

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 22nd January at 7.00 pm

Present:

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

In attendance:

V. Ellis (Clerk), John Marshall- Potter (FolkEast) and Jacqueline Facer (Vice Chair of Henstead with Hulver Street PC)

25.001	<p><u>Apologies for Absence:</u> Cllr Chipperfield, Cllr R. Ellis, District Cllr T. Hammond, District Cllr A Specca and County Cllr J.Cloke.</p> <p>RESOLVED: that the apologies be accepted.</p>
25.002	<p><u>Declarations of Interest and Requests for Dispensations</u></p>
25.003	<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 20th November 2024 be signed as a correct record.</p>
25.004	<p><u>Chair's Opening Statement</u></p> <p>Apologies for the late deferral of this meeting. Welcome to John Marshall – Potter from FolkEast festival. Cllr Thornton passed on S. Blackburn's thanks for the gifts received from the council. Cllr Thornton informed the council he would be stepping down from the position of council chair in April. Cllr Thornton also informed the council he would not be leading the village fair plans.</p>
25.005	<p><u>Public Participation.</u></p> <p>John Marshall – Potter informed the council of his plans for the upcoming FolkEast festival to be held at Sotterley Estate from 15th – 18th August 2025. Mr Marshall – Potter addressed matters raised by the council, which included:</p> <ul style="list-style-type: none"> • Traffic management in the area – the majority of festival traffic will be arriving on Thursday 14th August during the afternoon, consisting of camper vans, caravans and cars. This traffic will arrive via Ellough to Jays Hill Road into the estate. Thursday PM and Monday AM expected to be the busiest time for traffic due to people staying for the weekend arriving and departing. Arrivals on Friday, Saturday and Sunday for day visitors will enter the estate via the main entrance, the entrance that is used for the country fair the estate has previously hosted. AA Road signage will be in place with SIA road affiliated traffic directors and stewards on site to manage the traffic. A shuttle bus service will be running from Beccles train station to help reduce traffic to the site. Staff and production traffic will arrive via Falcon Inn Road. Jacqueline Facer, Vice Chair of Henstead with Hulver Street Parish Council commented on the preferred route of traffic would be to direct traffic from the A12, south of Wrentham to Henstead crossroads. Cllr C. Ellis has requested a plan of proposed traffic routes. • Possible influx of people attending due to the Cambridge Folk Festival no longer taking place. Previous FolkEast festival ticket sales have been around 4,500, we would cap ticket sales at 6,000 – 6,500. • Noise on site – The music at the open-air stage would be turned off at 11.00pm, music within the tented area would be turned off at 12.30am, bars on site would close at 1.00am. The noise on the campsite would be monitored. Audio engineers will be present on site to monitor the noise. There will be contact details of the site team available to all members of the public to raise any noise concerns. • A plan is in place to ensure roads are still viable for cyclists, FolkEast will offer a place on site to allow cyclists to secure their bicycles. • Equipment used for the festival will be stored on site, the Parish Council are welcome to use the equipment for the upcoming Village Fair.

Chair _____ Date _____

	<ul style="list-style-type: none"> Mr Marshall – Potter added, FolkEast is a multi-art based, family friendly festival with lots of links to the local community, including local produce food vendors and local performers. At FolkEast's previous venue of Glenham Hall, the festival has always been an enjoyable event for everyone with no problems to the surrounding area.
25.006	<p><u>Reports from County and District Councillors</u></p> <p>No reports received.</p>
25.007	<p><u>Community</u></p> <p>(a) <u>Appeal – APPV/3500/W/24/3354097 – Land at Copeland Way, Ellough.</u></p> <p>Appeal hearing to take place at Suffolk County Council, Thomas Crisp Room, Riverside Office, 4 Canning Road, Lowestoft, NR33 0EQ on Tuesday 25th February 2025, starting at 10.30am. Cllr C. Ellis will be attending, representing the Parish Council.</p> <p>Mutford Parish Council, Henstead with Hulver Parish Council and Worlingham Parish Council will be contacted by V. Ellis to enquire if they will have a representative attending the hearing.</p> <p>(b) <u>Luncheon Club</u></p> <p>There have been no volunteers come forward to assist with the luncheon club, details will be published in the March newsletter to ask for volunteers and to inform the local area. If no interest is shown, it may have to be abandoned.</p>
25.008	<p><u>Infrastructure</u></p> <p>(a) <u>Sotterley Chapel and Cemetery -proposals for future upkeep.</u></p> <p>Mr Waters will be taking on the maintenance of the Chapel and Cemetery, this is to start in the Spring. No formal start date has been arranged. Cllr D. Drane will inform the council of any updates in at the March Parish Council meeting.</p> <p>(b) <u>Missing Road sign Sotterley Road</u></p> <p>Due to the position of the finger post should it be replaced; the sign would be obscured by the existing hedge.</p> <p>Resolved : No replacement required.</p> <p>(c) <u>Damaged road sign opposite the Fox</u></p> <p>County Cllr Cloke has advised against any local work to be undertaken at the site. There is a possibility a replacement could be funded by the Locality Budget. V.Ellis (Clerk) will contact Cllr Cloke for clarification on the funding, then a decision can be made on the replacement.</p> <p>(d) <u>Milepost A145</u></p> <p>The Milepost can be replaced by the Community Self Help Scheme, there are conditions and limitations to using this scheme. Cllr A. Thornton will gather some information to advise if it is worth the Parish Council using the scheme.</p> <p>(e) <u>Old Stone Milepost Near Low Barn, London Road</u></p> <p>Suffolk Highways had been contacted regarding collecting the damaged milepost and relocating it to a depot for storage.</p>

	Resolved: Cllr R. London has collected the milepost for safe storage.
25.009	<p><u>Communication</u></p> <p><u>(a)Whatsapp</u></p> <p>Cllr A. Thornton commented on promoting Whatsapp communications to the community, also the use of sub-groups regarding events and Parish Council communications. Please post information on to the correct sub-group.</p> <p><u>(b) To consider the creation of a gov. domain and related email addresses</u></p> <p>Cllr A. Thornton commented the Parish Council should adopt a gov. domain; the cost is reasonable with CAS. Two phases. First phase, the creation of email addresses, second phase, the creation of a website. Proposed by Cllr A. Thornton, Seconded by Cllr J. Ward.</p>
25.010	<p><u>Council Operations</u></p> <p><u>(a) To note the financial situation and bank reconciliation as at 31st December 2024</u></p> <p>Proposed by Cllr C. Ellis, seconded by Cllr T. Blunn and RESOLVED that the report dated 31st December 2024 and attached to these minutes be accepted.</p>
25.011	<p><u>(b) Payment of outstanding invoices</u></p> <p>Proposed by Cllr C. Ellis, seconded by Cllr J. Ward and RESOLVED: That the payments listed in Appendix 1 be authorised.</p>
25.012	<p><u>(d) Banking – change of signatures</u></p> <p>Previous Clerk to be removed, newly appointed Clerk to be added. In Progress being actioned by Cllr D. Drane.</p>
25.013	<p><u>Other items for discussion</u></p> <p>Cllr C. Ellis has been approached by members of the local community regarding the playing field being used by people to walk their dogs. There should be no dogs on the playing field at any time. Signs have been removed from the field without authorisation. Spring Park residents will be asked to be aware of pedestrians crossing the entrance to the park. Cllr C. Ellis will produce a flyer to distribute to residents.</p> <p>Cllr R. London has suggested a Christmas Tree sited outside the Village Hall this year. Proposed by Cllr R. London, seconded by Cllr A. Thornton.</p> <p>Cllr C. Ellis has proposed uplighters for the Village sign. This will be on the agenda for the February meeting.</p> <p>Cllr C. Ellis commented on the ESPA second AGM. A short report will be given by Cllr C. Ellis at the February meeting.</p> <p>Playing field lease, this will be added to the agenda for the February meeting.</p>
25.014	The meeting closed at 8.30 pm.
	Date of next meeting: Wednesday 19 th February 2025.

Chair _____ Date _____

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
	V. Ellis	Salary November	371.30		371.30
	HMRC	P30 Quarter 3	462.60		462.60
	Vertas	Playing Field Maintenance	303.76	60.75	364.51

Chair _____ Date _____

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

As at 31 December 2024						
	Budget	General Fund	All Earmarked	Total		
RECEIPTS					Recent Transactions	
Precept	8,000	8,000.00	0.00	8,000.00	Previous Bank	15,873.51
Cemetery Fees		425.00	0.00	425.00	Credits	
Picnic		0.00	0.00	0.00	Cemetery Doran Tree	150.00
Miscellaneous Income		0.00	0.00	0.00	Debits	
Earmarked Funds - Receipts			0.00	0.00	V. Ellis Nov & Dec Salary	-742.60
VAT Recovered	391	391.95	0.00	391.95	S C Blackburn Nov & Dec Salary	-977.19
TOTAL RECEIPTS	8,391	8,816.95	0.00	8,816.95	SALC Training	-115.20
PAYMENTS					M. Lancaster Topsoil	-9.47
Administration					Suffolk County Council Recruitment	-90.00
Staff Costs	5,308	4,412.70	0.00	4,412.70	Graphic Solutions	-30.00
Payroll Costs	100	90.00	0.00	90.00		-1,814.46
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	Net Bank Account	14,059.05
Data Protection	35	0.00	0.00	0.00		
Training	120	128.00	0.00	128.00	Bank Reconciliation	
Miscellaneous Expenses	0	221.00	0.00	221.00	Lloyds Current Account Statement Balance	14,059.05
VAT Paid	0	532.48	0.00	532.48	Add: unrepresented credits	0.00
	8,018	7,249.06	0.00	7,249.06	Less: unrepresented items	0.00
Maintenance						
Playing Field Maintenance	1,165	1,557.58	0.00	1,557.58		
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	Net balance	14,059.05
	2,590	2,000.10	0.00	2,000.10	Difference	0.00
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	9,499.16	0.00	9,499.16	Chairman	
Surplus (-Deficit) to date	-3,217	-682.21	0.00	-682.21	Clerk	
Brought Forward 1.4.2024	6,242	4,874.74	9,866.52	14,741.26	Date	
Transfers between funds		500.00	-500.00	0.00		
			0.00	0.00		
			0.00	0.00		
Surplus/Deficit	-3,217	-682.21	0.00	-682.21		
Carried Forward	3,025	4,692.53	9,366.52	14,059.05		
Playing Field			7,437.64			
Luncheon Club			433.38			
Ellough Village Sign			1,000.00			
Picnic			495.50			

Chair _____ Date _____

