

STANSFIELD PARISH COUNCIL

Minutes of the meeting held on Monday 13th September 2021

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

Also present: Joanne Kirk (clerk) and 5 members of the public.

Open Forum

The following issues were raised during the Open Forum:

- The Housing Needs Survey.
- Concern about the resignation of the clerk because of the behaviour of a small number of residents in the village.

1. Acceptance of apologies for absence

Apologies were received from Julie Ghirardani. District Councillor Sarah Pugh also sent her apologies 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. No dispensation requests were received.

3. Approval of the minutes of the held on Monday 19th July 2021

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

4. County Councillor's Report

County Councillor Bobby Bennett sent a written report prior to the meeting. The report is available on the Parish Council's website at: <http://stansfield.onesuffolk.net/meetings/meeting-reports/13th-september-2021/>

5. District Councillor's report

There was nothing to update as things have been fairly quiet at West Suffolk Council over the summer.

6. Police issues

- a) There has been an increase in vehicle theft in Haverhill and surrounding villages. Information about vehicle security is available on the Parish Council website at <http://stansfield.onesuffolk.net/local-information/police-info/>
- b) There was a dog attack at Assington Green which was reported to the Police.

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

There was one outstanding councillor action.

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

It was resolved that the following payments would be approved:

- Scribe – accounting software - LGA 1972, s111 - **£115 + VAT (£138.00)**
- CAS – insurance - LGA 1972, s111 - **£198.97**
- J P Kirk – expenses - LGA 1972, s111 - **£14.19**

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

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since the last meeting**Receipts****Payments**

Date	Minute	Description	Total
06/08/2021	169/8f	Data protection fee	£35.00
		Staff costs as per confidential cashbook	

d) Bank balances as of 26th August 2021

Barclays current account	£3,331.04
Barclays reserve account	£3,004.65
Total in Banks	£6,335.69

Robert Dennis verified and signed the bank statements.

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

Robert Dennis signed the checklist of internal controls.

f) **Six-month budget review**

Budget Summary 2021 - 2022	
Receipts	
Budgeted	£5,597
Actual	£5,722
Difference	£125
Payments	
Budgeted	£5,597
Actual	£4,725
Difference	£872
Overspends as of 23/08/21	
Housing Needs Survey	
Budgeted	£0
Actual	£2,289
Difference	-£2,289
Less WSC locality funding	£1,000.00
Balance paid out of reserves	-£1,289.00

Budgeted expenditure is currently on track.

g) **Review of the bank mandate and approve the document 'Procedure for dealing with online banking'**

It was resolved that:

- The document 'Procedure for dealing with online banking' would be approved.
- Fran Brown would be set up with online access.
- The Service Administrator (the clerk) and one councillor or two councillors would be authorised to make online payments once the bank mandate has been amended.

9. **Planning**

No planning applications were received.

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

a) **Update on the Quiet Lanes project**

Stansfield Parish Council is waiting for a Suffolk County Council engineer to confirm the location of the quiet lane signs.

11. **Village issues**

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

CAS has produced a revised HNS agreement which the Parish Council can sign if it wishes to.

It was resolved that:

- The Parish Council would not sign the revised agreement.
- A working group would set up to prepare and submit feedback to CAS on behalf of the Parish Council about the HNS process. Sarah Hopkins, Fran Brown, John Underdown, Fay Gridley, Robert Dennis, Julie Ghirardani and Ed Cardozo agreed to join the working group.

b) **Appointing a parish council member to the Village Hall Committee**

It was resolved that Julie Ghirardani would be appointed as Parish Council representative.

c) **To arrange the annual clear up of the chapel cemetery.**

Sarah Hopkins agreed to organise a date.

d) **Update on the wildlife project.**

A detailed report is available on the Parish Council website.

12. Correspondence:

No correspondence was received.

13. Any other business for noting or including on the next agenda on Monday 13th September 2021.

The following items were for including on the next agenda.

- Email from West Suffolk Council about the Queen’s Green Canopy project and appointing tree wardens
- Plans for the Queen’s Platinum Jubilee and funding for any events. Julie Ghirardani and Stansfield Village Hall are organising an event in the village hall.
- NALC guidance on public participation at meetings

14. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

- a) To discuss staffing matters

There being no further business the meeting closed at 8.25pm.

Signed (Chairman) Dated