

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on Wednesday 18<sup>th</sup> June 2025 at 7.00 pm

Present:

Councillors: C. Ellis (Vice Chair) presiding as Chair, A. Thornton, J. Sheldrake, A. Chipperfield, J. Ward, D. Drane and T. Blunn.

In attendance:

V. Ellis (Clerk) and District Councillor Toby Hammond.

25.067 Apologies for absence:

Cllr R. Ellis (Chair), Cllr R. London, District Cllr A. Specca and County Councillor J. Cloke.

RESOLVED: To accept the apologies.

25.068 Declarations of interest: None

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

RESOLVED: the minutes of the meeting held on 21<sup>st</sup> May 2025 be signed as a correct record.

25.070 Chair's Opening Statement:

Cllr C. Ellis welcomed everyone to the meeting. Cllr C. Ellis thanked the Clerk and former Clerk for completing the Internal Audit Report. The Clerk will address the auditor's points prior to the next meeting.

Cllr C. Ellis informed the council about the available funding opportunities from the Woodland Trust to supply local schools with trees for planting. Cllr J. Ward and Clerk V. Ellis will approach the schools they have connections with.

Cllr C. Ellis and Cllr R. London attended the briefing by Suffolk County Council on Local Government Reorganisation. Cllr C. Ellis reported that the information provided during the session was useful.

Cllr C. Ellis circulated the full Chair's report to councillors.

25.071 Meeting open for questions and comments from members of the public: None in attendance.

25.072 Reports from District and County Councillors:

East Suffolk Councillors Toby Hammond and Anthony Specca circulated the Top Ten Report for Bungay and the Villages.

Cllr Hammond referred to the planning for a second aerobic digester at Copeland Way, Ellough, he was pleased to report that the Planning Inspectorate upheld a decision by Suffolk County Council to refuse the planning.

A recent reshuffle, Cllr Hammond has been reappointed to the Planning North Committee as well as been made Chair of the Beccles, Bungay and Halesworth Community Partnership. Cllr Hammond informed the Parish Council that Cllr A. Speca has been re-elected as Chair of East Suffolk Council for a third consecutive term.

Cllr Hammond commented on the plans to reorganise local government in Suffolk – from a two-tier district county model to a simplified unitary structure, the plans are well underway.

Cllr C. Ellis referred to the Intensive Poultry Units application - DC/19/2195/FUL, which has been under consideration for six years. Cllr Hammond referenced the Parish Council's strong objection letter and noted widespread public objections. There are currently no new updates on this application.

25.073 Community

(a) Planning:

No planning applications submitted.

(b) CIL Payment:

The Parish Council has received a Community Infrastructure Levy Payment concerning planning application DC/22/0247/FUL. The Clerk will seek clarification from East Suffolk Council regarding any restrictions on how the funds are used and any time limitations.

(c) Playing Field:

Cllr A. Thornton attended a meeting with Tom Brown to discuss matters concerning the lease and usage of the playing field. The objectives were to specify the terms of the lease and to outline the future uses of the playing field. Conversations took place about the break clause, tax implications, and the procedures for terminating the lease. Tom Brown agreed to revise the playing field lease. Cllr A. Thornton is in ongoing discussions with Sotterley Estate about the lease agreement, Cllr A. Thornton will keep the council updated with the progress.

Cllr A. Thornton proposed a meeting with Tom Brown and the Parish Council to discuss the playing field; Cllr A. Thornton will coordinate with Tom Brown to schedule an additional meeting outside the regular Parish Council meeting.

All councillors unanimously agreed to continue with the process of obtaining a suitable lease for the playing field.

(d) Village Fair:

Cllr C. Ellis confirmed the Village Fair will be held on Sunday 10<sup>th</sup> August 2025 on the playing field and will be operational from 12.00pm till 5.00pm. Cllr A. Thornton informed the council that the Fox pub is willing to participate, and the Village Hall will be available for use. Cllr A. Thornton also informed the council

	<p>that Folkeast festival organisers are willing to loan equipment such as marquees to the Parish Council for the village fair, Cllr A. Thornton will consult with Folk east.</p> <p>A leaflet with village fair details will be shared within the community. It will be uploaded to the website, shared in the WhatsApp community, and included in the Sheaf to increase community awareness. The village fair will be officially promoted as a 'Community Picnic and Fun Day'. Cllr A. Thornton addressed the allocation of funds within the Parish Council's budget designated for the picnic, proposing that the allocated funds be utilized to provide complimentary refreshments to attendees at the event. The leaflet provided to all residents will contain a voucher for one complimentary soft drink and a cake, which can be redeemed at the village hall. The village hall committee can then present the vouchers to the council for reimbursement. Councillors unanimously agreed to include a voucher for one complimentary soft drink and a cake with the leaflets that are distributed to residents.</p>
25.074	<p><u>Communication:</u></p> <p>The transition to a .gov domain and associated email addresses:</p> <p>RESOLVED. The initiation of the changeover process has commenced, and we are currently awaiting further communication from CAS.</p>
25.075	<p><u>Council Operations:</u></p> <p>(a) <u>To note the financial situation and bank reconciliations as of 31<sup>st</sup> May 2025.</u></p> <p>Proposed by Cllr A. Thornton, seconded by Cllr T. Blunn and RESOLVED that the report dated 31st May 2025 and attached to these minutes be accepted.</p> <p>(b) <u>To approve payment of outstanding invoices:</u></p> <p>Proposed by Cllr A. Thornton, seconded by Cllr C. Ellis and RESOLVED: That the payments listed in Appendix 1 be authorised.</p> <p>(c) <u>AGAR:</u></p> <p>Vice Chair Cllr C. Ellis reviewed the cashbook for the year 2024/2025 and signed the AGAR.</p> <p>(d) <u>Schedule the next meeting date:</u></p> <p>The next meeting date will be Wednesday 23<sup>rd</sup> July 2025. All councillors unanimously approved the rescheduling of the next meeting.</p>
25.076	<p><u>Other items for discussion:</u></p> <p>Cllr D. Drane noted that certain regular payees listed in the internet banking system are no longer required and should be removed. Cllr D. Drane will communicate with the Clerk to clarify which payees should remain on the account and which should be removed.</p> <p>Cllr C. Ellis requested an update from the Clerk on agenda item 6 from the Annual Parish Council meeting, the appointment of a Tree Advisor and the appointment of a member to the ESC Community</p>

Partnership. The clerk confirmed both actions are awaiting responses; updates will follow when available.
The meeting closed at 8.02pm
Date of next meeting: Wednesday 23 <sup>rd</sup> July 2025.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
V. Ellis	Salary	410.70		410.70

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

As at 31st May 2025

	Budget	General Fund	All Earmarked	Total
<b>RECEIPTS</b>				
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
<b>TOTAL RECEIPTS</b>	<b>8,391</b>	<b>8,224.50</b>	<b>0.00</b>	<b>8,224.50</b>
<b>PAYMENTS</b>				
<b>Administration</b>				
Staff Costs	5,308	821.60	0.00	821.60
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	75.08	0.00	75.08
VAT Paid	0	90.90	0.00	90.90
	<b>8,018</b>	<b>1,289.72</b>	<b>0.00</b>	<b>1,289.72</b>
<b>Maintenance</b>				
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
	<b>2,590</b>	<b>338.70</b>	<b>0.00</b>	<b>338.70</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>TOTAL PAYMENTS</b>	<b>11,608</b>	<b>1,628.42</b>	<b>0.00</b>	<b>1,628.42</b>
Surplus (-Deficit) to date	<b>-3,217</b>	<b>6,596.08</b>	<b>0.00</b>	<b>6,596.08</b>
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	<b>-3,217</b>	6,596.08	0.00	6,596.08
Carried Forward	<b>-3,217</b>	<b>8,889.05</b>	<b>9,366.52</b>	<b>18,255.57</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>	
			<b>9,366.52</b>	

Recent Transactions		
Previous Bank		18,583.34
<b>Credits</b>		
HMRC		601.22
<b>Debits</b>		
V. Ellis Salary	-410.70	
V. Ellis Expenses	-22.61	
V. Ellis Repayment of Microsoft	-84.99	
Vertas	-406.44	
Lloyds Service Charge	-4.25	
		-928.99
<b>Net Bank Account</b>		<b>18,255.57</b>

Bank Reconciliation	
Lloyds Current Account Statement Balance	18,255.57
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
<b>Net balance</b>	<b>18,255.57</b>
Difference	0.00

Chairman		
Clerk		
Date		

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