

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 16<sup>th</sup> April 2025 at 7.00 pm

**Present:**

Councillors: A Thornton (Chair), R. London, R. Ellis, C Ellis, T.Blunn , J. Sheldrake, A. Chipperfield and D. Drane.

**In attendance:**

V. Ellis (Clerk) and District Cllr T. Hammond

25.039 Apologies for Absence: District Cllr A Specca, County Cllr J. Cloke, Cllr T. Blunn and Cllr J. Ward

RESOLVED: that the apologies be accepted.

25.040 Declarations of Interest and Requests for Dispensations

None

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

RESOLVED: that the minutes of the meeting held on 19<sup>th</sup> March 2025 be signed as a correct record.

25.042 Chair's Opening Statement

Cllr Thornton welcomed everyone to the meeting. Cllr Thornton thanked Cllr C. Ellis for circulating information regarding the appeal hearing for the Anaerobic Digester - APPV/V3500/W/24/3354097. Cllr Thornton reminded the council he would be stepping down as Chair and a new Chair should be elected. The next meeting, which includes the annual parish meeting and the parish council meeting, will be held on Wednesday 21<sup>st</sup> May 2025, at 6:30 pm.

25.043 Public Participation

None

25.044 Reports from County and District Councillors

District Cllr T. Hammond commented on the devolution and restructuring of local government. The elections scheduled for May have been cancelled while the restructuring is under consideration. No more elections for Suffolk County Council or East Suffolk Councils will take place. There is hope that there will be multiple unitary authorities in Suffolk.

Cllr Hammond noted that a decision on the Mill Lane poultry production unit (DC/19/2195/FUL) is expected from East Suffolk planning within weeks. Cllr R. Ellis referred to documentation not being to scale, this was brought to attention; no attempt has been made to correct this. Cllr R. Ellis also commented that the points in the Judicial review had not been resolved by the applicant. Cllr Thornton proposed the parish council write an additional letter of objection. Cllr C. Ellis offered to action the letter of objection.

Cllr Hammond commented on the incinerator at VC Cooke's in Ellough; Suffolk County Council granted permission for work to begin, a permit is yet to be issued for the incinerator to operate.

25.045 Community

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

	<p>(a) <u>Planning</u></p> <p>Appeal -APPV/V3500/W/24/3354097- Land at Copeland Way, Ellough, Beccles, NR34 7TL – Appeal Dismissed.</p> <p>(b) <u>Playing Field</u></p> <p>Cllr Thornton met with Tom Brown from Sotterley Estate to discuss the playing field and the land off Woodfield Close. Cllr Thornton invited Tom Brown to the parish council meeting to address any concerns. All councillors discussed the lease for the playing field. Cllr Thornton will reach out to Tom Brown to clarify the lease terms, specifically addressing the break clause, renewal conditions, tax implications, and the use of a correspondence address outside of the United Kingdom.</p>
25.046	<p><u>Infrastructure</u></p> <p>(a) <u>Sotterley Chapel and Cemetery</u></p> <p>Mr Waters will be completing any maintenance required at the cemetery. Councillor Drane is willing to communicate with the chapel trust concerning the maintenance of the cemetery.</p> <p>(b) <u>Damaged road sign opposite the Fox</u></p> <p>Suffolk Highways are aware of the design for the sign, the clerk is awaiting correspondence from them for a date of installation.</p>
25.047	<p><u>Communication</u></p> <p>(a) <u>To consider the creation of a gov. domain and related email addresses</u></p> <p>The clerk is awaiting a response from CAS regarding the chosen domain name. The choice will be circulated to Cllr's when it is received by the clerk.</p>
25.048	<p><u>Council Operations</u></p> <p>(a) <u>To note the financial situation and bank reconciliation as at 31<sup>st</sup> March 2025</u></p> <p>Proposed by Cllr R. Ellis, seconded by Cllr A. Thornton, and RESOLVED that the report dated 31<sup>st</sup> March 2025 and attached to these minutes be accepted.</p> <p>(b) <u>Payment of outstanding invoices</u></p> <p>Proposed by Cllr R. Ellis, seconded by Cllr A. Thornton and RESOLVED: That the payments listed in Appendix 1 be authorised.</p> <p>(c) <u>Banking – change of signatures</u></p> <p>The previous clerk has been removed from banking duties, and the current clerk has been added.</p> <p>(d) <u>Microsoft 365</u></p> <p>The current Microsoft 365 licence is due to expire, the council unanimously agreed to renew the licence at a cost of approximately £90.00. The clerk to action this. Proposed by Cllr C. Ellis, seconded by Cllr D. Drane</p>

	<p>(e) <u>Society of Local Council Clerks</u></p> <p>The clerk will have access to this on a trial period to see if this will be beneficial for the council to purchase in the future.</p>
25.049	<p><u>Other items for discussion</u></p> <p>The village hall committee has approved the installation of up-lighters for the village sign and the placement of a Christmas tree outside the village hall. The parish council will cover the cost of the electricity supply. The village hall committee will estimate the expense and include this amount in the annual bill for hall hire.</p> <p>A resident in Ellough has raised a concern with property possibly being used as a residential dwelling without permission, the clerk will contact East Suffolk Planning to raise the concern.</p> <p>Residents in Shadingfield have reported a tent in a wooded area of a field belonging to Sotterley Estate, if there are any concerns please contact Sotterley Estate.</p>
25.050	<p>The meeting closed at 8.26pm</p> <p>Date of next meeting: Annual Parish Meeting &amp; Parish Council Meeting, Wednesday 21<sup>st</sup> May 2025.</p>

#### Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
V. Ellis	Salary March	410.90		410.90
SALC	6 Month payroll service	45.00	9.00	54.00
SALC	Membership subscription	234.53		234.53

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

As at 31st March 2025

	Budget	General Fund	All Earmarked	Total
<b>RECEIPTS</b>				
Precept	8,000	8,000.00	0.00	8,000.00
Cemetery Fees		775.00	0.00	775.00
Picnic		0.00	0.00	0.00
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>TOTAL RECEIPTS</b>	<b>8,391</b>	<b>9,166.95</b>	<b>0.00</b>	<b>9,166.95</b>
<b>PAYMENTS</b>				
<b>Administration</b>				
Staff Costs	5,308	6,453.20	0.00	6,453.20
Payroll Costs	100	90.00	0.00	90.00
Mileage	200	169.70	0.00	169.70
Printing Stationery & Postage	250	181.66	0.00	181.66
Insurance	600	701.44	0.00	701.44
Hall Hire	220	206.00	0.00	206.00
Web Hosting	55	50.00	0.00	50.00
Membership & Subscriptions	450	245.37	0.00	245.37
Audit	180	177.00	0.00	177.00
Laptop	500	383.31	0.00	383.31
Data Protection	35	47.00	0.00	47.00
Training	120	128.00	0.00	128.00
Miscellaneous Expenses	0	221.00	0.00	221.00
VAT Paid	0	601.22	0.00	601.22
	<b>8,018</b>	<b>9,654.90</b>	<b>0.00</b>	<b>9,654.90</b>
<b>Maintenance</b>				
Playing Field Maintenance	1,165	1,861.34	0.00	1,861.34
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	49.95	0.00	49.95
Pest Control	200	0.00	0.00	0.00
Cemetery Management	400	220.00	0.00	220.00
General Maintenance	500	212.53	0.00	212.53
Vehicle Sign		0.00	0.00	0.00
	<b>2,590</b>	<b>2,343.82</b>	<b>0.00</b>	<b>2,343.82</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>250.00</b>
<b>TOTAL PAYMENTS</b>	<b>11,608</b>	<b>12,248.72</b>	<b>0.00</b>	<b>12,248.72</b>
Surplus (-Deficit) to date	<b>-3,217</b>	<b>-3,081.77</b>	<b>0.00</b>	<b>-3,081.77</b>
Brought Forward 1.4.2024	6,242	4,874.74	9,866.52	14,741.26
Transfers between funds		500.00	-500.00	0.00
			0.00	0.00
			0.00	0.00
Surplus/Deficit	<b>-3,217</b>	<b>-3,081.77</b>	<b>0.00</b>	<b>-3,081.77</b>
Carried Forward	<b>3,025</b>	<b>2,292.97</b>	<b>9,366.52</b>	<b>11,659.49</b>

Recent Transactions		
Previous Bank		12,839.34
<b>Credits</b>		
<b>Debits</b>		
V. Ellis	-835.30	
Village Hall Hire Costs	-206.00	
C.Ellis	-35.10	
East Suffolk Services Ltd	-47.95	
ICO - Data Protection	-47.00	
Service Charge 449630182	-4.25	
Service Charge 452038563	-4.25	
		-1,179.85
<b>Net Bank Account</b>		<b>11,659.49</b>

Bank Reconciliation	
Lloyds Current Account Statement Balance	11,659.49
Add: unpresented credits	0.00
Less: unpresented items	0.00
<b>Net balance</b>	<b>11,659.49</b>
Difference	0.00

Chairman		
Clerk		
Date		

Playing Field	7,437.64
Luncheon Club	433.38
Ellough Village Sign	1,000.00
Picnic	495.50
	<b>9,366.52</b>

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

