

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting  
held at Shadingfield Village Hall on 19<sup>th</sup> February 2025 at 7.00 pm

**Present:**

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

**In attendance:**

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

25.015	<p><u>Apologies for Absence:</u> District Cllr T. Hammond, District Cllr A Speca, Cllr R. Ellis, and Cllr J. Ward</p> <p>RESOLVED: that the apologies be accepted.</p> <p>Absent:</p>
25.016	<p><u>Declarations of Interest and Requests for Dispensations</u></p>
25.017	<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 22<sup>nd</sup> January 2025 be signed as a correct record.</p>
25.018	<p><u>Chair's Opening Statement</u></p> <p>Cllr Thornton welcomed everyone to the meeting, there was nothing to add regarding planning or public matters. Pilates in the Village Hall had four attendees last week, please contact Jasmine on <a href="mailto:jasmin.marie@hotmail.co.uk">jasmin.marie@hotmail.co.uk</a> to book a place.</p>
25.019	<p><u>Public Participation</u></p>
25.020	<p><u>Reports from County and District Councillors</u></p> <p>County Councillor J. Cloke referred to Devolution in Suffolk, Suffolk County Council have been in discussions with the government since 2016. The postponement of the election was not the plan when Suffolk County Council engaged. Elections are not to be cancelled but will be postponed. No date has been planned for this. Any updates will be circulated.</p>
25.021	<p><u>Community</u></p> <p>(a) <u>Appeal – APPV/3500/W/24/3354097 – Land at Copeland Way, Ellough.</u></p> <p>Cllr C. Ellis will be attending, it is not necessary for the Parish Council to speak at the hearing. County Councillor J. Cloke advised the hearing may not result in a final decision being made.</p> <p>(b) <u>Luncheon Club</u></p> <p>Details and a request for volunteers will be published in the March edition of the Sheaf.</p> <p>(c) <u>Playing Field</u></p> <p>Clerk V. Ellis approached Sotterley Estate; no reply has been received to date. Cllr Thornton proposed contacting Sotterley Estate regarding the lease of the Playing field. Proposed by Cllr A. Thornton, seconded by Cllr C. Ellis.</p>

Chair \_\_\_\_\_ Date \_\_\_\_\_

	<p>(d) <u>Uplighter for the Village Sign</u></p> <p>Cllr C. Ellis proposed installing uplighters to the Village Hall Sign. Cllr London proposed a Christmas Tree to be erected outside the Village Hall. Cllr C. Ellis and Cllr London will obtain quotes for costing. Proposed by Cllr London, seconded by Cllr C. Ellis.</p> <p>(e) <u>Litter Pick</u></p> <p>The litter pick will take place on Sunday 13<sup>th</sup> April 2025. Information will be put into the April edition of the Sheaf and in the Parish Notice Boards. The WhatsApp community group will be updated with this information.</p>
25.022	<p><u>Infrastructure</u></p> <p>(a) <u>Sotterley Chapel and Cemetery -proposals for future upkeep.</u></p> <p>Mr Waters will be starting the maintenance of the Cemetery in the spring. The Chapel trust will give the Parish Council feedback when any work is complete. Maintenance tasks will be given under the instruction of the Chapel Trust.</p> <p>(b) <u>Damaged road sign opposite the Fox</u></p> <p>County Councillor J. Cloke will give feedback on the position of funding from the LHB.</p> <p>(d) <u>Milepost A145</u></p> <p>Cllr Thornton commented on the restrictions of using the Community Self Help Scheme, Clerk V. Ellis will contact Highways to obtain costings to return the post to the upright position and to re paint it.</p>
25.023	<p><u>Communication</u></p> <p>(a)<u>Whatsapp</u></p> <p>Cllr A. Thornton commented on promoting Whatsapp communications to the community</p> <p>(b) <u>To consider the creation of a gov. domain and related email addresses</u></p> <p>Clerk V. Ellis is obtaining quotes for the service. Cllr Drane commented on the possibility of funding options becoming available in the new financial year. Clerk V. Ellis will investigate funding options.</p>
25.024	<p><u>Council Operations</u></p> <p>(a) <u>To note the financial situation and bank reconciliation as at 31<sup>st</sup> January 2025</u></p> <p>Proposed by Cllr C. Ellis, seconded by Cllr T. Blunn and RESOLVED that the report dated 31<sup>st</sup> January 2025 and attached to these minutes be accepted.</p> <p>Cllr Drane commented on the £1000.00 allocated for a new sign in Ellough, it was decided the allocated funds should remain in place for the sign. Proposed by Cllr C. Ellis and seconded by Cllr Blunn.</p> <p>(b) <u>Payment of outstanding invoices</u></p> <p>Proposed by Cllr C. Ellis, seconded by Cllr London and RESOLVED: That the payments listed in Appendix 1 be authorised.</p>

	<p>(c) <u>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 and Clerk V. Ellis.</p> <p>(d) <u>Playing Filed Maintenance</u></p> <p>The current contract with Vertas is due for renewal with an 11% increase in cost. Clerk V. Ellis has contacted Vertas to enquire if the contract is amendable to a six-monthly contract rather than the twelve-monthly contract currently in place. Clerk V. Ellis to action.</p> <p>(e) <u>Information Commissioners Renewal Fee</u></p> <p>This is the annual fee from the ICO, that applies to any organisation in the UK that processes personal data. From the 17<sup>th</sup> of February the annual fee has increased to £52.00, this fee is reduced to £47.00 if paid via Direct Debit.</p> <p>(d) <u>Annual Parish Meeting</u></p> <p>The Annual Parish Meeting and the Annual Parish Council meeting will both be held on Wednesday 21<sup>st</sup> May 2025. The Annual Parish meeting will begin at 6.30pm. The Annual Parish Council meeting will be begin at 7.00pm.</p>
25.025	<p><u>Other items for discussion</u></p> <p>Cllr C. Ellis made the council aware of the expenses claim that will be made at the next meeting. Cllr London commented on the progress of the work at the Shadingfield Fox. The Shadingfield Fox is expected to re-open during March 2025.</p>
25.026	<p>The meeting closed at 8.05pm</p>
	<p>Date of next meeting: Wednesday 19<sup>th</sup> March 2025.</p>

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
	V. Ellis	Salary February	371.30		371.30

Chair \_\_\_\_\_ Date \_\_\_\_\_

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

As at 31 January 2025						
	Budget	General Fund	All Earmarked	Total		
<b>RECEIPTS</b>					<b>Recent Transactions</b>	
Precept	8,000	8,000.00	0.00	8,000.00	Previous Bank	14,059.05
Cemetery Fees		425.00	0.00	425.00		
Picnic		0.00	0.00	0.00	<b>Credits</b>	
Miscellaneous Income		0.00	0.00	0.00		
Earmarked Funds - Receipts			0.00	0.00	<b>Debits</b>	
VAT Recovered	391	391.95	0.00	391.95	V. Ellis	-371.30
<b>TOTAL RECEIPTS</b>	<b>8,391</b>	<b>8,816.95</b>	<b>0.00</b>	<b>8,816.95</b>	HMRC	-462.60
					Vertas Group LTD	-364.51
<b>PAYMENTS</b>						
<b>Administration</b>						
Staff Costs	5,308	5,246.60	0.00	5,246.60		
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		-1,198.41
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	<b>Net Bank Account</b>	<b>12,860.64</b>
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	<b>Bank Reconciliation</b>	
VAT Paid	0	593.23	0.00	593.23	Lloyds Current Account Statement Balance	12,860.64
	<b>8,018</b>	<b>8,143.71</b>	<b>0.00</b>	<b>8,143.71</b>	Add: unrepresented credits	0.00
<b>Maintenance</b>					Less: unrepresented items	0.00
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	<b>Net balance</b>	<b>12,860.64</b>
Vehicle Sign		0.00	0.00	0.00	Difference	0.00
	<b>2,590</b>	<b>2,303.86</b>	<b>0.00</b>	<b>2,303.86</b>		
<b>Community Events</b>						
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		
	<b>1,000</b>	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>		
<b>TOTAL PAYMENTS</b>	<b>11,608</b>	<b>10,697.57</b>	<b>0.00</b>	<b>10,697.57</b>	Chairman	
Surplus (-Deficit) to date	-3,217	-1,880.62	0.00	-1,880.62	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	-1,880.62	0.00	-1,880.62		
Carried Forward	3,025	3,494.12	9,366.52	12,860.64		
Playing Field			7,437.64			
Luncheon Club			433.38			
Ellough Village Sign			1,000.00			
Picnic			495.50			

Chair \_\_\_\_\_ Date \_\_\_\_\_

