

# 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 18<sup>th</sup> SEPTEMBER 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  
11 September 2024

### AGENDA

1	Apologies for absence
2	Declarations of interests
3	To sign as an accurate record the minutes of the meeting held on 17 July 2024
4	Chair's Opening Statement
5	Meeting open for questions and comments from members of the public
6	Reports from County and District Councillors
7	Putting the 2024/2025 Plan into action <ul style="list-style-type: none"><li>a. <u>Community</u><ul style="list-style-type: none"><li>• 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:</li><li>• DC/19/2195/FUL – Proposed Intensive Poultry Units</li><li>• DC/23/4868/FUL – Proposed development at Woodfield Close</li><li>• DC/24/1610/EIA – Beccles and Worlingham Garden Neighbourhood</li><li>• Restarting the luncheon club</li><li>• Village Fair</li><li>• Purchase and planting of spring bulbs</li></ul></li><li>b. <u>Infrastructure</u><ul style="list-style-type: none"><li>• Speed indicators – potential for repair</li><li>• Defibrillator – inspection and maintenance arrangements</li><li>• Playing Field – inspection and maintenance arrangements</li><li>• Playing field – Update on Assets of Community Value and immediate improvements</li><li>• Sotterley Chapel and Cemetery – update from recent meetings</li><li>• Missing road sign</li><li>• Notice board - progress</li></ul></li><li>c. <u>Communication</u><ul style="list-style-type: none"><li>• Communications working group – update including creation of WhatsApp groups</li><li>• To consider the creation of a .gov domain and related email addresses</li></ul></li></ul>
8	Council Operations <ul style="list-style-type: none"><li>a. Finance:<ul style="list-style-type: none"><li>• To note the financial situation and bank reconciliations as at 31 July 2024</li><li>• To approve payment of outstanding invoices</li></ul></li><li>b. Insurance: To consider proposals for renewal of the Councils insurances for 2024/2025</li><li>c. Budget: To consider initial proposals for the Council's budget for 2025/2026</li><li>d. Formation of a HR Committee and update on recruitment of a new Clerk</li><li>e. Councillor Training</li></ul>
	Other items for discussion

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council  
Agenda for 18 September 2024 – Supplementary Information

Agenda Item 7(a)

Community

Planning Applications

DC/19/2195/FUL – Proposed IPUs.

The deadline for comments on the revised documentation has been extended to allow discussion by the Parish Council on 18 September. Comments will need to be submitted immediately after the meeting to ensure that they are taken into account.

DC/23/4868/FUL – Proposed development near Woodfield Close

Revised documents were circulated to Councillors on 1 August with a request for comment. In the absence of any comment, I reiterated the grounds of our initial objection, notably the effect of the layout on the privacy at Crossbow Cottage.

DC/24/1610/EIA – Beccles and Worlingham Garden Neighbourhood

Public meetings have been held to discuss this major development south of Beccles. The ESC planning pages only refer to the need for an Environmental Impact Assessment. A website has been set up for comments: [www.bwgn.co.uk](http://www.bwgn.co.uk). None of the proposed development is in the Parish of Ellough.

Purchase and planting of spring bulbs

Cllr C Ellis to provide a recommendation for costs and siting.

Agenda Item 7(b)

Infrastructure

Speed indicator devices

I have circulated the opinion of Jordan Hindes who has been looking at the SIDs. His view is that it may not be worth proceeding. A decision will therefore be required to write the equipment off and dispose of it formally.

Defibrillator

Update – Cally and Robbie dealing

Playing Field

A checklist has been devised for inspections, the frequency to be determined by the Council (weekly, bi-weekly or monthly?)

## Proposals for Churchyard Maintenance

As Graham Fisher is unable to continue to work in the cemetery alternatives have been researched, including potential people and the likely costs, to continue to provide a wildflower haven and maintaining access to graves.

Paths and Triangle: Regularly mowed to promote access

12 cuts p.a. focussed on March to October

Cost: 12 x 1.5 hrs = 18 hrs at say £14 pa £252

Wildflowers:

1 light strim early March

Complete strim in August, left for two weeks to allow seeding, then cleared by volunteers

Cost: 3 days, 8hrs per day @ £100 per day £300 but say £350

Mower servicing

Est £150

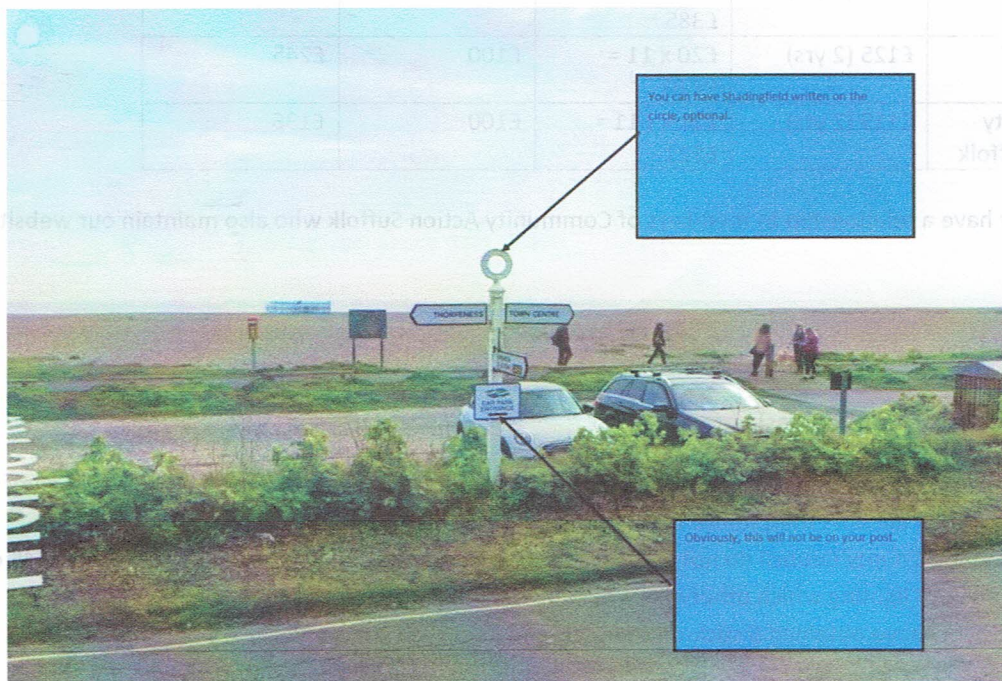
Petrol: tbd

Total say £750 plus petrol

Hedge: Sotterley Estate to be asked to do this pro bono.

## Missing Sign A145

The County Council have indicated that a cost of £1,500 may be required to replace the sign with something along the lines of this:



Alternatively, they may replace it with steel signs of the standard type, or not replace it at all. I have asked for clarification of the latter points.

#### Notice Board

Although promised for the end of August, I have now been promised an update on 11 September and will update the meeting if this is not received in time for the agenda.

#### Agenda Item 7(c)

##### Communication

##### WhatsApp

Authorisation of a WhatsApp structure, update on trials  
Update on the creation of a WhatsApp – Andy/Cally

##### Domain and email changes

Three quotations have been obtained, all are from registered providers.

	Domain hosting	Mailboxes (11)	Discount if still available	Cost this/first year
Cuttlefish	£150 (2 yrs)	£35 x 11 = £385	£100	£435
Vision ICT	£125 (2 yrs)	£20 x 11 = £220	£100	£245
Community Action Suffolk	£115 (2 yrs)	£11 x 11 = £121	£100	£136

We already have a relationship as members of Community Action Suffolk who also maintain our website.

#### Agenda Item 8 (a)

##### Approval of outstanding invoices

During my site meeting with Suffolk CC, a complaint was made about the 30 mph reminder signs, some of which are faded. It appears that, unlike the road markings, the police place no value on these as a deterrent and the County Council do not normally maintain or replace them. This is a pity as the A145 does not have the street lighting which otherwise would be a reminder about the speed limit. With County Council's advice, I have obtained 6 stick-on roundels and identified 4 sites.

To	For	Net	VAT	Gross
Joel Spurdens	Mole catching and lost equipment	255.00	51.00	306.00
SALC	Training – Jonathan Ward	32.00	6.40	38.40
S C Blackburn	Salary August and September and expenses inc 30 mph signage	722.80	10.56	733.36

**Agenda Item 8(b)**

**Insurance**

The Council has a long-term agreement with its current insurers which expires on 30 September. In accordance with our regulations, three alternative quotes have been obtained, both for an annual premium and for a further long-term undertaking (LTU).

The effect of having a long-term agreement is that it will protect us from some, but not all, inflationary pressures and from premium increases should a claim occur.

	Previous Year	Single Year Quote	LTU Quote
Clear Council (ex BHIB)	£579.03	£730.47	£701.44
Community Action Suffolk (Ansva)		£831.76	£796.87
Zurich		£1,289.07	£1,184.79

**Agenda Item 8(c)**

**Budget for 2025/2026**

The final decision point will be the November meeting.

The effect of insurance premium increases, the additional costs relating to new domain names etc and the need to cover known costs in the Council's precept are likely to result in an increase in the precept next year. A detailed budget, with options, will be presented by the time of the October meeting.

Live	SSWE Planning Application Log	ESC Planning Committee meetings are held on the 2nd Tuesday of Each month:																	
Live	Parish	No	Property	Description	Date Recd	To Clifs	PC Mtg Date	PC Decision	DC advised	Current status/ Final outcome									
Live	S	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									
Live	S	DC/19/2195/FUL	Intensive Poultry Units	Revised documentation	07/08/2024	07/08/2024	18/09/2024			Awaiting decision									
Live	S	DC/19/2195/FUL	Intensive Poultry Units	New documentation date 30 May 2024	08/08/2024	07/08/2024	18/09/2024			Awaiting decision									
Live	S&W	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.	26/01/2024	Awaiting decision									
Live	S&W	DC/23/4868/FUL	Land off Woodfield Close	9 Houses, further documentation	01/08/2024	01/08/2024	18/09/2024			Awaiting decision									
Live	S	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	Permitted									
Live	So	DC/24/1535/FUL	1 Brook Cottages	Refurb following flood damage	13/06/2024	13/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision									
Live	So	DC/24/1536/LBC	1 Brook Cottages	Refurb following flood damage	13/06/2024	13/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision									
Live	So	DC/24/1537/FUL	2 Brook Cottages	Refurb following flood damage	14/06/2024	14/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision									
Live	So	DC/24/1538/LBC	2 Brook Cottages	Refurb following flood damage	14/06/2024	14/06/2024	19/06/2024	Support	19/06/2024	Awaiting decision									
Live	Sh	DC/24/1983/FUL	Church Farm, London Road	Construction of a new wood drying kiln	14/06/2024	14/06/2024	19/06/2024	Support, noise from old unit note:	19/06/2024	Withdrawn									
Live	E	DC/24/2186/FUL	MH Goals, Ellough	New canopy	09/07/2024	09/07/2024	17/07/2024	Support	18/07/2024	Permitted									

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

As at 31 July 2024											
	Budget	General Fund	Playing Field	Shad Lunch Club	Ellough Sign	Laptop	Picnic	All Earmarked	Total		
<b>RECEIPTS</b>											
Precept	8,000	8,000.00						0.00	8,000.00	<b>Recent Transactions</b>	
Cemetery Fees		250.00						0.00	250.00	Previous Bank	20,076.48
Picnic		0.00						0.00	0.00	<b>Credits</b>	
Miscellaneous Income		0.00						0.00	0.00		
Earmarked Funds - Receipts								0.00	0.00		
VAT Recovered	391	391.95						0.00	391.95	<b>Debits</b>	
<b>TOTAL RECEIPTS</b>	<b>8,391</b>	<b>8,641.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,641.95</b>	Vertas	-364.51
<b>PAYMENTS</b>										M H Goals	-132.48
<b>Administration</b>										DCBL - Bailiffs	-90.00
Staff Costs	5,308	1,539.00						0.00	1,539.00	East Suffolk CAB	-250.00
Payroll Costs	100	45.00						0.00	45.00	S C Blackburn	-363.82
Mileage	200	75.65						0.00	75.65		
Printing Stationery & Postage	250	71.85						0.00	71.85		-1,200.81
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	177.00						0.00	177.00		
Laptop	500	383.31						0.00	383.31	<b>Net Bank Account</b>	<b>18,875.67</b>
Data Protection	35	0.00						0.00	0.00		
Training	120	0.00						0.00	0.00	<b>Bank Reconciliation</b>	
Miscellaneous Expenses	0	146.00						0.00	146.00	Lloyds Current Account Statement Balance	18,875.67
VAT Paid	0	340.53						0.00	340.53	Add: unrepresented credits	0.00
	<b>8,018</b>	<b>3,015.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,015.21</b>	Less: unrepresented items	0.00
<b>Maintenance</b>											
Playing Field Maintenance	1,165	998.82						0.00	998.82	<b>Net balance</b>	<b>18,875.67</b>
Playing Field Improvement	0	0.00						0.00	0.00	Difference	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	220.00						0.00	220.00		
General Maintenance	500	13.52						0.00	13.52		
Vehicle Sign	2,590	0.00						0.00	0.00		
		<b>1,242.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,242.33</b>		
<b>Community Events</b>											
Raising the Parish Profile		0.00						0.00	0.00		
Grants and Donations	1,000	250.00						0.00	250.00		
Earmarked Funds - Payments								0.00	0.00		
	<b>1,000</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>		
<b>TOTAL PAYMENTS</b>	<b>11,608</b>	<b>4,507.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,507.54</b>	Chairman	
Surplus (-Deficit) to date	-3,217	4,134.41	0.00	0.00	0.00	0.00	0.00	0.00	4,134.41	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	4,134.41						0.00	4,134.41		
Carried Forward	<b>3,025</b>	<b>9,509.15</b>	<b>7,437.64</b>	<b>433.38</b>	<b>1,000.00</b>	<b>0.00</b>	<b>495.50</b>	<b>9,366.52</b>	<b>18,875.67</b>		
Playing Field								<b>7,437.64</b>			
Luncheon Club								<b>433.38</b>			
Ellough Village Sign								<b>1,000.00</b>			
Picnic								<b>495.50</b>			

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 July 2024 to 31 July 2024

<b>Money In</b>	£0.00	<b>Balance on 01 July 2024</b>	£20,076.48
<b>Money Out</b>	£1,200.81	<b>Balance on 31 July 2024</b>	£18,875.67

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
17 Jul 24	VERTAS GROUP LTD 400000001392854868 VG00-	FPO		364.51	19,711.97
17 Jul 24	MH GOALS LTD 100000001378854633 19170	FPO		132.48	19,579.49
17 Jul 24	DCBL LTD 300000001391437603 1905346	FPO		90.00	19,489.49
17 Jul 24	STEPHEN BLACKBURN 300000001391438250 SALARY	FPO		363.82	19,125.67
26 Jul 24	000244	CHQ		250.00	18,875.67

**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			