

STANSFIELD PARISH COUNCIL
Minutes of the meeting held on Monday 16th May 2022

Councillors present: Sarah Hopkins (Chairman), Ed Cardozo (Vice-chairman), Julie Ghirardani, Robert Dennis.
Also present: Sally Allen (clerk) and 6 members of the public.

1. To elect a Chairman.

Sarah Hopkins was nominated and following a vote, it was resolved that she would be chairman.

2. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by Stansfield Parish Council's Code of Conduct.

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. To adopt the new Suffolk Code of Conduct

It was resolved the new Suffolk code of conduct would be accepted and published on the Stansfield Parish council website

5. To update Register of Members' Interests forms

Councillors confirmed that their Register of interest forms did not need updating

6. To accept apologies and reason for absence

Fay Gridley, Fran Brown and John Underdown sent their apologies and their reason for absence accepted

7. To confirm Stansfield Parish Council's eligibility for 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 2021 and the previous clerk who left in December 2021 met the qualification criterion as she has completed the Certificate in Local Council Administration. SALC also confirmed that confirmation of eligibility is not required every year but at the first annual meeting of the council after an ordinary election which is May 2023.

8. Declaration of interest by Councillors in items on the agenda.

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

9. To approve the minutes of the meeting held on 14th March 2022.

It was resolved that the minutes were correct apart from one change in item 12 from HNS to CAS. The Vice chairman agreed to sign them electronically once amendment has been made

10. Public Session (10 minutes)

The following issues were raised and discussed:

- Housing Needs Survey - residents unhappy with length of time taking and expressed concerns with the way it was conducted. The suggestion of a repeat HNS was made and to request refund from CAS. Residents were advised further information on the survey was requested for residents, but this was denied. The amendments requested (in writing) from CAS have all been approved and finalised. There is a statistical anomaly, which still needs to be clarified by CAS and will be reported on at a future date.
- New code of conduct – what is the difference? In December 2020 the Local Government Association (LGA) approved its new Model Councillor Code of Conduct 2020, with the aim for it to be adopted by all levels of local government, effectively a national code. It has been strongly recommended that all Parish and town councils move to the new Code at the May meeting or as soon as possible. A copy of the new Code of conduct is available on the website.

11. To receive an update on the list of actions agreed at the last meeting.
Councillor

Ed and Julie to distribute the Emergency plan leaflets

Clerk

Sally has ordered mugs for Jubilee celebrations and will be sent for delivery 1st June 2022 to Sarah's house

12. To discuss the following financial issues:**a) Approval of any payments and signing of Schedule of Payments**

- SALC - Annual subscription– LGA 1972,s111 - £144.20
- Dash UK Ltd – Platinum Jubilee mugs – LGA 1972, s111 - £136.80 (Payment being made from the reserves account)
- West Suffolk Council – Emptying of dog bins – LGA 1972, s111 - £83.20

b) Approval of payments authorised between meetings

No payments were authorised between meetings

c) To receive a statement of receipts and payments made since the last meeting**Receipts**

Precept payment	West Suffolk Council	£5768
VAT refund	HMRC	£511.92

Payments

30/03/2022	Clerks Salary	£216.32
04/05/2022	EE Mobile March invoice	£19.20

d) Bank Balances and confirmation of bank reconciliation

Barclays reserve account	14/04/2022	3,004.79
Barclays current account	14/04/2022	1181.84
Total		4186.70

Precept £5768 was received from WSC on 29th April 2022

e) Councillor to complete the checklist of Internal Controls

Robbie Dennis signed the checklist of Internal controls.

f) To approve the accounts for the financial year 2021 – 2022

It was resolved that the accounts for the financial year 2021/2022 would be approved

g) Internal audit of the Parish Council's accounts

The following recommendations were made:

- Council completed its re declaration of compliance on 11th November 2021 for Pension Regulator, council should minute that they have fulfilled their duties with the pension regulator
- Exercise of Public rights should be evidenced withing the minutes as well as published on the website.
- It is noted that council discussed the advice from the joint Panel on Accountability and Governance (JPAG) at the meeting held 24th May 2021 about the importance of secure email system for Parish council and councillors in accordance with the practitioners guide. It is recommended every authority has its own email addresses rather than relying on personal email addressed that can change regularly. This reduces the risk of correspondence going astray or being delayed. Julie Ghirardani to set up a Stansfield Parish council email. Clerk agreed to do this on her behalf

h) To approve Stansfield Parish Council's Annual Governance statement 2021/2022 and sign section 1 of the Annual governance and accountability return 2021/2022

It was resolved that Stansfield Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2021/22 would be approved. The Chairman signed it.

i) To approve and sign section 2 of the Annual Governance and accountability return 2021/2022

It was resolved that section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statement 2021/22 would be approved. The Chairman signed it.

j) 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 2021/22 below the £25,000 threshold for an external audit. The Chairman signed the Certificate of Exemption

k) To confirm the dates for the notice of the period for the exercise of public rights

It was resolved the dates for the notice of the period for the exercise of public rights would be June 13th – July 22nd 2022

- l) **To approve the Financial Report 2021/22 which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report 2021/2022 would be approved.

- m) **To receive the precept information for 2021/22**

A precept payment of £5,768 was received from West Suffolk Council on 29th April 2022.

13. To discuss any planning issues

- a) **The old Rectory**

It was resolved there were no issues with the planning application and a response may be submitted to this effect.

- b) **Springbank, Single storey extension to the rear of property**

It was resolved there were no issues with the planning application. Neighbours had been contacted by councillors. A response may be submitted to this effect.

- c) **Email from West Suffolk Council about their Preferred Options consultation which will begin on 26th May.**

West Suffolk Council has published information for the Cabinet meeting on 17th May 2022. West Suffolk Council will also issue a further call for sites. This is because there's an insufficient quantity of smaller housing sites of one hectare or less to comply with national Government policy. No sites have been put forward in Stansfield.

The next public consultation will commence on the 26th May for eight weeks on the Preferred Issues and Options. Stansfield has been designated as a type B village in the new West Suffolk settlement hierarchy as it lacks the level of services and facilities required for a large settlement. Developments of 5 homes or less within the designated settlement boundary would be permitted.

There are circumstances where policies will allow development to take place in either type B villages or the countryside. Examples might include:

- Small scale infill development comprising one or two dwellings.
- Replacement of existing dwellings on a one-for-one basis
- Conversion or reuse of buildings for employment or residential use.
- An affordable housing exception site within or adjacent to the Housing Settlement Boundary
- An agricultural or essential workers dwelling.

Our next parish council meeting is within the timescale of 8 weeks so this can be discussed then, the public session will be extended to give residents time to give their views.

14. To discuss any highways/Rights of Way issues/tree/transport issues

Update from Fay Gridley

- Bridge no. 15 has been replaced and is now safe to use.
- Drainage in Lower Street, we are waiting for works to commence
- Drainage in Upper Street CR No: 355589 (linked to CR 354496), blocked drain, has been reported. Highways have confirmed that they do not know the ownership status of this particular gully. This is being investigated and once ownership is confirmed it will be cleaned and added to the regular service schedule.

15. To discuss any village issues

- a) **Quiet lanes update**

Currently waiting further dates to collect signage. Ed will then collect and erect the signs as agreed in March meeting. Consultations have completed and been approved. Further discussions are being taken with Hawkedon regarding the signage at that end of the village.

- b) **Update on housing needs survey**

Stansfield Parish Council are waiting to hear from the person replacing Sunilla at Community Action Suffolk

- c) **Litter pick**

Sarah Hopkins advised someone had volunteered to complete a litter pick before Jubilee Celebrations.

- d) **Update on Jubilee Celebrations Lunch**

Easter Egg hunt and dog walk raised funds towards the event. Arrangements are going well. This will be a free event to all residents. Sarah will need numbers of those attending for catering purposes.

16. To approve the following documents:

a) Contact Privacy Statement – updated version March 2022

It was resolved the Contact Privacy statement would be approved and will be published on the website.

17. To discuss the following correspondence:

a) Email from a resident previously asking for Stansfield Parish council to consider a community engagement policy/working party and if Stansfield Parish Council have any appetite to explore ways of increasing and improving the proactive collection of residents' views on a regular planned basis

Stansfield Parish council appreciate the email regarding how Stansfield Parish Council engages with its residents. There is a Public Participation policy, which can be found on our website. Please note that parish council meetings are not public meetings but meetings held in public and the public have no automatic right to speak. That being said, Stansfield Parish council recognises the importance of engaging with residents and holds a public session to give them an opportunity to comment on items on the agenda. The public session is time limited to ensure there is sufficient time for the business on the agenda to be transacted. In addition to holding a public session, Stansfield Parish council uses a variety of ways to engage with and inform residents and will continue to do so. These are as follows: Newsletter articles, The Parish council website, The Stansfield community facebook page, The Stansfield Parish council facebook page – new addition, Community surveys, Flyers to notify residents of important information/events (for example when the Pippin post application was received, Annual Parish meetings (this is a village meeting and not a Parish council meeting), Phone calls, Emails and Noticeboard

It was resolved that a community engagement policy would be created with the assistance of residents. A letter will be sent out to residents to ask what support they would like to see and their suggestions on how this could work.

b) Email from resident asking how Stansfield Parish Council are planning to gain residents' views on the next stage of the new WSC Local Plan (Preferred Options) before making representations on behalf of residents when Stansfield Parish Council are consulted by West Suffolk Council

The Housing needs survey provided an indication residents views, there will also be a Local Plan roadshow held by West Suffolk Council. The clerk is waiting details on this but it will be posted on our website and Facebook pages. Stansfield Parish council's response will be discussed at the July meeting.

18. Any other business for noting or including on the agenda of the meeting on Monday 18th July 2022.

- a) Fran Brown and John Underdown have both resigned, with immediate effect. We will now be advertising for new councillors following procedures advised by SALC.

There being no further business the meeting closed at 7.46pm.

Signed (Chairman) Dated