

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 15 May 2024 at 7.10 pm

Present:

Councillors C Ellis (Chair), Blunn, Chipperfield, Drane, R Ellis, London, Sheldrake and Thornton.
Absent: Cllr Mather.

In attendance:

Mr S C Blackburn (Clerk), County Cllr J Cloke and ten members of the public.

24.068	<p><u>Election of a Chairman of the Parish Council</u></p> <p>Proposed by Cllr C Ellis, seconded by Cllr Blunn and RESOLVED: that Cllr Andy Thornton be elected as Chair of The Parish Council.</p>
24.069	<p><u>Cllr Thornton signed the declaration of acceptance of office</u></p>
24.070	<p><u>Apologies for Absence:</u> None.</p>
24.071	<p><u>Declarations of Interest and Requests for Dispensations:</u> None.</p>
24.072	<p><u>Appointment of a Vice Chairman of the Parish Council</u></p> <p>Proposed by Cllr Thornton, seconded by Cllr London and RESOLVED: that Cllr C Ellis be elected as Vice Chair of The Parish Council.</p>
24.073	<p>Appointments for the year 2024/2025:</p> <p>Appointment of Members to the HR Committee RESOLVED: that appointment would be made on an ad-hoc basis</p> <p>Appointment of Tree Adviser RESOLVED: that Dr Helen Bynum be appointed for the year</p> <p>Appointment of members to SCPT Liaison group RESOLVED: that the Clerk and Cllr Drane be appointed for the year</p> <p>Appointment of a member to the ESC Community Partnership RESOLVED: that C Ellis be appointed for the year</p>
24.074	<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 17 April 2024 be signed as a correct record.</p>
24.075	<p><u>Public Participation:</u> None.</p>
24.076	<p><u>Reports</u></p> <p>(a) <u>Chair</u> The Chair had no report at present but intended to report on progress on the projects he had outlined at the Annual Parish Meeting.</p> <p>(b) <u>County Councillor</u></p> <p>(c) <u>District Councillors</u> Reports had been circulated as and when received and are held on file.</p> <p>(d) <u>Police:</u> No report received.</p> <p>RESOLVED: that the reports be noted.</p>

Chair _____ Date _____

24.077	<p><u>Planning Applications</u></p> <p>(a) <u>New Applications:</u></p> <p>DC/24/4497/FUL: Proposed barn renovation and other works at Warrens Farm, Warrens Lane, Ellough RESOLVED: To support the application.</p> <p>(b) <u>Updates on previously considered applications</u></p> <p>DC/24/0797/FUL: Proposed borehole at Moat Farm, Mill Lane. Application permitted.</p> <p>(c) <u>To note the publication of the East Suffolk Council Local Validation List</u></p> <p>This document sets out criteria for development proposals which are specific to this area, intending to ensure that changes are consistent with their environment. It will form part of the basis on which planning decisions are made.</p>
24.078	<p><u>To sign the Certificate of Exemption from External Audit for the year to 31 March 2024</u></p> <p>The Council meets the criteria for exemption from external audit, based on the financial turnover criteria and of having no previous adverse comment. RESOLVED: to sign the declaration of exemption.</p>
24.079	<p><u>Village Matters</u></p> <p>(a) Legal action: Following judgment in our favour, a high court enforcement officer has recently been appointed at a fee of £71 and results are awaited.</p> <p>(b) Assets of Community Value: Cllr R Ellis reported that a new application for the Playing Field was nearly finished. The designation lasts for five years, and renewal has to be initiated by ourselves.</p> <p>(c) Issues regarding straw etc. on the highway: East Suffolk Council only sweeps three times a year and then only kerbed area. A quote of £171 for a full sweep paid for by ourselves will be discussed at the next meeting.</p> <p>(d) Notice board repairs: Nothing further to report at present</p> <p>(e) Blocked bridleway at Ellough: This matter has been resolved in that the buildings have been removed but the surface needs to be restored. This would be followed up in the future.</p> <p>(f) Future articles for Sheaf Magazine: Cllr Chipperfield will write the next article, followed by Cllr R Ellis.</p> <p>(g) Cemetery and Chapel: A meeting of the liaison group will take place tomorrow (16 May). It will discuss a quote of £220 from Mr Griffin to remove two dead trees, one yew limb and cut ivy where necessary. RESOLVED: to accept the quotation.</p> <p>(h) A further offer of 500 free bulbs for planting has been made. On this occasion there will only be 50 sacks and priority will be given to area where they will be of most benefit. Previous successful applicants may be at a disadvantage. RESOLVED: not to apply for bulbs this year.</p>
24.080	<p><u>Playing Field</u></p> <p>The Clerk had contacted the Estate with a request for an update on the lease and drainage questions. There is no drainage plan, the wording of the lease is under consideration.</p>

24.081	<p><u>Finance</u></p> <p>(a) <u>To note the financial situation and bank reconciliation as at 30 April 2024</u> RESOLVED: That the situation as shown in Appendix 2 be noted.</p> <p>(b) <u>To approve payment of outstanding invoices</u> RESOLVED: That the payments listed in Appendix 1 be authorised.</p> <p>(c) <u>To review the signatories to the Council's Bank Account</u> Existing coverage was felt to be adequate. RESOLVED: to make no changes at present.</p> <p>(d) <u>To note the purchase of a new laptop</u> This had been purchased after taking advice from Which Magazine and others as to what size and capacity would meet the Council's needs. The Lenovo Ideas Pad was purchased from John Lewis at a cost of £399, with additional cost of about £60 for the subscription to MS Office 365, to be resolved later. It was agreed that the existing budgetary provisions would now be cancelled.</p>
24.082	<u>Correspondence Received.</u> Correspondence is circulated on a weekly or more frequent basis; no issues were raised.
24.083	<p><u>Items for discussion at the next meeting</u></p> <p>Moving the plan forward to be a standing item. Consideration of a WhatsApp group for either Councillors or the community generally.</p>
24.084	<u>Date of next meeting:</u> Wednesday 19 th June 2024.
	The meeting closed at 8.20 pm.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
ib	Vertas Group Ltd	Grounds maintenance January – March *	276.15	55.23	331.38
ib	Vertas Group Ltd	Grounds maintenance April – June **	303.76	60.75	364.51
ib	A Thornton	Reimbursement of Graphic Solutions bill for leaflet printing	60.00	-	60.00
ib	S C Blackburn	May Salary and Expenses	354.50	-	354.50
		Court fees	71.00	-	71.00
		New laptop	333.32	66.67	<u>399.99</u>
					825.49

Chair _____ Date _____

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Appendix 2 Budget and Bank Reconciliation as at 30 April 2024

As At 30 April 2024

	Budget	General Fund	Playing Field	Shad Lunch Club	ElloUGH Sign	Laptop	Picnic	All Earmarked	Total
RECEIPTS									
Precept	8,000	8,000.00				0.00		0.00	8,000.00
Cemetery Fees		0.00						0.00	0.00
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
TOTAL RECEIPTS	8,391	8,391.95	0.00	0.00	0.00	0.00	0.00	0.00	8,391.95
PAYMENTS									
Administration									
Staff Costs	5,308	324.00						0.00	324.00
Payroll Costs	100	45.00						0.00	45.00
Mileage	200	10.25						0.00	10.25
Printing Stationery & Postage	250	0.00						0.00	0.00
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	0.00						0.00	0.00
Laptop	500							0.00	0.00
Data Protection	35	0.00						0.00	0.00
Training	120	0.00						0.00	0.00
Miscellaneous Expenses	0	0.00						0.00	0.00
VAT Paid	0	11.00						0.00	11.00
	8,018	627.12	0.00	0.00	0.00	0.00	0.00	0.00	627.12
Maintenance									
Playing Field Maintenance	1,165	0.00						0.00	0.00
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	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	9.99	0.00	0.00	0.00	0.00	0.00	0.00	9.99
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	0.00	0.00	0.00	0.00	0.00
TOTAL PAYMENTS	11,608	637.11	0.00	0.00	0.00	0.00	0.00	0.00	637.11
Surplus (-Deficit) to date	-3,217	7,754.84	0.00	0.00	0.00	0.00	0.00	0.00	7,754.84
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								0.00	0.00
								0.00	0.00
								0.00	0.00
Surplus/Deficit	-3,217	7,754.84						0.00	7,754.84
Carried Forward	3,025	12,629.58	7,437.64	433.38	1,000.00	500.00	495.50	9,866.52	22,496.10

Recent Transactions		
Previous Bank		14,741.26
Credits		
VAT		391.95
ESC		8,000.00
Debits		
S C Blackburn	-334.25	
Est Suffolk Council		
East Suffolk Services	-11.99	
SALC	-54.00	
SALC	-236.87	
		-637.11
Net Bank Account		22,496.10

Bank Reconciliation	
Lloyds Current Account Statement Balance	22,496.10
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
Net balance	22,496.10
Difference	0.00

Chairman		
Clerk		
Date		

Chair _____ Date _____