

STANSFIELD PARISH COUNCIL**Minutes of the meeting held on Monday 15th January 2018**

Councillors present: Sarah Hopkins (Chairman), Ed Cardozo, John Underdown, Martin Slater and Andrew Foster

Also present: Joanne Kirk (Clerk) and Borough Councillor Peter Stevens. County Councillor Mary Evans arrived at 8.15pm

1. Acceptance of apologies for absence

Apologies were received from Robert Dennis.

2. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

3. Approval of minutes of the meeting held on Monday 20th November 2017

It was resolved that the minutes were correct. The chairman then signed them.

4. Borough Councillor's Report

Peter Stevens spoke about the following:

- The Borough Council does not think it will need to increase its share of the Council Tax but the Police and Suffolk County Council will. Suffolk has been recommended for a pilot scheme to retain 100% of the business rates
- China is restricting the amount of recycled plastic it will take, however the Borough Council can still get a good return on good quality plastics. The Borough Council is encouraging residents to ensure that they follow the recycling rules for the blue bin so that poor quality plastics do not end up having to be burnt at the energy from waste facility at Great Blakenham as the unit cost at Great Blakenham is £100 per ton.
- Fly tipping. The Borough Council is working hard to catch offenders and is asking parishes to let them know if there are any fly tipping spots in their area.
- Planning permission has been granted for the West Suffolk Operation Hub. It is hoped that work will start in May.
- Lesley-Anne Keogh is the new locality officer for Stansfield

5. Police issues

There were no Police issues to report.

6. Update on list of actions agreed at the last meeting

There were eight outstanding councillor actions.

7. County Councillor's Report

Mary Evans spoke about the following:

- Energy advice clinics in Clare Library. She is going to find some grants to carry it on until next year as the project was so successful.
- CLASP a support project which take people to hospital and medical appointments. They have agreed to extend their service to Stansfield.
- Suffolk County Council is carrying out a home/school transport consultation.
- She has set up a meeting at the Rights of Way manager Glyn French on 7th February in Clare.

Mary Evans asked if the meeting time could be changed to 7pm to fit in with other meetings that she needs to attend. Councillors agreed that meetings would take place at 7pm in future.

8. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- J P Kirk - expenses – LGA 1972, s111 – **£12.53**

John Underdown and Andrew Foster signed the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

The following payment was authorised between meetings:

- C A Jobs - hedge cutting in chapel grounds – Open Spaces Act 1906, ss.9 and 10 - **£75.00**

c) Regular payments made between meetings but previously authorised

The following regular payments were made between meetings

10/11/17	Fidelity Funds Network	£10.00
30/11/17	J P Kirk - salary	£217.78
30/12/17	J P Kirk - salary	£217.78

d) Approval of the record of online payments made since the last meeting

John Underdown checked and signed the record of online payments.

e) Signatory to complete the checklist of Internal Controls

John Underdown completed and signed the checklist of internal controls.

f) Progress of the bank mandate form

The Parish Council has received a letter from Barclays asking for John Underdown's ID. He confirmed that he had already taken it in but agreed to take it in again. The bank has also asked for a letter from the Parish Council confirming that the clerk's surname is now Kirk, not Ince. It was resolved that the clerk would draft a letter to the bank and that Sarah Hopkins and Robert Dennis would sign it and return it to the Clerk.

9. Planning

No planning applications have been received.

10. Highways/Rights of Way issues/tree/transport issues

No issues were raised.

11. Village issues

a) Possible event to commemorate the Centenary of the Armistice on the Western Front in WW1

It was resolved that the clerk would research possible ideas, and that she would contact the Village Hall Committee to find out whether they would support a project to build a memorial near the village hall.

b) Possibility of siting a mobile phone antenna on the church

The tower in the church may not be suitable for a mobile phone mast as it is crumbling and in a poor state of repair. It was resolved that the clerk would include an item in the newsletter report about mobile phone coverage and checking coverage before taking out a contract.

11. Dates of meetings May 2018 – March 2019

- Monday 21st May 2018 Annual Meeting of the Parish Council followed by the Annual Parish Meeting
- Monday 23rd July 2018 Meeting – one week later
- Monday 17th September 2018 Meeting
- Monday 19th November 2018 Meeting
- Monday 21st January 2019 Meeting
- Monday 18th March 2019 Meeting

12. Preparations for the new General Data Protection Regulations in May 2018

a) Appointment of a Data Protection Officer (DPO)

It was resolved that the clerk would be appointed as DPO.

13. To discuss the following correspondence:

a) Email from West Suffolk re proposal to merge St Edmundsbury Borough Council and Forest Heath District Council and the possible delineation of new district boundaries

It was resolved that no response would be submitted as none of the councillors had strong views about possible changes to the district boundaries.

There being no further business the meeting closed at 8.45pm.