

Shadingfield, Sotterley, Willingham, and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 18th March 2026 at 7.00 pm

Present:

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

In attendance:

V. Ellis (Clerk), two members of the public.

26.022 Apologies for Absence:

District Councillors A. Specca and T. Hammond, SCC Cloke and Councillor A. Chipperfield.

RESOLVED: that the apologies be accepted.

26.023 Declarations of Interest and Requests for Dispensations:

None

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

RESOLVED: that the minutes of the meeting held on 18th February 2026 be signed as a correct record.

Proposed by Cllr R. Ellis and seconded by Cllr A. Thornton.

26.025 Chair's Opening Statement:

The Chair welcomed everyone to the meeting and remarked on the arrival of spring. With regret, it was noted that Councillor Robbie London's service will take place on Friday at 2 p.m. It is evident how much Councillor Robbie London contributed to the community and how greatly she will be missed by everyone, her passing brings deep sadness.

The Chair noted the installation of the village sign. The village sign is not new; it's the old sign on a plastic stand. The Chair requested that the Clerk inform SCC Cloke.

The Chair highlighted the need to bring in new councillors, which will be addressed in the upcoming newsletter. Without further recruitment, the council risks dissolution. If the pub remains closed, the village hall could see a slight increase in its responsibilities. The newsletter is scheduled for printing soon.

26.026 Public Participation:

Spring Park - There are continuing concerns from residents regarding additional unauthorised caravans on the site, which have raised questions about compliance with ESC planning conditions. New residents move in while others depart, the clerk reported that ongoing queries can continue. The clerk then referenced an email from planning enforcement, noting that no progress has been made due to the legal process.

Cllr C. Ellis provided the Council with a copy of the site license conditions for the park. It was suggested these are highlighted to ESC.

The Chair inquired about the power supply to the site; it was suggested that this may be provided from the mains supply. Minor lighting surges have been experienced, nothing significant has occurred with the power supply. Individual billing to units was confirmed.

	<p>It was noted that increased traffic to the site is a concern, there have also been two reports of drainage backup problems linked to an increase in the number of units.</p> <p>The Clerk noted the concerns and confirmed this would be communicated with planning enforcement.</p> <p>The Chair referred to access via the pub car park and suggested the owner may wish to submit comments regarding this matter.</p> <p>Ellough – Concerns raised regarding an unauthorized development at Ellough Crossroads, including tree felling, hedgerow removal, septic tank installation, and new structures.</p> <p>The Chair noted the site is outside the settlement boundary and therefore subject to strict NDP policies. East Suffolk Council will be made aware of the concerns raised.</p>
26.027	<p><u>Reports from County and District Councillors:</u></p> <p>The report prepared by County Cllr J. Cloke was distributed to Councillors on the 13th March 2026. No reports received from district councillors.</p>
26.028	<p><u>Community:</u></p> <p>(a) <u>Planning :</u></p> <p>DC/26/0267/LBC – Moat Farmhouse, Mill Lane, Shadingfield.</p> <p>The application is supported unanimously. Proposed by Cllr R. Ellis, seconded by Cllr C. Ellis.</p>
26.029	<p><u>Council Operations:</u></p> <p>(a) <u>To note the financial situation and bank reconciliation as at 28th February 2026:</u></p> <p>Proposed by Cllr R. Ellis, seconded by Cllr A. Thornton, and RESOLVED that the report dated 28th February 2026 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>Budget:</u></p> <p>The clerk presented the budget prior to the meeting; The Chair highlighted the additional figures and the clerk's concern about negative numbers this is noted and understood. The Chair proposed approving this budget. Unanimous decision to approve the budget. Proposed by Cllr R. Ellis and seconded by Cllr A. Thornton and RESOLVED: The budget for 2026/2027 is approved.</p> <p>(d) <u>Playing field maintenance requirements:</u></p>

	<p>An hourly rate of £20 has been agreed. Pest control will be arranged on an ad hoc basis as needed. The contract is deemed fit for purpose. The clerk will inquire about the contractor's public liability insurance; if it is not below £5 million, the clerk is authorised to proceed and sign on behalf of the council. Proposed by Cllr J. Ward, seconded by Cllr A. Thornton.</p> <p>The Chair noted that the CIL tracker provided by the clerk is a good working document and is fit for purpose. Cllr J. Ward suggested adding a space within the document to record the expiry date of CIL funds. The clerk will action this.</p> <p>The Chair addressed the matter of the playing field lease and requested that councillors be designated as points of contact, given the clerk's current unavailability to fulfil this role. Councillor A. Thornton volunteered to undertake these responsibilities on behalf of the council. Both the Chair and the clerk thanked Councillor Thornton.</p>
26.030	<p><u>Other items for discussion:</u></p> <p>Cllr J. Ward noted incidents of fly tipping on Hulver Lane, this is being reported to ESC, there is also an increase along Sotterley Road.</p> <p>Cllr J. Ward will distribute information regarding biodiversity as part of the parish council's local committee recovery strategies established by Suffolk CC. He recommended that the Council should address this issue with the land available in the parishes, including potential links to grants for tree planting and other initiatives. Cllr J. Ward offered to prepare a paper outlining actions taken in the area and ways we support others.</p> <p>The Chair requested the clerk liaise with Cllr Drane regarding possible updates to the Council's Data Protection Policy.</p> <p>The clerk notified the council about a resident's concern related to the play equipment on the playing field. The clerk also confirmed that the annual inspection will take place around May/June 2026, and regular visual checks are conducted by Councillor Sheldrake, with no issues reported.</p> <p>Cllr C. Ellis referred to ESC and the provision of new domestic bin collection arrangements, and whether the parish Council can supply bins in communal areas, as individual households may not have sufficient space for up to five bins. Councillors are requested to bring their suggestions to the next meeting for discussion.</p> <p>Cllr A. Thorton proposed dedicating the upcoming picnic to Councillor Robbie London and specifically organising it as a fundraiser, with the family having the option to select a nominated charity.</p> <p>The clerk informed the Council that SCPT raised concerns that the noticeboard within the cemetery needs repair, previously the PC and SCPT have shared the cost of repairs. SCPT will obtain costs for the repair, and this will be put to the council for approval.</p> <p>The clerk will inform councillors of numbers for next meeting as soon as possible to ensure Quorum.</p>
26.031	The meeting closed at 20:15
	Date of next meeting: Wednesday 15 th April 2026

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
V. Ellis	Salary March			422.95
SALC	6 Month Payroll	45.00	9.00	54.00
HMRC	Q4			196.96
C. Limb Treasurer Shadingfield Village Hall	Hall hire for meetings x 10			150.00

Chair _____ Date _____

As at 28th February 2026

	Budget 2025/26	General Fund	All Earmarked	Total
RECEIPTS				
Precept	10,100	10,100.00	0.00	10,100.00
Cemetery Fees	0	847.00	0.00	847.00
Community Infrastructure Levy	2,500	3,254.53	0.00	3,254.53
Picnic	0	234.70	0.00	234.70
Miscellaneous Income	0	0.00	0.00	0.00
Earmarked Funds - Receipts			0.00	0.00
VAT Recovered	570	601.22	0.00	601.22
TOTAL RECEIPTS	13,170	15,037.45	0.00	15,037.45
PAYMENTS				
Administration				
Staff Costs	5,950	5,341.72	0.00	5,341.72
Payroll Costs	100	90.00	0.00	90.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	460	32.60	0.00	32.60
Insurance	701	766.89	0.00	766.89
Hall Hire	220	0.00	0.00	0.00
Web Hosting & Domain	290	344.00	0.00	344.00
Membership & Subscriptions	460	348.86	0.00	348.86
Audit	185	183.00	0.00	183.00
Laptop	0	0.00	0.00	0.00
Data Protection	35	47.00	0.00	47.00
Training	336	0.00	0.00	0.00
Miscellaneous Expenses	0	0.00	0.00	0.00
VAT Paid	0	352.72	0.00	352.72
	8,937	7,506.79	0.00	7,506.79
Maintenance				
Playing Field Maintenance	1,500	1,354.80	0.00	1,354.80
Playing Field Improvement	0	0.00	0.00	0.00
Notice Board Repairs	0	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	950	370.00	0.00	370.00
General Maintenance	400	0.00	0.00	0.00
Vehicle Sign		0.00	0.00	0.00
	3,175	1,724.80	0.00	1,724.80
Community Events				
Raising the Parish Profile		30.00	0.00	30.00
Grants and Donations	1,000		0.00	
Earmarked Funds - Payments		644.25	0.00	644.25
	1,000	674.25	0.00	674.25
TOTAL PAYMENTS	13,112	9,905.84	0.00	9,905.84
Surplus (-Deficit) to date	58	5,131.61	0.00	5,131.61
Brought Forward 1.4.2025	6,242	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	58	5,131.61	0.00	5,131.61
Carried Forward	6,300	7,424.58	9,366.52	16,791.10
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		17,265.60
Credits		
Debits		
V. Ellis Salary February	-422.75	
ICO Data Protection Fee	-47.00	
Service Charge Lloyds	-4.75	
		-474.50
Net Bank Account		16,791.10

Bank Reconciliation	
Lloyds Current Account Statement Balance	16,791.10
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
Net balance	16,791.10
Difference	0.00

Chairman		
Clerk		
Date		

Chair _____ Date _____