

<u>Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council</u>	
<u>Minutes of the Parish Council Meeting</u> held at Shadingfield Village Hall on 19 <sup>th</sup> November 2025 at 7.00 pm	
<u>Present:</u> Councillors: C. Ellis (Chair), J. Sheldrake, A. Chipperfield, D. Drane and J. Ward	
<u>In attendance:</u> V. Ellis (Clerk)	
25.109	<u>Apologies for Absence:</u>  Cllr's R. Ellis, A. Thornton, R. London and District Councillors A. Specca, T. Hammond, and Suffolk County Councillor J. Cloke. RESOLVED: that the apologies be accepted.
25.110	<u>Declarations of Interest and Requests for Dispensations:</u> None to declare
25.111	<u>To sign as an accurate record the minutes of the previous meeting:</u>  RESOLVED: that the minutes of the meeting held on 15 <sup>th</sup> October 2025 be signed as a correct record. Proposed by Cllr D. Drane, seconded by Cllr A. Chipperfield.
25.112	<u>Chair's Opening Statement:</u>  The Chair welcomed Councillors to the meeting and confirmed the quorum for the meeting was met due to five councillors being present.  The Chair referred to the vacant councillor positions within the parish council, Cllr J. Sheldrake commented on the advertisement of the position he had placed on the council's social media sites and suggested putting notices up in the parish notice boards.  The Chair then briefed the council on the recent reports received from District and County Councillors, highlighting the application for an Intensive Poultry Unit proposed in Ellough. The Chair commented that District Cllr A. Specca had contacted the East Suffolk Planning team regarding the applicant's environmental statement.
25.113	<u>Public Participation:</u> None in attendance
25.114	<u>Reports from County and District Councillors:</u>  The report prepared by District Councillor's A. Specca & T. Hammond was distributed on 7 <sup>th</sup> November 2025.  The report prepared by County Cllr J. Cloke was distributed to Councillors on 4 <sup>th</sup> November 2025.
25.115	<u>Community</u> (a) <u>Planning :</u>  No planning applications received to consider.

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

(b) Playing Field:(1) Lease:

The Clerk commented that the council had received a quote for the review of the playing field lease, this quote was over the allocated funds available for this, additional legal firms will be providing quotes towards the end of November. The Chair mentioned that she had reached out to a legal representative and would follow up after the meeting.

(2) Playing Field Maintenance:

Vertas, the current provider for the maintenance of the playing field, will cease responsibility on the 31<sup>st</sup> March 2025. Mr Waters will assume responsibility for the maintenance from that point onward.

(3) Play Equipment Inspection:

The Clerk will coordinate with East Suffolk Services to schedule an inspection of the play equipment on the playing field.

Proposed by Cllr D. Drane, seconded by Cllr C. Ellis.

(c) Spring Park:

The Chair notified the council about concerns related to activities at Spring Park. The Parish Council has already reported these issues to planning enforcement and has encouraged others to submit additional reports to the East Suffolk Planning Enforcement team.

25.116 Communication

25.117 Council Operations

(a) To note the financial situation and bank reconciliation as at 31<sup>st</sup> October 2025:

Proposed by Cllr D. Drane, seconded by Cllr C. Ellis, and RESOLVED that the report dated 31<sup>st</sup> October 2025 and attached to these minutes be accepted.

(b) Payment of outstanding invoices:

Proposed by Cllr D. Drane, seconded by Cllr A. Chipperfield and RESOLVED: That the payments listed in Appendix 1 be authorised.

(c) Budget:

The draft budget will be distributed to Councillors to review; further discussion will take place in January for detailed allocation of the budget.

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

	<p>(d) <u>Precept 2026/2027:</u></p> <p>Discussion will take place in January, when the council has reviewed the draft budget.</p> <p>(e) <u>CIL Report:</u></p> <p>The CIL report for 2024/25 will be signed and submitted in accordance with SALC and ESC requirements.</p>
25.118	<p><u>Other items for discussion:</u></p> <p>Cllr D. Drane referred to the signatory for the banking, Cllr J. Sheldrake &amp; Cllr J. Ward will be added as an additional signatory.</p> <p>Cllr D. Drane requested that the Clerk send payments to be authorised to him 24 hours prior to the parish council meeting.</p> <p>Cllr C. Ellis discussed the proposal to place a Christmas tree outside the village hall. This is scheduled for 2026, as electrical installations are required beforehand.</p>
25.119	<p>The meeting closed at 8.40pm</p> <p>Date of next meeting: Wednesday 21<sup>st</sup> January 2026</p>

#### Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
	V. Ellis	Salary November	422.95		422.95
	Vertas	Playing Field Maintenance	338.70	67.74	406.44

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

As at 31st October 2025

	Budget 2025/26	General Fund	All Earmarked	Total
<b>RECEIPTS</b>				
Precept	10,100	10,100.00	0.00	10,100.00
Cemetery Fees	0	672.00	0.00	672.00
Community Infrastructure Levy	2,500	3,254.53	0.00	3,254.53
Picnic	0	234.70	0.00	234.70
Miscellaneous Income	0	0.00	0.00	0.00
Earmarked Funds - Receipts			0.00	0.00
VAT Recovered	570	601.22	0.00	601.22
<b>TOTAL RECEIPTS</b>	<b>13,170</b>	<b>14,862.45</b>	<b>0.00</b>	<b>14,862.45</b>
<b>PAYMENTS</b>				
<b>Administration</b>				
Staff Costs	5,950	3,322.01	0.00	3,322.01
Payroll Costs	100	90.00	0.00	90.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	460	22.61	0.00	22.61
Insurance	701	766.89	0.00	766.89
Hall Hire	220	0.00	0.00	0.00
Web Hosting & Domain	290	344.00	0.00	344.00
Membership & Subscriptions	460	330.86	0.00	330.86
Audit	185	183.00	0.00	183.00
Laptop	0	0.00	0.00	0.00
Data Protection	35	0.00	0.00	0.00
Training	336	0.00	0.00	0.00
Miscellaneous Expenses	0	0.00	0.00	0.00
VAT Paid	0	215.24	0.00	215.24
	<b>8,937</b>	<b>5,274.61</b>	<b>0.00</b>	<b>5,274.61</b>
<b>Maintenance</b>				
Playing Field Maintenance	1,500	677.40	0.00	677.40
Playing Field Improvement	0	0.00	0.00	0.00
Notice Board Repairs	0	0.00	0.00	0.00
Playground Inspection	70	0.00	0.00	0.00
Bin Emptying	55	0.00	0.00	0.00
Pest Control	200	0.00	0.00	0.00
Cemetery Management	950	370.00	0.00	370.00
General Maintenance	400	0.00	0.00	0.00
Vehicle Sign		0.00	0.00	0.00
	<b>3,175</b>	<b>1,047.40</b>	<b>0.00</b>	<b>1,047.40</b>
<b>Community Events</b>				
Raising the Parish Profile		30.00	0.00	30.00
Grants and Donations	1,000		0.00	
Earmarked Funds - Payments		250.00	0.00	250.00
	<b>1,000</b>	<b>280.00</b>	<b>0.00</b>	<b>280.00</b>
<b>TOTAL PAYMENTS</b>	<b>13,112</b>	<b>6,602.01</b>	<b>0.00</b>	<b>6,602.01</b>
Surplus (-Deficit) to date	<b>58</b>	<b>8,260.44</b>	<b>0.00</b>	<b>8,260.44</b>
Brought Forward 1.4.2025	6,242	2,292.97	9,366.52	11,650.49
Transfers between funds			0.00	0.00
			0.00	0.00
			0.00	0.00
Surplus/Deficit	58	8,260.44	0.00	8,260.44
Carried Forward	<b>6,300</b>	<b>10,553.41</b>	<b>9,366.52</b>	<b>19,919.93</b>
Playing Field			<b>7,437.64</b>	
Luncheon Club			<b>433.38</b>	
Elldough Village Sign			<b>1,000.00</b>	
Picnic			<b>495.50</b>	
			<b>9,366.52</b>	

Recent Transactions		
Previous Bank		19,899.16
<b>Credits</b>		
Arthur Jary Interment fee		350.00
CIL		681.25
<b>Debits</b>		
HMRC Q2 P30	-181.18	
V. Ellis Salary	-495.05	
Lloyds Service Charge	-4.25	
SALC 6 Month Payroll	-54.00	
CAS web hosting	-66.00	
R. Waters Cemetery Maintenance	-210.00	
		-1,010.48
<b>Net Bank Account</b>		<b>19,919.93</b>

Bank Reconciliation	
Lloyds Current Account Statement Balance	19,919.93
Add: unrepresented credits	0.00
Less: unrepresented items	0.00
<b>Net balance</b>	<b>19,919.93</b>
Difference	0.00

Chairman		
Clerk		
Date		

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