Shadingfield, Sotterley, Willingham, and Ellough Joint Parish Council

Minutes of the Annual Parish Council Meeting
held at Shadingfield Village Hall on 20th May at 7.15pm

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

In attendance:
V. Ellis (Clerk) and East Suffolk Councillor T. Hammond.

26.042	Election of a Chairman of the Parish Council for the year 2026/2027: Cllr R. Ellis informed the Clerk he wishes to stand as Chair. The Council unanimously agreed to appoint Cllr R. Ellis as Chair Proposed by Cllr C. Ellis, seconded by Cllr D. Drane. RESOLVED: Cllr R. Ellis was appointed Chair in his absence.
26.043	To receive a Declaration of Acceptance of Office from the new Chair of the Council: The Clerk will ensure the declaration of acceptance is signed by the Chair prior to the next parish council meeting.
26.044	Apologies for absence: District Councillor A. Speca and SCC P. Aiano and Councilor R. Ellis. RESOLVED: that the apologies be accepted.
26.045	Declarations of interest: None
26.046	Appointment of a Vice Chairman of the Parish Council for the year 2026/2027: The Council unanimously agreed to appoint Cllr C. Ellis as Vice Chair. Proposed by Cllr A. Thornton, seconded by Cllr D. Drane. RESOLVED: Cllr C. Ellis appointed as Vice Chair of the Parish Council.
26.047	Appointments for the year 2026/2027: 1. Appointment of Tree Adviser: The Clerk will ask Mr Waters if he would like to take on this role. 2. Appointment of members to SCPT Liaison group: Cllr D. Drane confirmed he will continue in this role. 3. Appointment of a member to the ESC Community Partnership: Cllr C. Ellis confirmed she will continue in this role. The council unanimously agreed to the appointments.
26.048	To sign as an accurate record the minutes of the meeting held on 15th April 2026: Cllr. A. Thornton highlighted an inaccuracy in the minutes regarding his communications with the organisers of Folk East festival. The Chair amended the minutes by hand at the meeting. Proposed by Cllr. C. Ellis, seconded by Cllr A. Thornton.

Chair _____ Date _____

	RESOLVED: The amended minutes were accepted as an accurate record of the meeting held on 15th April 2026.
26.049	Chair's Opening Statement: The Chair reported that, following the end of year report provided at the annual parish meeting this evening, there is little to add, stating that the Council is in a stable position.
26.050	Meeting open for questions and comments from members of the public: A member of the public attended to observe and expressed interest in joining the council, noting she had lived in the parish since last summer and wished to contribute to the community. Co option was prosed by Cllr A. Thorton. The council unanimously agreed to co-opt V. Keable as a councillor. Proposed by Cllr A. Thornton, seconded by Cllr J. Sheldrake. The Clerk will complete formalities.
26.051	Reports from County and District Councillors: District councillor Hammond addressed the absence of district councillors from the recent parish council meetings, stating that work commitments have made it difficult to attend meetings. Councillor Hammond informed the council of his role as Vice Chair of the Planning North Committee and offered support to the parish council in that role. He also noted that, under the current unitary boundary proposals, SSWE would move out of the Bungay ward into Barnby and Wrentham, although this has not yet been finalised. He added that Suffolk County Council will be run by Reform UK for the next few years and that SSWEJPC will be represented by Peter Aiano of the Green Party, who is actively involved in the community. Peter sent his apologies for this meeting and will attend future meetings. Councillor Hammond invited questions from the council. The call for land maps that have been published shows significant allocation land, this looks potentially larger than the town of Beccles, is this correct? Councillor Hammond explained that this is a submission, not an allocation. Over the next two years, the Local Plan will be developed, and at this stage the map does not show where development will take place. He added that large proposals have been submitted and that officers and councillors will assess suitable locations, including factors such as heritage and transport. Will the NDP be considered during the review of the revised Local Plan? It is important that the parishes remain separate. Councillor Hammond stated, this is early in the process, and my role is to interface in this, we must attempt to get the best for our communities. Key milestones will be shared to inform of consultations and support public input. To what extent are the existing undeveloped allocations considered? Councillor Hammond stated this is unknown at present. Councillor Hammond provided updates on ESC app to report fly tipping and missed refuse collections, Speed watch – Peter Aiano is involved with this. Councillor Hammond reported on issues in Bungay with graffiti on old buildings, stating that specialist equipment for sensitive removal is being investigated.

Chair _____ Date _____

	The Chair noted that Suffolk County Council is under the control of Reform UK and East Suffolk Council is the Green Party. Councillor Hammond confirmed there is no change at ESC, the elections were for SCC, the next elections will elect the unitary councillors. The functions will be transferred gradually. Councillor Hammond informed the council that district councillor reports will resume. The Chair thanked Councillor Hammond for attending the meeting. Councillor Hammond left the meeting at 7:50pm.
26.052	Community (a) Planning Applications: DC/26/1477/FUL - Fox Cottage North London Road Shadingfield Beccles Suffolk NR34 8DH - Outbuilding to house small hair salon. The application received unanimous support. Proposed by Cllr A. Thornton, seconded by Cllr A. Chipperfield. (b) Playing Field Lease: The council reviewed the solicitor correspondence; discussion highlighted the following areas: • Suggest material changes, if this is the case, there is a need to identify them and be clear. • Consideration of long-term security of tenure and implications for funding • The Lease is to be recirculated; councillors to identify key points for discussion at the next meeting. • Clerk will contact SALC to identify other councils with similar experiences. The Playing field lease will be on the agenda for the next meeting.
26.053	Council Operations (a) To note the financial situation and bank reconciliations as of 30th April 2026: Proposed by Cllr A. Thornton, seconded by Cllr D. Drane and RESOLVED that the report dated the 30th April 202 and attached to these minutes be accepted. (b) To approve payment of outstanding invoices: Proposed by Cllr C. Ellis, seconded by Cllr A. Thornton and RESOLVED: That the payments listed in Appendix 1 be authorised. Cllr D. Drane requested that the change of bank signatories and completion of forms be an agenda item for the next meeting. (c) CIL Annual statement 2025/2026: The Council unanimously agreed with the CIL figures provided by the Clerk within the CIL tracker align with the figures declared on the CIL statement. The Clerk will inform East Suffolk Council, and the statement will be published on the parish council website. (d) AGAR Forms:

Chair _____ Date _____

	Approved and signed by the Chair. It was suggested the Clerk maintain a training record for Councillors; the Clerk will act on this. CIL funds and income figures and how they relate to the annual audit were discussed, the Clerk will enquire into the Council's position. (e) Policy Adoption: A query regarding the data management within the Data Protection policy was raised, it was confirmed there is reference to receiving data from the community and the management of data within the supplementary information of the policy. The Chair confirmed the content of the Conduct of meetings policy can be at the discretion of the Chair of the meeting. Cllr D. Drane confirmed the policies have been skilled checked. It was unanimously agreed to adopt the presented policies and to display the PDF adapted versions on the Council's website. Policies presented: complaints policy, conduct of meetings policy, data protection policy, general privacy notice, data & electronic data retention policy, disciplinary policy, employee privacy notice, equal opportunities policy, expenses policy, financial regulations, grants and donations policy, habitual or vexatious complaints policy, harassment & bullying policy, health & safety policy, home working policy, safeguarding policy, social media policy, standing orders, training policy. (d) Website Hosting Increase: The Clerk informed the Council there will be an increase of £4.00 per annum in the price of the web hosting. (f) General Power of Competence: The Clerk informed the council, it holds the GPOC until May 2027, after this date if the Clerk is not CiLCA qualified this will no longer be available to the council. The Clerk is hoping to undertake the CiLCA qualification training asap, it was requested that the Clerk draft a training agreement for the Council to review prior to the training.
26.054	Other items for discussion: Cllr A. Thornton shared feedback from the Village Hall Committee and asked for the village hall sign to be included on next month's agenda. The discussion will cover illuminating the sign and installing a simple sign to highlight the hall's location. Any proposed sign must be of an appropriate height and design. Cllr J. Sheldrake asked if the village sign has been replaced with a new sign rather than the existing damaged sign repaired. The Clerk informed the Council this had been reported to SCC Cloke, and it was being investigated. Cllr J. Ward informed the Council of his resignation of immediate effect and requested to still be involved with the playing field and offered to liaise with Brampton Primary school for the village fair. The Chair thanked Cllr Ward for his commitment and contribution to the council.
26.055	The meeting closed at 21:15.
	Date of next meeting: Wednesday 17th June 2026.

Chair _____ Date _____

Appendix 1 – Payments Authorised

	To	For	Net	VAT	Gross
	Graphic Solutions	Newsletters	90.00	0.00	90.00
	HKB Wiltshire Solicitors	Part payment on account Playing Field Lease	500.00	0.00	500.00
	V. Ellis	Salary May	422.75	0.00	422.75

Chair _____ Date _____

As at 30th April 2026

	Budget	General Fund	All Earmarked	Total
RECEIPTS	2026/27			
Precept	12,000	6,000.00	0.00	6,000.00
Cemetery Fees	350	0.00	0.00	0.00
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**	**8,903.40**	**0.00**	**8,903.40**
PAYMENTS				
Administration				
Staff Costs	7,000	619.91	0.00	619.91
Payroll Costs	100	0.00	0.00	0.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	460	0.00	0.00	0.00
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	322.73	0.00	322.73
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	**942.64**	**0.00**	**942.64**
Maintenance				
Playing Field Maintenance & Improven	6,000	0.00	0.00	0.00
	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	**0.00**	**0.00**	**0.00**
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**	**942.64**	**0.00**	**942.64**
Surplus (-Deficit) to date	**-6,747**	**7,960.76**	**0.00**	**7,960.76**
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	7,960.76	0.00	7,960.76
Carried Forward	**-6,567**	**14,754.14**	**9,366.52**	**24,120.66**
Playing Field			**6,000.00**	
Picnic			**500.00**	
Ellough Village Sign			**1,000.00**	
			7,500.00	

Recent Transactions		
Previous Bank		16,159.90
Credits		
CIL ESC	2,903.40	
Precept ESC	6,000.00	
Debits		
V. Ellis Salary		-422.95
V. Ellis Microsoft 365 Subscription		-84.99
SALC Membership Subscription		-233.49
HMRC P30		-196.96
Lloyds Service Charge		-4.25
		8,903.40
Net Bank Account		24,120.66

Bank Reconciliation	
Lloyds Current Account Statement Balance	24,120.66
Add: unpresented credits	0.00
Less: unpresented items	0.00
Net balance	**24,120.66**
Difference	0.00

Chairman		
Clerk		
Date		

Chair _____ Date _____