

# STANSFIELD PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Wednesday 19<sup>th</sup> July 2017

**Councillors present:** Sarah Hopkins (Chairman), Sarah Douglas Pennant and Ed Cardozo

**Also present:** Joanne Kirk (Clerk) and one member of the public

**1. Acceptance of apologies for absence**

Apologies were received from Ed Cardozo. County Councillor Mary Evans and Borough Councillor Peter Stevens also sent their apologies.

**2. Declaration of Interest in items on the agenda**

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

**3. Co-option of a councillor**

It was resolved that John Underdown would be co-opted onto the Council. The clerk agreed to email a Declaration of Acceptance of Office form, a Register of Interest form and a copy of the Good Councillor Guide.

**4. Approval of minutes of the Annual Meeting of the Parish Council held on Monday 15<sup>th</sup> May 2017**

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

**5. Police issues**

No police issues were raised.

**6. County Councillor's Report**

Mary Evans sent a written report.

- Broadband - The high-speed broadband cabinet in Lower Street is to be extended this summer/autumn to cover a further 28 premises. She has not got all the information yet but thinks that the extension will be southwards towards Shadow Bush. She has asked the team to check if there will be any possibility of other properties being able to piggyback onto this extension and spread the network further through self-dig schemes.
- A bollard has been ordered for the Water Lane/A143 junction.
- The A1092 is due to be closed at Cavendish Road, Care, near Bell Corner, from 25<sup>th</sup> -29<sup>th</sup> August. while the utilities are connected to the building site in the grounds of Burlington House. The plan is for the diversions to be into Essex rather than via Bury St Edmunds. A shuttle bus service will be operated so people travelling from Clare to Sudbury will have to get off at the Market Hill and walk through to the playing fields on Harp Lane and get on a connecting bus and vice versa.
- She is holding a funding advice session for village halls at Stansfield Village Hall on Monday 31 July at 7.30pm with SCC's external funding specialist Andy Cuthbertson.
- The local highways team is being reorganised and is moving out of the St Edmundsbury offices at West Suffolk House at the beginning of September to the depot at Rougham. Engineers and inspectors will work alongside the road gangs. It is hoped that closer collaborative working will improve the quality of work. The scrutiny committee, which she chairs, will be monitoring the changes to ensure SCC gets the necessary improvements it requires.
- On 20<sup>th</sup> July, SCC is due to consider the report from the independent remuneration panel which is proposing no increase in the basic county council allowance of £10, 274. It is suggesting the leader of the council receives a £5,000 rise taking him to 4 times the basic allowance, with an increase for the deputy leader to three times the basic allowance, and increases for the cabinet members to 2.75 times the basic – up from 2.5. The change is cost neutral as there is to be a reduction in the number of councillors qualifying for what is called a special responsibility allowance for their service chairing a key committee or taking charge of a policy area.
- A new strategy for Suffolk children and young people with Special Educational Needs and Disabilities has been launched. An Ofsted inspection at New Year found that far too often the needs and wishes of the young people and their families were not being heeded and instead council officers and health professionals were dictating what should be offered. It was heartening for councillors recently to meet the team leading the reforms and find the parents and carers now have a much stronger voice and influence.
- Suffolk's Fire and Rescue Service is undertaking a thorough review and check of all high-rise buildings in the country following the terrible Grenfell Tower fire. Suffolk has 98 high rise premises, of which 19 have 8 or more floors: 14 of these are residential. The number of medium rise properties is 35, of which 13 are residential. Fire crews routinely train at the locations of these high-rise buildings to gain experience and knowledge of access routes etc. Pre-determined attendances are assigned to specific types of emergencies and risk premises. The Suffolk attendance to a fire, smell of burning or smell of smoke within any high-rise building of 5 or more floors is:
  - 5 x pumping appliances
  - 1 x aerial appliance and support appliance

- 1 x command support vehicle and support appliance
- 2 x flexible duty (Level 2) officers
- 1 x Group Commander (Level 3) officer

**7. Borough Councillor's report**

No report was received.

**8. Update on list of actions agreed at the last meeting**

There were no outstanding councillor actions.

**9. 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 - **£15.87**

Ed Cardozo and Sarah Douglas Pennant signed the Schedule of Payments. The Chairman then countersigned it.

**b) Approval of payments authorised between meetings**

The following payments were authorised between meetings:

- 22/05/17 - LCPAS - 1/6 of cost of a data protection course for clerk - **£5.00**
- 24/05/17 - Stansfield Village Hall - rental of village hall for meetings - **£180.00**

The clerk updated the Council on the data protection training she attended and the implications for the Parish Council. It was resolved that the Council would register with ICO and that the annual payment of £35.00 would be paid by direct debit.

**c) Payments made between meetings but previously authorised**

The following payments were made between meetings

30/05/17	J P Kirk - salary	217.78
30/06/17	J P Kirk - salary	217.78

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

Ed Cardozo and Sarah Douglas Pennant checked and signed the record of online payments.

**e) Signatory to complete the checklist of Internal Controls**

Ed Cardozo completed and signed the checklist of internal controls.

**l) Update on the Annual Audit 2017**

The accounts are back from the Internal Auditor, Simon Iron and will be submitted to BDO in the next few days. No issues were raised.

**f) Update on the Transparency Fund application**

The application was successful and £597 was transferred to Stansfield Parish Council on 5<sup>th</sup> July. It was resolved that £547 less PAYE would be transferred to the clerk in two separate payments at the end of July and August.

**m) Bank mandate form to remove Trevor Lang as a signatory and add Sarah Hopkins**

Sarah Hopkins and Sarah Douglas Pennant signed the bank mandate form. Sarah Hopkins agreed to take her ID into Barclays.

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

No issues were raised.

**11. Village issues**

**a) Verge cutting**

The verges have been cut very well. The clerk was authorised to make a payment of £105 + VAT to Ken Hutchinson and Son. It was resolved that the Council would arrange for the verges to be cut again next year.

**b) Review of the Emergency Plan and Emergency Plan leaflet**

It was resolved that contact details for Sarah Hopkins and Sarah Douglas Pennant would be included on the Emergency Plan leaflet and that the clerk would email a copy of the Emergency Plan to councillors ready for discussion at the next meeting.

**12. Correspondence**

**a) Letter from Alice Martin re tree warden scheme**

It was resolved that details of the scheme would be included in the next newsletter.

**b) Letter from MAGPAS requesting a donation**

It was resolved that no donation would be made.

**c) Email from SEBC re the current consultation on the proposed merger of SEBC and FHDC**

The clerk agreed to forward the email on to councillors so that they can respond individually. She also agreed to send the information to the editor of the newsletter.

**13. Any items for noting or including on the next agenda**

- The possibility of purchasing a defibrillator for the village hall
- The formation of new planning committee following the resignation of Trevor Lang.

**There being no further business the meeting closed at 8.50pm.**

Signed ..... (Chairman) Dated .....