

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 17th September 2025 at 7.00 pm

Present:

Councillors: R. Ellis (Chair), C. Ellis (Vice Chair), R. London, J. Ward, J. Sheldrake and D. Drane

In attendance:

V. Ellis (Clerk) and District Cllr T. Hammond, Suffolk County Councillor J. Cloke, and seven members of the public.

25.087 Apologies for Absence: Cllr A. Thornton, Cllr A. Chipperfield, Cllr T. Blunn and District Councillor A. Speca
RESOLVED: that the apologies be accepted.

25.088 Declarations of Interest and Requests for Dispensations:

Cllr C. Ellis declared an invoice has been submitted to the council for reimbursement for expenses incurred from the Village Fair.

Cllr R. London declared an invoice has been submitted on behalf of a family member to the council for payment for services at the Village Fair.

25.089 To sign as an accurate record the minutes of the previous meeting:

RESOLVED: that the minutes of the meeting held on 23rd July 2025 be signed as a correct record.

25.090 Chair's Opening Statement:

The Chair welcomed Councillors and members of the public to the meeting, he then confirmed the quorum for the meeting has been met due to five councillors being present.

The Chair reported the Village Fair was a popular event, many residents attended, and the total amount of funds raised from the event was £234.00. Requests have been received from the community that the event is organised again for next year.

The Council and the members of the public were informed of the ongoing activities at the Spring Park site; on 19/08/25 the village experienced a lengthy unplanned power cut due to works taking place at Spring Park. UK Power Network were contacted at the time of the power cut to establish the nature of the power cut; UKPN confirmed the loss of power was not planned maintenance, but due to a broken stay wire on one of the poles at the rear of Spring Park Caravan Site.

The Chair thanked everyone for keeping the Parish Council updated with the activity and confirmed the Parish Council would be in contact with East Suffolk Council regarding the activity.

25.091 Public Participation:

The Chair brought forward the items relating to the Spring Park to allow members of the public to speak. Matters raised by the public or councillors included:

- The site is currently being expanded on additional land
- Additional concrete hard standings have been installed at the site on the additional land, possibly for additional units to be installed
- Concerns that planning applications for the expansion of the site have not been submitted to ESC

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- Drainage pipework appears to have been installed in a ditch on the site
- Questions were raised regarding the additional land that appears to be being developed; is this currently agricultural land?
- A power cut to the parish, resulting 79 houses losing power for a period of three hours. This was unplanned by UKPN. UKPN confirmed this was due to a broken stay wire at the rear of Spring Park.

The Chair summarised the action the Parish Council would take regarding the concerns raised; the Parish Council will contact East Suffolk Council Planning Enforcement.

RESOLVED: East Suffolk Council will be contacted by the Parish Council.

25.092 Reports from County and District Councillors:

County Councillor Cloke commented on the Local Government Reorganisation in Suffolk, the proposal of a unitary council for Suffolk will be decided in Westminster this Autumn.

District Councillor Hammond Commented, District Councils such as East Suffolk Council advocate for three councils as opposed to the one unitary council.

25.093 Community
(a) Planning :

DC/19/2195/FUL – Intensive Poultry Units:

Cllr C. Ellis attended the Meeting of the Planning Committee North on the 9th September 2025 to support the views of the community. Cllr C. Ellis states that the application was denied; however, the applicant is entitled to file an appeal within six months from the date of refusal.

The Council thanked Cllr C. Ellis for the commitment, work and time given to support the concerns and views of the community throughout the lengthy process of this application.

DC/25/2597/FUL – Hornbill Business Park Hornbill Way Ellough Suffolk NR34 7XD:

The following concerns regarding this planning application are:

- Highways - We share the concerns outlined by SCC regarding access and egress from the site.
- Flood Authority - We share the concerns of the Flood Authority, and we have concerns about the water run-off which will enter the River Hundred. We understand from a local resident that the drains as they exist now do not cope with heavy or persistent precipitation and fields are regularly flooding. The drainage strategy needs to be developed so that it does not exacerbate the existing situation and preferably results in improvements for the local community.
- We share SCC's concerns about the impact on Public Rights of Way and believe the bridle path should be restored as a grass track; using the runway is not acceptable.
- We note also that there is a neighbouring Solar Farm; from the applicant's own assessment, there will be large dust emissions generated during the construction phase of this project.

Proposed by Cllr R. Ellis and seconded by Cllr C. Ellis and RESOLVED, to object to the application, unanimous decision.

DC/24/3239/OUT - Hornbill Business Park Hornbill Way Ellough Suffolk NR34 7XL - Outline Application
(All Matters Reserved except access:

Proposed by Cllr R. Ellis and seconded by Cllr C. Ellis and RESOLVED, to object to the application, unanimous decision.

(b) Sotterley Chapel Preservation Trust:

Cllr D. Drane attended a meeting of the Sotterley Preservation Trust, during which several points were presented for the council's consideration:

- Possible uses for the funds held by the JPC – The SCPT asked if funds from the coffee mornings could be allocated for use by the SCPT, Cllr C. Ellis verified that the funds in question were sourced from the luncheon club and are designated exclusively for community use within Shadingfield. RESOLVED: It has been determined that the funds are not available for use by SCPT.
- Feedback on the chapel grounds maintenance – The SCPT acknowledged that the chapel grounds are being maintained according to expectations and expressed their appreciation to the contractor for completing the work. Cllr D. Drane commented on the possibility of using the same contractor to maintain the playing field. The Chair stated this could be an option to cut the costs to maintain the playing field, this is subject to securing a lease for the playing field and the termination of the current maintenance contract. Cllr J. Sheldrake will contact the current contractor who provides the maintenance for the Chapel.
- Insurance for the chapel – The current insurance policy held by the council insure the Chapel building, the contents insurance is the responsibility of the SCPT. Cllr D. Drane reported from the meeting of the SCPT that the Chapel building is showing cracks reopening. Cllr D. Drane is of the opinion that these cracks are not structural. Cllr D. Drane commented the SCPT have contacted the Victorian Society for Buildings to secure funds or grants for building repairs. Cllr J. Ward suggested that the SCPT approached the Suffolk Heritage Historic Churches Trust for support. Cllr J. Ward will share the link for the trust.

RESOLVED: The JPC insures the Chapel Building under the current insurance policy.

- Planning Application for the proposed toilets-

The SCPT contacted the Clerk regarding submitting a planning application for the proposed toilet within the Chapel Yard. SCPT have enquired as to whether the JPC would apply for planning permission on behalf of the SCPT. Cllr C. Ellis noted the potential liability of the JPC concerning the conditions of the planning application, stating that the JPC is unable to guarantee these conditions will be fulfilled.

RESOLVED: The JPC will not submit a planning application on behalf of the SCPT, proposed by Cllr C. Ellis, Seconded by Cllr R. Ellis, unanimous decision.

(c) Spring Park Expansion:

The Chair summarised the discussion from agenda item 5, minute reference 25.091. The Clerk will contact East Suffolk Council Planning Enforcement regarding the concerns raised.

(d) Playing Field Lease:

The Chair provided a summary of recent actions taken to secure a lease for the playing field and suggested that the lease be formally reviewed for legal advice. Councilors unanimously agreed to have a legal professional review the lease.

The Council proposed an expenditure of up to £1000.00 to seek legal advice on the playing field lease, the Clerk will action this.

RESOLVED: A legal professional will review the lease. Proposed by Cllr. R. Ellis, seconded by Cllr R. London.

(e) MacMillan Charity Event:

The Council unanimously approved the event outside of the meeting.

25.094	<p><u>Communication</u></p> <p>(a) <u>SCPT & WhatsApp community group:</u> Cllr D. Drane commented that the SCPT have made a request to use the WhatsApp platform to raise awareness of events they organise. The council agreed unanimously to agree to this proposed by Cllr D. Drane, seconded by Cllr C. Ellis.</p>
25.095	<p><u>Council Operations</u></p> <p>(a) <u>To note the financial situation and bank reconciliation as at 31st July and 31st August 2025:</u> Proposed by Cllr R. Ellis, seconded by Cllr C. Ellis, and RESOLVED that the report dated 31st July and 31st August 2025 and attached to these minutes be accepted.</p> <p>(b) <u>Payment of outstanding invoices:</u> Proposed by Cllr R. Ellis, seconded by Cllr D. Drane and RESOLVED: That the payments listed in Appendix 1 be authorised.</p> <p>(c) <u>Appointments – Tree Advisor:</u> Cllr C. Ellis contacted the current Tree Advisor, commitments have prevented her from responding. She may continue to serve as Tree Advisor; however, alternative arrangements for this position can be accommodated if necessary.</p> <p>(d) <u>NALC Pay Award 25-26:</u> Councilors unanimously agreed to the NALC pay award for the Clerk. Proposed by Cllr C. Ellis, Seconded by Cllr R. Ellis</p> <p>(e) <u>Release of previously reserved Cemetery plots:</u> Councillors unanimous agreed to return the funds relating to the reserved Cemetery plots to the purchaser.</p> <p>(f) <u>Insurance Renewal:</u> The Council has reviewed the current insurance renewal policy and reached a unanimous decision to proceed with its renewal. Proposed by Cllr R. Ellis, seconded by Cllr D. Drane. Cllr D. Drane requested an agenda item for reviewing the Insurance Policy at the next meeting.</p>
25.096	<p><u>Other items for discussion:</u></p> <p>Cllr C. Ellis reminded the Council that the policies from the July meeting are still pending review, and the Clerk will distribute the information to councillors.</p> <p>The Clerk received an interment application from a nonresident. The fee for interment varies depending on residential status, a previous application from the same family had the nonresident fee waived, the Clerk proposed that the council consider the fee for the current application for interment. The Council unanimously agreed that the current interment application fee should match the fee charged to the previous application. The Council has requested that the Cemetery regulations be distributed to all Councilors and included on the agenda for discussion at the next meeting.</p>

25.097	The meeting closed at 9.02pm
	Date of next meeting: Wednesday 15 th October 2025.

Appendix 1 – Payments Authorised

To	For	Net	VAT	Gross
V. Ellis	Salary July	410.70		410.70
V. Ellis	Salary August	410.70		410.70
C. Ellis	Expenses claim for food, refreshments, and entertainment for the Village Fair	394.25		394.25
Clear Councils Insurance	Insurance renewal 2025 – 2026	766.89		766.89
Friends Of Brampton Primary School	Donation for attending the Village Fair with games.	100.00		100.00
Mrs. Wooltorton	Release of Cemetery plots	160.00		160.00
Chevron Disco	Supply of PA & Music for the Village Fair	150.00		150.00

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council
Receipts and Payments Account 2025/2026 - Year To Date

As at 31st July 2025						
	Budget	General Fund	All Earmarked	Total		
RECEIPTS					Recent Transactions	
Precept	8,000	5,050.00	0.00	5,050.00	Previous Bank	17,840.62
Cemetery Fees		150.00	0.00	150.00		
Community Infrastructure Levy		2,573.28	0.00	2,573.28		
Picnic		0.00	0.00	0.00	Credits	
Miscellaneous Income		0.00	0.00	0.00	East of England Co Op Swann	150.00
Earmarked Funds - Receipts			0.00	0.00		
VAT Recovered	391	601.22	0.00	601.22	Debits	
TOTAL RECEIPTS	8,391	8,374.50	0.00	8,374.50	V. Ellis Salary	-410.90
					Lloyds Service Charge	-4.25
PAYMENTS					HMRC	-181.18
Administration					CAS	-289.00
Staff Costs	5,308	1,824.38	0.00	1,824.38	Graphic Solutions	-30.00
Payroll Costs	100	45.00	0.00	45.00	SALC	-219.60
Mileage	200	0.00	0.00	0.00	Vertas	-406.44
Printing Stationery & Postage	250	22.61	0.00	22.61		-1,391.37
Insurance	600	0.00	0.00	0.00		
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	Net Bank Account	16,449.25
Data Protection	35	0.00	0.00	0.00		
Training	120	0.00	0.00	0.00	Bank Reconciliation	
Miscellaneous Expenses	0	83.58	0.00	83.58	Lloyds Current Account Statement Balance	16,449.25
VAT Paid	0	195.24	0.00	195.24	Add: unrepresented credits	0.00
	8,018	2,877.34	0.00	2,877.34	Less: unrepresented items	0.00
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	0.00	0.00	0.00		
General Maintenance	500	0.00	0.00	0.00		
Vehicle Sign		0.00	0.00	0.00	Net balance	16,449.25
	2,590	677.40	0.00	677.40	Difference	0.00
Community Events						
Raising the Parish Profile		30.00	0.00	30.00		
Grants and Donations	1,000	0.00	0.00	0.00		
Earmarked Funds - Payments			0.00	0.00		
	1,000	30.00	0.00	30.00		
TOTAL PAYMENTS	11,608	3,584.74	0.00	3,584.74	Chairman	
Surplus (-Deficit) to date	-3,217	4,789.76	0.00	4,789.76	Clerk	
Brought Forward 1.4.2025		2,292.97	9,366.52	11,650.49	Date	
Transfers between funds			0.00	0.00		
			0.00	0.00		
			0.00	0.00		
Surplus/Deficit	-3,217	4,789.76	0.00	4,789.76		
Carried Forward	-3,217	7,082.73	9,366.52	16,449.25		
Playing Field			7,437.64			
Luncheon Club			433.38			
Ellough Village Sign			1,000.00			
Picnic			495.50			
			9,366.52			

Chair _____ Date _____

Shadingfield, Sotterley, Willingham and Ellough Joint Parish Council
 Receipts and Payments Account 2025/2026 - Year To Date

As at 31st August 2025				
	Budget	General Fund	All Earmarked	Total
RECEIPTS				
Precept	8,000	5,050.00	0.00	5,050.00
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	8,781.20	0.00	8,781.20
PAYMENTS				
Administration				
Staff Costs	5,308	1,824.38	0.00	1,824.38
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	0.00	0.00	0.00
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	87.83	0.00	87.83
VAT Paid	0	195.24	0.00	195.24
	8,018	2,881.59	0.00	2,881.59
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	0.00	0.00	0.00
General Maintenance	500	0.00	0.00	0.00
Vehicle Sign		0.00	0.00	0.00
	2,590	677.40	0.00	677.40
Community Events				
Raising the Parish Profile		30.00	0.00	30.00
Grants and Donations	1,000		0.00	
Earmarked Funds - Payments			0.00	0.00
	1,000	30.00	0.00	30.00
TOTAL PAYMENTS	11,608	3,588.99	0.00	3,588.99
Surplus (-Deficit) to date	-3,217	5,192.21	0.00	5,192.21
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	5,192.21	0.00	5,192.21
Carried Forward	-3,217	7,485.18	9,366.52	16,851.70
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		16,449.25
Credits		
Arthur Jary & Sons	172.00	
C. Ellis Community Picnic Donations	234.70	
Debits		
Lloyds Service Charge		-4.25
Net Bank Account		16,851.70
Bank Reconciliation		
Lloyds Current Account Statement Balance		16,851.70
Add: unrepresented credits		0.00
Less: unrepresented items		0.00
Net balance		16,851.70
Difference		0.00
Chairman	_____	
Clerk	_____	
Date	_____	

Chair _____ Date _____