/24/1537/FUL	2 Brook Cottages	14/06/2024	14/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision	
DC/24/1538/LBC	2 Brook Cottages	14/06/2024	14/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision	
DC/24/1983/FUL	Church Farm, London Road	14/06/2024	14/06/2024	19/06/2024	Support, noise from old unit noted	19/06/2024	Awaiting decision	
DC/24/1873/AME	Playtars Old Farm, Ellough	21/05/2024	17/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision	
DC/24/2186/FUL	MH Goals, Ellough=gh	09/07/2024	09/07/2024	17/07/2024	Support			
	New canopy							

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council
 Receipts and Payments Account 2024/2025 - Year To Date

As at 31 March 2024											
	Budget	General Fund	Playing Field	Skad Lunch Club	Ellough Sign	Laptop	Picnic	All Earmarked	Total		
RECEIPTS										Recent Transactions	
Precept	8,000	8,000.00						0.00	8,000.00	Previous Bank	22,496.10
Cemetery Fees		250.00						0.00	250.00	Credits	
Picnic		0.00						0.00	0.00	Nowell	150.00
Miscellaneous Income		0.00						0.00	0.00	Marshall	100.00
Earmarked Funds - Receipts								0.00	0.00	Debits	
VAT Recovered	391	391.95						0.00	391.95	Vertas	-331.38
TOTAL RECEIPTS	8,391	8,641.95	0.00	0.00	0.00	0.00	0.00	0.00	8,641.95	Vertas	-364.51
PAYMENTS										S C Blackburn	-825.49
Administration										A Thornton re Graphic Solutions	-60.00
Staff Costs	5,308	648.00						0.00	648.00		
Payroll Costs	100	45.00						0.00	45.00		
Mileage	200	40.75						0.00	40.75		
Printing Stationery & Postage	250	60.00						0.00	60.00		-1,581.38
Insurance	600	0.00						0.00	0.00		
Hall Hire	220	0.00						0.00	0.00		
Web Hosting	55	0.00						0.00	0.00		
Membership & Subscriptions	450	236.87						0.00	236.87		
Audit	180	0.00						0.00	0.00		
Laptop	500	333.32						0.00	333.32	Net Bank Account	21,164.72
Data Protection	35	0.00						0.00	0.00	Bank Reconciliation	
Training	120	0.00						0.00	0.00	Lloyds Current Account Statement Balance	21,164.72
Miscellaneous Expenses	0	71.00						0.00	71.00	Add: unrepresented credits	0.00
VAT Paid	0	193.65						0.00	193.65	Less: unrepresented items	0.00
	8,018	1,628.59	0.00	0.00	0.00	0.00	0.00	0.00	1,628.59	Net balance	21,164.72
Maintenance										Difference	0.00
Playing Field Maintenance	1,165	579.91						0.00	579.91		
Playing Field Improvement	0	0.00						0.00	0.00		
Notice Board Repairs	200	0.00						0.00	0.00		
Playground Inspection	70	0.00						0.00	0.00		
Bin Emptying	55	9.99						0.00	9.99		
Pest Control	200	0.00						0.00	0.00		
Cemetery Management	400	0.00						0.00	0.00		
General Maintenance	500	0.00						0.00	0.00	Net balance	21,164.72
Vehicle Sign		0.00						0.00	0.00		
	2,590	589.90	0.00	0.00	0.00	0.00	0.00	0.00	589.90		
Community Events											
Raising the Parish Profile		0.00						0.00	0.00		
Grants and Donations	1,000	0.00						0.00	0.00		
Earmarked Funds - Payments								0.00	0.00		
	1,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL PAYMENTS	11,608	2,218.49	0.00	0.00	0.00	0.00	0.00	0.00	2,218.49	Chairman	
Surplus (-Deficit) to date	-3,217	6,423.46	0.00	0.00	0.00	0.00	0.00	0.00	6,423.46	Clerk	
Brought Forward 1.4.2024	6,242	4,874.74	7,437.64	433.38	1,000.00	500.00	495.50	9,866.52	14,741.26	Date	
Transfers between funds		500.00				-500.00		-500.00	0.00		
								0.00	0.00		
								0.00	0.00		
Surplus/Deficit	-3,217	6,423.46						0.00	6,423.46		
Carried Forward	3,025	11,798.20	7,437.64	433.38	1,000.00	0.00	495.50	9,366.52	21,164.72		
Playing Field								7,437.64			
Luncheon Club								433.38			
Ellough Village Sign								1,000.00			
Picnic								495.50			
								9,366.52			

Shadingfield, Sotterley, Willingham and Ellough Parish Council
 SPRING COTTAGE
 HARES LANE
 WESTHALL
 IP19 8RG

Sort Code 30-90-89
 Account Number 36641160

TREASURERS ACCOUNT

01 May 2024 to 31 May 2024

Money In	£250.00	Balance on 01 May 2024	£22,496.10
Money Out	£1,581.38	Balance on 31 May 2024	£21,164.72

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 May 24	A & S THORNTON 300000001352545469	FPO		60.00	22,436.10
16 May 24	VERTAS GROUP LTD 200000001345103837 VG00-	FPO		331.38	22,104.72
16 May 24	VERTAS GROUP LTD 600000001348862661 VG00-	FPO		364.51	21,740.21
17 May 24	STEPHEN BLACKBURN 200000001346026907 SALARY	FPO		825.49	20,914.72
24 May 24	R NOWELL NOWELL 300000001357506532 301364	FPI	150.00		21,064.72
28 May 24	MARSHALL AC MARSHALL RP4659981270676400 209208	FPI	100.00		21,164.72

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			