

STANSFIELD PARISH COUNCIL**Minutes of the meeting held on Monday 18th July 2022**

Councillors present: Sarah Hopkins (Chairman), Julie Ghirardani, Fay Gridley

Also present: 15 members of the public. David Roach WSC, Marie Smith WSC & Sarah Pugh

1. To accept apologies and reason for absence.

Sally Allen – Clerk due to personal reasons. Ed Cardozo and Robert Dennis also sent apologies; their reasons for absence were accepted

2. Declaration of interest by Councillors in items on the agenda and dispensation requests.

No Declarations made

3. To approve the minutes of the Annual Meeting of the Parish Council held on Monday 16th May 2022

Insufficient councillors present to approve minutes. To be approved at next meeting in September.

4. Public session

a) Councillor David Roach spoke about the draft local plan:

Councillor David Roach from West Suffolk Council and his colleague Marie Smith from the West Suffolk Council Planning Department came to talk to Stansfield residents about the West Suffolk Council draft new Local Plan, which is under consultation until 26th July 2022.

He gave an overview of the strategies for the Local Plan and described the proposed settlement hierarchies. He and Marie then took questions from residents about, amongst other things, what constitutes a Type B village (Stansfield) and also explained the Locally Valued Landscapes scheme (Upper Glem Valley). There was criticism that this had not been more widely publicised, particularly to parishes lying within the designated areas. This was taken on board and West Suffolk Council agreed to send the Parish Council further information regarding the scheme and the Upper Glem Valley in particular. There will be a further opportunity to submit a response at the next consultation in May 2023.

There were some points raised about items on the agenda.

- b) Community Engagement Policy Resident expressed concern that some residents might not be able to access some of the means of communication contained in the policy and it was agreed that there should be further consultation on such a policy, which would remain as draft until further consultation with residents has taken place.
- c) Police Issues A resident expressed concern at learning that the Police had been involved regarding the posting of one candidate's election flier before others and requested an apology. The chair apologised as this was not the intention and agreed to discuss a public apology with the clerk. No bias was intended.
- d) A resident raised two issues: The provision of affordable housing....How, in Stansfield, in view of the difficulties with errors in the HNS results, can the level of any genuine need for such accommodation be determined? And, if there is such a need, then he urged SPC to look at various ways of providing it in the village that did not spoil anything of value, and that ensured it was kept for local need in perpetuity via a Community Land Trust or similar arrangement.
- e) The LVL proposal by WSC which identifies features of value in the Upper Glem Valley. He asked SPC to discuss this and consider the amount of support shown for this proposal, not least at the recent community event organised by residents.
- f) Another resident asked for more information on the potential impact of the LVL status on farming.

5. County Councillor's Report

Councillor Bobby Bennett sent her report which can be found on the website

6. District Councillor's report

Sarah Pugh sent her report which can be found on the website.

Sarah also explained she is the only councillor to bring out David Roach and is pleased that he and Marie Smith came to see us tonight

The Draft Local Plan can be viewed at West Suffolk Council and Libraries.

7. Police issues

Police investigated the parish clerk and Chairman regarding the posting of election fliers. No bias had been intended. No further action was taken by police.

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

Clerk Actions

To remove Fran and John from the Bank mandate and to update the clerk's address – paperwork has been sent and has been signed by the Chair and Robert Dennis.

Clerk to create a Stansfield email for Julie. This has been created and details emailed to Julie.

Email is julieghirardanistansfieldpc@yahoo.com. Julie advised this had not been received, clerk will re send the details, copying Sarah Hopkins Chair into the email

9. To discuss the following financial issues:

a) Approval of payments and signing of Schedule of Payments

S A Allen	13.50	Mileage from Newmarket CB87GQ To Stansfield Village Hall and return home 15miles each way	LGA 1972, S111
S A Allen	8.39	Printer paper and monthly ink subscription May/June	LGA 1972, S111
S A Allen	12.07	Printer ink April subscription	LGA 1972, S111
SALC	193.20	Internal Audit charge	LGA 1972, S111
Pensionbee	£80	Pension for Clerk, back date November – June	LGA 1972, S111

It was resolved that the payments were approved and were signed by Fay Gridley and Julie Ghirardani

b) Approval of payments authorised between meetings

No payments made

c) Approval of the record of receipts and payments made since the last meeting

Receipts

Donation from Jubilee fundraiser £100

Payments

S Allen Clerks Salary May £216.32

S Allen Clerks Salary June £216.32

EE Mobile Clerks phone June £20.98

EE Mobile Clerks phone May £20.98

It was resolved the receipts and payments were approved and were signed by Fay Gridley.

d) Bank balances and confirmation of bank reconciliation

Barclays Reserve Account	16/06/2022	3004.86
Barclays Current account	16/06/2022	6038.82
Total		9043.68

It was resolved the bank balances were checked and correct. These were signed by Fay Gridley, Councillor.

Signatory to complete the checklist of Internal Controls. Fay Gridley and Julie Ghirardani signed the checklist of internal controls.

e) Approval of the continued use of electronic banking

It was resolved to continue using the electronic banking with Barclays Bank.

10. To discuss any planning issues

a) West Suffolk Council Local Plan – Preferred Options consultation.

The following responses were approved.

Questions

Part one

Do you agree with the categorisation of Stansfield as a Type B village?

Decision: Type B was confirmed as appropriate categorisation.

Part Two

Has West Suffolk Council identified the correct new development policies?

Decision: Yes

Part Three

What are your thoughts on the type of development allowed in type B villages?

6.3. There may be circumstances where policies will allow development to take place in either type B villages or in the countryside and further details are set out in part two of this plan. Examples of where development may be appropriate include:

- Small scale infill residential development comprising one or two dwellings.
- Replacement of existing dwellings on a one for one basis.
- Conversion and re-use of buildings for employment or residential purposes.
- An affordable housing exception site within or adjacent to a settlement boundary.
- An agricultural and/or essential workers dwelling.
- Where a neighbourhood plan is prepared and proposes site allocations.

Decision: Agreed (Sarah Hopkins and Fay Gridley)

Locally Valued Landscapes: Stansfield Parish Council feel the LVL is an interesting scheme, and we look forward to receiving more information on it from West Suffolk Council. We aim to engage with the community on the scheme before the next consultation in May 2023.

Mrs Barnes was praised for her work involved in the LVL project.

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

a) Update on the Quiet Lanes project

Stansfield Parish Council have now come to an agreement with Hawkedon PC. The sign will be fixed to an existing post on the triangle at Thurston End. Ed Cardozo will collect the signs and erect them.

12. To discuss any village issues

a) Keeping signs clear from hedgerows.

Small working party suggested to do this, it was resolved this needs reporting to Highways which Fay Gridley will do

b) Resident raised the question if there is a power cut in the village who can make calls

It was resolved there is usually a good signal for a mobile device in Bayments Farmyard

c) Thurston Lane/Plough Hill junction visibility and dangerous

Councillor Bobby Bennett asking highways for a quote for signage and is waiting a response. Stansfield Parish council resolved to wait to hear from Bobby Bennett.

13. New Model Code of Conduct 'Other Disclosable interests' forms.

Councillors present completed the Code of Conduct Other Disclosable interest forms.

Absent councillors and new councillors will complete at next meeting.

14. Community engagement policy

As discussed during the open forum, we will engage with the community to create this policy. In the meantime, this will stay as a draft. First, we need to send a letter to all residents, as agreed at 16th May 2022 meeting.

Julie Ghirardani volunteered to form a working group.

15. Housing Needs Survey update

Following a meeting of the Stansfield Parish Council Housing Needs Survey working party, Julie, Fay and Sarah attended a Zoom meeting with Community Action Suffolk and West Suffolk Council to look at ways of moving forward with this situation.

Stansfield Parish Council expressed the numerous areas of dissatisfaction that they have experienced with Community Action Suffolk during the whole process. The main areas of dissatisfaction were:

- a) Numerous clerical errors and inconsistencies contained in the full report – these have now been amended.
- b) Despite being promised to the contrary, Community Action Suffolk were unable to separate out the data from any additional surveys – this should not have been promised, as it was not possible
- c) An apparent statistical anomaly – this is being investigated by Community Action Suffolk.
- d) Possible duplication of data in Part 1.
- e) A councillor also added that it looked unlikely that it could ever be determined how anomalies occurred.

West Suffolk Council Planning department have now reviewed the full report and have made recommendations to Community Action Suffolk as to what they would like to see in the Executive Summary for planning purposes.

Community Action Suffolk will revert to Stansfield Parish Council and West Suffolk Council by the 22nd July 2022.

A resident's email said they were concerned about the report, regarding major issues of survey methodology, and of facts, outstanding and not resolved.

16. To discuss the following correspondence:

- a) Email from resident asking for the PC view on Bonfires.
Enquired with SALC as to what their suggested PC view should be and they referred to West Suffolk Council guidance as follows:

Bonfires

There are no specific laws restricting non- commercial bonfires. However, you should not burn anything that is likely to cause a danger to health such as rubber or plastic.

West Suffolk Council can only intervene if a bonfire can be considered a statutory nuisance, this means it will have to be persistent and prevent you enjoying your property. If this is the case, West Suffolk Council would need to know how often the bonfires are lit, how long they last, where they are taking place and how they are affecting you. West Suffolk Council will not be able to intervene if the problem is isolated such as the lighting of a single bonfire.

- Bonfires should be used as a last resort after separating recyclable materials- this includes composting of garden waste.
- Make sure that you follow these steps to reduce your impact on neighbours:
 - always keep the number of bonfires you have to a minimum
 - be aware of the wind direction as this may carry smoke into neighbouring properties
 - do not use chemicals such as engine oil, methylated spirit or vehicle fuels to start a bonfire
 - it is polite to tell neighbours before lighting a bonfire as they may wish to use outside space for drying clothes
- make sure the fire is under supervision at all times and make sure a means of extinguishing the bonfire is available

The Clerk will be asked to email the resident with the link to West Suffolk Council guidance.

17. Any other business for noting or including on the agenda of the meeting on Monday, 19th September 2022.

Approval of minutes of Annual Parish Council meeting 16th May 2022

Decision from item 18a

Community Engagement Policy

LVL

18. To resolve to exclude press and public under Public Bodies (Admissions to Meetings) Act 1960: the public and press resolve to be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

- a) To discuss staffing and personnel issues

There being no further business the meeting closed at 9:30pm.

Signed (Chairman) Dated