

STANSFIELD PARISH COUNCIL
Minutes of the meeting held on Monday 9th July 2018

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

Also present: Joanne Kirk (Clerk). County Councillor Mary Evans arrived at 7.22pm. Borough Councillor Peter Stevens arrived at 8pm.

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 Annual Meeting of the Parish Council held on Monday 21st May 2018

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

4. County Councillor' report

Mary Evans has been appointed portfolio holder for Highways. She has set up a Highways Improvements and Innovation's board. The primary aim is to improve the performance of Highways. She wants to look at the Highways Maintenance Operation Plan (HMOP) first.

There is a new Police Community Engagement Officer for Sudbury and Haverhill. His name is Jon Gerrish and his role is to rebuild relations between the police and the local community.

5. Police issues

There were no police issues to report.

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

There were no outstanding councillor actions. The noticeboard has been renovated and cork board fitted. The Awards for All application has had to be resubmitted as one of the documents was not submitted in the correct format.

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**
- ICO - Data protection fee (direct debit) - LGA 1972, s111- **£35.00**
- J P Kirk – expenses - LGA 1972, s111 - **£43.03**

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

There was an error in the Schedule of Payments for the last meeting. The correct figure for expenses was £36.88 not £36.68 as stated and reason for the payment to the village hall was amended to include broadband costs. Sarah Hopkins signed the amendments.

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
Payments	Minute reference	Details	Method	Amount
10/05/18	102/7f	Fidelity Funds Network	Online	£10.00
22/05/18	107/8a	Expenses	Online	£36.88
22/05/18	107/8a	Stansfield Village Hall - annual donation and broadband costs	Online	£768.00

22/05/18	107/8a	Mrs C Whitaker - internal audit	Online	£65.00
11/06/18	102/7f	Fidelity Funds Network	Online	£10.00
30/05/18	107/8o	Staff costs	S/O	
29/06/01	107/8o	Staff costs	S/O	

d) Bank balances and confirmation of bank reconciliation

Bank balance as of 30th June 2018: £6,889.80

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) Update on the Annual Audit 2018

A Certificate of Exemption has been submitted.

g) Bank mandate form

John Underdown has been to Barclays Bank again. They photocopied all his ID documents and put all the letters together and will send them off to Barclays.

8. Planning

a) Submission Draft Suffolk Minerals & Waste Local Plan Consultation

It was resolved that no response would be submitted as the nearest proposed site is Cavenham

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

a) The potholes in Stansfield have now been fixed.

b) The verges were due to be cut the week commencing 2nd July but have not been yet.

c) Footpath map. Sarah Hopkins will do some trial walks.

8. Approval of the following policy documents

a) Approval of updated Financial Regulations and information about key changes

It was resolved that the updated Financial Regulations would be approved.

b) Approval of updated Standing Orders and information about key changes

It was resolved that the updated Standing Orders would be approved.

c) Equal Opportunities Policy

It was resolved that the Equal Opportunities Policy would be approved.

9. Village issues

a) Memorial bench for the playing field

The Parish Council is awaiting confirmation from the Village Hall Committee that they are happy for a bench to be installed. The cost of an oak bench and installation will be approximately £1,000. Peter Stevens agreed to pay half the cost. It was resolved that the clerk would contact Mary Evans to ask if she would be willing to make a donation towards the cost of the new bench and that the Parish Council would cover any shortfall.

It was resolved that the clerk would contact the Village Hall Committee to find out if they are happy for the bench to be installed on the playing field and send photos of the chosen design. Sarah Hopkins agreed to get a quote for installing the bench. It was resolved that:

- The clerk and Chairman would be authorised to order a bench subject to confirmation of a donation from Mary Evans and permission from the Village Hall Committee to put the bench on the playing field.
- The Parish Council would make up any shortfall up to a maximum of £300.

b) Request from a resident for the green in Assington Green for the green to be surrounded by a low fence.

A triangle of land is gradually being eroded by large vehicles that use the road and residents in Assington Green wish to preserve it, possibly with a wrought iron fence which a couple of other local villages have done. The clerk had contacted Suffolk County Council to check if the land is registered with them as a green, which it isn't. It was resolved that the clerk would contact Mary Evans to find out if the land belongs to Suffolk County Council and if there are any possible measures which can be taken to protect it.

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

Nothing has been received from James Cartlidge MP since the meeting in March. Sarah Hopkins agreed to email his parliamentary secretary, Ian Stevens, to ask for an update.

10. GDPR update

a) Retention of Documents policy

It was resolved that the Parish Council would retain documents in line with legal requirements as set out in LCPAS Retention of Documents Policy. All other information will be disposed of as soon as is practical when it is no longer required.

b) Removal of the requirement for parish councils to appoint a DPO

It was resolved that the clerk would no longer take on the role of DPO, now that the requirement has been removed.

11. Correspondence

a) Email from Suffolk Police re community funded PCSO's

It was resolved that the Council would not pursue this option as it does not have sufficient funds.

b) Letter from the Local Government Boundary Commission for England giving information about the review of ward boundaries in West Suffolk.

Stansfield will be part of the Cavendish Ward which includes Cavendish, Denston, Hawkedon, Brockley, Rede and Whepstead. It was resolved that the clerk would submit a response saying that Stansfield Parish Council is happy with the proposals.

There being no further business the meeting closed at 8.24pm.

Signed (Chairman) Dated