

STANSFIELD PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Monday 24th May 2021**

Councillors present: Sarah Hopkins (Chairman), Julie Ghirardani, Fay Gridley and Robbie Dennis.

Fran Brown and John Underdown attended remotely. They took part in discussions but were not able to vote.

Also present: Joanne Kirk (clerk via Zoom), County Councillor Bobby Bennett and 5 members of the public.

Open Forum

The following issues were raised during the Open Forum:

- a) The HNS findings
- b) Comments made as part of the West Suffolk Local Plan Issues and Options Consultation
- c) Bobby Bennett introduced herself as the new County Councillor

1. Election of chairman

Sarah Hopkins was nominated and following a vote, it was resolved that she 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 agreed to sign a Declaration of Acceptance of Office after the meeting.

3. To elect a vice chairman

Ed Cardozo was nominated and following a vote, it was resolved that he would be vice-chairman.

4. Register of Members' Interests form.

Fran Brown and John Underdown notified the clerk of a change. The remaining councillors confirmed that their Register of Interest forms did not need updating

5. Acceptance of apologies for absence

Apologies were received from Ed Cardozo and the reason for absence accepted.

6. 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.

7. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

8. Approval of minutes of meetings held on Monday 15th March 2021

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

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

There was one outstanding councillor action:

- Tighten and lubricate bolts on village sign. The wood shrank in its fitting which made it seem loose; it has now expanded once more and so no remedial action is necessary. The benches in the village have been cleaned and the one by the village sign has been oiled.

10. Finance**a) Approval of any payments and signing of Schedule of Payments**

It was resolved that the following payments would be approved:

- Community Action Suffolk – Housing Needs Survey - GPC - £2,288.55 + VAT (**Total £2,746.26**)
- Stansfield Village Hall – donation as agreed in the budget – Local Government (Miscellaneous Provisions) Act 1976 s 19 - **£768.00**
- Cathy Whitaker – internal audit - LGA 1972, s111 - **£65.00**
- J P Kirk - expenses – LGA 1972, s111 – **£7.29**
- J P Kirk - Zoom – annual subscription (1/8) - LGA 1972, s111 - **£17.99**

Fay Gridley and Robbie Dennis signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings

The following payments were authorised between meetings.

- Bench for Chapel Ground £329 and Camera trap £147.00 (GPC) which were paid for out of SCC locality funding for wildlife project.

c) **Statement of receipts and payments made since 1st April 2021**

Receipts

Date	Supplier	Description	Total
07/04/2021	HMRC	VAT refund 2020-21	£124.90
29/04/2021	West Suffolk Council	Precept	£5,597.00

Payments

Date	Minute	Supplier	Description	Total
07/04/2021	169/8f	Suffolk Association of Local Councils	Subscription	£144.51
12/04/2021	169/8f	West Suffolk Council	Emptying of dog bins	£80.08
Staff costs as per confidential cashbook				

d) **Bank balances as of 13th May 2021**

Barclays current account	£8,028.80
Barclays reserve account	£3,004.58
Total in Banks	11,033.38

Fay Gridley and Robbie Dennis verified and signed the bank statements.

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

Fay Gridley signed the checklist of internal controls.

f) **Update on the inspection of parish council property carried out by**

Sarah Hopkins completed the inspection of Council property. No work is needed.

f) **Internal auditor's report**

No issues were raised.

g) **To approve Stansfield's Parish Council's Annual Governance Statement 2020/21 (see separate document) and section 1 of the Annual Governance and Accountability Return 2020/21.**

It was resolved that Stansfield Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2020/21 would be approved. The Chairman signed it.

h) **To approve and sign section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statements 2020/21**

It was resolved that section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21 would be approved. The Chairman signed it.

i) **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 2020/21 was £7,306 and its expenditure was £5,483 which is below the £25,000 threshold for an external audit. The Chairman signed the Certificate of Exemption.

j) **To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the Financial Report would be approved.

k) **To receive the precept information for 2021/22**

A precept payment of £5,597 was received from West Suffolk Council on 29th April 2021.

l) **Amendment to standing order for clerk's salary**

It was resolved that the standing order for the clerk's salary would be amended to reflect the pay increase agreed at the meeting on 10th November 2020. An additional payment of £12.83 was also approved as the standing order for the April increase was not amended in time.

11. **Planning**

No planning issues were discussed.

12. **Highways/Rights of Way issues/tree/transport issue**

a) **Update on outstanding Highways issues**

SCC is up to full manpower so it is hoped that their backlog of pothole repairs will be completed soon.

b) **Update on the Quiet Lanes Project and request for a voluntary donation of £50- £100 towards the cost of signs.**

The Notice of Designation has been made public and notices have been delivered to houses along the route. It was resolved that the Parish Council would make a donation of £100 towards the project.

- 13. To discuss the advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors – for information only.**
- 14. Email from the Joint Emergency Planning Unit about Stansfield’s Emergency Plan which needs updating**
It was resolved that the clerk would work with Sarah Hopkins to update the Emergency Plan.
- 15. Village issues**
- a) Update on wildlife project**
The Parish Council thanked Mary Evans for her locality funding. A bench has now been installed in the Chapel Grounds. A camera trap will also be installed. The Bloomers have donated a bird box.
- b) Parish Council representative for the Village Hall Committee**
Sarah Hopkins agreed to be Parish Council representative. The appointment will be reviewed in October.
- 16. To approve the following documents**
- a) Risk assessments for volunteer activities**
It was resolved that the risk assessments would be approved.
- 17. Correspondence:**
- a) Email from two residents about the Housing Needs Survey.**
The Parish Council has explained previously the reasons why the HNS cannot be shared.
- 18. Any other business for noting or including on the next agenda on Monday 19th July 2021.**
There were no items for including on the next agenda.

There being no further business the meeting closed at 7.55pm.

Signed (Chairman) Dated