

STANSFIELD PARISH COUNCIL

Email: stansfieldparishcouncil@yahoo.co.uk

14th November 2022

To members of the Council: You are hereby summonsed to attend a meeting of the Parish Council on Monday 21st November 2022 at 7pm in Stansfield Village Hall.

Members of the public are welcome. There will be a public session near the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.

AGENDA

- 1 To accept apologies and reason for absence.
- 2 Declaration of interest by councillors in items on the agenda and dispensation requests.
- 3 To approve the minutes of the meeting held on Monday 3rd October 2022
- 4 Public session (15 minutes)
- 5 County Councillors Report
- 6 District Councillor's report
- 7 Police issues
- 8 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
 - b) Acceptance of office form – Cllr Johnson Houghton has completed and sent to West Suffolk Council
 - c) Quiet Lanes sign – not yet erected – update?
 - d) Approval of council minutes from 16 May 2022 and 18 July 2022 – agreed at EPCM on 14 November 2022
 - e) Approval of annual parish minutes – update from resident who has agreed to redraft the minutes
- 9 To discuss the following financial issues:
 - a) Approval of payments and signing of Schedule of Payments
 - b) Approval of payments authorised between meetings
 - c) Approval of the record of receipts and payments made since the last meeting
 - i) Receipts
 - ii) Payments
- 10 Bank balances and confirmation of bank reconciliation as of 3rd November 2021
- 11 Signatory to complete the checklist of Internal Controls
- 12 Budget 2023/24 (see separate document), budget summary and reserves balance
 - a) Budget summary
 - b) Reserve balance
- 13 To discuss any planning issues
- 14 To discuss any highways/Rights of Way issues/tree/transport issues
 - a) Land where village sign/bench is located – issue of ownership of land, flooding, and ditch notice
- 15 To discuss any village issues:
 - a) Housing Needs Survey – letter sent to residents – has this been sent, discuss next steps, return of locality grant
 - b) Hearing loop in the village hall – update on meeting with Village Hall committee
 - c) King's coronation Saturday 6th May 2023
 - d) Continuing issue with bonfires
 - e) Defibrillator checks
 - f) To discuss electoral boundary and response by 5th December 2022 – has this already been discussed?
- 16 Community Engagement Project update
- 17 Website
- 18 Parish Council Job Allocation
- 19 Parish Council meeting minutes – refer to SALC document
- 20 To discuss having our own .gov domain for emails
 - a) Using a .gov.uk domain is beneficial because it gives eligible organisations trusted branding, increased security and helps meet any policy and legal obligations. The cost is £100 plus VAT for the first two years. We currently use our own 'created' parish council emails.
- 21 To discuss correspondence received
 - a) £768 donation to village hall
- 22 Any other business for noting or including on the agenda of the meeting on Monday 16th January 2022

- a) Move APM and SPC AGM due to election and coronation
- 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
- a) To discuss appointment of a clerk