

STANSFIELD PARISH COUNCIL

Minutes of the meeting held on Monday 21st September 2020 via Zoom

Councillors present: Sarah Hopkins (Chairman), Ed Cardozo (Vice-chairman), Fran Brown, 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:

- The Housing Needs Survey currently being undertaken in Stansfield.
- 1. Acceptance of apologies for absence**
Apologies were received from Robert Dennis and the reason for absence accepted.
 - 2. Declaration of Interest in items on the agenda and dispensation requests**
No councillors declared an interest in any items on the agenda.
 - 3. Approval of minutes of the meeting held on Monday 20th July 2020 and the planning meetings held on Monday 3rd and Monday 24th August**
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. Suffolk County Council is organising additional COVID funding and testing for key workers in schools.

A question was asked about the current Boundary Commission consultation on Suffolk County Council boundaries. Any changes will be introduced in 2025. The new Clare division will extend across three parliamentary constituencies – South Suffolk, West Suffolk and Bury St Edmunds.
 - 5. Police issues**
The local crime WhatsApp group is really helpful and is worth joining.
 - 6. Update on list of actions agreed at the last meeting**
There were no 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:
 - Risby Parish Council – annual phone costs (12% of cost of clerk's mobile phone) - LGA 1972, s111 - **£24.39**
 - S Hopkins – travel expenses Stansfield – Ipswich – Stansfield to collect Housing Needs Surveys - LGA 1972, s111 - **£27.90** – Sarah Hopkins waived this payment.
 - Risby Parish Council – print cartridge (1/6) - LGA 1972, s111 - **£7.90**
 - Scribe – accounting software - LGA 1972, s111 - **£69.40**
 - CAS – insurance - LGA 1972, s111 - **£185.64 or £176.36 with a 3-year LTU**. It was resolved that the Council would take out a three-year long-term undertaking at a cost of **£176.36**.
 - J P Kirk – expenses - LGA 1972, s111 - **£12.67**
 John Underdown and Fran Brown signed the Schedule of Payments. The Chairman countersigned it.
 - b) Approval of payments authorised between meetings**
One payment was authorised between meetings Community Action Suffolk – website accessibility audit and scan – LGA 1972, s111 - **£144.00**. It was resolved that this payment would be approved.
 - c) Receipts and Payments (including online payments) made since the last meeting**

Receipts

Date	Description	Supplier	Total
27/07/2020	PAYE refund	HMRC	£142.20
03/08/2020	Locality funding for Housing Needs Survey	West Suffolk Council	£1,000.00

Payments

Date	Description	Supplier	Total
21/07/2020	Clerk's expenses	Ms J Kirk	£4.50
30/07/2020	Clerk's salary	Ms J Kirk	
05/08/2020	Data protection fee	ICO	£35.00
11/08/2020	Pension payment	Risby Parish Council	£10.00
11/08/2020	Pension payment	Risby Parish Council	£0.00
25/08/2020	Website accessibility audit	Community Action Suffolk	£144.00
31/08/2020	Clerk's salary	Ms J Kirk	

It was resolved that the statement of receipts and payments would be approved.

a) **Bank balance as of 3rd September 2020 and confirmation of bank reconciliation**

Barclays current account	£5,131.93
Barclays reserve account	£3,004.02
Total in Banks	£8,135.95

John Underdown verified and signed the bank statements.

d) **Signatory to complete the checklist of Internal Controls**

John Underdown completed and signed the checklist of internal controls.

e) **Re-inspection of Council property**

Item	Condition	Action
Village sign	Generally fine. A little wobbly if shook.	This may be rectified by tightening the bolts. Would need a large socket and probably some plus gas to lubricate the bolts
Bench seat by village sign	Generally fine. Gives a little when sat on.	Would benefit from a sand and re paint/stain, to ensure the life of the bench
1 x dog bin	Generally Fine. Looks like it had been emptied fairly recently. Sign peeling slightly.	Apply new sticker on High St
1 x dog bin	Weeds and grass surrounding bin very overgrown, making it a little tricky to get to. Bin itself – no concerns, looks to have been emptied fairly recently.	
3 x grit bins	a) No Concerns – full of grit. b) Bin itself – no concerns, full of grit. Overgrown grass and weeds surrounding bin make it very difficult to access. c) Bin – bowed open at the front and is not shutting. Open to the elements. Full of grit.	a) No actions b) Potential could clear grit and re shape bin to get lid to fit.
Phone box	OK	General maintenance - Clean windows and bird poo from paint work to sustain longevity
Chapel Burial Ground	OK	
Memorial bench	OK	

f) **Six-month budget review**

The budget is on track apart from expenditure for the website accessibility audit of £120.00 which was not included in the budget.

8. Planning

a) **Government consultations - *Changes to the current planning system, Planning for the future and Transparency and competition: a call for evidence on data on land control* –**

It was resolved that the responses prepared by the working party would be circulated prior to being submitted to NALC.

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

a) **Email from Quiet Lanes Suffolk about their Quiet Lanes initiative**

It was resolved that the Parish Council would register for the initiative and nominate the following roads:

- Thurston Lane
- The road from Stansfield via Assington Green to Denston
- The unnamed road from Assington Green via Gosland Green to Poslingford.

b) **Possible location for a Vehicle Activated Sign on Plough Hill**

There is a potential spot for a VAS post in Plough Hill, but councillors felt a concealed entrance sign may be more effective. It was resolved that the clerk would ask Mary Evans if it would be possible for Suffolk County Council to install a concealed entrance sign on Plough Hill.

The clerk explained that at least two possible locations would need to be submitted for a VAS application to be approved. Julie Ghirardani and Fay Gridley agreed to look for a second location.

10. Village issues

a) **Update on the Housing Needs Survey**

The surveys have been delivered to every household in Stansfield. The completed forms will be returned to Community Action Suffolk who will analyse the results and prepare a report for the Parish Council and a summary of findings for residents.

b) **Litter pick**

Due to the current COVID 19 restrictions, it was resolved that this item would be postponed until the spring.

c) **Hargrave Heritage Group COVID project**

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

11. Correspondence

a) **Email from Stansfield Village Hall Management Committee requesting a letter of support from the Parish Council for their project to re-roof the village hall**

It was resolved that the clerk would write a letter of support on behalf of the Parish Council.

b) **Email to the Parish Council about issues relating to GDPR**

The Parish Council explained that when someone contacts the clerk, they are contacting the Parish Council and all correspondence will be shared with councillors.

12. Any other business for noting or including on the next agenda

The following items will be discussed at the November meeting:

- Julie Ghirardani reminded councillors about the planned tidy up of the chapel grounds.
- The Boundary Commission is currently consulting on Suffolk County Council boundaries. This item will be added to the agenda of the next meeting on 16th November 2020.
- Letter from SARS requesting a donation. This item will be added to the agenda of the November meeting.
- The Parish Council has asked West Suffolk Council to empty the dog bin and large bin outside the village hall.
- Fran Brown and John Underdown said that they will be stepping down after the November meeting. Sarah Hopkins and thanked Fran and John for their time on the Parish Council.

13. Review of the clerk's position (closed session)

There being no further business the meeting closed at 8.47pm.

Signed (Chairman) Dated