

**STANSFIELD PARISH COUNCIL**  
**Minutes of the meeting held on Monday 17<sup>th</sup> January 2022**

**Councillors present:** Ed Cardozo (Vice-chairman), Julie Ghirardani, Fran Brown, Fay Gridley, John Underdown and Robert Dennis

**Also present:** Sally Allen (clerk) and 7 members of the public. Joanne Kirk (ex clerk) attended by Zoom as agreed as part of the handover.

In the absence of the Chairman, Ed Cardozo chaired the meeting.

**1. Acceptance of apologies for absence**

Apologies were received from Sarah Hopkins (Chairman) 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 meeting held on Monday 15<sup>th</sup> November 2021**

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

**4. Public Session**

The following issues were raised:

- Can a member of public attend the PC meeting by Zoom if unable to attend in person?
- Request for a policy regarding how and when to seek contributions from residents in particular to planning

**5. County Councillor's Report**

Bobby Bennett reported it had been quiet over Christmas period. She added the Budget is under scrutiny and there will be a full council meeting next month where they will look at what is needed. She will also follow up the ongoing drainage issue in the village.

**6. District Councillor's report**

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/17th-january-2022/>

She also spoke about the following:

- Omicron hospitality and leisure Grant opened for applications 17<sup>th</sup> January 2022 for businesses impacted by Omicron variant. Check if you're eligible and how to apply here: [Check if you're eligible for the Omicron Hospitality and Leisure Grant - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-omicron-hospitality-and-leisure-grant)
- The Additional restrictions Grant (ARG) which supports businesses that are not covered by other grant schemes or where additional funding is needed. Check if you're eligible and how to apply here: [Check if you're eligible for the coronavirus Additional Restrictions Grant - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-the-coronavirus-additional-restrictions-grant)

**7. Police issues**

Reports of a white Vauxhall Zafira going around local villages touting for scrap, things have then been stolen at properties following visits. Nottingham Knockers have been reported in the area. These are people going around knocking on doors selling household goods claiming to be ex-convicts on a rehab programme. The Police advice is not to buy from them as they are not on a legitimate programme and to ask for their ID proving at they are on a rehab scheme.

**8. Update on list of actions agreed at the last meeting**

There was one outstanding councillor action.

**9. 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 - **£38.99**
- S A Allen – expenses – LGA 1972, s111 - **£52.04**

Julie Ghirardani and John Underdown signed the Schedule of Payments.

**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
06/012/2021	Bank interest received	Barclays Bank	£0.07

**Payments**

Date	Minute	Description	Supplier	Total
17/11/2021	182/10a	Clerks expenses	Ms J Kirk	12.49
22/11/2021	182/1	Planning training	Suffolk Association of Local councils	30.00
29/11/2021	182/1	Phone costs	EE mobile	20.44

Staff expenses as per confidential cashbook

**d) Bank balances as of 15<sup>th</sup> January 2021**

Barclays current account	£1,552.7
Barclays reserve account	£3,004.79
<b>Total in Banks</b>	<b>£4,557.46</b>

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) Approval of regular payments for 2022/23**

Payment	2021/22 - Amount ex VAT	2022/23 - Amount ex VAT
<b>Admin costs</b>		
Village Hall rental	£180	£180
Community Action Suffolk - Insurance	£199	£200
SALC subscription	£145	£150
Internal audit fee	£65	£70
Scribe accounting software	£115	£120
Annual phone costs	£60	£193
Annual stationery costs (print cartridges)	£20	£30
CAS Ltd - website hosting fee	£50	£50
ICO - data protection fee	£35	£35
<b>Other payments</b>		
Consumables for defibrillator - £ may vary	£100	£100
West Suffolk Council - emptying of dog bins	£80	£80
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

**g) To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2022.**

It was resolved that the statement would be approved and loaded onto the website.

**h) To appoint a councillor (a non-signatory) to carry out internal control checks and complete the Internal Control Report**

It was resolved that Ed Cardozo would be appointed.

**i) To review the effectiveness of the internal audit**

It was resolved that this would be approved and loaded onto the website.

**j) Update on the progress of the bank mandate**

Sally Allen has now been added to the mandate and has registered for online banking. It was resolved that the previous clerk, Joanne Kirk would now be removed from the mandate. Fran Brown has also been added to the mandate and has registered for online banking.

## 10. Highways/Rights of Way issues/tree/transport issues

### a) Update on any outstanding Highways/Rights of Way issues

- There is a problem with a drain in Lower Street, Stansfield. Work has been undertaken which has not resolved the issue. This has now been referred to the specialist drainage team at Suffolk County Council.
- A footbridge on bridleway 15 has collapsed. Suffolk County Council has confirmed that the work will be carried out and has now been prioritised.
- A number of potholes at Gosland Green, Poslingford have been reported. Suffolk County Council has issued a work's order to repair them.

### b) Update on Quiet Lanes project

All Wave 1 Quiet Lanes were agreed and signed off by the then Cabinet member for Transport and Highways, Cllr Andrew Reid, but the legal notice to confirm those has not been published yet. Wave 2 nominations are about to be signed off by the new Cabinet member, Paul West and once this happens, the legal notices for both Waves 1 and 2 will be published in the EADT. Stansfield is part of Wave 2.

### c) Update on Street lights

There is no definitive proof this would reduce crime. Stansfield Parish Council received one reply from a resident who advised they would prefer the streetlights to remain on during the night.

### d) Suffolk County Council's lorry routes review

Stansfield Parish Council completed the survey and sent additional information to Bobby Bennet on 8<sup>th</sup> December 2021. There is nothing further to update at present.

### e) Bee Orchids on the road from Assington Green towards Poslingford

Stansfield Parish Council sent an email to Suffolk County Council on 16<sup>th</sup> November 2021 to find out if Bee orchids on verges are a protected species. It was found that Bee Orchids are protected, as are all wildflowers, under section 13 of the Wildlife and countryside Act (1981). In addition, because orchids are particularly slow growing and may only flower once in their lifetime, it is important to never pick the flowers. The Parish Council is awaiting a further update. Orchids on public footpaths fall under a different scheme.

## 10. To approve the following GDPR information

### a) Assessment of personal data held by Stansfield Parish Council

It was resolved the document would be approved.

### b) Document Retention and Disposal Policy

It was resolved the policy would be approved and onto the website.

### c) Personal Data Breach Policy

It was resolved the policy was approved and loaded onto the website

## 11. Review and approve the following updated documents:

### a) Standing Orders

It was resolved that the following amendments would be approved and the revised Standing Orders uploaded onto the website:

1a) Meetings of the Council will be held in Stansfield Village Hall on the third Monday (excluding Bank Holidays) in January, March, May, July, September and November unless otherwise notified. Dates of meetings can only be changed with the agreement of the Chairman and clerk if a meeting is not going to be quorate. Meetings will commence at 7p.m.

1b) A public session will be held near the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.

1c) If public meetings are not allowed (as for example during the Coronavirus outbreak in 2020), remote meetings will be held via Zoom. Members of the public are welcome to join Zoom meetings. Login details will be included on the published agenda.

1d) The Annual Parish Meeting shall normally be held on the third Monday in May after the Annual Parish Council meeting.

1l) Members of the public may make representations, answer questions and give evidence during the public session in respect of the business on the agenda.

1m) The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes.

1o) A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. The public session is not part of the main meeting and should not be filmed or recorded without the consent of members of the public present.

**b) Procedure for dealing with correspondence**

It was resolved that the document would be approved and loaded onto the website.

**c) Safeguarding policy and appointment of a designated safeguarding officer**

It was resolved that:

- The policy would be approved and loaded onto the website.
- Sally Allen (clerk) would be Designated Safeguarding Officer.
- Fay Gridley would be the second Designated Safeguarding officer. Fran Brown will be a back up if required.

**12. To confirm the dates of meetings in 2022/23**

It was resolved the following dates would be approved:

- Monday 14<sup>th</sup> March 2022
- Monday 16<sup>th</sup> May 2022
- Monday 18<sup>th</sup> July 2022
- Monday 19<sup>th</sup> September 2022
- Monday 21<sup>st</sup> November 2022
- Monday 16<sup>th</sup> January 2023
- Monday 20<sup>th</sup> March 2023

**13. Queen’s Platinum Jubilee celebrations 2022**

Nothing has been planned yet. Julie Ghirardani has now stepped back from helping with Jubilee Celebrations, so Stansfield Parish Council are now looking for volunteers to organise celebrations.

It was resolved that a request for volunteers would be included in the next newsletter. The suggestion has been made to buy Jubilee mugs for all children under the age of 16 which will be given out during the celebrations. A possible location for a Jubilee tree has yet to be decided.

**14. To discuss the following correspondence:**

**a) Letter from West Suffolk Council about future parish forums**

The dates of future forums were noted (9<sup>th</sup> February and 9<sup>th</sup> November 2022). Councillors agreed to let the clerk know if there are any issues they would like raised at future parish forums. Sally Allen agreed to attend at least one of the forums.

**b) Email from a resident regarding a dog attack**

A resident reported a dog attack in the village. These are generally the responsibility of the Police and should be reported to them. Information and advice to owners about dog related issues has been added to the Parish Council’s website under Local Info.

**c) Email from a resident regarding threatening behaviour**

A resident reported threatening behaviour from another resident in the village. This is a Police matter and should be reported directly to them.

**d) Email from resident regarding the parish council’s role with Safeguarding**

The Parish Council has a responsibility to safeguard vulnerable adults and children whilst they are engaged in any activity associated with the parish council (see Safeguarding Policy above). Anyone with concerns can then speak to the Parish Council’s Designated Safety Officer or report their concerns immediately to: <https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding/> or <https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult>

**15. Any other business for noting or including on the next agenda on Monday 14<sup>th</sup> March 2022.**

**The following items are for including on the next agenda.**

- Churchyard
- Tree Warden
- Jubilee Celebrations

**There being no further business the meeting closed at 7.48pm.**

Signed ..... (Chairman) Dated .....