Shadingfield, Sotterley, Willingham, and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 15th July 2026 at 7.00 pm

Present:
Councillors: Cllr C. Ellis (Chair), Cllr A. Chipperfield. Cllr A. Thornton, Cllr V. Keable, Cllr K. Robson and Cllr J. Sheldrake.

In attendance:
V. Ellis (Clerk)

26.066	Apologies for Absence: District Councillors A. Speca and T. Hammond. Cllr D. Drane, and Cllr R. Ellis. RESOLVED: that the apologies be accepted.
26.067	Declarations of Interest and Requests for Dispensations: None
26.068	To sign as an accurate record the minutes of the previous meeting: RESOLVED: that the minutes of the meeting held on 17th June 2026 be signed as a correct record. Proposed by Cllr A. Thornton and seconded by Cllr C. Ellis.
26.069	Chair's Opening Statement: The Chair welcomed everyone to the meeting and provided a brief overview of recent matters. During June, a camper was present on the playing field; the police were contacted and the individual was moved on. Following an unsatisfactory safety inspection, the swings have now been removed from the play equipment, and arrangements have been made for the remaining play equipment to be removed if the council decide this as an action, and subject to vehicle access to the field. The Chair referred to the email circulated by Cllr J. Sheldrake on the 8th of July. The suggestions raised appear concerning, and we thank Cllr Sheldrake for bringing them forward. The Council must consider whether the response should be submitted collectively as a Parish Council or individually. The Council proposed the response should be submitted collectively as a Parish Council, notwithstanding that all Councillors may respond as individuals. Cllr C. Ellis will submit the response on behalf of the Council when comments are received from Councillors. Cllr K. Robson referred to the email and asked whether the Local Plan includes anything relating to Ellough. Cllr C. Ellis confirmed that, at present, the plan is outlining proposed sites for development. Cllr K. Robson noted that the Beccles Society is monitoring the situation at Worlingham Gardens, including traffic impacts. The Chair referred to the email from our MP circulated by the Clerk regarding feedback on the local bus services, and asked Councillors for suggestions. The Chair noted the importance of rural provision and the potential benefit of smaller, more frequent buses. Comments should be sent to the Clerk.
26.070	Public Participation: None in attendance
26.071	Reports from County and District Councillors: Report from SCC P. Aiano distributed to Councillors via email.

Chair _____ Date _____

26.072	Community: Planning: To consider planning applications received since the last meeting including any received after publication of the agenda and to note updates on previously considered applications: DC/26/1689/FUL – Wheelwrights Barn, Sotterley - unanimously support, proposed by Cllr V. Keable and seconded by Cllr K. Robson. The Chair noted the Spring Park appeal and asked the clerk of any updates, no updates to provide. Playing Field: The Chair confirmed that an email has been sent to Sotterley Estate with the agreed letter regarding the playing field. Cllr J. Sheldrake asked what action should be taken if Sotterley does not respond, Cllr C. Ellis advised that the Council would need to discuss the next steps. Cllr A. Thornton suggested adding the item to the agenda for the September meeting, noting that if the field is retained by the parish council, new play equipment should be purchased using CIL funds and budgeted funds. The Chair proposed that if no response is received from Sotterley Estate by the 31st of July, the Council should issue two months' notice, effective 1st August, with the field reverting to Sotterley Estate on 1st October. The Council unanimously agreed. The Clerk will deliver a hard copy of the letter to the Sotterley Estate office and obtain a signed copy. The play equipment on the field was discussed, and it was agreed that the remaining play equipment will be removed, other than the basketball hoop and goalposts, which will remain. The Clerk will arrange removal of the fence. Cllr A. Thornton confirmed that any direct expenses arising from the removal of the equipment should be re-imbursed to the individual concerned. Parish Picnic: • Cllr J. Sheldrake to post graphics on Facebook. • Cllr A. Chipperfield will arrange content for *The Sheaf*. • Flyers: Cllr A. Thornton to arrange printing; Cllr A. Chipperfield to liaise with Sotterley for notice board placement and the Clerk to print A4 posters for noticeboards. • Food & Drink: Ice cream van confirmed; BBQ and soft drinks will be arranged by Cllr C. Ellis and Cllr R. Ellis. • Entertainment: Cllr C. Ellis will arrange a PA system and possibly a live act; games to be confirmed with Friends of Brampton Primary School. • Transport: The Chair referenced to an email regarding rural transport for community events. Cllr A. Thornton will contact BACT; funds are available if no grant is secured. • Tent: Folkeast has tent availability, though not guaranteed. • Village Hall will be open.

	• Income: Donations on the day to be given to Beccles Hospital in honour of Cllr Robbie London. Cllr A. Thornton will include this on the flyer. Picnic arrangements unanimously agreed, proposed by Cllr V. Keable and seconded by Cllr A. Chipperfield.
26.073	Council Operations: (a) To note the financial situation and bank reconciliation as of 30th June 2026: Proposed by Cllr A. Thornton, seconded by Cllr K. Robson, and RESOLVED that the report dated 30th June 2026 and attached to these minutes be accepted. The Clerk will add the £500 fee for the legal services for the playing field to be allocated from CIL funds and recorded appropriately. Unanimously agreed. (b) Payment of outstanding invoices: Proposed by Cllr A. Thornton seconded by Cllr K. Robson and RESOLVED: That the payments listed in Appendix 1 be authorised. (c) Change of Banking Signatories: Deferred to the next meeting. (d) Clerk Training: The Clerk will complete Cemetery operations training. Proposed by Cllr A. Thornton, seconded by Cllr K. Robson and RESOLVED that all council operations are accepted.
26.074	Other items for discussion: The Clerk informed the Council that Mr Horwood has now stepped down as Chair of SCPT and the new Chair will contact the Clerk. Councillors noted residents' concerns received regarding a potential unauthorised development in Ellough. The Clerk has previously logged this with planning enforcement at East Suffolk Council and will follow up on this after the meeting.
26.075	The meeting closed at 7.54pm
	Date of next meeting: Wednesday 16th September 2026

Appendix 1 – Payments Authorised

V. Ellis	Salary July	422.95

Chair _____ Date _____

As at 30th June2026

	Budget	General Fund	All Earmarked	Total
RECEIPTS	2026/27			
Precept	12,000	6,000.00	0.00	6,000.00
Cemetery Fees	350	400.00	0.00	400.00
Community Infrastructure Levy		2,903.40	0.00	2,903.40
Picnic	500	0.00		0.00
Miscellaneous Income	0	0.00	0.00	0.00
Earmarked Funds - Receipts			0.00	0.00
VAT Recovered	500	361.72	0.00	361.72
TOTAL RECEIPTS	**13,350**	**9,665.12**	**0.00**	**9,665.12**
PAYMENTS				
Administration				
Staff Costs	7,000	1,465.41	0.00	1,465.41
Payroll Costs	100	0.00	0.00	0.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	460	90.00	0.00	90.00
Insurance	850	0.00	0.00	0.00
Hall Hire	220	0.00	0.00	0.00
Web Hosting & Domain	390	0.00	0.00	0.00
Membership & Subscriptions	420	331.23	0.00	331.23
Audit	237	0.00	0.00	0.00
Laptop	0	0.00	0.00	0.00
Data Protection	55	0.00	0.00	0.00
Training	900	0.00	0.00	0.00
Miscellaneous Expenses	0	0.00	0.00	0.00
VAT Paid	0	0.00	0.00	0.00
	10,832	**1,886.64**	**0.00**	**1,886.64**
Maintenance				
Playing Field Maintenance & Improven	6,000	500.00	0.00	500.00
	0	0.00	0.00	0.00
Notice Board Repairs	200	0.00	0.00	0.00
Playground Inspection	120	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	750	0.00	0.00	0.00
General Maintenance	400	0.00	0.00	0.00
Vehicle Sign	0	0.00	0.00	0.00
	7,725	**500.00**	**0.00**	**500.00**
Community Events				
Raising the Parish Profile	40	0.00	0.00	0.00
Grants and Donations	1,000		0.00	
Picnic	500			
Earmarked Funds - Payments			0.00	
	1,540	**0.00**	**0.00**	**0.00**
TOTAL PAYMENTS	**20,097**	**2,386.64**	**0.00**	**2,386.64**
Surplus (-Deficit) to date	**-6,747**	**7,278.48**	**0.00**	**7,278.48**
Brought Forward 1.4.2026	180	6,793.38	9,366.52	16,159.90
Transfers between funds			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Surplus/Deficit	-6,747	7,278.48	0.00	7,278.48
Carried Forward	**-6,567**	**14,071.86**	**9,366.52**	**23,438.38**
Playing Field			**6,000.00**	
Picnic			**500.00**	
Ellough Village Sign			**1,000.00**	
			7,500.00	

Recent Transactions		
Previous Bank		23,503.66
Credits		
VAT Refund	361.72	
Debits		
V. Ellis Salary		-422.75
Lloyds service charge		-4.25
		361.72
Net Bank Account		23,438.38

Bank Reconciliation	
Lloyds Current Account Statement Balance	23,438.38
Add: unpresented credits	0.00
Less: unpresented items	0.00
Net balance	**23,438.38**
Difference	0.00

Chairman		
Clerk		
Date		

Chair _____ Date _____