

STANSFIELD PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Monday 20th May 2019**

Councillors present: Sarah Hopkins (Chairman), John Underdown, Ed Cardozo, Robert Dennis and Fran Brown

Also present: Joanne Kirk (Clerk), Richard Popham Sykes and Robert Preston from Carter Jonas

Open Forum

The following issues were raised during the open forum:

- The revised proposals for a small development of five new homes next to Pippin Post Close in Stansfield. Seventy people attended the public meeting in April. Since then seventeen people have submitted responses, thirteen in support of the proposals, one neutral response and three objections. Once all the changes have been updated, the planning application will be submitted. All the properties will now be single storey.
- 1. Election of chairman**
Sarah Hopkins was nominated and following a vote, it was resolved that Sarah Hopkins would be chairman.
 - 2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**
The chairman signed a Declaration of Acceptance of Office.
 - 3. Signing of Declarations of Acceptance of Office form by councillors**
Councillors completed and signed Declaration of Acceptance of Office forms.
 - 4. To elect a vice chairman**
Ed Cardozo and Robert Dennis were nominated and following a vote, it was resolved that they would share the role of vice-chairman.
 - 5. Register of Members' Interests form.**
The councillors updated their Register of Interest forms.
 - 6. Acceptance of apologies for absence**
No apologies were received.
 - 7. General Power of Competence**
It was resolved that Stansfield Parish Council meets the criteria for the General Power of Competence as $\frac{2}{3}$ of the councillors were elected on 2nd May and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.
 - 8. Agreement to receive the summons to meetings and other information by email**
Councillors signed a form agreeing to receive the summons to meetings and other information by email.
 - 9. Declaration of Interest in items on the agenda**
No councillors declared an interest in any items on the agenda.
 - 10. Approval of minutes of meeting held on Monday 18th March 2019**
It was resolved that the minutes were correct. The chairman then signed them.
 - 11. Co-option of new councillors**
Andrew Foster has resigned from the Parish Council and following a recent Community Governance Review, Stansfield Parish Council is now able to have up to seven councillors. It was resolved that Fay Gridley and Julie Ghirardani would be co-opted onto the Parish Council to fill the two remaining vacancies.

The Chairman thanked Andrew Foster for his time and support on the Council.
 - 12. Update on list of actions agreed at the last meeting**
There were no outstanding councillor actions.
 - 13. Finance**
 - a) Approval of any payments and signing of Schedule of Payments**
It was resolved that the following payments would be approved:

- Stansfield Village Hall – annual donation - Local Government (Miscellaneous Provisions) Act 1976 - **£768.00**
- Mrs C Whitaker – internal audit - LGA 1972, s111 - **£65.00**
- J P Kirk - expenses - LGA 1972, s111 – **£32.50**

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
01/04/19		HMRC - VAT refund		£139.60
10/04/19		Defibrillator donations		£200.00
25/04/19		West Suffolk Council – precept payment		£5,104.00
Payments	Minute reference	Details	Method	Amount
01/04/19	123/8a	Stansfield VH rental for meetings	Online	£180.00
02/04/19	123/8b	West Suffolk Council - emptying of dog bins	Online	£76.96
03/04/19	123/8a	LCPAS - subscription	Online	£90.00
08/04/19	123/8a	HMRC - PAYE	Online	£2.40
10/04/19	119/7g	Risby PC - pension payment	S/O	£10.00
30/04/19	119/7f	Staff costs	S/O	

d) Bank balance as of 30th April 2019: £5,353.60

John Underdown verified and signed the bank statements.

It was resolved that the clerk would open a separate deposit account for the Parish Council's reserve.

e) Signatory to complete the checklist of Internal Controls

John Underdown completed and signed the checklist of internal controls.

f) Internal auditor's report

No issues were raised.

g) To approve the Income and Expenditure accounts for the financial year 2018-2019

It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

h) To complete and sign section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2018/19

Councillors completed section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2018/19. The Chairman and RFO then signed it.

i) To complete and sign section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statements 2018/19

Councillors completed section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statement 2018/19. The Chairman and RFO then signed it.

j) To decide whether Stansfield PC should submit a Certificate of Exemption from an external audit

It was resolved that Stansfield Parish Council would submit a Certificate of Exemption from an external audit as its income in 2018/19 was £7,450 and its expenditure was £5,885 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

k) To confirm the dates for the notice of the period for the exercise of public rights

It was resolved that the dates for the notice of the period for the exercise of public rights would be 17th June – 26th July 2019.

l) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015

It was resolved that the financial report would be approved.

m) Precept information for 2019/20

West Suffolk Council has approved the precept request made by Stansfield Parish Council. A payment of £5,104 was received on 25th April 2019.

14. Planning

No planning applications have been received.

15. Highways/Rights of Way issues/tree/transport issues**a) VAS assessment**

John Underdown agreed to complete the assessment.

16. Village issues**a) Defibrillator quotes**

£1,700 has been raised through donations and the bridge club raised £1,624. It was resolved that the Parish Council would purchase a Zoll AED3 defibrillator at a cost of £2,320 + VAT and £25 delivery plus £200 for installation. The remaining funds will be held in reserve to cover future costs. Sarah Hopkins agreed to carry out checks for the first two months and update them on the Webnos system once it has been set up. Fran Brown agreed to carry out the next two month's checks.

b) Defibrillator Awareness Seminar

It was resolved that a Community Awareness Seminar would be arranged for September.

c) 30mph bin stickers

It was resolved that Ed Cardozo would order one hundred 30mph bin stickers at a cost of £99 and that they would be delivered to individual households via the newsletter.

d) Request from bridge club for faster broadband

Faster broadband has now been provided at the village hall.

e) Fitness trail on the playing field

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

f) Email from a resident about a planting scheme to bring a bit more colour to the village

Councillors thought this was an excellent idea. It was resolved that the Parish Council would support the proposals.

17. Correspondence

No correspondence was received.

There being no further business the meeting closed at 8.02pm.

Signed (Chairman) Dated