

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 15TH October 2025 at 7.00 pm

Present:

Councillors: C. Ellis (Vice Chair acting as Chair), J. Sheldrake, A. Chipperfield, A. Thornton, T. Blunn and D. Drane

In attendance:

V. Ellis (Clerk)

25.098	<p><u>Apologies for Absence:</u> Cllr's R. Ellis, J. Ward, R. London and District Councillors A. Specca, T. Hammond, and Suffolk County Councillor J. Cloke. RESOLVED: that the apologies be accepted.</p>
25.099	<p><u>Declarations of Interest and Requests for Dispensations:</u> None to declare</p>
25.100	<p><u>To sign as an accurate record the minutes of the previous meeting:</u> RESOLVED: that the minutes of the meeting held on 17th September 2025 be signed as a correct record.</p>
25.101	<p><u>Chair's Opening Statement:</u></p> <p>The Chair welcomed the Councillors to the meeting and informed the council of correspondence received concerning the East Suffolk Local Plan. An online briefing on this subject will be available for Parish and Town Councils to attend on Wednesday, 22nd October. Up to two representatives of the Parish Council can register to attend, the Chair requested the Clerk register the council's interest in attending this briefing.</p> <p>The Chair announced that there had been multiple concerns raised regarding Spring Park. Members of the public are advised to email the Clerk or contact East Suffolk Planning with any further issues.</p>
25.102	<p><u>Public Participation:</u> None in attendance</p>
25.103	<p><u>Reports from County and District Councillors:</u></p> <p>The report prepared by District Councillor's A. Specca & T. Hammond will be distributed in November.</p> <p>The report prepared by County Cllr J. Cloke was distributed to Councillors on 6th October 2025.</p>
25.104	<p><u>Community</u> <u>(a) Planning :</u></p> <p><u>DC/25/2597/FUL – Hornbill Business Park Hornbill Way Ellough Suffolk NR34 7XD:</u></p> <p>The Parish Council formally lodged an objection to the planning application, ensuring that all supporting documentation was circulated to East Suffolk Planning Enforcement, Suffolk Highways, as well as District and County Councillors.</p> <p>Councillors reported that the bridleway is in a state of neglect, with additional holes and refuse on the bridleway. The bridleway is not suitable for horses and riders to use.</p> <p>The council will prepare updated correspondence regarding this, the Clerk will update East Suffolk Planning, Suffolk Highways, District and County Councillors with the updated correspondence.</p>

Chair _____ Date _____

Cllr C. Ellis requested that the Clerk investigate who is responsible for public rights of way and inform them of the activity to the bridleway.

(b) Playing Field

The Clerk and Cllr C. Ellis are seeking advice from legal professionals to review the playing field lease, and updates will be shared as soon as they are available.

At the September meeting, the council suggested asking the Sotterley Chapel grounds contractor to take over playing field maintenance from Vertas.

Cllr J. Sheldrake informed the council that the contractor has agreed to take on the maintenance of the playing field from March 2026. The Clerk will provide the council with information regarding a contract for the proposed work and the suitable insurance requirements.

The contract with Vertas, the existing provider responsible for playing field maintenance, will be terminated in accordance with the terms and conditions outlined in the agreement. A six-month notice period is required to terminate the service. Accordingly, the Clerk will initiate contract cancellation in October 2025, ensuring that the agreement concludes in March 2026.

RESOLVED: Vertas will cease the maintenance of the playing field in March 2026, and a new contractor will take over from March 2026. The Clerk to action this.
Proposed by Cllr D. Drane, seconded by Cllr T. Blunn.

(c) Spring Park

The Parish Council and East Suffolk Planning have received several reports about the alleged expansion of Spring Park. East Suffolk Planning have authorised 24 units to be placed on the site, no additional units are permitted. All units, except for three, are designated for holiday accommodation only and may not be used as the sole or primary residence by any individual.

Any reports or issues will be sent directly to East Suffolk Planning Enforcement.

25.105 Communication

25.106 Council Operations

(a) To note the financial situation and bank reconciliation as at 30th September 2025:

Proposed by Cllr A. Thornton, seconded by Cllr C. Ellis, and RESOLVED that the report dated 30th September 2025 and attached to these minutes be accepted.

(b) Payment of outstanding invoices:

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

(c) Insurance Policy Review

Cllr D. Drane commented on the contents of the insurance policy and noted the Parish Council must ensure the policy fits the requirements of the council. The policy states there is an excess of £1000.00 for any claims.

Deferred to the next meeting to allow the council to further review the documents.

(d) Cemetery Regulations Review

Cemetery Fees:

The Clerk informed the council that the Parochial fees from the Church of England were reviewed in January 2025, the Parish Council can set fees that differ from these fees. As the Parish Council owns and administers the burial ground, it retains the authority to establish its own fee schedule.

The council unanimously decided to continue with the current fees set by the Parish Council. This matter will be evaluated in January upon the Church of England's release of the updated fees for 2026.

The Parish Council fees will be reviewed annually each January.

Cemetery Regulations:

The cemetery regulations have been reviewed; the Clerk will update the regulations with the current regulations.

The Clerk will review the full list of ERB's and remaining plots in the cemetery and distribute this to councillors.

RESOLVED: The cemetery fees will be reviewed annually each January. The cemetery regulations have been reviewed and updated for 2025.

(e) Remittance

The second precept payment of £5050.00 was received by the Parish Council from East Suffolk Council.

25.107 Other items for discussion:

Cllr T. Blunn informed the council she would be standing down as a councillor to the Parish Council effective from the October 2025 meeting. Councillors thanked Cllr Blunn for her contribution and work during her time as a councillor.

There are now two vacancies for Shadingfield, Cllr J. Sheldrake will post the available vacancies on the Parish Council Facebook page. Cllr A. Chipperfield will request the vacancies are advertised within the Sheaf. Cllr D. Drane will update the Parish Council's banking to remove Cllr T Blunn as a signatory. The Parish Council's website will be revised by the Clerk to show the new updates.

Cllr A. Chipperfield commented on the article scheduled to be in the Sheaf, unfortunately this was not published, Cllr Chipperfield will re-submit the article.

	<p>Cllr J. Ward contacted the Clerk outside of the meeting to highlight the grants available for warm spaces, and whether this would be of interest to the Village Hall Committee. Cllr A. Thornton requested the Clerk forward any correspondence for the warm spaces initiative to him to discuss with the Village Hall Committee.</p> <p>Cllr's requested for the Budget to be on the agenda for the November meeting.</p>
25.108	The meeting closed at 8.29pm
	Date of next meeting: Wednesday 19 th November 2025.

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
	V. Ellis	Salary October	495.05		495.05
	R. Waters	Cemetery grounds Maintenance	210.00		210.00
	SALC	Payroll Services 6 months	45.00	9.00	54.00
	HMRC	Quarter 2 P30 Employers Payslip Must be paid by 22/10/25	181.18		181.18

Chair _____ Date _____

As at 30th September 2025

	Budget	General Fund	All Earmarked	Total
RECEIPTS				
Precept	8,000	10,100.00	0.00	10,100.00
Cemetery Fees		322.00	0.00	322.00
Community Infrastructure Levy		2,573.28	0.00	2,573.28
Picnic		234.70	0.00	234.70
Miscellaneous Income		0.00	0.00	0.00
Earmarked Funds - Receipts			0.00	0.00
VAT Recovered	391	601.22	0.00	601.22
TOTAL RECEIPTS	8,391	13,831.20	0.00	13,831.20
PAYMENTS				
Administration				
Staff Costs	5,308	2,645.78	0.00	2,645.78
Payroll Costs	100	45.00	0.00	45.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	250	22.61	0.00	22.61
Insurance	600	766.89	0.00	766.89
Hall Hire	220	0.00	0.00	0.00
Web Hosting	55	289.00	0.00	289.00
Membership & Subscriptions	450	234.53	0.00	234.53
Audit	180	183.00	0.00	183.00
Laptop	500	0.00	0.00	0.00
Data Protection	35	0.00	0.00	0.00
Training	120	0.00	0.00	0.00
Miscellaneous Expenses	0	92.08	0.00	92.08
VAT Paid	0	195.24	0.00	195.24
	8,018	4,474.13	0.00	4,474.13
Maintenance				
Playing Field Maintenance	1,165	677.40	0.00	677.40
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	0.00	0.00	0.00
Pest Control	200	0.00	0.00	0.00
Cemetery Management	400	160.00	0.00	160.00
General Maintenance	500	0.00	0.00	0.00
Vehicle Sign		0.00	0.00	0.00
	2,590	837.40	0.00	837.40
Community Events				
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
	1,000	280.00	0.00	280.00
TOTAL PAYMENTS	11,608	5,591.53	0.00	5,591.53
Surplus (-Deficit) to date	-3,217	8,239.67	0.00	8,239.67
Brought Forward 1.4.2025		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	-3,217	8,239.67	0.00	8,239.67
Carried Forward	-3,217	10,532.64	9,366.52	19,899.16
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		16,851.70
Credits		
ESC Precept		5,050.00
Debits		
V.Ellis Salary August	-410.70	
V.Ellis Salary September	-410.70	
Lloyds Service Charge	-4.25	
Friends Of Brampton School	-100.00	
Clear Councils Insurance	-766.89	
Chevron Disco	-150.00	
Wooltorton	-160.00	
		-2,002.54
Net Bank Account		19,899.16

Bank Reconciliation	
Lloyds Current Account Statement Balance	19,899.16
Add: unpresented credits	0.00
Less: unpresented items	0.00
Net balance	19,899.16
Difference	0.00

Chairman		
Clerk		
Date		

Chair _____ Date _____