

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 19th March 2025 at 7.00 pm

Present:

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

In attendance:

V. Ellis (Clerk) and County Councillor J.Cloke

25.027 Apologies for Absence: District Cllr T. Hammond, District Cllr A Specca, Cllr D. Drane

RESOLVED: that the apologies be accepted.

Absent:

25.028 Declarations of Interest and Requests for Dispensations

Cllr R. London declared interest in a member of the public attending to raise an issue with the council. Cllr A. Thornton did not require Cllr R. London to leave the room.

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

RESOLVED: that the minutes of the meeting held on 19th February 2025 be signed as a correct record.

25.030 Chair's Opening Statement

Cllr Thornton welcomed everyone to the meeting. Councillor Thornton remarked that the recently planted bulbs are flourishing and present an attractive appearance. The discussion with T. Brown of Sotterley Estate concerning the playing field lease concluded positively, resulting in the provision of a draft lease. This draft is now subject to review. There have been no further updates on the planning consultations of the Intensive Poultry Units – DC/19/2195/FUL or the Land off Woodfield Close - DC/23/4868/FUL.

25.031 Public Participation

Residents of Fox Cottage South raised an issue with the council regarding flooding to their garden and driveway during heavy rainfall coming from the playing field. The resident has previously raised this with Sotterley Estate and then raised it with the Parish Council at the meeting. Cllr A. Thornton advised the resident the Parish Council would contact Sotterley Estate with the issue. The resident was further advised to reach out to Sotterley Estate to address the matter once more.

25.032 Reports from County and District Councillors

County Councillor J. Cloke referred to the cabinet decision to take Suffolk Libraries back in house. No Libraries will close. Cllr Cloke also reported there is no further information on the digester appeal - APP/V3500/W/24/3354097

25.033 Community

(a) Planning

DC/24/3821/FUL – Suffolk Weddings, Marsh Farm, NR34 7TP – No Objections.

DC/24/3822/LBC – Suffolk Weddings, Marsh Farm, NR34 7TP – No Objections.

DC/25/0398/VOC – Spring Park – No Objections.

Appeal -APPV/V3500/W/24/3354097 – Cllr C. Ellis attended the hearing and noted that multiple representatives from local Parish Councils were in attendance, along with a legal representative from Suffolk County Council. There have been no updates published so far.

(b) Playing Field

Cllr A. Thornton attended a meeting with T. Brown of Sotterley Estate, a draft lease was provided for review.

(c) Uplighter for the Village Sign and a Christmas Tree.

Cllr R. London has obtained a cost for the installation of electrics for the lighting. The cost for the installation is £320.00 + VAT. The village hall committee will be consulted on this. Cllr R. London will seek advice on the source of electricity, will this be on the pay meter or not. Proposed by Cllr A. Thornton, seconded by Cllr R. London, subject to the consultation with the village hall committee.

Chair _____ Date _____

	<p>(d) <u>ANPR</u> Clerk V. Ellis commented on the requirements to enable the installation of the ANPR. The council advised to seek exact location the ANPR will be installed to adhere to the requirements. V. Ellis to action.</p>
25.034	<p><u>Infrastructure</u> (a) <u>Damaged road sign opposite the Fox</u> County Councillor J. Cloke agreed the LHB would fund the new sign. V. Ellis circulated a proposed design to the council to approve. All in favour of the design and agree to installation. Proposed by Cllr T. Blunn, seconded by Cllr C. Ellis.</p>
25.035	<p><u>Communication</u> (a) <u>To consider the creation of a gov. domain and related email addresses</u> Various costs were produced to the council to consider. Cllr A. Thornton commented that CAS produced the most cost-effective option. All in favor to use CAS as the provider. Proposed by Cllr A. Thornton, seconded by Cllr T. Blunn.</p>
25.036	<p><u>Council Operations</u> (a) <u>To note the financial situation and bank reconciliation as at 28th February 2025</u> Proposed by Cllr R. London, seconded by Cllr R. Ellis and RESOLVED that the report dated 28th February 2025 and attached to these minutes be accepted.</p> <p>(b) <u>Payment of outstanding invoices</u> Proposed by Cllr R. London, seconded by Cllr T. Blunn and RESOLVED: That the payments listed in Appendix 1 be authorised.</p> <p>(c) <u>Banking – change of signatures</u> Cllr C. Ellis and Cllr A. Chipperfield signed a change of business details request form as approvers to assist with the change of signatures on the banking account.</p> <p>(d) <u>Playing Field Maintenance</u> The current contract with Vertas is due for renewal with an 11% increase in cost. The contract shall be renewed, with the fee payable on a quarterly basis.</p> <p>(e) <u>SALC – Internal Audit</u> The council received the letter of engagement and the date for the internal audit. Audit will take place the week commencing 27th May 2025.</p> <p>(d) <u>HMRC – P30 Q4</u> Payment is not required.</p>
25.037	<u>Other items for discussion</u>
25.038	The meeting closed at 8.15pm
	Date of next meeting: Wednesday 16 th April 2025.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
V. Ellis	Salary March	835.30		835.30
C. Ellis	Milage costs	35.10		35.10
Charles Limb	Village Hall hire costs	206.00		206.00
East Suffolk Services	Weekly empty of bins at the Bus Shelter. April 2024 – March 2025	39.96	7.99	47.95

As at 28th February 2025

	Budget	General Fund	All Earmarked	Total
RECEIPTS				
Precept	8,000	8,000.00	0.00	8,000.00
Cemetery Fees		775.00	0.00	775.00
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	9,166.95	0.00	9,166.95
PAYMENTS				
Administration				
Staff Costs	5,308	5,617.90	0.00	5,617.90
Payroll Costs	100	90.00	0.00	90.00
Mileage	200	134.60	0.00	134.60
Printing Stationery & Postage	250	181.66	0.00	181.66
Insurance	600	701.44	0.00	701.44
Hall Hire	220	0.00	0.00	0.00
Web Hosting	55	50.00	0.00	50.00
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	128.00	0.00	128.00
Miscellaneous Expenses	0	221.00	0.00	221.00
VAT Paid	0	593.23	0.00	593.23
	8,018	8,515.01	0.00	8,515.01
Maintenance				
Playing Field Maintenance	1,165	1,861.34	0.00	1,861.34
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	212.53	0.00	212.53
Vehicle Sign		0.00	0.00	0.00
	2,590	2,303.86	0.00	2,303.86
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	11,068.87	0.00	11,068.87
Surplus (-Deficit) to date	-3,217	-1,901.92	0.00	-1,901.92
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
Surplus/Deficit	-3,217	-1,901.92	0.00	-1,901.92
Carried Forward	3,025	3,472.82	9,366.52	12,839.34
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		12,860.64
Credits		
Arthur Jary Ltd Howlett Burial		350.00
Debits		
V. Ellis	-371.30	
Net Bank Account		12,839.34

Bank Reconciliation	
Lloyds Current Account Statement Balance	12,839.34
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
Net balance	12,839.34
Difference	0.00

Chairman	
Clerk	
Date	

Chair _____ Date _____

