

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 17 April 2024 at 7.00 pm

Present:

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

Absent: Cllr Mather.

In attendance:

Mr S C Blackburn (Clerk), County Cllr J Cloke and one member of the public.

24.052 Apologies for Absence: Cllrs Blunn (Holiday), Chipperfield (family reasons) and London (unwell), District Cllr A Spec.

RESOLVED: that the apologies be accepted.

24.053 Declarations of Interest and Requests for Dispensations: None.

24.054 To sign as an accurate record the minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 20 March 2024 be signed as a correct record.

24.055 Public Participation: None.

24.056 Reports

Reports had been circulated as and when received and were held on file.

(a) Chair

The Chair reported that she and Cllr Thornton had met PCSO Rob Cunningham and discussed issues of concern, notably traffic and speeding. It was agreed that the statistics from the recent ANPR visit would be passed on to PSCSO Cunningham.

The Chair, Cllr Thornton and the Clerk had met to discuss the handover of the chairmanship and plans for the forthcoming year. Cllr Thornton introduced his plan for 2024-25 based on five themes of community, infrastructure, environment, communication and connections. These themes included the need to communicate with all residents and to treat change on a project basis, asking for short-term commitment. Under community he emphasised the linking of the three community assets of the Pub, the Village Hall and the Playing Field. Under infrastructure, the application of the Neighbourhood Development Plan to proposed developments; the sustainability of the environment and the need to connect with nearby communities where mutual interest was served.

In discussion there were suggestions of a village fair in 2025, re-launch of the luncheon club and the use of flyers or newsletters to increase awareness of the Parish Council, which may need perseverance. The position of Chair of the Council would be subject to a limit of two years to ensure a fresh approach and to avoid the deterrence of a long term commitment.

RESOLVED: that the plan be ratified as a working document for the forthcoming year.

(b) County Councillor(c) District Councillors

Reports had been circulated as and when received and are held on file.

(d) Police: No report received.

RESOLVED: that the reports be noted.

24.057 Planning Applications

(a) New Applications:

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

DC/24/0797/FUL: Proposed borehole at Moat Farm, Mill Lane

RESOLVED: Not to object to the proposals.

DC/24/0895/FUL: New buildings at Regal Tanks, Ellough

RESOLVED: Not to object to the proposals.

DC/24/0877/FUL: Proposed new dwelling adj. to 'Regmic', London Road

It was noted that the proposals were in accordance with Para HP3 of the Neighborhood Plan

RESOLVED: Not to object to the proposals.

(b) Updates on previously considered applications

Proposed anaerobic digester: Cllr C Ellis was not now able to attend the site meeting or the meeting of the County Council Planning Committee. Our views would be represented by other parish councils.

DC/23/4868/FUL: Proposed development at Woodfield Close. It was agreed that the Clerk should reiterate the objections to the plans, specifically their being contrary to Policy HP1b(iv) (page 25) of the Neighbourhood Development Plan in respect of the effect on the privacy of Crossbow Cottage.

24.058 Village Matters

(a) Date and Arrangements for the Annual Parish Meeting: To take place on Wednesday 15 May, to start at 6.45 pm.

(b) Legal action: No further report at present. Cllr C Ellis asked for the equipment to be removed. It may be that someone could be found to examine the equipment but in the meantime Cllr Chipperfield would be asked whether she would be able to find the space.

(c) Assets of Community Value: Cllr R Ellis had spoken to Mr Andy Jolliffe at East Suffolk Council who has confirmed that a new application will be required. It was agreed that this should include the whole parcel of land rather than just the area occupied by the playing field. ACVs expire after five years and Cllr R Ellis would enquire if we will be advised or whether the Parish Council would need to diarise to re-apply.

(d) Straw on the highway: Mr Prior returned our call and the Clerk explained that we understood the situation but were keen to minimise mess and would like to use what influence we have to get East Suffolk Council to co-ordinate road sweeping activity. He bales other peoples straw as well as his own and brings it to site then sells it on. This is in certain months only and January to May inclusive were mentioned. The volume is about 1,000 tonnes per month. This month's started yesterday (15th) and will continue for two weeks. He has agreed to let us know when future loads are planned. The discussion was amicable and it was left that the Parish Council would contact ESC in the hope of arranging a sweep, say in the week commencing 29 April or just after.

(e) Notice Board Repairs: Work by Beccles Men's Shed is awaited.

(f) Blocked Bridleway at Ellough: The Clerk will follow this up with Suffolk CC.

(g) Litter Pick, 24 March: About six people took part, not much litter was collected. Another litter pick will be arranged for later in the year.

(h) Future articles for Sheaf Magazine: Cllr Chipperfield will be asked to write the next article.

(i) Cemetery and Chapel: The Clerk will meet Dr Helen Bynum on this coming Friday to consider tree health and a meeting of the liaison group will take place in the near future.

(j) Condition of Bus Stop Sign: Following concerns about a low-hanging bracket, the Clerk had arranged with Border Bus to have the metal cut away, which had been done. A letter of thanks had been sent to the Company, It was noted that the bus shelter was the property of the Parish Council although responsibility for the flags was unclear.

(k) Chartres Piece: The Clerk had established contact with the relevant department at East Suffolk Council who would be asked to progress some improvements.

24.059 Playing Field

The Clerk had contacted the Estate with a request for an update on the lease and drainage questions but none had yet been forthcoming.

24.060 Finance

(a) To note the financial situation and bank reconciliation as at 31 March 2024

RESOLVED: That the situation as shown in Appendix 2 be noted.

(b) To approve payment of outstanding invoices

RESOLVED: That the payments listed in Appendix 1 be authorised.

24.061 Items for discussion at the next meeting: None.

24.062 Date of next meeting: Wednesday 15<sup>th</sup> May 2024. The Annual Parish Meeting to start at 6.45 pm, followed by the Annual Parish Council Meeting at about 7.00pm.

The meeting closed at 8.25 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
ib	Suffolk ALC	Membership Subscription 2024/2025	236.87	-	236.87
ib	Suffolk ALC	6 months payroll to 31.3.2024	45.00	9.00	54.00
ib	East Suffolk Services Ltd	Bin emptying	9.99	2.00	11.99
ib	S C Blackburn	Salary and expenses April	334.25	-	334.25

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

Appendix 2 Budget and Bank Reconciliation at 31 March 2024

As At 31 March 2024

	Budget	General Fund	Playing Field	Shad Lunch Club	Elough Sign	Laptop	Pincic	All Earmarked	Total
<b>RECEIPTS</b>									
Precept	7,500	7,500.00				500.00		500.00	8,000.00
Cemetery Fees		100.00						0.00	100.00
Picnic		0.00						0.00	0.00
Miscellaneous Income		512.00						0.00	512.00
Earmarked Funds - Receipts								0.00	0.00
VAT Recovered	1,427	1,427.22						0.00	1,427.22
<b>TOTAL RECEIPTS</b>	<b>8,927</b>	<b>9,539.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>10,039.22</b>
<b>PAYMENTS</b>									
<b>Administration</b>									
Staff Costs	5,050	5,285.00						0.00	5,285.00
Payroll Costs	105	45.00						0.00	45.00
Mileage	220	131.40						0.00	131.40
Printing Stationery & Postage	120	131.35						99.50	230.85
Insurance	600	579.03						0.00	579.03
Hall Hire	210	146.00						0.00	146.00
Web Hosting	55	50.00						0.00	50.00
Membership & Subscriptions	450	344.65						0.00	344.65
Audit	180	216.00						0.00	216.00
Laptop								0.00	0.00
Data Protection	35	35.00						0.00	35.00
Training	100	60.00						0.00	60.00
Miscellaneous Expenses	0	108.71						0.00	108.71
VAT Paid	0	391.95						0.00	391.95
	7,125	7,524.09	0.00	0.00	0.00	0.00	0.00	99.50	7,623.59
<b>Maintenance</b>									
Playing Field Maintenance	1,038	923.90						0.00	923.90
Playing Field Improvement	0	0.00						0.00	0.00
Notice Board Repairs	400	0.00						0.00	0.00
Playground Inspection	80	65.00						0.00	65.00
Bin Emptying	50	39.96						0.00	39.96
Pest Control	200	0.00						0.00	0.00
Cemetery Management	500	512.00						0.00	512.00
General Maintenance	400	475.00						0.00	475.00
Vehicle Sign		260.14						0.00	260.14
	2,668	2,276.00	0.00	0.00	0.00	0.00	0.00	0.00	2,276.00
<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
	1,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL PAYMENTS</b>	<b>10,793</b>	<b>9,800.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>99.50</b>	<b>9,899.59</b>
Surplus (-Deficit) to date	-1,866	-260.87	0.00	0.00	0.00	500.00	0.00	400.50	139.63
Brought Forward 1.4.2023	6,242	5,135.61	5,000.00	433.38	1,000.00	0.00	495.50	9,466.02	14,601.63
Transfers between funds			837.64					0.00	0.00
			250.00					0.00	0.00
			600.00					0.00	0.00
			750.00					0.00	0.00
Surplus/Deficit	-1,866	-260.87	0.00	0.00	0.00	500.00	0.00	400.50	139.63
Carried Forward	4,376	4,874.74	7,437.64	433.38	1,000.00	500.00	495.50	9,866.52	14,741.26

Recent Transactions	
Previous Bank	
Credits	
Debits	
S C Blackburn	
Information Commissioner	
P30 Jan-Mar	
Village Hall Hire	
Bus stop fencing	
T Blunn Land Registry map	
Net Bank Account	

Bank Reconciliation	
Lloyds Current Account Statement Balance	
Less: unrepresented items	
Add: credits in course	
Net balance	
Difference	

Chairman	_____
Clerk	_____
Date	_____

\_\_\_\_\_ Chair

\_\_\_\_\_ Date

Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_