Shadingfield, Sotterley, Willingham, and Ellough Joint Parish Council

Minutes of the Parish Council Meeting
held at Shadingfield Village Hall on 17th June 2026 at 7.00 pm

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

In attendance:
V. Ellis (Clerk), Mr A. Wooltorton – ESCO Prospect, SCC Peter Aiano and one member of the public.

26.056 Apologies for Absence:

District Councillors A. Speca and T. Hammond, Cllr K. Robson, and Cllr R. Ellis.
RESOLVED: that the apologies be accepted.

26.057 Declarations of Interest and Requests for Dispensations:
None

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

RESOLVED: that the minutes of the meeting held on 20th May 2026 be signed as a correct record.
Proposed by Cllr A. Thornton and seconded by Cllr A. Chipperfield.

26.059 Chair's Opening Statement:

The Chair noted that the internal audit had identified only minor issues and "no red flags," and thanked the Clerk. The Chair said the previous meeting had covered CIL income and the internal audit and asked the Clerk for an update. The Clerk confirmed that an update would be circulated once received.

The Chair emphasised the need to stay focused because of the full agenda and noted that Standing Orders allow time limits to be used so everyone has an opportunity to speak.

26.060 Public Participation:

(a) The Chair welcomed Mr A. Wooltorton (ESCO Prospect), who outlined a concept proposal for a large-scale development of approximately 4,000 homes near Brampton railway station. He explained ESCO's role in identifying land for strategic development and noted East Suffolk's increased housing requirement from 900 to 1600 homes per year. He described potential infrastructure benefits, sustainable transport links, biodiversity measures, and the possibility of relocating the station. Councillors raised concerns including:

- The single-track rail line and limited transport links
- Lack of control over promised infrastructure
- Impact on agricultural land
- Water, sewerage, and utilities capacity
- The hypothetical nature of the proposal

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| | (b) A member of the public asked about Spring Park, expressing frustration with ongoing issues. The Chair explained that the application to vary consent had been refused and was now under appeal. The Council will reiterate previous objections, including concerns about utilities, road access, criminal and anti-social behaviour, and outstanding enforcement matters. |
| 26.061 | Reports from County and District Councillors:<br><br>SCC Cllr Peter Aiano introduced himself, noting he represents twenty-three parishes and has recently been busy within the community and established a graffiti-busting unit in Bungay. He explained that community groups may need to take more responsibility for local issues and highlighted the availability of speed watch equipment under the community self-help scheme. Councillors discussed the Brampton development concept; Cllr Aiano noted infrastructure may or may not be delivered and that benefits to residents were uncertain. |
| 26.062 | Community:<br><br>(a) Planning :<br><br>DC/25/4502/ROC - Spring Park – Summarise and resubmit previous objections to Appeal Board.<br><br>DC/26/1458/FUL – Moat Farmhouse – Supported unanimously.<br><br>DC/26/1987/P14J – Broadwater Mouldings – Supported unanimously.<br><br>Proposed by Cllr C. Ellis and seconded by Cllr A. Thornton.<br><br>(b) Playing field Lease:<br><br>Councillors discussed the report prepared by Cllr D. Drane and agreed to extract six key points for a formal approach to Sotterley Estate. Cllr Drane will draft a template letter; councillors will review it, and the final version will be issued by the Chair. Unanimously agreed.<br><br>(c) Playing field Maintenance:<br><br>Councillors noted the insurance liability figure of the contactor employed to carry out the maintenance is low risk. RESOLVED: To accept the maintenance arrangements as adequate.<br><br>(d) Village Hall sign:<br><br>The Council agreed to support installation of a simple sign pointing to the Village Hall, provided it is in keeping with the village sign. Unanimously agreed.<br><br>Proposed by Cllr A. Thornton, seconded by Cllr C. Ellis |
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| 26.063 | Council Operations:<br><br>(a) To note the financial situation and bank reconciliation as at 31st May 2026: |

Chair _____ Date _____

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|---|---|
| | Proposed by Cllr D. Drane, seconded by Cllr V. Keable and RESOLVED that the report dated 31st May 2026 and attached to these minutes be accepted.<br><br>Cllr A. Thornton referred to the £1000.000 earmarked funds for the Ellough Village sign, asking if this will be actioned.<br><br>Cllr A. Chipperfield confirmed that this would proceed and that Cllr K. Robson would be asked whether she wished to be involved.<br><br>(b) Payment of outstanding invoices:<br><br>Proposed by Cllr A. Thornton seconded by Cllr V. Keable and RESOLVED: That the payments listed in Appendix 1 be authorised.<br><br>(c) AGAR Section 2:<br><br>Councillors unanimously agreed with the AGAR accounting statements.<br><br>Cllr A. Thornton asked the Clerk if a valuation for the Chapel could be provided at a future meeting.<br><br>(d) Change of Banking Signatories:<br><br>The required form to arrange the change of digital signatories for online banking was not available for the meeting; they will be brought to the next meeting. Cllr V. Keable, Cllr J. Sheldrake, and Cllr A. Thornton will be added and Cllr A. Chipperfield will be removed.<br><br>(e) Internal Audit Report:<br><br>Cllr C. Ellis stated the recommendations from the audit report will be actioned by the Clerk, Cllr D. Drane will assist with the IT policy. Cllr's ROI must be updated on the East Suffolk Council Website.<br><br>The Internal Audit report was acknowledged and accepted.<br><br>Proposed by Cllr D. Drane, seconded by Cllr V. Keable and RESOLVED that council operations accepted. |
| 26.064 | Other items for discussion:<br><br>The Chair stated the Picnic should be on the agenda for the July meeting. The council discussed the Sheaf cover for the August edition, Cllr D. Drane will offer images to Cllr A. Chipperfield, the Picnic arrangements for July (budget £500), ice cream van, possible marquee and live entertainment (possibly liaising with FolkEast), games for the picnic, councillor availability and the fundraising opportunities at the picnic. Also that we extend an invitation to the organisers of FolkEast.<br><br>Arrangements will be clarified at the July meeting. |
| 26.065 | The meeting closed at 8.45pm |
| | Date of next meeting: Wednesday 15th July 2026 |

Chair _____ Date _____

Appendix 1 – Payments Authorised

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|---|---|---|
| V. Ellis | Salary June | 422.75 |
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| | | |

Chair _____ Date _____

**As at 31st May 2026**

| | 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 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | **13,350** | **9,303.40** | **0.00** | **9,303.40** |
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| **PAYMENTS** | | | | |
| **Administration** | | | | |
| Staff Costs | 7,000 | 1,042.66 | 0.00 | 1,042.66 |
| 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 | 326.98 | 0.00 | 326.98 |
| 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** | **1,459.64** | **0.00** | **1,459.64** |
| **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** | **1,959.64** | **0.00** | **1,959.64** |
| | | | | |
| Surplus (-Deficit) to date | **-6,747** | **7,343.76** | **0.00** | **7,343.76** |
| | | | | |
| 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 | 7,343.76 | 0.00 | 7,343.76 |
| Carried Forward | **-6,567** | **14,137.14** | **9,366.52** | **23,503.66** |
| Playing Field | | | **6,000.00** | |
| Picnic | | | **500.00** | |
| Ellough Village Sign | | | **1,000.00** | |
| | | | **7,500.00** | |

| **Recent Transactions** | | |
|---|---|---|
| Previous Bank | | 24,120.66 |
| | | |
| | | |
| **Credits** | | |
| ERB Cemetery Fee | 400.00 | |
| | | |
| **Debits** | | |
| V. Ellis Salary | | -422.75 |
| Lloyds service charge | | -4.25 |
| HKB Wiltshire | | -500.00 |
| Graphic Solutions | | -90.00 |
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| | | 400.00 |
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| | | |
| **Net Bank Account** | | 23,503.66 |

| **Bank Reconciliation** | |
|---|---|
| Lloyds Current Account Statement Balance | 23,503.66 |
| | |
| Add: unpresented credits | 0.00 |
| | |
| Less: unpresented items | 0.00 |
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| | |
| **Net balance** | **23,503.66** |
| | |
| Difference | 0.00 |

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| Chairman | | |
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| Clerk | | |
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Chair _____ Date _____