

# SHADINGFIELD SOTTERLEY WILLINGHAM AND ELLOUGH

## Joint Parish Council

Clerk to the Council: Mr S C Blackburn, Spring Cottage, Hares Lane, Westhall, Halesworth, IP19 8RG

☎ 01502 575862 ✉ clerk@shadingfield.suffolk.gov.uk www.shadingfield.onesuffolk.net

Councillors are summoned to a meeting of Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council to be held at **SHADINGFIELD VILLAGE HALL** on **WEDNESDAY 19<sup>th</sup> JUNE 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  
13 June 2024

### AGENDA

1	Apologies for absence
2	Declarations of interests
3	To sign as an accurate record the minutes of the meeting held on 15 May 2024
4	Co-option of a new Councillor for the Sotterley vacancy
5	Meeting open for questions and comments from members of the public
6	Chair's Opening Statement
7	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/24/1832/FUL – 1 Whitehall Cottages – single storey rear extension DC/24/1535/FUL – 1 Brook Cottages – Repairs etc after flood damage DC/24/1536/LBC – ditto
8	Putting the 2024/2025 Plan into action a. <u>Community</u> <ul style="list-style-type: none"><li>Restarting the luncheon club</li><li>Village Fair</li><li>Playing field – Updates on proposed lease, Assets of Community Value and immediate improvements</li></ul> b. <u>Infrastructure</u> <ul style="list-style-type: none"><li>Chartres Piece resurfacing</li><li>Speed indicators – legal update, potential for repair</li><li>Straw clearing</li><li>Notice boards</li></ul> c. <u>Environment</u> <ul style="list-style-type: none"><li>Litter pick dates</li></ul> d. <u>Communication</u> <ul style="list-style-type: none"><li>Creation of a Communications working group</li></ul> e. <u>Connections</u> <ul style="list-style-type: none"><li>Network of contacts</li></ul>
9	Reports from County and District Councillors
10	Council Operations a. Finance: To note the financial situation and bank reconciliation as at 31 May 2024 To approve payment of outstanding invoices b. To consider the report of the Council's Internal Auditor and any recommendations made c. To consider and, if agreed, to re-appoint Suffolk Association of Local Councils as the Council's Internal Auditor for 2024/2025 d. To consider the Annual Governance and Accountability Report for 2022/2023 and to complete the appropriate declarations, specifically: Governance Statement and Accounting Statements
11	Other items for discussion

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council  
Agenda for 19 June 2024 – Supplementary Information

Agenda Item 8(b)  
Infrastructure

Chartres Piece - A site meeting has taken place and quotations for works are awaited.  
Speed indicators – There is little hope of debt recovery, contact has been made with a potential repairer

This document has been adopted by East Suffolk Council and will be used by them as a district-specific aide in determining planning applications. Councillors may need to be aware of its detail, especially when considering proposals in sensitive locations.

Agenda Item 9  
Reports from Councillors

No detailed reports have been received. Further reports will be resumed after the election ‘purdah’ has ended.

Agenda Item 10 (a)  
Approval of outstanding invoices

	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

Agenda Item 10 (c)  
Report of the Internal Auditor

The report was sent to Councillors at the end of May Two comments were made:  
(a) that reviews of the asset register and insurance cover are documented together  
(b) certain signed documents were deliberately published without signatures; it has since been confirmed that redacted or mock signatures would be acceptable.  
(c) An earlier comment has been made that supporting documents should be published on the website along with the agenda.

Agenda Item 10 (c)  
Annual Governance and Accountability Report

This return includes the Governance Statement and Accounting Statements both of which must be considered as specific items

SSWE Planning Application Log		ESC Planning Committee meetings are held on the 2nd Tuesday of Each month:									
No	Property	Description	Date Recd	To Clrs	PC Mtg Date	PC Decision	DC advised	Current status/ Final outcome			
DC/19/2195/FUL	Intensive Poultry Units	New environment statement	20/04/2021	20/04/2021	21/04/2021	Objection reiterated 24.8.22		Awaiting decision			
DC/23/4868/FUL	Land off Woodfield Close	9 Houses	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	Borehole	22/03/2024	23/03/2024	17/04/2024	No objection	17/04/2024	Permitted			
DC/24/0895/FUL	Regal Tanks, Ellough	Steel-framed building	25/03/2024	25/03/2024	17/04/2024	No objection	17/04/2024	Permitted			
DC/24/0877/FUL	Adj Regmic, London Road	Proposed detached bungalow	05/04/2024	05/04/2024	17/04/2024	No objection	17/04/2024	Awaiting decision			
DC/24/4479/FUL	Warrens Fm, Warrens Ln	Renovation of existing barn	15/05/2024	15/05/2024	15/05/2024	Support	15/05/2024	Awaiting decision			
DC/24/1832/FUL	1 Whitehall Cottages	Single storey rear extension to existing dwelling	04/06/2024	4-6, 13-6	19/06/2024						
DC/24/1945/PREAPP	Sotterley Cemetry	Pre App Advice re toilet	n/a	n/a	n/a	n/a					
DC/24/1535/FUL	I Brook Cottages	Refurb following flood damage	13/06/2024	13/06/2024	19/06/2024						
DC/24/1536/LBC	I Brook Cottages	Refurb following flood damage	13/06/2024	13/06/2024	19/06/2024						

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	All Earmarked	Total		
<b>RECEIPTS</b>					<b>Recent Transactions</b>	
Precept	8,000	8,000.00	0.00	8,000.00	Previous Bank	22,496.10
Cemetery Fees		250.00	0.00	250.00		
Picnic		0.00	0.00	0.00	<b>Credits</b>	
Miscellaneous Income		0.00	0.00	0.00	Nowell	150.00
Earmarked Funds - Receipts			0.00	0.00	Marshall	100.00
VAT Recovered	391	391.95	0.00	391.95		
<b>TOTAL RECEIPTS</b>	<b>8,391</b>	<b>8,641.95</b>	<b>0.00</b>	<b>8,641.95</b>	<b>Debits</b>	
					Vertas	-331.38
					Vertas	-364.51
					S C Blackburn	-825.49
					A Thornton re Graphic Solutions	-60.00
<b>PAYMENTS</b>						
<b>Administration</b>						
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		0.00	0.00	<b>Net Bank Account</b>	<b>21,164.72</b>
Data Protection	35	0.00	0.00	0.00		
Training	120	0.00	0.00	0.00		
Miscellaneous Expenses	0	71.00	0.00	71.00	<b>Bank Reconciliation</b>	
VAT Paid	0	193.65	0.00	193.65	Lloyds Current Account Statement Balance	22,496.10
	<b>8,018</b>	<b>1,295.27</b>	<b>0.00</b>	<b>1,295.27</b>		
<b>Maintenance</b>					Add: unrepresented credits	0.00
Playing Field Maintenance	1,165	579.91	0.00	579.91		
Playing Field Improvement	0	0.00	0.00	0.00	Less: unrepresented items	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	<b>Net balance</b>	<b>22,496.10</b>
Vehicle Sign		0.00	0.00	0.00		
	<b>2,590</b>	<b>589.90</b>	<b>0.00</b>	<b>589.90</b>	Difference	998.06
<b>Community Events</b>						
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		
	<b>1,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>TOTAL PAYMENTS</b>	<b>11,608</b>	<b>1,885.17</b>	<b>0.00</b>	<b>1,885.17</b>	Chairman	
Surplus (-Deficit) to date	-3,217	6,756.78	0.00	6,756.78	Clerk	
Brought Forward 1.4.2024	6,242	4,874.74	9,866.52	14,741.26	Date	
Transfers between funds		500.00	-500.00	0.00		
			0.00	0.00		
			0.00	0.00		
			0.00	0.00		
Surplus/Deficit	-3,217	6,756.78	0.00	6,756.78		
Carried Forward	3,025	12,131.52	9,366.52	21,498.04		
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  
 Your Account  
 SPRING COTTAGE  
 HARES LANE  
 WESTHALL  
 IP19 8RG

Sort Code 30-90-89  
 Account Number 36641160

**TREASURERS ACCOUNT**

01 May 2024 to 31 May 2024

<b>Money In</b>	£250.00	<b>Balance on 01 May 2024</b>	£22,496.10
<b>Money Out</b>	£1,581.38	<b>Balance on 31 May 2024</b>	£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**

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