

STANSFIELD PARISH COUNCIL
Minutes of the meeting held on Monday 21st January 2019

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

Also present: Joanne Kirk (Clerk) and County Councillor Mary Evans.

1. Acceptance of apologies for absence

Apologies were received from Martin Slater.

2. Declaration of Interest in items on the agenda or dispensations requests.

No councillors declared an interest in any items on the agenda or requested a dispensation.

3. Approval of minutes of the meeting on Monday 19th November 2018

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

4. County Councillor' report

Mary Evans spoke about the following:

- She arranged a litter pick in Stansfield. 20 bags of rubbish were collected.
- The thermal patcher for repairing potholes, which is being trialled by Highways, is proving successful.
- Long-term Highways projects are being carried out using some additional money from Central Government
- She has arranged a meeting on 4th February with Community Engagement Officer Jon Gerrish from the Safer Neighbourhood Team. John Underdown and Andrew Foster agreed to attend.
- Suffolk County Council has asked Central Government for more money to improve some of the junctions on the A14.
- Highways is reviewing drainage clearance.

5. Police issues

No police issues were raised.

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

There were two outstanding councillor actions.

7. Finance

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

It was resolved that the following payments would be approved:

- HMRC – PAYE - LGA 1972, s111 – **£2.20**
- Risby Parish Council – print cartridge (1/6) LGA 1972, s111 - **£5.82**
- J P Kirk - expenses – LGA 1972, s111 – **£12.62**

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

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Receipts and payments (including online payments made since the last meeting)

Receipts		Details		Amount
17/11/18		Barclays Bank - with apologies payment		£25.00
19/11/18		St Edmundsbury Borough Council - locality funding for the memorial bench		£500.00
04/12/18		Suffolk County Council – Locality funding for memorial bench		£500.00
Payments	Minute reference	Details	Method	Amount
12/11/18	102/7f	Fidelity Funds Network	Online	£10.00
20/11/18	116/6a	JP Kirk - expenses	Online	£22.19
30/11/18	107/8o	Staff costs	S/O	

10/12/18	102/7f	Fidelity Funds Network	Online	£10.00
31/12/18	107/8o	Staff costs	S/O	

d) Bank balances and confirmation of bank reconciliation

Bank balance as of 30th December 2018: £4,161.50

John Underdown checked and signed the bank reconciliations as correct.

e) Signatory to complete the checklist of Internal Controls

John Underdown completed the checklist of internal controls.

f) New NALC pays scales and rates for 2019 - 20

NALC has published new pay scales with effect from 1st April 2019. The clerk's old pay grade was SCP 27 which is SCP 20 on the new scale. The new pay grades give scope for clerk to move up a grade as she was previously at the top of LC2. It was resolved that the clerk would be moved to SCP 22 on the new pay scale with effect from 1st April 2019 and that her contract would be updated and reviewed at the next meeting.

g) Change in the method of payment contributions for the clerk's workplace pension

Fidelity will no longer accept payments by direct debit from multiple employers so future payments would need to be paid by bank transfer every month. Risby Parish Council has agreed to make a single payment on behalf of Risby and the clerk's other councils. It was resolved that a monthly standing order of £15 would be set up, payable to Risby Parish Council, to reimburse Stansfield Parish Council's share of the clerk's pension costs.

h) Pensions regulator – re-declaration of compliance

The re-declaration was completed on 08/01/19. The clerk was not re-enrolled as her earnings are below the automatic enrolment threshold.

8. Planning

a) DC/18/2529/TPO - Price Wood, Stansfield Hall Road, Stansfield - TPO 339 (1973) - Tree Preservation Order - (i) mixed species woodland comprising oak, ash and elm, prioritising thinning and coppice and TPO 320 (1973) Tree Preservation Order - (ii) mixed species coppice stools and restoration work detailed in schedule of works

It was resolved that no objections would be made to this application.

b) DC/19/0007/LB - Plough House, Plough Hill, Stansfield - LBA (i) Internal alterations (ii) replacement windows (iii) remove external cement render and replace with Lime plaster

It was resolved that no objections would be made to this application.

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

a) Speeding in the village

Ed Cardozo agreed to investigate the cost of 30mph bin stickers. It was resolved that the Council would start the assessment process for a Temporary Vehicle Activated Sign to trial how successful it is.

b) Photographing of assets for Council's records

It was resolved that the clerk would send a list of assets to Andrew Foster who agreed to check and photograph them.

10. Village issues

a) Fundraising event by the Bridge Club to raise money for the defibrillator

The bridge club has offered to organise a fundraising event on 28th March and has asked Stansfield Parish Council for help with serving and clearing up tea and raffle prizes. Sarah Hopkins agreed to organise some raffle prizes and two other councillors present agreed to help on the day.

Donations of £490 have been received from residents and after the funeral of a local resident.

b) Update on progress of proposal to improve the mobile phone signal in Stansfield following meeting with James Cartlidge MP

This item is ongoing.

b) Quotes for strimming the chapel burial ground

This item is ongoing.

c) Suggestion to build a fitness trail on the playing field.

It was resolved that this item would be postponed until the next meeting.

2. Dates of meetings from May 2019 – March 2020

- Monday 20th May 2019 Annual Meeting of the Parish Council followed by the Annual Parish Meeting
- Monday 15th July 2019 Meeting
- Monday 16th September 2019 Meeting
- Monday 18th November 2019 Meeting
- Monday 20th January 2020 Meeting
- Monday 16th March 2020 Meeting

11. Correspondence

- a) **Email from Customer First looking for people to interview about the customer journey when they are trying to access adult and social care**
Councillors were not aware of anyone in the village.
- b) **Email from the Voluntary Network about their services and requesting a donation**
It was resolved that no donation would be made at this stage as fundraising for the defibrillator is the current priority.
- c) **Email from the Police and Crime Commissioner about increasing Council Tax to cover the additional cost of providing extra police**
The email was circulated to councillors.
- d) **Email from the Bridge Club requesting an upgrade to superfast broadband in the village hall**
Sarah Hopkins has already emailed the Village Hall Committee to find out if they would support this and to find out how much it would cost. It was resolved that a decision would be made at the next meeting once the costs are known.

There being no further business the meeting closed at 7.42pm.

Signed (Chairman) Dated