

STANSFIELD PARISH COUNCIL

Minutes of the meeting held on Monday 15th November 2021

Councillors present: Sarah Hopkins (Chairman), Ed Cardozo (Vice-chairman), Julie Ghirardani, Fran Brown and Fay Gridley

Also present: Joanne Kirk (clerk) and 8 members of the public.

1. Resolution 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

It was resolved that the press and public would be excluded to allow the Parish Council to discuss staffing matters.

2. 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/15th-november-2021/>

3. District Councillor's report

District Councillor Sarah Pugh 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/15th-november-2021/>

She also spoke about the following:

- Unfortunately West Suffolk Council has taken the decision to cancel the Bury Festival next year.
- A reminder that it is illegal to sit in the car and let the engine idle. Traffic wardens can issue fines.
- West Suffolk NHS consultation on the proposed changes to West Suffolk Hospital. Details are available in her report.

4. Acceptance of apologies for absence

Apologies were received from Robert Dennis and John Underdown and the reason for absence accepted.

5. 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.

6. Approval of the minutes of the held on Monday 13th September 2021

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

7. Public Session

The following issues were raised:

- The Parish Council laptop was handed back to the Parish Council.
- A query about NALC guidance and the recording of names in the minutes of residents who speak during the public session.
- Thanks to Parish Council for support with the cemetery wildlife project.

8. Police issues

There have been reports of people scouting farms in the area at night. There was a burglary at a farm in Cowlinge following these reports.

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

There were no outstanding councillor actions.

10. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- J P Kirk – expenses - LGA 1972, s111 - **£12.49**

Ed Cardozo 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

Date	Description	Supplier	Total
------	-------------	----------	-------

06/09/2021	Bank interest received	Barclays Bank	£0.07
------------	------------------------	---------------	-------

Payments

Date	Minute	Description	Supplier	Total
10/09/2021	169/8f	Pension payment	Risby Parish Council	£10.00
14/09/2021	179/8a	Clerk's expenses	Ms J Kirk	£14.19
28/09/2021	179/8a	Insurance	Business Services at CAS Ltd	£198.97
30/09/2021	169/8f	Clerk's salary	Ms J Kirk	£249.95
11/10/2021	169/8f	Pension payment	Risby Parish Council	£10.00
28/10/2021	179/8a	Scribe accounting software 1/6	Starboard Systems Ltd	£138.00
30/10/2021	169/8f	Clerk's salary	Ms J Kirk	£249.95

d) Bank balances as of 26th August 2021

Barclays current account	£2,459.98
Barclays reserve account	£3,004.72
Total in Banks	£5,464.70

Ed Cardozo verified and signed the bank statements.

e) Signatory to complete the checklist of Internal Controls

Ed Cardozo signed the checklist of internal controls.

f) Budget 2022/23, budget summary and reserves balance**Budget summary – position at year end:**

Current account balance B/F 1/04/21	£2,791
Plus precept	£5,597
Plus other income (VAT refund, locality funding)	£480
Less estimated outgoings for this financial year	£7,959
Estimated bank balance at 31/03/22	£909
Deposit account balance B/F 1/04/21	£3,005
Plus bank interest	£0.00
Less transfers to current account	£0
Estimated balance at 31/03/22	£3,005
Predicted total in both accounts	£3,914
Less allocated reserves	£2,273
General reserve at yearend	£1,641

Reserve balance as of 3rd November 2021

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Current Balance</u>
Earmarked			
Election costs	£528.00		£528.00
Chapel Grounds Maintenance	£559.00		£559.00
Village project	£500.00		£500.00
Defibrillator maintenance	£371.00		£371.00
Housing Needs Survey	£2,500.00	-£2,288.55	£211.45
Stansfield Cemetery Wildlife	£103.33		£103.33
Earmarked			
TOTAL RESERVE	£4,561.33	-£2,288.55	£2,272.78
GENERAL FUND			£3,191.92
TOTAL FUNDS			£5,464.70

It was resolved that:

- The 2022/23 budget would be approved. The precept request for 2022/23 will be £5,768. The parish council element for a band D household will be £63.32 per annum an increase from £59.96. which equates to £3.36 or 5.6%. The clerk and Chairman signed the Parish Estimates form.
- 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 remaining money in the Housing Needs Study reserve will be transferred to the Council's general reserves.
- £359 of the money allocated to Chapel Grounds Maintenance will be used for new equipment for the clerk and any remainder for election costs.

g) Update on the progress of the bank mandate

It was resolved that a new mandate would be completed adding the new clerk, Sally Allen.

11. Planning

No planning applications were received.

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

a) Suffolk County Council's lorry routes review

It was resolved that Sarah Hopkins would provide information for the survey about damage to the triangle in Assington Green.

b) Update on the Quiet Lanes project

There is nothing to update at present.

c) Email from District Councillor Sarah Pugh about streetlights in Stansfield

Suffolk County Council's policy is to turn streetlights off from 11.30pm to 5am whereas West Suffolk Council's policy is to leave them on all night. West Suffolk Council can be asked to turn off specific lights but they do not do this automatically.

It was resolved that an article would be included in the next newsletter asking residents if they would like any of the streetlights in Stansfield switched off overnight.

d) Orchids on the road up from Assington Green towards Poslingford

Bee orchids are growing on some of the verges in Stansfield. It was resolved that the Parish Council would contact Suffolk County Council to find out if a section of the verge on Plough Hill and Assington Green could be designated a Roadside nature reserves to protect them.

e) Update on the following reports to Suffolk County Council Highways and how to report issues to Suffolk County Council

- Rotten bridge on the Bury - Clare footpath. The work was scheduled for 4th November but has not been carried out. It was resolved that Sarah Hopkins would check again and the Parish Council will follow up with County Councillor Bobby Bennett if the work has not been completed.
- The manhole cover in Lower Street that get raised every time it rains and is a safety issue. This has been repaired
- The ditch at the side of the road to Assington Green where two 2 cars have already gone into the ditch. Suffolk County Council has responded that it does not meet their criteria for repair.

13. Village issues

a) Update on the Housing Needs Survey and the next steps.

Stansfield Parish Council has written to CAS about the HNS process and the fact that it was made clear from the outset that the main purpose of the survey was to gauge whether there was an appetite for any housing in Stansfield. CAS has responded and has asked whether or not Stansfield Parish Council would like to pursue a Rural Exception Site with CAS.

It was resolved that the working group would draft a response to the CAS letter as there are a number of inaccuracies which need clarifying before a decision can be made about how to proceed.

b) Email from West Suffolk Council about the Queen's Green Canopy project and appointing tree wardens

It was resolved that Julie Ghirardani would speak to the Village Hall Committee about planting a Jubilee Tree on the playing field. An article will be included in the newsletter about becoming a tree warden and to find out if anyone would be willing to volunteer.

c) Plans for the Queen's Platinum Jubilee and funding for any events.

Stansfield Village Hall is organising an event in the village hall. Mary Evans has been appointed Community Champion and is liaising with the Queen's representative and co-ordinating events in the village.

d) Possibility of installing a hearing loop in the village hall

The approximate cost of a hearing loop is £600 + VAT. Sarah Pugh has offered locality funding towards the cost. It was resolved that Julie Ghirardani would raise this with the Village Hall Committee.

14. Approval of the following documents:

a) Guidance on public participation at meetings

It was resolved that the guidance would be approved and uploaded onto the website. The Council's Standing Orders will be amended and approved at the next meeting.

b) Final draft of the Emergency Plan

It was resolved that the final draft of the Emergency Plan would be approved and an edited version uploaded onto the website.

The clerk agreed to print the Emergency Plan leaflet ready for distribution around the village.

15. To discuss the following correspondence:

a) Emails from two residents about the recording in the minutes of the Open Forum at the last meeting and a number of other issues.

The following issues were raised:

- Additional items which the resident felt should be included in the minutes.
- Vacancies on the Parish Council and the number of interested candidates.
- Whether there would be an election if any councillors resigned.
- A query about the new CAS agreement.

The clerk explained that there are currently no vacancies on the Parish Council. She also explained that the decision not to sign the new CAS agreement was discussed at the previous meeting and the decision made not to sign it, as the previous agreement had already been signed.

It was resolved that the clerk would email a response to the residents.

b) Email from a resident about the increases in Coronavirus cases in Suffolk and what the Parish Council can do to raise awareness of this.

Information has already been put on the Parish Council website and Stansfield Facebook page to make people aware that Suffolk is now an enhanced COVID area. Fay Gridley agreed to start posting again on the Stansfield COVID page. Information will also be included in the next newsletter.

c) Email from Headway Suffolk requesting a donation

This item was not discussed and will be added to the next agenda.

16. Any other business for noting or including on the next agenda on Monday 17th January 2022.

The following items are for noting:

- Thanks from the Village Hall Committee to the outgoing clerk for her support and advice as well as thanks to the Parish Council for their support.
- The new clerk, Sally Allen, was introduced.

The following items were for including on the next agenda.

- Village Hall update
- Jubilee celebrations
- Approval of the amended standing orders
- Streetlights
- Wildlife update

There being no further business the meeting closed at 8.10 pm.

Signed (Chairman) Dated