

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 20th November 2024 at 7.00 pm

Present:

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

In attendance:

Mr S C Blackburn (Clerk), V. Ellis (Clerk) and County Councillor J Cloke.

24.148	<p><u>Apologies for Absence:</u> Cllr Blunn (family commitments), District Cllr T. Hammond and District Cllr A Specca.</p> <p>RESOLVED: that the apologies be accepted.</p>
24.149	<p><u>Declarations of Interest and Requests for Dispensations</u></p> <p>Cllr C Ellis and Cllr R. Ellis declared their interest in the planning application affecting Fox Farm House , London Road. Completed and signed Dispensation Form.</p>
24.150	<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 16th October 2024 be signed as a correct record.</p>
24.151	<p><u>Chair's Opening Statement</u></p> <p>Cllr A. Thornton welcomed everyone and expressed thanks to Steve from all Councillors. The Pilates session was a great success; Fit villages are seeking an instructor for a dance fit session, possibly to held on a Thursday in the village hall. A further warmer homes initiative is planned, thanks to Cllr Ward & Cllr Chipperfield for leaflet distribution. The Folk East festival is moving to Sotterley from 2025, and the organiser to attend the January PC meeting. Weekend tickets have been offered as a prize for the PC village fair and there is potential for help with tents and equipment.</p>
24.152	<p><u>Public Participation:</u> None attended</p>
24.153	<p><u>Reports from County and District Councillors</u></p> <p>Cllr Cloke, SCC have taken £1.5m from reserves to improve roads after storm Babett , 48 incidents , previous year 2, reports have to be written on each property with Framlingham & Debenham to start.</p>
24.154	<p><u>Community</u></p> <p>(a) <u>New planning applications</u> DC/24/3617/FUL - Fox Farm House, London Road – replacement windows DC/24/3417/LBC -ditto DC/24/3866/FUL – Ivy Cottage, London Road – extension and porch DC/24/3744/VOC – Spring Park – increase of units to 23. Cllr R. Ellis comment on the relation of his application to the NDP. Proposed by Cllr A. Thornton seconded by Cllr R. London and RESOLVED – To support all applications Cllrs C. Ellis and Cllr R. Ellis owners of property DC/24/3617/FUL and DC/24/3417/LBC abstained.</p>
24.155	<p>(b) <u>Luncheon Club</u> : Cllr C. Ellis Nine volunteers required to cover all roles, next steps to seek volunteers from the community via leaflet and possibly the sheaf. Cllr A. Thornton volunteered.</p>
24.156	<p>(c) <u>Village Fair</u> : Meeting planned for January 2025. Cllr A. Thornton will provide councillors with an update on progress outside of the meeting.</p>
24.157	<p>(d) <u>Energy advice and assistance</u></p>

Chair _____ Date _____

	Cllr Ward has worked to put together literature and suggested a drop-in session with tea/coffee to offer advice. He was asked to suggest a date for the hall to be booked. Some leaflets are still to be distributed.
	<u>Infrastructure</u>
24.158	(a) <u>Sotterley Chapel and Cemetery proposals for future upkeep</u> Quotes received, best quote from Mr Waters @ £15 per hour – Grass cuts about May and October plus strimming twice yearly. Mr Blackburn commented that hours may increase as there may be more work than the proposed quote. RESOLVED: to appoint Mr Waters, All Cllrs in favour, contract to be reviewed after the 2025 season.
24.159	(b) <u>Missing Road sign Sotterley Road</u> A decision to be made on what would be the preferred replacement wood or metal, photos, What 3 Words location and decision to be sent to Cllr J. Cloke to take up with SCC Highways
24.160	(c) <u>Damaged road sign opposite the Fox Inn:</u> Cllr A. Thornton commented that the sign to needed to be fixed ASAP. Cllr R.Ellis offered to look at the sign to possibly fix it locally. Proposed preauthorised of £200 for materials to fix. Proposed by Cllr R. London seconded by Cllr A. Thornton and agreed.
	<u>Communication</u>
24.161	(a) <u>Report from communications group (if any):</u> Deferred
24.162	(b) <u>To consider the creation of a gov.domain and related email addresses:</u> Deferred.
	<u>Council Operations</u>
24.163	(a) <u>To note the financial situation and bank reconciliation as at 31st October 2024</u> Proposed by Cllr R.Ellis, seconded by Cllr C. Ellis and RESOLVED that the report dated 31 October 2024 and attached to these minutes be accepted. .
24.164	(b) <u>Payment of outstanding invoices</u> Proposed by Cllr C. Ellis, seconded by Cllr R. Ellis and RESOLVED: That the payments listed in Appendix 1 be authorised.
24.165	(c) <u>Budget, to consider initial proposals for the council's budget for 2025/2026</u> A phased approach agreed, will need to be justified and extent of phasing to bring the precept up to a level matching the Council's essential expenditure. A precept of £10,100 was proposed by Cllr D. Drane, seconded by Cllr. A. Thornton and Agreed. A further discussion will take place in January for detailed allocation of the budget.
24.166	(d) <u>Banking – change of signatures</u> Clerk S. Blackburn to be removed from the banking mandate. Cllr D. Drane offered to make the arrangements please.
24.167	(e) <u>Banking – to consider change of bankers</u> Following the decision of Lloyds Bank to make a monthly charge of £4.25, quotes from other banks were obtained. None offer free banking. RESOLVED: to make no changes to banking arrangements at this time.
24.168	<u>Other items for discussion</u> Cllr J. Sheldrake, commented on the playing field fence which is not structurally sound, with some posts leaning. Cllr R. London has received a message from a member of the public regarding traffic issues with the planned Folk East festival, Cllr A. Thornton suggested they attend the January 2025 meeting. Cllr J. Ward commented on gully cleaning on Sotterley Road Clerk S. Blackburn suggested reporting via the SCC online tool. Cllr J. Ward commented on McDonalds litter, Cllr J. Ward to contact the Lowestoft branch and ask for their co-operation.
24.169	The meeting closed at 8.20 pm.
	Date of next meeting: Wednesday 15 th January 2025.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
Suffolk County Council	Advert for Clerk	75.00	15.00	90.00
M. Lancaster	Reimbursement for topsoil bought from Kings Landscaping	7.89	1.58	9.47
S C Blackburn	Salary November.	445.00		445.00
S.C. Blackburn	Expenses	52.63	8.46	61.09
V. Ellis	Salary November	371.30		371.30
SALC	Clerk Basics training session 1,2,3	96.00	19.20	115.20
Graphic Solutions	Thermal check leaflets	30.00	0.00	30.00
S C Blackburn	Pre-authorised December salary	439.12	-	439.12
V Ellis	Pre-authorised December salary	371.30	-	371.30

Chair _____ Date _____

As at 31 Octoberr 2024

	Budget	General Fund	All Earmarked	Total
RECEIPTS				
Precept	8,000	8,000.00	0.00	8,000.00
Cemetery Fees		275.00	0.00	275.00
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	8,666.95	0.00	8,666.95
PAYMENTS				
Administration				
Staff Costs	5,308	2,754.00	0.00	2,754.00
Payroll Costs	100	90.00	0.00	90.00
Mileage	200	124.25	0.00	124.25
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	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	32.00	0.00	32.00
Miscellaneous Expenses	0	146.00	0.00	146.00
VAT Paid	0	488.24	0.00	488.24
	8,018	5,330.81	0.00	5,330.81
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	166.32	0.00	166.32
Vehicle Sign		0.00	0.00	0.00
	2,590	1,953.89	0.00	1,953.89
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	7,534.70	0.00	7,534.70
Surplus (-Deficit) to date	-3,217	1,132.25	0.00	1,132.25
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	1,132.25	0.00	1,132.25
Carried Forward	3,025	6,506.99	9,366.52	15,873.51

Recent Transactions		
Previous Bank		16,678.47
Credits		
Cemetery	25.00	
Debits		
SALC	-54.00	
S C Blackburn	-351.45	
Vertas	-364.51	
CAS	-60.00	
		-804.96
Net Bank Account		15,873.51

Bank Reconciliation	
Lloyds Current Account Statement Balance	15,873.51
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
Net balance	15,873.51
Difference	0.00

Chairman		
Clerk		
Date		

Playing Field	7,437.64
Luncheon Club	433.38
Ellough Village Sign	1,000.00
Picnic	495.50
	9,366.52

Chair _____ Date _____