Shadingfield, Sotterley, Willingham, and Ellough Joint Parish Council	
Minutes of the Parish Council Meeting held at Shadingfield Village Hall on Wednesday 16th September 2026 at 7.00 pm	
Present: Councillors: Cllr R. Ellis (Chair), Cllr C. Ellis, Cllr A. Chipperfield, Cllr V. Keable, Cllr K. Robson, Cllr J. Sheldrake, and Cllr D. Drane.	
In attendance: V. Ellis (Clerk) and District Cllr T. Hammond.	
26.083	Apologies for Absence: None
26.084	Declarations of Interest and Requests for Dispensations: Cllr Chipperfield declared an interest in planning application DC/26/3108/VOC and recused herself from the discussion and voting.
26.085	To sign as an accurate record the minutes of the previous meeting: RESOLVED: the minutes of the meetings held on 17th July 2026, and 26th August 2026 be signed as a correct record. Proposed by Cllr R. Ellis and seconded by Cllr V. Keable.
26.086	Chairs Opening Statement: The Chair welcomed Councillors to the meeting and noted the recent activity at Spring Park, stating that police visits to the site have increased and planning approval has been granted despite concerns. The Chair noted that the playing field lease would be discussed later in the meeting. The Chair also acknowledged the number of power outages in the parish and thanked councillors for continuing to report them to UK Power Network.
26.087	Meeting open for questions and comments from members of the public: None in attendance.
26.088	Reports from County and District Councillors: The council welcomed District Cllr Hammond to the meeting. Cllr Hammond conveyed apologies from District Cllr A. Speca and Suffolk County Cllr P. Aiano and advised that the district councillors' report would be issued after the summer. Cllr Hammond referred to the planning application DC/26/0999/FUL and noted the application was escalated to committee. Cllr Hammond recused himself from the vote and instead represented the parish council's objections. Despite the legitimate and material concerns raised, the committee unanimously approved the application. East Suffolk Council confirmed Spring Park is not being used for temporary housing, though it is clearly being used residentially. Conditions of the approval require occupancy of Spring Park to be recorded. The existing enforcement case concerning Spring Park remains active, and enforcement visits have taken place. It was also noted that East Suffolk Council's enforcement team is under-resourced.

	The council noted that it maintains regular contact with the enforcement team but receives little or no response. Cllr Hammond emphasised that the Parish Council is highly proactive and influential despite limited statutory powers, he encouraged councillors to remain vocal, report concerns, and contact him if matters require committee intervention. Councillors asked for updates on the LGR. Cllr Hammond confirmed that the elections in May 2027will be to elect district councillors.
26.089	<u>Community</u> (a) Planning Applications: DC/26/3108/VOC - Land at Ellough Airfield, Benacre Road, Ellough, Beccles, Suffolk NR34 7UH Cllr A. Chipperfield, remained in the meeting during discussions but recused from the discussions and vote due to a DOI. Unanimous support, excluding Cllr A. Chipperfield - proposed by Cllr C. Ellis and seconded by Cllr R. Ellis. (b) Playing Field: A detailed discussion took place regarding the lease arrangements with Sotterley Estate: • The Council supported Cllr Drane's proposed amendments to the draft letter. • The Chair summarised an email from Tom Browne confirming a mandate for a lease without break clauses. • The Chair and Cllr V. Keable met with Tom Browne, who confirmed Sotterley Estate's intention that the Parish Council enter into a lease without a break clause and use the playing field for such purposes as may be appropriate. • The need to make progress before the termination notice expires on 30th November 2026 was emphasised. • The council unanimously agreed to review and amend the lease internally, then submit this to a legal professional for a legal review. • Cllr C. Ellis proposed continuing with the licence termination separately and issuing a lease for negotiation. • A revised letter of termination will be issued to Sotterley Estate, seeking confirmation of intent within seven days. • Cllr Drane will support with the review of the lease. • The revised letter of termination will be circulated to councillors for comments and approval before it delivered to Sotterley Estate. RESOLVED: The Chair, Cllr Drane and the Clerk will prepare an updated lease contract, submit for legal review, and issue revised correspondence confirming intent and licence termination**.** Proposed by Cllr R. Ellis and seconded by Cllr V. Keable. The council unanimously support the actions. (c) Footpaths:

Chair _____ Date _____

While distributing picnic leaflets, Cllr V. Keable received residents' concerns about the absence of pavements and the unsafe condition of the verges in the village.

The Clerk noted that there is no safe route south bound of the bus stop to walk without crossing the road, highlighting the children in the village disembark the school bus and climb the playing field gate to walk across the field to prevent crossing the road due to the speed drivers approach the village.

The Chair stated there is potential for discussion with Sotterley Estate regarding improved pedestrian access.

Cllr Drane suggested that developers should contribute to village infrastructure.

Cllr C. Ellis noted that SCC sweeps the verges in the village twice a year, this does not include pavements.

Cllr V. Keable offered to investigate practical solutions to the concerns.

(d) - Fire plans:

Cllr V. Keable proposed arranging fire safety advice or a talk from the Fire Service.

Cllr K. Robson noted the extensive resources online available.

The council unanimously agreed to defer this to the next meeting.

(e) Power Outages:

The Chair referred to the unacceptable levels of outages affecting residents, home workers, and vulnerable groups.

Councillors confirmed they had experienced and logged multiple outages.

The Clerk produced a log obtained from UK Power Network evidencing the recent outages.

Cllr C. Ellis proposed drafting a letter to UKPN, ESC, SCC and MP Adrian Ramsey requesting full data and raising concerns. The council unanimously agreed.

The Clerk will draft a letter.

(f) Ellough Development:

Residents have reported on the unauthorised development raising concerns including frequent vehicle movements, tree felling, new access points, and suspected off-grid residential occupation without permission. Concerns include sanitation, safety, and potential unauthorised change of use.

The Clerk confirmed East Suffolk Council Enforcement team have assigned a new enforcement officer to the case.

	Cllr K. Robson proposed reviewing a speed limit reduction at Ellough Crossroads at the November meeting. The Chair highlighted that the meeting was due to reach the two-hour time limit for meetings as stated in the standing orders and noted the council still must cover the council operations agenda item. The Chair proposed extending the meeting to facilitate this. The council unanimously agreed to extend the meeting. Proposed by Cllr R. Ellis and seconded by Cllr K. Robson.
26.090	<u>Council Operations:</u> (a) To note the financial situation and bank reconciliations as of 31st July & 31st August 2026. Proposed by Cllr R. Ellis, seconded by Cllr V. Keable, and RESOLVED that the reports dated 31st July and 31st August 2026 and attached to these minutes be accepted. (b) To approve payment of outstanding invoices: Proposed by Cllr R. Ellis seconded by Cllr K. Robson and RESOLVED: That the payments listed in Appendix 1 be authorised. (c) Change of bank signatories: Cllr Drane confirmed progress on online banking registration for Cllr J. Sheldrake, Cllr V. Keable, and Cllr K. Robson. Cllr A. Chipperfield remains a paper signatory. The Clerk has been assigned view-only access. Card readers will be issued by Lloyds. Councillors reminded to respond to emails to complete the set-up of online banking. RESOLVED: Bank Signatories updated. (d) Budget Items: The Chair proposed to defer the agenda item to the October meeting due to the extension of time at this meeting. Unanimous to support the deferral. (e) IT Policy: Proposed by Cllr R. Ellis seconded by Cllr K. Robson and RESOLVED: that the council adopts the IT policy. (f) Audit Recommendations: The Clerk presented the Internal Audit recommendations. The council reviewed the completed actions and agreed that the table would remain a working document and be presented to the council as further recommendations are completed. (g) Donations: Cllr C. Ellis proposed donating £500.00 to Brampton Primary School.

Chair _____ Date _____

	Proposed by Cllr C. Ellis seconded by Cllr D. Drane and RESOLVED: the council will donate £500.00 to Brampton Primary School Via the Friends of Brampton Primary School Parent and Teacher Association. (h) Insurance Renewal: Cllr C. Ellis noted that the play equipment had been removed and that the insurer must be notified before renewal. A revised quote will be obtained and circulated.
26.091	Other items for discussion: Cllr A. Chipperfield proposed organising a litter pick. The council will discuss this at the meeting in October due to time constraints.
26.092	The meeting closed at 9.31pm
	Date of next meeting: Wednesday 21st October 2026

Appendix 1 – Payments Authorised

V. Ellis	Salary September	£422.75
St Elizabeth Hospice	Donation from the Picnic Funds	£244.31
Friends of Brampton Primary School	Donation	£500.00

Chair _____ Date _____

As at 31st July 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	361.72	0.00	361.72
TOTAL RECEIPTS	**13,350**	**9,665.12**	**0.00**	**9,665.12**
PAYMENTS				
Administration				
Staff Costs	7,000	2,085.32	0.00	2,085.32
Payroll Costs	100	0.00	0.00	0.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	460	108.88	0.00	108.88
Insurance	850	0.00	0.00	0.00
Hall Hire	220	0.00	0.00	0.00
Web Hosting & Domain	390	270.42	0.00	270.42
Membership & Subscriptions	420	321.82	0.00	321.82
Audit	237	189.00	0.00	189.00
Laptop	0	0.00	0.00	0.00
Data Protection	55	0.00	0.00	0.00
Training	900	70.00	0.00	70.00
Miscellaneous Expenses	0	0.00	0.00	0.00
VAT Paid	0	123.82	0.00	123.82
	10,832	**3,169.26**	**0.00**	**3,169.26**
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**	**3,669.26**	**0.00**	**3,669.26**
Surplus (-Deficit) to date	**-6,747**	**5,995.86**	**0.00**	**5,995.86**
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	5,995.86	0.00	5,995.86
Carried Forward	**-6,567**	**12,789.24**	**9,366.52**	**22,155.76**
Playing Field			**6,000.00**	
Picnic			**500.00**	
Ellough Village Sign			**1,000.00**	
			7,500.00	

Recent Transactions		
Previous Bank		23,438.38
Credits		
Debits		
V. Ellis Salary		-422.95
Lloyds service charge		-4.75
SALC Audit Fee		-226.80
HMRC P30 Q1		-196.96
CAS Domain Hosting		-324.50
SALC Cllr Training		-84.00
V.Ellis Printer Ink		-22.66
		0.00
Net Bank Account		22,155.76

Bank Reconciliation	
Lloyds Current Account Statement Balance	23,438.38
Add: unpresented credits	0.00
Less: unpresented items	0.00
Net balance	**22,155.76**
Difference	0.00

Chairman		
Clerk		
Date		

As at 31st August 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	349.81		349.81
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**	**10,014.93**	**0.00**	**10,014.93**
PAYMENTS				
Administration				
Staff Costs	7,000	2,508.07	0.00	2,508.07
Payroll Costs	100	0.00	0.00	0.00
Mileage	200	0.00	0.00	0.00
Printing Stationery & Postage	460	108.88	0.00	108.88
Insurance	850	0.00	0.00	0.00
Hall Hire	220	0.00	0.00	0.00
Web Hosting & Domain	390	270.42	0.00	270.42
Membership & Subscriptions	420	326.07	0.00	326.07
Audit	237	189.00	0.00	189.00
Laptop	0	0.00	0.00	0.00
Data Protection	55	0.00	0.00	0.00
Training	900	70.00	0.00	70.00
Miscellaneous Expenses	0	0.00	0.00	0.00
VAT Paid	0	123.82	0.00	123.82
	10,832	**3,596.26**	**0.00**	**3,596.26**
Maintenance				
Playing Field Maintenance & Improven	6,000	770.00	0.00	770.00
	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	260.00	0.00	260.00
General Maintenance	400	0.00	0.00	0.00
Vehicle Sign	0	0.00	0.00	0.00
	7,725	**1,030.00**	**0.00**	**1,030.00**
Community Events				
Raising the Parish Profile	40	0.00	0.00	0.00
Grants and Donations	1,000		0.00	
Picnic	500	616.73		
Earmarked Funds - Payments			0.00	
	1,540	**616.73**	**0.00**	**616.73**
TOTAL PAYMENTS	**20,097**	**5,242.99**	**0.00**	**5,242.99**
Surplus (-Deficit) to date	**-6,747**	**4,771.94**	**0.00**	**4,771.94**
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	4,771.94	0.00	4,771.94
Carried Forward	**-6,567**	**11,565.32**	**9,366.52**	**20,931.84**
Playing Field			**6,000.00**	
Picnic			**500.00**	
Ellough Village Sign			**1,000.00**	
			7,500.00	

Recent Transactions		
Previous Bank		22,155.76
Credits		
Funds raised from picnic	244.31	
Purchase of surplus BBQ meat	105.50	
Debits		
Cllr J. Sheldrake Reimbursement of printing costs		-75.00
V. Ellis Salary		-422.75
Lloyds service charge		-4.25
R. Waters Chapel Maintenace		-260.00
R. Waters Playing Field Maintenance		-170.00
Chevron J. London Picnic Services		-101.03
Chevron J.London Removal of equipment		-100.00
Cllr C. Ellis Reimbursement of Picnic expenses		-440.70
		0.00
Net Bank Account		20,931.84

Bank Reconciliation	
Lloyds Current Account Statement Balance	20,931.84
Add: unpresented credits	0.00
Less: unpresented items	0.00
Net balance	**20,931.84**
Difference	0.00

Chairman _____

Clerk _____

Date _____

Chair _____ Date _____