



Minutes of the Parish Council Meeting
held on Monday 21st November 2022 at 7.00 pm

Present: Cllrs. Johnson Houghton (Chair), Barnes, Gridley, Ghirardani and Slater,
SCC Councillor Bennett, WSC Cllr Pugh, the Locum Clerk and nine members of the public.

*The Chair welcomed all to the meeting, noting that it would be recorded by the Council.
A member of the public also indicated that they wished to record the meeting.
The Chairman also reminded everyone of the procedures during Parish Council meetings.*

1. **Apologies for absence.** Apologies and reasons for absence were sent by Cllrs. Dennis and Hopkins and **APPROVED**
2. **Declarations of interest** by councillors in items on the agenda and dispensation requests – **NONE**
3. **RESOLVED** - to approve the minutes of the meeting held on **Monday 3rd October 2022**
4. **Public Session – Community Engagement** - general discussion took place about a very productive ‘drop-in’ session organised by residents on a range of topics, including how the Parish Council might gain a more comprehensive picture of residents’ views & needs - details to be circulated. **Housing Needs Survey** - a resident stressed the “huge significance” of housing needs survey results where genuine need could be proven.
5. **County Councillor’s Report** – Cllr. Bennett spoke to her published report, highlighting the availability of “Cost of Living Posters”, the renewed need for Ukraine Family Hosts, deadlines for school places in the County, the collection of waste metals, the County Council’s upcoming budget consultation and the Government’s announcement about devolution for Suffolk, with an elected Mayor. With the Council’s approval, **Item 14a** was brought forward so that Cllr Bennett could take part in the discussion. Ownership of the land with the village sign on had yet to be identified but it appears the flooding was not caused by the ditch to the rear.
6. **District Councillor’s report** – Cllr Pugh spoke to her published report, touching on the outbreaks of Avian Flu, review of the local Emergency Plan (asking the Parish Council to update its contact list) changes to electoral procedures (to be phased in over time), commented on the Parish Council’s need to utilise the £1,000 grant for the discarded Housing Needs Survey with certain constraints and reminded the Council of the availability of funding from her allocation of the WSC Locality Budget.
7. **Police issues** – The theft of electric fencing batteries and the re-emergence of hare-coursing in the area was **NOTED**
8. **Clerk’s Report** - to **RECEIVE** an update on the list of actions agreed at the last meeting.
 - a) **Bank mandate** – Cllr Johnson Houghton added. Cllr Slater needs to go to bank in person - **NOTED**
 - b) **Acceptance of office form** – Cllr Johnson Houghton completed/sent to West Suffolk Council - **NOTED**
 - c) **Quiet Lanes** sign not yet erected. Update at next SPC meeting - **NOTED**
 - d) **Approval of council minutes from 16 May 2022 and 18 July 2022** – agreed at EPCM on 14 November 2022. Procedures for agreeing and signing of minutes were highlighted and **NOTED**
 - e) **Approval of Annual Parish Meeting minutes** – Annual Parish Minutes to be approved at the next APM only by the attending electors – **NOTED**
9. **Responsible Financial Officer’s Report** (includes **Items 10 & 11** on the published agenda)
 - a) **RESOLVED** – to approve payments and sign the Schedule of Payments as listed below in these minutes
 - b) **RESOLVED** - to approve payments authorised between meetings as listed below in these minutes
 - c) **RESOLVED** -to approve the record of receipts and payments made since the last meeting, as provided to the meeting, noting the £1,000 refund from CAS and VAT due to HMRC
 - d) **NOTED** - the bank balances and confirmation of the bank reconciliation as of 14th October 2021
 - e) **COMPLETED** - the checklist of Internal Controls



STANSFIELD PARISH COUNCIL

Parish Clerk: David Lines (Locum)
E: locumparishclerk@outlook.com
P: 07485151248

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Payee	Amount £	Reason	Method of payment	Statute
EE Mobile	20.98	Clerks Mobile July	Online	LGA 1972, S111
S A Allen	216.32	Clerks Salary July	Online	LGA 1972, S111
S A Allen	216.32	Clerks Salary August	Online	LGA 1972, S111
ICO	35.00	Data Protection Fee	Online	LGA 1972, S111
Scribe	138.00	Yearly fee for Scribe Accounts	Online	LGA 1972, S111
EE Mobile	20.98	Clerks Mobile August	Online	LGA 1972, S111
Pensionbee	10.00	Pension for Clerk, July	Online	LGA 1972, S111
Pensionbee	10.00	Pension for Clerk, August	Online	LGA 1972, S111
S A Allen	99.84	Clerks final salary September	Online	LGA 1972, S111
CAS	198.97	SPC Insurance	Online	LGA 1972, S111
Andrea Morris	107.00	Locum Clerk	Online	LGA 1972, S111
West Suffolk Council	2,212.54	Election Expenses	Online	LGA 1972, S111
TOTAL	£3,285.95			

17 November 2022 (2022-2023)

Stansfield Parish Council

Prepared by: Nancy J Houghton CHAIR Date: 17/11/22
Name and Role (Clerk/RFO etc)

Approved by: R Bidley - Paroclerk Date: 21/11/22
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 14/10/2022			
	Cash in Hand 01/04/2022		3,734.71
	ADD Receipts 01/04/2022 - 14/10/2022		6,809.45
			10,544.16
	SUBTRACT Payments 01/04/2022 - 14/10/2022		4,880.45
A	Cash in Hand 14/10/2022 (per Cash Book)		5,663.71
	Cash in hand per Bank Statements		
	Petty Cash 14/10/2022	0.00	
	Barclays reserve account 14/10/2022	3,006.02	
	Barclays current account 14/10/2022	2,657.69	
			5,663.71
	Less unrepresented payments		
			5,663.71
	Plus unrepresented receipts		
B	Adjusted Bank Balance		5,663.71



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10 & 11. - See Item 9

12. Budget 2023/24 summary and reserves balance – the circulated document was **NOTED**. A request by the Chair to attend a SALC training course at a cost of £30.00 was **APPROVED**

13. Planning Matters – NONE

14. Village Environment matters (Highways/Rights of Way/Trees/Transport)

a) Land where village sign/bench is located – issue of ownership of land, flooding, and ditch notice – Discussed in Item 5 above. Suggestion of taking ownership discussed but no further action. Further investigation to be undertaken (FG).

15. Other Village Matters

- a) Housing Needs Survey – 150 letters now printed to distribute to residents. Return of locality grant not mandatory if utilised in similar fashion (e.g., a new survey, a Neighbourhood Plan, etc.). Wickhambrook Parish Council may provide assistance. Next steps (wider survey and/or workshop?) to be considered. It was suggested that the first step should be documentation of and discussion by the Parish Council about the lessons learned from the 2020 HNS.
- b) Hearing loop in the village hall – nothing further to report in the face of substantial costs
- c) King’s Coronation Saturday 6th May 2023 – a £235 surplus from the Jubilee Celebrations was **NOTED**
- d) Issues with bonfires – the Chair will ask West Suffolk Council to investigate.
- e) Defibrillator checks – issues had been resolved and the £175 cost of a training session was **APPROVED**
- f) Parliamentary Electoral Boundary changes – the Chair to investigate.

16. Community Engagement Project

“Good progress” was reported from the ‘Drop-In’ session held in November. The main topic centred around the cost-of-living crisis. A closer relationships between the Council and residents was also raised with the suggestion of “Meet the Council” sessions. It was **RESOLVED** to create a Working Group with Cllr Ghirardani leading its formation, to establish Terms of Reference and collate proposals for a report back to the Parish Council. Working Party recruitment to be facilitated via the website, noticeboard and other suitable media.

17. Website

After discussion, it was **AGREED** that Cllr. Barnes would research for website providers which were much more suitable for Town and Parish Councils, and their communities. The Locum Clerk agreed to forward details to Cllr Barnes of one such provider, *2commune*, noting that there were others of similar suitability in the market.

18. Parish Council Job Allocation - DEFERRED

19. Parish Council meeting minutes (re SALC document) – **DISCUSSED**

20. The use of the .gov domain for the Council’s emails – the costs were **NOTED**. It was suggested that this could be part of the website package, supported by a Document Management System, to be researched re Item 17
Supplemental Note: The 2021 JPAG Practitioners’ Guide (pages 61 & 62) proposes that a parish council’s website should utilise the exclusive GOV.UK domain name and that this domain name should also be used to support the Council’s official email accounts, for both officers and councillors.

21. Correspondence received

a) £768 donation to village hall – **DEFERRED**

22. Any other business for noting or including on the agenda of the meeting on Monday 16th January 2022 - **NONE**

23. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information - **DEFERRED**

24. To discuss appointment of a Clerk & RFO – DEFERRED

There being no further business, the Chair closed the meeting at 9.03 p.m.