

**MINUTES OF THE MEETING OF
STANSFIELD PARISH COUNCIL
HELD ON MONDAY 3rd OCTOBER 2022 AT 7.00PM
AT STANSFIELD VILLAGE HALL**

PRESENT: Councillors Ghirardani, Gridley, Hopkins, Johnson Houghton & Slater

7 members of the public
A. Morris (Locum Clerk).

Councillor Hopkins opened the meeting at 7pm.

AGENDA ITEM	ACTION
1. To accept apologies and reason for absence – apologies for absence had been received from Cllr Dennis and District Cllr Pugh both due to work commitments.	
2. Declarations of interest – none declared.	
3. To elect a new Chair and Vice Chair – Cllr Hopkins had notified all Cllrs by email on 27 th September 2022 of her intention to step down as Chair at this meeting. Nominations for the office of Chair were sought and Cllr Johnson Houghton declared an interest. The nomination was proposed by Cllr Hopkins, seconded by Cllr Gridley and the vote returned 2 for and 2 abstentions – there was uncertainty whether this constituted approval and therefore Cllr Johnson Houghton agreed to chair the meeting. <i>(Clerk note – advice was subsequently sought from Jim Friend, Suffolk Association of Local Councils (SALC) and he confirmed that 2 in favour and 2 abstained did constitute approval and therefore Cllr Johnson Houghton is duly elected as Chair of Stansfield Parish Council. Acceptance of Office form to be completed.</i>	Clerk
4. To approve the minutes of the meeting held on Monday 16th May 2022, now amended and Monday 18th July 2022 – both sets of draft minutes contain inconsistencies which need to be verified before they can be approved. These minutes will be reviewed by Cllrs Johnson Houghton and Gridley along with 1 member of the public who offered help, and will appear on the next Agenda due for November 2022.	WJH/FG
5. Public session – a member of the public asked if the meeting was being recorded – the Clerk confirmed that in accordance with Standing Orders 1 (o), the Local Government Audit & Accountability Act 2014 and Openness of Local Government Bodies Regulations 2014 which became active legislation in August 2014, she was recording for minute taking purposes. Once the minutes have been approved by Council and signed by the Chair the recording will be deleted. A resident also stated that they were recording the meeting. One member of the public thanked Cllr Hopkins for her time and input as Chair during some difficult times.	

<p>Another member of the public raised the issue of the Housing Needs Survey (HNS). The survey has been submitted to West Suffolk Council (WSC) and has been found to contain errors and is unreliable. Concern about the use of the executive summary was also raised. Disquiet about how this information is being relayed to fellow residents was also raised. Cllr Johnson Houghton advised that further explanation as to how the PC is planning to handle this will be explained at item 12(a) of this meeting.</p>	
<p>6. County Councillor's report - none received.</p>	
<p>7. District Councillor's report – Cllr Hopkins advised that she has received a report from the District Councillor and will pass this to Cllr Johnson Houghton for uploading to the village website.</p>	<p>SH/WJH</p>
<p>8. Police Issues – none.</p>	
<p>9. To receive and update on the list of actions agreed at the last meeting:</p> <ul style="list-style-type: none"> a. Cllr Hopkins confirmed that she has registered on WSC Local Plan Preferred Options; b. Signs for 'Quiet Lanes' to be erected by Ed Cardozo – outstanding as signs not currently available. c. Amendments to minutes – still under discussion; d. Cllr Ghirardani now using new email address. 	
<p>10. To discuss the following financial issues:</p> <ul style="list-style-type: none"> a. Cllr Hopkins advised the meeting that an invoice from WSC has been received for the election held on 21st July 2022 for PC members to the value of £2,212.54. Unanimously agreed to cover this expenditure <i>EE Mobile July £20.98</i> <i>EE Mobile August £20.98</i> <i>Clerks Salary July £216.32</i> <i>Clerks Salary August £216.32</i> <i>Clerks Salary (final) September £99.84</i> <i>Locum Clerk £107</i> <i>Data Protection Fee £35</i> <i>Scribe Accounts £138</i> b. CAS Business Services (insurance renewal), £198.97; c. Receipts £135.10 surplus funds from Jubilee lunch; d. Bank balances £4,977.23 (current) and £3,006.02 (savings) – reconciled to bank statements and cashbook; e. Approved unanimously to rotate responsibility among Councillors to confirm checklist of internal controls carried out by the Clerk; f. Currently authorised to sign and make payments are Cllrs Dennis and Hopkins and the Clerk to input only. To be amended to Cllrs Hopkins, Slater, Dennis and Johnson Houghton (Clerk position vacant). Cllrs Johnson Houghton, Hopkins & Dennis to contact Barclays bank to make these changes 	<p>SH</p> <p>WJH/SH/RD</p>

<p>11. To discuss any highways/Rights of Way issues/tree/transport issues:</p> <ul style="list-style-type: none"> a. See item 9(b) above; b. VAS signs have now been removed. c. Replacement bridge now in situ. Small bridge in woods in good condition. A broken Clare to Bury walk sign at map reference (52.1345131, 0.6087515) has been replaced and a new post next door to Bridgelands has also been erected. 	
<p>12. To discuss any village issues:</p> <ul style="list-style-type: none"> a. Cllrs voted unanimously to accept Cllrs Johnson Houghton & Slater to join the HNS working party. Cllr Slater read out a letter sent to Community Action Suffolk (CAS) – attached at Appendix A and a letter to West Suffolk Council (WSC) – attached at Appendix B. The main point of the letter to CAS was that their survey was not fit for purpose and we should seek a full refund of £2,288.55 plus VAT. The letter to WSC asked them to destroy and nullify the CAS report and ensure that no part of the information contained in it is used by anyone for any purpose whatsoever, including the WSC new Local Plan. Cllrs voted unanimously to sign and send both letters. An HNS working party will be convened to address the issue of communication to residents. <p><i>Cllr Johnson Houghton closed the meeting at this point to allow public participation in the debate on this matter.</i></p> <ul style="list-style-type: none"> b. To form part of item 13 below. c. Stansfield Congregational Chapel graveyard project – Cllr Johnson Houghton reported that crayfish, otter and kingfisher have been sighted in the River Glem towards Thurston End. She read further updates on the graveyard – attached at Appendix C. 	<p>All Cllrs</p>
<p>13. Community Engagement project – it was resolved to set up a Community Engagement committee. There is already substantial interest in the project. Further information including Terms of Reference to be presented at the next meeting.</p>	
<p>13. Equality and Diversity Policy – it was resolved to approve and adopt the policy document, as previously circulated to all Cllrs. To be uploaded to PC website.</p>	<p>WJH</p>
<p>14. Co-option Policy – it was resolved to approve and adopt the policy document, as previously circulated to all Cllrs. To be uploaded to PC website.</p>	<p>WJH</p>
<p>15. To discuss the following correspondence:</p> <ul style="list-style-type: none"> a. £768 donation to the village hall committee - Cllr Gridley advised that part of this sum is for the supply of broadband to the hall. Cllr Ghirardani to contact village hall committee to b. ascertain a breakdown of this amount – item to be included in next meeting Agenda. 	<p>JG</p>

<p>16. Any other business for next Agenda –</p> <ul style="list-style-type: none"> a. Coronation celebrations – to be included in next meeting Agenda. b. Defibrillator checks – to be included in next meeting Agenda. 	
<p>17. Staffing matters – item held ‘in camera’.</p>	

Cllr Johnson Houghton closed the meeting at 8.55pm.

Andrea Morris
 Locum Clerk/RFO
 6 October 2022

Signed Dated