

STANSFIELD PARISH COUNCIL**Minutes of the meeting held on Monday 18th January 2020 via Zoom**

Councillors present: Sarah Hopkins (Chairman), Fran Brown, Robert Dennis, John Underdown, Julie Ghirardani and Fay Gridley

Also present: Joanne Kirk (Clerk), District and County Councillor Mary Evans and 4 members of the public.

Open Forum

The following issues were raised during the Open Forum:

- An error with the date of the next meeting on the agenda.
- 1. Acceptance of apologies for absence**
No apologies were received.
 - 2. Declaration of Interest in items on the agenda and dispensation requests**
No councillors declared an interest in any items on the agenda and no dispensation requests were received.
 - 3. Approval of minutes of the meeting held on Monday 16th November 2020**
It was resolved that the minutes were correct. The chairman then signed them.
 - 4. County Councillor's and District Councillor's Report**
Mary Evans sent through a written report prior to the meeting. She spoke about the following issues:
 - Coronavirus – the vaccination programme in Suffolk is progressing.
 - The spread of the virus. Whilst numbers are going down, hospitalisations are increasing, and the age range of people being admitted is getting younger.
 - West Suffolk Council's Issues and Options Consultation. The response rate was higher than usual, probably because the consultation took place electronically.
 - 5. Police issues**
The following issues were raised:

Suffolk Police has been notified by Trading Standards of a COVID 19 scam.

A fake text message is circulating purporting to be from the NHS offering the Covid-19 Vaccine. The link takes you to a fake NHS website which requests personal and financial details. The Covid 19 vaccine is free and the NHS will NOT ask for financial details for the vaccination.
 - 6. Update on list of actions agreed at the last meeting**
There was one outstanding councillor action.

The following actions have been completed:
 - The Parish Council's response to West Suffolk Council's Issues and Options consultation was submitted on 10/12/20
 - The Parish Council's response to the Sunnica consultation was submitted on 03/12/20
 - 7. Finance**
 - a) Approval of any payments and signing of Schedule of Payments**
It was resolved that the following payments would be approved:
 - Risby Parish Council – $\frac{1}{6}$ of cost of document shredding – LGA 1972, s111 - **£6.67**
 Fran Brown and John Underdown agreed to sign the schedule of payments and invoices after the meeting.
 - 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

Description	Total
Bank interest	£0.07

Payments

Staff costs	£494
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It was resolved that the statement of receipts and payments would be approved.

a) Bank balance as of 3rd January 2021 and confirmation of bank reconciliation

Barclays current account	£3,792.73
Barclays reserve account	£3,004.51
Total in Banks	£6,797.24

Fran Brown and John Underdown verified and signed the bank statements.

d) Signatory to complete the checklist of Internal Controls

John Underdown and Fran Brown agreed to complete and sign the checklist of internal controls after the meeting.

e) Approval of the 2021/22 budget and precept request

It was resolved that:

- The 2021/22 budget would be approved.
- The precept request for 2021/22 would be £5,564.
The parish council element for a band D household will be £59.96 per annum an increase from £58.03. which equates to £1.93 per annum per band D household, an increase of 3.33%. The clerk and Chairman agreed to sign the Parish Estimates form after the meeting.
- The cost of refurbishing the village bench would be paid for out of the money allocated for a village project.
- If a contested election takes place in May 2021, the money allocated for Chapel Grounds maintenance will be used in addition to the £528 already allocated for election costs. Stansfield Parish Council has allocated £500 for printing costs for the HNS but the likely cost is approximately £280 based on the return rate of 62 households. This difference will be used to pay for part of the shortfall in election costs.
- All budgeted amounts which have not been spent by the end of the financial year will be transferred into the Council's earmarked reserves.
- The money allocated for village hall rent in 2020/21 (£180) would be donated to Stansfield Village Hall to help meet their costs during the Coronavirus pandemic.

8. Update on the Housing Needs Survey

Fran Brown updated the Parish Council. Sunila Osborne from CAS has been on leave and is now off sick so there is nothing to feedback yet.

9. Planning

a) DC/20/1270/HH and DC/20/1271/LB – Lower Thatched Cottage, amended plans.

It was resolved that the Parish Council would submit the following response:

- Stansfield Parish Council has no objections to the principle of extending and renovating the property. The Parish Council supports the fact that traditional materials would be used, and that the applicant has tried to ensure that the extension will be sympathetic to its setting as a listed building
- The Parish Council acknowledges that their concerns about the height of the extension have been addressed.
- The Parish Council is concerned that the extension will impact on the residential amenity of the adjoining property due to overshadowing and loss of light as detailed in DM24 which states that an extension should not adversely affect the residential amenity of neighbouring properties.

b) DC/20/2226/FUL - The Retreat, Plough Hill - a. One dwelling with new access; b. Garage with office and garden store

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

c) Suffolk County Council's Street Design Guide consultation which runs until 10th February 2021 -

<https://www.suffolk.gov.uk/assets/planning-waste-and-environment/planning-and-development-advice/Suffolk-Design-Streets-Guide-R-compressed.pdf>

It was resolved that no response would be submitted.

10. To discuss any highways/Rights of Way issues/tree/transport issues

a) Possible locations for a VAS

Two possible locations for VAS posts have been found, one on Plough Hill and one in High Street. The clerk agreed to email the VAS agreement to Fay Gridley and Julie Ghirardani.

b) Update on the Quiet Lanes project

Julie Ghirardani attended a Zoom meeting about the Quiet Lanes project. She will walk the routes nominated at the last meeting to find possible locations for signs. She will also check where the boundaries are with neighbouring parishes so that Stansfield Parish Council can contact them to let them know about the project and to ask for their support.

c) Potholes

There are a large number of potholes on local roads. Mary Evans explained that potholes should be reported online on the Suffolk County Council website (<https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue/>). The app 'What 3 Words' can be used to pinpoint the precise location of potholes.

11. Village issues**a) Spring litter pick**

It was resolved that this item would be deferred until a later date as litter picks are not allowed during lockdown.

b) Possible Covid 19 project

A support group has been set up in the village. There is also a COVID 19 Facebook page. The phone box is being used as a book, puzzle and DVD exchange to support residents while libraries are closed. A resident has asked whether the Parish Council will be carrying out a Covid 19 project. Sarah Hopkins agreed to carry out more research. Mary Evans agreed to put her in touch with Hargrave Parish Council.

12. Correspondence**a) Email from the Office for National Statistics about the 2021 census and asking for help circulating Census information and volunteers and venues where support can be available to those in the community who need help to complete the Census – for information only****b) Email from The Sicon Foundation about tree planting in communities**

Sarah Hopkins updated the Parish Council about the Stansfield wildlife project. The Sicon foundation is a new charitable organisation set up on behalf of the software company, Sicon, which is based in Bury St Edmunds. The Sicon Foundation will be focussed on conservation and the wellbeing of the natural environment. They have the funding to plant a large number of trees and are contacting parish councils to find out they are interested in a project. It was resolved that the clerk would contact the Village Hall to find out if they would be interested.

c) Email from Suffolk's Police and Crime Commissioner about the possibility of raising the policing element of the council tax precept for the next financial year to enable police numbers to be increased.**d) Email from a resident about the HNS report**

It was resolved that the clerk would respond to the resident confirming that the Parish Council is aware of his request to CAS to supply numerical information from the Housing Needs Survey (HNS) and has received a copy of the Excel spreadsheet he sent through.

The Parish Council will also reiterate its previous response as to why it is not able to share the full HNS report.

e) Any other business for noting or including on the next agenda**The following items are for noting:**

The Parish Council has received a query from someone who is currently renting in Wickhambrook but would like to buy a house in the Stansfield/Hawkedon area and wanted to know if the Parish Council is aware of anyone who might be thinking of selling a 2/3 bedroom property in Stansfield.

There being no further business the meeting closed at 8.30pm.

Signed (Chairman) Dated