

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 16 October 2024 at 7.00 pm

Present:

Councillors C Ellis (Chair), Blunn, Chipperfield and Sheldrake.

In attendance:3

Mr S C Blackburn (Clerk), Mrs V Ellis (incoming clerk), District Cllr Toby Hammond, no members of the public.

24.132 Apologies for Absence: Cllrs R Ellis, Ward (business commitments), London, Drane (unwell) and Cllr Thornton (family commitments), County Councillor J Cloke and District Cllr A Specia.

RESOLVED: that the apologies be accepted.

24.133 Declarations of Interest and Requests for Dispensations: None.

24.134 To sign as an accurate record the minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 18 September 2024 be signed as a correct record.

24.135 Chair's Opening Statement

The Chair welcomed Mrs Vicki Ellis, the new Clerk with effect from 1 November, and summarised the update provided by Cllr Thornton relating to the Village Fair, the 'Fit Villages' initiative which may lead to Pilates and dance fit classes, and comments on the budget for 2025/2026.

24.136 Public Participation: None.

24.137 Reports from County and District Councillors

Cllr Hammond enquired about the pub, currently closed. It is hoped that it will re-open in December. He also offered to contact Mr Tom Barne of Sotterley Estate to expedite discussions on the proposed lease for the playing field. Discussion of the application for Intensive Poultry Units at the ESC Planning Committee will not now take place before November. The bridleway at Ellough has still not been reinstated; this is a County Council matter and will be followed up by the Clerk.

24.138 Community

(a) Planning Applications: None.

(b) Resumption of the Luncheon Club: Cllr C Ellis had met with Mr Graham Dyer and planning for the number of volunteers needed is under way.

(c) Village Fair 2025: A meeting was held on 19 September and work is progressing. The date has been fixed for 10 August from 12.00 noon to 9.00 pm.

(d) Donation and planting of trees: In view of the difficulties experienced in planting the jubilee trees, it was agreed not to pursue this offer.

24.139 Infrastructure

(a) Sotterley Chapel and Cemetery: Following the decision of Mr Fisher to step down, the Clerk is obtaining quotes to have the mowing and strimming done. Cllr Sheldrake offered to supply the contact details of someone he knows of. The Clerk has accepted an offer of a donation of £150 to plant a memorial tree which will replace one of the two lost Rowans and is liaising with Dr Bynum, tree adviser, as to the variety and time of planting.

Chair _____ Date _____

(b) Missing Road Sign and refurbishment of milepost. The Clerk has written to the County Council asking for advice and this is awaited.

(c) Old Telephone Box: Deferred.

24.140 Communication

(a) Creation of WhatsApp groups: This was now in place. More councillors should join but the public would now be invited to join via word of mouth and The Sheaf.

(b) Creation of a .gov domain and related email addresses: Deferred.

Council Operations

24.141 (a) Budget and Reconciliation Report

Proposed by Cllr C Ellis, seconded by Cllr Blunn and RESOLVED: that the report dated 30 September 2024 and attached to these minutes be accepted.

24.142 (b) Payment of outstanding invoices

Proposed by Cllr Sheldrake, seconded by Cllr C Ellis and RESOLVED: That the payments listed in Appendix 1 be authorised.

24.143 (c) Appointment of a new Clerk: Cllr C Ellis confirmed that the position has been offered to Mrs Vicky Ellis and she had accepted with effect from 1 November 2024. The current clerk is to draw up a contract of employment and will follow up references.

24.144 (d) Budget and Precept for 2025/2026: In view of the low attendance, discussion was deferred until the November meeting.

24.145 (e) Review of the Council's Risk Assessment and Statement of Internal Controls

Councillors review these documents. No changes were made to the Risk Assessment but in the Statement of Internal Controls, it was agreed that the wording of the Payments section would be amended (a) from 'Councillors have the opportunity to review a bank reconciliation on a monthly basis' to 'Councillors have the opportunity to review a bank reconciliation at each Council meeting' and (b) 'No officer of the Council can sign cheques' to 'No officer of the Council can sign cheques or authorise payments'.

RESOLVED: that the amended documents be approved.

24.146 Other items for discussion: None.

24.147 Date of next meeting: Wednesday 20th November 2024.

The meeting closed at 7.50 pm.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
Vertas	Grounds mtce 1 Oct – 31 Dec	303.76	60.75	364.51
SALC	Payroll Service 6 months to 30 September	45.00	9.00	54.00
S C Blackburn	Salary October and expenses	351.45	-	351.45
Community Action Suffolk	Web hosting	50.00	10.00	60.00

Chair _____ Date _____

As at 30 September 2024

	Budget	General Fund	All Earmarked	Total
RECEIPTS				
Precept	8,000	8,000.00	0.00	8,000.00
Cemetery Fees		250.00	0.00	250.00
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	8,641.95	0.00	8,641.95
PAYMENTS				
Administration				
Staff Costs	5,308	2,430.00	0.00	2,430.00
Payroll Costs	100	45.00	0.00	45.00
Mileage	200	96.80	0.00	96.80
Printing Stationery & Postage	250	147.70	0.00	147.70
Insurance	600	701.44	0.00	701.44
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	177.00	0.00	177.00
Laptop	500	383.31	0.00	383.31
Data Protection	35	0.00	0.00	0.00
Training	120	32.00	0.00	32.00
Miscellaneous Expenses	0	146.00	0.00	146.00
VAT Paid	0	408.49	0.00	408.49
	8,018	4,804.61	0.00	4,804.61
Maintenance				
Playing Field Maintenance	1,165	1,253.82	0.00	1,253.82
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	220.00	0.00	220.00
General Maintenance	500	166.32	0.00	166.32
Vehicle Sign		0.00	0.00	0.00
	2,590	1,650.13	0.00	1,650.13
Community Events				
Raising the Parish Profile		0.00	0.00	0.00
Grants and Donations	1,000	250.00	0.00	250.00
Earmarked Funds - Payments			0.00	0.00
	1,000	250.00	0.00	250.00
TOTAL PAYMENTS	11,608	6,704.74	0.00	6,704.74
Surplus (-Deficit) to date	-3,217	1,937.21	0.00	1,937.21
Brought Forward 1.4.2024	6,242	4,874.74	9,866.52	14,741.26
Transfers between funds		500.00	-500.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Surplus/Deficit	-3,217	1,937.21	0.00	1,937.21
Carried Forward	3,025	7,311.95	9,366.52	16,678.47

Recent Transactions		
Previous Bank		18,875.67
Credits		
Debits		
Joel Spurdens	-306.00	
Beccles Mens Shed	-100.00	
Graphic Solutions	-75.00	
Suffolk ALC	-38.40	
HMRC P30	-243.00	
S C Blackburn	-733.36	
Clear Insurance	-701.44	
		-2,197.20
Net Bank Account		16,678.47

Bank Reconciliation	
Lloyds Current Account Statement Balance	16,678.47
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
Net balance	16,678.47
Difference	0.00

Chairman		
Clerk		
Date		

Chair _____ Date _____