

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Annual Parish Council Meeting
held at Shadingfield Village Hall on 21st May 2025 at 7.00 pm

Present:

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

In attendance:

V. Ellis (Clerk) and Suffolk County Cllr J. Cloke

25.051 Election of a Chairman of the Parish Council

Proposed by Cllr R. London, seconded by Cllr T. Blunn and RESOLVED: that Cllr Richard Ellis be elected as Chair of The Parish Council.

25.052 Declaration of Acceptance of Office

Cllr R. Ellis verbally accepted the Declaration of Acceptance of Office. The signed Declaration of Acceptance of Office will take place prior to the next meeting of the Parish Council on Wednesday 18th June 2025.

25.053 Apologies for Absence: District Cllr A Speca and District Cllr T. Hammond.

RESOLVED: that the apologies be accepted.

25.054 Declarations of Interest and Requests for Dispensation: None

25.055 Appointment of a Vice Chairman of the Parish Council

Proposed by Cllr T. Blunn, seconded by Cllr A. Chipperfield and RESOLVED: that Cllr C Ellis be elected as Vice Chair of The Parish Council.

25.056 Appointments for the year 2025/2026:

Appointment of Members to the HR Committee

RESOLVED: that appointment would be made on an ad-hoc basis.

Appointment of Tree Adviser

RESOLVED: The Clerk is to contact Dr Helen Bynum to confirm the appointment for the year.

Appointment of a Representative of the Parish Council to the SCPT.

RESOLVED: Cllr Drane to be appointed for the year.

Appointment of a member to the ESC Community Partnership

DEFERRED: Pending clarification; the Clerk is to action this.

25.057	<p><u>To sign as an accurate record the minutes of the previous meeting</u></p> <p>RESOLVED: the minutes of the meeting held on 16th April 2025 be signed as a correct record.</p>
25.058	<p><u>Public Participation:</u> None.</p>
25.059	<p><u>Chair's Report</u></p> <p>Cllr R. Ellis (Chair) had little to report as elected Chairman. Cllr R. Ellis commented on the upcoming Village Fair, stating proposals of costs will take place at the next meeting of the Parish Council. Cllr R. Ellis encouraged the Council to make a collective effort to plan for the Village Fair scheduled for August 2025.</p>
25.060	<p><u>Reports from County and District Councillors</u></p> <p>Reports have been circulated as and when received and are held on file.</p> <p>Suffolk County Councillor J. Cloke commented on the Village Fair, stating she would donate funds from the local community fund to assist the operation of the Village Fair.</p> <p>SC Cllr Cloke commented on central government allocated funds for new bus routes and bus stops, SC Cllr Cloke asked the council if there are any issues with the bus stops in the Parish. Members of the Council commented that the bus stop on the A145 opposite the bus shelter was not visible due to the growth of the trees. SC Cllr Cloke offered to contact Suffolk Highways to request the trees be cut back to ensure the bus stop is visible.</p> <p>SC Cllr Cloke referred to Suffolk Libraries, the removal of the contract and the changeover is moving forward slowly.</p> <p>Chair R. Ellis thanked SC Cllr Cloke for her offer of donation towards the Village Fair.</p>
25.061	<p><u>Community</u></p> <p>(a) Planning Applications: To consider planning applications received since the last meeting including any received after publication of the agenda and to note updates on previously considered applications:</p> <p>DC/25/1641/FUL – Fairfield's, Mill Lane, NR34 8DL</p> <p>Proposed by Cllr A. Thornton, seconded by Cllr C. Ellis – To support the application.</p> <p>(b) <u>Playing Field</u></p> <p>Councillor Thornton met with Tom Brown from Sotterley Estate to discuss the lease of the playing field. It was confirmed that the correspondence address would be within the UK and that communications could be conducted digitally. Councillor Thornton suggested that the lease includes break clauses at 10 and 30 years. Additionally, the tax implications of the lease have been clarified, ensuring that the Parish Council will not bear any tax liability related to the playing field. Cllr Thornton also suggested Sotterley Estate scheduling an annual meeting with the Parish Council to discuss the playing field directly. Cllr Thornton will continue to be the point of contact for Sotterley Estate and will keep the Parish Council informed.</p>

25.062	<p><u>Infrastructure</u></p> <p>(a) <u>Damaged road sign opposite the Fox</u></p> <p>SC Councillor Cloke has informed the Council that an agreement has been reached with Suffolk Highways to initiate the necessary work.</p>
25.063	<p><u>Communication</u></p> <p>(a) <u>To consider the creation of a gov. domain and related email addresses</u></p> <p>Proposed .gov domain: shadingfieldjpc.gov.uk, if this is not acceptable to the cabinet office, shadingfield-jpc.gov.uk will be proposed. Clerk to action this.</p>
25.064	<p><u>Council Operations</u></p> <p>(a) <u>To note the financial situation and bank reconciliation as at 30th April 2025</u></p> <p>Proposed by Cllr C. Ellis, seconded by Cllr T. Blunn, and RESOLVED that the report dated 30th April 2025 and attached to these minutes be accepted.</p> <p>(b) <u>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>Microsoft 365</u></p> <p>The Microsoft 365 licence has been renewed; this will expire on 09/05/2026.</p> <p>(e) <u>AGAR</u></p> <p>Cllr A. Thornton, the Chair for the year ending March 2025 has signed the AGAR form.</p>
25.065	<p><u>Other items for discussion</u></p> <p>Cllr C. Ellis noted the IPU. The Parish Council's letter of objection has been uploaded to the East Suffolk Planning website, and the Parish Council is awaiting a response from East Suffolk Council.</p> <p>Cllr R. Ellis commented on the ground's maintenance contract supplied by Vertas; this should be reassessed due to the uncertainty of the playing field lease.</p> <p>Cllr D. Drane commented on the internet banking regarding authorising payments, the clerk should be a 'view only' user. Cllr D. Drane will action this.</p> <p>Councillors reviewed the invitation to attend the Suffolk County Council Briefing on Local Government Reorganisation. The briefing is scheduled for Tuesday, 17th June at 7:30pm and will be held at Fortrey Heap Village Hall, Conifer Close, Beccles NR34 7PW. Cllr C. Ellis and Cllr R. London will be attending on behalf of the Parish Council.</p>

	<p>The maintenance of the defibrillator will be handed over from Cllr R. London to the Clerk V. Ellis.</p> <p>A resident informed Cllr T. Blunn about the need for electric vehicle charging points in the village. Cllr C. Ellis mentioned the availability of community charging opportunities. SC Cllr Cloke noted that applications can be made to Plug in Suffolk to inquire about possible charging points located at the Village Hall or the Shadingfield Fox, depending on power supply availability.</p>
25.066	The meeting closed at 8.20pm
	Date of next meeting: Wednesday 18 th June 2025.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
V. Ellis	Salary	410.70		410.70
V. Ellis	Expenses – Printer Ink	22.61		22.61
V. Ellis	Microsoft 365 purchase	70.83	14.61	84.99
Vertas	Playing Field Maintenance	338.70	67.74	406.44

Chair _____ Date _____

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council
 Receipts and Payments Account 2024/2025 - Year To Date

As at 30th April 2025						
	Budget	General Fund	All Earmarked	Total		
RECEIPTS					Recent Transactions	
Precept	8,000	5,050.00	0.00	5,050.00	Previous Bank	11,659.49
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	Credits	
Miscellaneous Income		0.00	0.00	0.00	East Suffolk Council CIL	2,573.28
Earmarked Funds - Receipts			0.00	0.00	East Suffolk Council Precept	5,050.00
VAT Recovered	391	0.00	0.00	0.00	Debits	
TOTAL RECEIPTS	8,391	7,623.28	0.00	7,623.28	V. Ellis Salary	-410.90
					SALC Membership	-234.53
					SALC Payroll 6 month	-54.00
PAYMENTS						
Administration						
Staff Costs	5,308	410.90	0.00	410.90		
Payroll Costs	100	45.00	0.00	45.00		
Mileage	200	0.00	0.00	0.00		
Printing Stationery & Postage	250	0.00	0.00	0.00		-699.43
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	Net Bank Account	18,583.34
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	Bank Reconciliation	
VAT Paid	0	9.00	0.00	9.00	Lloyds Current Account Statement Balance	18,583.34
	8,018	699.43	0.00	699.43	Add: unrepresented credits	0.00
Maintenance					Less: unrepresented items	0.00
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	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	Net balance	18,583.34
	2,590	0.00	0.00	0.00	Difference	0.00
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	699.43	0.00	699.43	Chairman	_____
Surplus (-Deficit) to date	-3,217	6,923.85	0.00	6,923.85	Clerk	_____
Brought Forward 1.4.2024		2,292.97	9,366.52	11,650.49	Date	_____
Transfers between funds			0.00	0.00		
			0.00	0.00		
			0.00	0.00		
Surplus/Deficit	-3,217	6,923.85	0.00	6,923.85		
Carried Forward	-3,217	9,216.82	9,366.52	18,583.34		
Playing Field			7,437.64			
Luncheon Club			433.38			
Ellough Village Sign			1,000.00			
Picnic			495.50			
			9,366.52			

Chair _____ Date _____