

STANSFIELD PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Monday 25th September 2017

Councillors present: Sarah Hopkins (Chairman), Sarah Douglas Pennant, Martin Slater and John Underdown.

Also present: Joanne Kirk (Clerk), County Councillor Mary Evans and one member of the public.

1. Acceptance of apologies for absence

Apologies were received from Ed Cardozo. Borough Councillor Peter Stevens also sent his apologies.

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 Wednesday 19th July 2017

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

4. Police issues

A sundial was stolen from All Saints Church churchyard.

5. County Councillor's Report

Mary Evans spoke about:

- She is organising a meeting with Chief Inspector Danny Cooper in Clare on Tuesday 10th October at 7pm
- Highways has now moved out of West Suffolk House to their depot in Rougham
- Michelle Sergeant is the new Rights of Way officer for the area. Mary Evans is hoping to organise a meeting with Rights of Way officer Glynn French in the spring.
- County councillors are not allowed to email Highways officers direct. All Highways issues have to be reported via Suffolk County Council's reporting tool. Wider issues can be reported via email to roughamsdc@suffolk.gov.uk
- Broadband coverage. The aim is for 100% coverage by 2020. The Lower Street cabinet in Stansfield is going to be extended southwards.
- Suffolk's GCSE and A level results have been good this year.
- Suffolk County Council's consultation on its proposal to provide free transport to the nearest school only.

6. Borough Councillor's report

No report was received.

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

The phone box has now been painted and someone has volunteered to fix some cork board inside. There were two outstanding councillor actions.

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 - **£27.33**
- Risby Parish Council - Annual contribution (12%) towards the cost of the clerk's work phone - LGA 1972, S111 - **£26.53**
- HMRC - PAYE 2nd quarter - LGA 1972, S111 - **£108.80**
- Community Action Suffolk Insurance – Insurance - LGA 1972, S111 - **£195.06**
- Sarah Hopkins – to reimburse the cost of paint for the phone box – S137 - **£93.19**

Sarah Douglas Pennant and John Underdown signed the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Regular payments made between meetings but previously authorised

The following regular payments were made between meetings

30/07/17	J P Kirk - salary	£217.78
10/08/17	Fidelity Funds Network	£10.00
30/08/17	J P Kirk - Transparency Code grant	£218.88
30/08/17	J P Kirk - salary	£217.78
10/09/17	Fidelity Funds Network	£10.00

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

Sarah Douglas Pennant and John Underdown checked and signed the record of online payments.

e) Signatory to complete the checklist of Internal Controls

Sarah Douglas Pennant completed and signed the checklist of internal controls.

l) Update on the Annual Audit 2017

BDO has completed the Annual Audit. There were no matters which came to their attention which require the issuing of a separate additional issues arising report.

m) Update on the progress of the bank mandate form to remove Trevor Lang as a signatory and add Sarah Hopkins

Trevor Lang has now been removed and Sarah Hopkins added. Sarah Douglas Pennant announced her intention to step down as a councillor. It was resolved that she would be removed as a signatory and John Underdown would be added. It was also resolved that Sarah Hopkins would register for online banking and counter authorise online payments in future.

9. Planning

It was resolved that a separate planning committee would not be formed.

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

The following issues were raised:

- a) Concerns were raised about the safety of the triangle at the top of Plough Hill following a recent 'near miss'. It was resolved that Martin Slater would email County Councillor Mary Evans on behalf of the Parish Council to report an incident at the triangle and ask if there are any safety measures which could be implemented to improve the safety of the junction.
- b) An overhanging tree near the Plumber's Arms. Sarah Hopkins agreed to find out who owns the trees.

11. Electronic Communication Policy

It was resolved that the Electronic Communication Policy would be adopted.

12. Village issues

a) Review of the Emergency Plan and email from the Suffolk Joint Emergency Planning Group about providing them with three emergency contact numbers for the parish council.

It was resolved that the list of resources would not be documented as councillors know what resources are available. Sarah Hopkins, Martin Slater and Robert Dennis agreed for their contact number to be passed on to the Suffolk Joint Emergency Planning Group.

b) The possibility of purchasing a defibrillator for the village hall

It was resolved that a grant application of £2,200 would be made to Awards for All for a defibrillator, steel cabinet and installation once confirmation has been received that the Village Hall Management Committee is happy for the defibrillator to be installed outside the village hall.

c) Possible meeting with James Cartlidge MP about the mobile phone signal in Stansfield

It was resolved that the clerk would contact Mary Evans to find out if she can arrange a meeting of her parishes and James Cartlidge with a view to trying to improve the mobile phone signal in the area. Once a date has been confirmed, residents will be asked to sign a petition in support of improving the mobile phone signal.

d) Dog bin in All Saints Churchyard

It was resolved that the clerk would contact SEBC to arrange for the dog bin to be emptied fortnightly at a cost of £2.80 per time.

13. Correspondence

No correspondence has been received.

12. Any items for noting or including on the next agenda

Sarah Hopkins thanked Sarah Douglas Pennant for her dedication over the years in her role as parish councillor and chairman.

There being no further business the meeting closed at 9.30pm.

Signed (Chairman) Dated