

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

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

Present:

Councillors A Thornton (Chair), Blunn, Chipperfield, Drane, C Ellis, R Ellis, London, Sheldrake and Ward.

In attendance:

Mr S C Blackburn (Clerk), District Cllr T Hammond, no members of the public.

24.105	<p><u>Apologies for Absence:</u> District Cllr A Specia.</p> <p>RESOLVED: that the apologies be accepted.</p>
24.106	<p><u>Declarations of Interest and Requests for Dispensations:</u> None.</p>
24.107	<p><u>To sign as an accurate record the minutes of the previous meeting</u></p> <p>RESOLVED: that the minutes of the meeting held on 19 June 2024 be signed as a correct record.</p>
24.108	<p><u>Public Participation:</u> None.</p>
24.109	<p><u>Chair's Opening Statement</u></p> <p>Cllr Thornton thanked the Clerk for the prompt supply of new goal nets which he felt had improved the appearance of the field. A short list of minor improvement had been drawn up but awaited drier weather; the informal access from Sotterley Road had been cut back. The Comms group had met and a flyer for the Fit Villages initiative had been delivered to all houses. The Village Fair group will meet shortly, and Cllr London had agreed to take part. He and the Clerk had attended the AGM of Suffolk Association of local Councils.</p>
24.110	<p><u>Reports from County and District Councillors</u></p> <p>District Cllr Hammond noted the election of Adrian Ramsay as our new MP, his first comments emphasised his support for the constituency. Cllr Hammond had met Tom Barne that day and the playing field lease was discussed with Mr Barne reiterating his intention to re-issue the lease which is being managed by Mr Tom Brown.</p>
24.111	<p><u>Putting the 2024/2025 Plan into action:</u></p> <p>(1) <u>Community</u></p> <p>(a) <u>New Planning Applications</u> DC/24/2186/FUL: New canopy at MH Goals, Ellough RESOLVED: to support the application</p> <p>(b) <u>Updates on previously considered applications</u> DC/19/2195/FUL: intensive poultry units. Although an email had been received from the applicant, indicating revised documentation had been prepared, no further information had been loaded to the East Suffolk Council website.</p> <p>(c) <u>Luncheon Club</u> Cllr C Ellis is working on proposals based on previous work</p> <p>(d) <u>Village Fair:</u> deferred.</p> <p>(e) <u>Playing Field</u></p>

	<ul style="list-style-type: none"> <li>• Lease: See 24.110 above.</li> <li>• Asset of Community Value: ESC appears to have had no response from the landowner and it should be signed off on 21 July.</li> <li>• Repairs: Work is scheduled to brace the fence posts, possibly replace the gate, clean and service the swings and paint the frames.</li> <li>• Cllr C Ellis reported that moles have become a problem, and the Clerk will contact the catcher.</li> </ul> <p>(f) <u>Proposed Toilet at Sotterley Cemetery</u></p> <p>Discussion took place on the suitability of the toilet in the context of the chapel and on the type of path to be laid, with a wooden removable path being suggested. This will be passed on to the trust. RESOLVED: to agree in principle to the location of a toilet at the Cemetery, subject to planning permission being granted.</p> <p>(g) <u>Representation of the Parish Council on the Sotterley Chapel Preservation Trust</u></p> <p>Discussion took place on the need for a representative on the Sotterley Chapel Preservation Trust. Such a representative is mandated in their trust deed although it was stressed that this person would not be a trustee and would not necessarily vote on matters exclusive to the Trust. RESOLVED: that the Parish Council take up the position on the Sotterley Chapel Preservation Trust on this basis.</p> <p>Cllr David Drane, being willing to take up the position, was nominated and accepted.</p>
24.112	<p>(2) <u>Infrastructure</u></p> <p>(a) <u>Speed Indicating Devices</u></p> <p>It was agreed that Mr Hindes could do further work if he felt that there was a probability greater than 50% that a working machine could emerge. Cllr Ward questioned the long-term viability and wondered if either machine could be repaired to be able to pass a PAT test. It was agreed that Mr Hindes should do further work without cost to establish viability.</p> <p>(b) <u>Defibrillator</u></p> <p>Cllr C Ellis expressed a wish to give up the occasional tests of the defibrillator, which are prompted by emails from the scheme administrator. Although no volunteer came forward, Cllr London would ask if a member of her family would take it on.</p> <p>(c) <u>Playing Field Inspection</u></p> <p>The Clerk reported that he was not aware of any intermediate checking, although the area is subject to an annual professional inspection. As no volunteer came forward, he, being trained in playground inspection, would take on the task for the time being.</p>
24.113	<p>3 <u>Communications</u></p> <p>The working party comprising Cllrs Thornton, Ward and C Ellis had met to discuss the formation of a WhatsApp group and acknowledge the need for the Council's mobile phone to be upgraded.</p> <p>NALC were strongly recommending the use of .gov.uk domains and that each Councillor should have a linked email. The Clerk is to attend a presentation on this subject on 29 July and would report back.</p>
24.114	<p><u>Council Operations</u></p> <p>(a) <u>Budget and Reconciliation Report</u></p> <p>Proposed by Cllr Drane, seconded by Cllr Blunn and RESOLVED that the report dated 30 June 2024 and attached to these minutes be accepted.</p>

**(b) Payment of outstanding invoices**

Proposed by Cllr C Ellis, seconded by Cllr London and RESOLVED: That the payments listed in Appendix 1 be authorised.

**(c) Request for financial assistance – East Suffolk Citizens Advice Bureau**

Proposed by Cllr Drane, seconded by Cllr Blunn and RESOLVED: that a grant of £250.00 would be made.

**(d) Review of the Council's Standing Orders and Financial Regulations**

The Clerk reported that he had reviewed the Council's Standing Orders and found no need to make any changes at this point.

The Clerk also reported that a new version of the Model Financial Regulations had been published by NALC with a strong recommendation that Councils should adopt it.

It was agreed that the template should be altered at para. 5.15 to clarify that payments above £500 would need to be authorised by the full Council. Discussion also took place as to the clarity of the documentation with regard to the roles of 'Clerk' and 'Responsible Finance Officer' and how this should be presented where the roles are taken by the same person. It was agreed that a clause be added to the document to acknowledge that roles were combined, that references to one role included the other and that any splitting of the roles in future would require a further review of the document. RESOLVED: that the revised version, with the above changes, be adopted.

(e) Councillor Training. (a) RESOLVED: that Cllr C Ellis may attend the Digital Skills course offered by SALC at a cost of £35. (b) The availability of SALC's Zoom training would be re-advised to Cllr Ward.

The meeting closed at 8.35 pm.

Date of next meeting: Wednesday 18<sup>th</sup> September 2024.

**Appendix 1 – Payments Authorised**

	To	For	Net	VAT	Gross
FP25	Griffin Horse Logging	Tree work at Cemetery (confirmation of payment)	220.00	-	220.00
FP26	MH Goals	New football nets	110.40	22.08	132.48
FP27	Vertas Group Ltd	Grounds maintenance July-September	303.76	60.75	364.51
FP28	DCBL Ltd	Bailiff fee	75.00	15.00	90.00
FP29	S C Blackburn	Salary and expenses	360.17	3.65	363.82
244	Suffolk CAB	Donation	250.00	-	250.00

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

As at 30 June 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
Cemetery Fees		250.00						0.00	250.00
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>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>
<b>PAYMENTS</b>									
<b>Administration</b>									
Staff Costs	5,308	1,215.00						0.00	1,215.00
Payroll Costs	100	45.00						0.00	45.00
Mileage	200	57.75						0.00	57.75
Printing Stationery & Postage	250	71.85						0.00	71.85
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
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
VAT Paid	0	239.05						0.00	239.05
	<b>8,018</b>	<b>2,496.83</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>2,496.83</b>
<b>Maintenance</b>									
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	220.00						0.00	220.00
General Maintenance	500	0.00						0.00	0.00
Vehicle Sign		0.00						0.00	0.00
	<b>2,590</b>	<b>809.90</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>809.90</b>
<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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL PAYMENTS</b>	<b>11,608</b>	<b>3,306.73</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>3,306.73</b>
Surplus (-Deficit) to date	-3,217	5,335.22	0.00	0.00	0.00	0.00	0.00	0.00	5,335.22
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
Transfers between funds		500.00				-500.00		-500.00	0.00
								0.00	0.00
								0.00	0.00
Surplus/Deficit	-3,217	5,335.22						0.00	5,335.22
Carried Forward	<b>3,025</b>	<b>10,709.96</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>20,076.48</b>

Playing Field	7,437.64
Luncheon Club	433.38
Ellough Village Sign	1,000.00
Picnic	495.50

Recent Transactions		
Previous Bank		21,164.72
<b>Credits</b>		
<b>Debits</b>		
HMRC	-243.00	
S C Blackburn	-412.84	
Suffolk ALC	-212.40	
Griffin Horse Logging	-220.00	
		-1,088.24
<b>Net Bank Account</b>		<b>20,076.48</b>

Bank Reconciliation	
Lloyds Current Account Statement Balance	20,076.48
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
<b>Net balance</b>	<b>20,076.48</b>
Difference	0.00

Chairman	
Clerk	
Date	

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