

STANSFIELD PARISH COUNCIL
Minutes of the meeting held on Monday 19th July 2021

Councillors present: Sarah Hopkins (Chairman), Julie Ghirardani, Fay Gridley and Ed Cardozo.

Also present: Joanne Kirk, District Councillor Sarah Pugh and three members of the public.

Open Forum

The following issues were raised during the Open Forum:

- The last hybrid meeting where members of the public were unable to hear parts of the meeting.
- 1. Acceptance of apologies for absence**
Apologies were received from Fran Brown, Robbie Dennis and John Underdown and the reason for absence accepted. County Councillor Bobby Bennett also sent her apologies.
 - 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 Annual Meetings of the Parish Council held on Monday 24th May 2021**
It was resolved that the minutes were correct. The chairman signed them.
 - 4. County Councillor's Report**
No report was received.
 - 5. District Councillor's report**
District Councillor Sarah Pugh presented her report. The report is available on the Stansfield Parish website at <http://stansfield.onesuffolk.net/meetings/meeting-reports/19th-july-2021/>
The next Local Plan consultation (the Preferred Options Consultation) will take place in March 2022.
 - 6. Police issues**
No issues were raised.
 - 7. Update on list of actions agreed at the last meeting**
There were no outstanding councillor actions.
 - 8. 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 - **£18.42**
 Ed Cardozo and Julie Ghirardani 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	Bank	Description	Supplier	Total
07/06/2021	Barclays reserve account	Bank interest received	Barclays Bank	£0.07

Payments

Date	Minute	Description	Supplier	Total
26/05/2021	173/10a	Housing Needs Survey	Community Action Suffolk	£2,746.26
26/05/2021	173/10a	Clerk's expenses	Stansfield Parish Council	£7.29
26/05/2021	173/10a	Donation	Stansfield Village Hall	£600.00
26/05/2021	173/10a	Broadband for village hall	Stansfield Village Hall	£168.00
26/05/2021	173/10a	Internal audit fee	Mrs C Whitaker	£65.00
26/05/2021	173/10a	Zoom subscription 1/8	Ms J Kirk	£17.99
Staff costs as per confidential cashbook				

d) Bank balances as of 7th July 2021

Barclays current account	£3,904.36
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Barclays reserve account	£3,004.65
Total in Banks	£6,909.01

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 the continued use of electronic banking**

It was resolved that the Parish Council would continue to use electronic banking.

9. **Planning**

No planning applications were received.

10. **Review of the following policy documents**

a) **Financial Regulations**

It was resolved that no amendments were necessary.

b) **Standing Orders**

It was resolved that the following changes would be made to 1a and 1c:

c. *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.** A public forum will be held at the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.*

d. *The Annual Parish Meeting shall normally be held on the first Monday in May **after** the Annual Parish Council meeting.*

11. **To approve the updated Emergency Plan and Emergency Plan Leaflet**

It was resolved that the updated Emergency Plan would be approved. Councillors agreed to meet to add in local information and contacts.

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

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

The nominated quiet lanes have been approved by Suffolk County Council and their engineers will be coming to put in the posts over the summer.

b) **Update on the progress of the installation of the posts for a temporary VAS**

The posts have been installed. The clerk was asked to contact SCC to find out when a temporary VAS will be deployed in Stansfield.

c) **Suffolk County Council's ANPR scheme**

It was resolved that the Parish Council would register for this scheme.

d) **Update on verge cutting by Suffolk County Council**

The verges have now been cut.

13. **Village issues**

No issues were raised.

14. **Correspondence:**

a) **Letter from Lord Lieutenant for Suffolk about the Festival of Suffolk 2022 to celebrate the Queen's platinum jubilee and the suggestion to appoint a Festival Community Champion.**

Julie Ghirardani agreed to liaise with the Bloomers, Stansfield Village Hall and any other village organisations to see whether Stansfield would like to organise a village even to celebrate the Queen's Platinum Jubilee.

b) **Email from SALC about community celebrations for the Queen's Platinum Jubilee.**

See item a) above.

15. **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.

- Appointing a Parish Council representative for the Village Hall Management Committee.

16. **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 8.15pm.

Signed (Chairman) Dated