

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on Wednesday 23rd July 2025 at 7.00 pm

Present:

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

In attendance:

V. Ellis (Clerk)

25.077 Apologies for absence:

Cllr J. Ward, Cllr R. London, Cllr T. Blunn, District Cllr A. Specca, District Cllr T. Hammond, and County Councillor J. Cloke.

RESOLVED: To accept the apologies.

25.078 Declarations of interest:

None

25.079 To sign as an accurate record the minutes of the previous meeting:

Proposed by Cllr A. Thornton and seconded by Cllr C. Ellis and RESOLVED: the minutes of the meeting held on 18th June 2025 be signed as a correct record.

25.080 Chair's Opening Statement:

The Chair welcomed everyone to the meeting then referred to the progress of the village fair arrangements; upon conclusion of this meeting the arrangements will be finalised.

The Chair noted that there is currently no formal lease agreement in place for the playing field, and that the Parish Council retains responsibility for its maintenance. This issue should be addressed as soon as possible.

25.081 Meeting open for questions and comments from members of the public:

None in attendance.

25.082 Reports from District and County Councillors:

Reports from District Cllr A. Specca, District Cllr T. Hammond, and Suffolk County Councillor J. Cloke have been distributed to Councillors.

Suffolk County Councillor J. Cloke requested that Suffolk Highways consider lowering the speed limit on the A145 between Brampton and Shadingfield due to vehicles turning at the Depot.

25.083 Community

(a) Planning:

DC/25/2288/FUL – Warrens Farm, Warrens Lane, Ellough, Beccles, NR34 7XE – RESOLVED: to support this application. Comments to support the application submitted to ESC on 15/07/25.

Chair _____ Date _____

DC/25/2539/VOC – Regmic, London Road, Shadingfield, Beccles, NR34 8DE – RESOLVED: to support this application.

DC/23/4868/FUL – Land off Woodfield Close – This application has received approval from East Suffolk Council Planning.

The Parish Council have no grounds to submit an appeal for this application; residents can appeal directly to East Suffolk Council Planning. The Parish Council will monitor the progress of the matter to ensure the planning conditions are adhered to.

(b) Playing Field:

Cllr A. Thornton informed the council that communications with Sotterley Estate on this matter had made slow progress as members of the Sotterley Estate team have been on annual leave. Tom Brown informed Cllr A. Thornton that the lease for the playing field would be reviewed.

The Chair noted the necessity of reaching a decision regarding the playing field lease at the September meeting, given the Parish Council's responsibility for its maintenance. Cllr A. Thornton will contact Tom Brown for an update on this.

(c) Village Fair:

The Chair noted that village fair arrangements are progressing well. Food and beverage arrangements are in place; Cllr C. Ellis will be purchasing the food and soft drinks. A barbecue will be available on site, operated by Cllr R. Ellis and Cllr C. Ellis, and will be open from 13:00 to 15:00.

Tea and coffee cost £1.00 per person, payable to the village hall committee. The tear-off voucher from the leaflet is valued at £2.00 and entitles each attendee with a valid voucher to one hot beverage and one cake. There will be no cost to attendees for food and soft drinks, voluntary donations will be accepted.

There will be an Ice Cream van on site.

John Marshall Potter from the Folkeast team will be erecting a marquee on the playing field on Saturday 9th August.

The Council unanimously agreed to give a £100.00 donation to the 'Friends of Brampton Primary School' as they will attend the fair to run games.

The Council unanimously agreed with the cost of £100.00 for 'Chevron Disco' to attend the fair and provide music and PA. There may be an additional cost of £50.00 for the use of the trailer to accompany this, Cllr C. Ellis will clarify this.

Cllr J. Sheldrake will update the Parish Council Facebook page with information regarding the village fair. Additionally, reminders will be sent to residents via the community WhatsApp groups on the morning of the event.

Parking will be situated on the playing field with access via the gate, Cllr A. Thornton and Cllr J. Sheldrake will initially steward this for the first arrivals, after which council members and the Clerk can take over.

	<p>Cllr J. Sheldrake agreed to arrange a sign to direct approaching traffic towards the parking facilities. Parking on the playing field will be weather dependent.</p>
25.084	<p><u>Communication:</u></p> <p>(a) <u>Leaflets for the Village Fair:</u></p> <p>Leaflets have been distributed throughout the parishes and posted on notice boards, The Shadingfield Fox is providing leaflets to its customers.</p> <p>Thank you to everyone for taking the time to deliver the leaflets.</p> <p>(b) <u>gov.uk email addresses:</u></p> <p>Most councillors are now set up with the new gov.uk email addresses. The Clerk will use the gov.uk email address from this point.</p>
25.085	<p><u>Council Operations:</u></p> <p>(a) <u>To note the financial situation and bank reconciliations as of 30th June 2025.</u></p> <p>Proposed by Cllr R. Ellis, seconded by Cllr A. Thornton and RESOLVED that the report dated 30th June 2025 and attached to these minutes be accepted.</p> <p>(b) <u>To approve payment of outstanding invoices:</u></p> <p>Proposed by Cllr R. Ellis, seconded by Cllr J. Sheldrake and RESOLVED: That the payments listed in Appendix 1 be authorised.</p> <p>(c) <u>Appointments – Tree Advisor and a member to the East Suffolk Community Partnership:</u></p> <p>Alli Stone confirmed that the member to the East Suffolk Community Partnership from the Parish Council is Cllr C. Ellis; Cllr C. Ellis confirmed she will continue with this appointment.</p> <p>The Tree Advisor appointment is still pending; Cllr C. Ellis will attempt to make contact with the current Tree Advisor.</p>
25.086	<p><u>Other items for discussion:</u></p> <p>Cllr D. Drane informed the Council he has removed inactive payees from the internet banking system.</p> <p>Cllr C. Ellis informed the Council about the revision of its policies and asked the Clerk to upload the list of policies to the Parish Council WhatsApp group. Councillors can then review the policies via the Parish Council website.</p> <p>The Clerk informed the Council of a previous resident's communication regarding the Cemetery. This item is scheduled to be on the agenda for the Parish Council meeting in September.</p>
	The meeting closed at 8.56pm
	Date of next meeting: Wednesday 17 th September 2025.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
Vertas	Playing Field Maintenance	338.70	67.74	406.44
SALC	Internal Audit Fee	183.00	36.60	219.60
HMRC	P30 Quarter 1 – Payment was approved and paid prior to the meeting on 23/07/25 to avoid penalties for late payment.	181.18		181.18
Graphic Solutions	Printing Village Fair Leaflets	30.00		30.00
CAS	Domain name subscription 1 year	289.00		289.00
V. Ellis	Salary	410.90		410.90

Chair _____ Date _____

As at 30th June 2025

	Budget	General Fund	All Earmarked	Total
RECEIPTS				
Precept	8,000	5,050.00	0.00	5,050.00
Cemetery Fees		0.00	0.00	0.00
Community Infrastructure Levy		2,573.28	0.00	2,573.28
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	601.22	0.00	601.22
TOTAL RECEIPTS	8,391	8,224.50	0.00	8,224.50
PAYMENTS				
Administration				
Staff Costs	5,308	1,232.30	0.00	1,232.30
Payroll Costs	100	45.00	0.00	45.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	250	22.61	0.00	22.61
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	234.53	0.00	234.53
Audit	180	0.00	0.00	0.00
Laptop	500	0.00	0.00	0.00
Data Protection	35	0.00	0.00	0.00
Training	120	0.00	0.00	0.00
Miscellaneous Expenses	0	79.33	0.00	79.33
VAT Paid	0	90.90	0.00	90.90
	8,018	1,704.67	0.00	1,704.67
Maintenance				
Playing Field Maintenance	1,165	338.70	0.00	338.70
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	0.00	0.00	0.00
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
Vehicle Sign		0.00	0.00	0.00
	2,590	338.70	0.00	338.70
Community Events				
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
TOTAL PAYMENTS	11,608	2,043.37	0.00	2,043.37
Surplus (-Deficit) to date	-3,217	6,181.13	0.00	6,181.13
Brought Forward 1.4.2025		2,292.97	9,366.52	11,650.49
Transfers between funds			0.00	0.00
			0.00	0.00
			0.00	0.00
Surplus/Deficit	-3,217	6,181.13	0.00	6,181.13
Carried Forward	-3,217	8,474.10	9,366.52	17,840.62
Playing Field			7,437.64	
Luncheon Club			433.38	
Ellough Village Sign			1,000.00	
Picnic			495.50	
			9,366.52	

Recent Transactions		
Previous Bank		18,255.57
Credits		
Debits		
V. Ellis Salary	-410.70	
Lloyds Service Charge	-4.25	
		-414.95
Net Bank Account		17,840.62

Bank Reconciliation	
Lloyds Current Account Statement Balance	17,840.62
Add: unpresented credits	0.00
Less: unpresented items	0.00
Net balance	17,840.62
Difference	0.00

Chairman		
Clerk		
Date		

Chair _____ Date _____