



**Minutes of the Parish Council Meeting held  
on Wednesday 11<sup>th</sup> September 2024**

**24.09.11.01**

Present: Cllrs. R. Barnes (Chair), Pallett (Vice-Chairman), Ball, P. Barnes, Corlett, Slater and Spillett, WSC  
Cllr. Pugh and the Clerk, Anne Lines. There were no members of the public.

1. **Welcome** - the Chair welcomed everyone to the meeting. He advised that that the meeting would be recorded privately by Cllr P Barnes and the Clerk, Anne Lines.
2. **APOLOGIES for ABSENCE – NONE**. SCC Bobbie Bennett sent her apologies.
  - a) **Declarations of interest - NONE**
  - b) **Declaration of Interest Dispensations - NONE**
3. **Minutes** - the minutes of the Council Meeting on May 8th 2024 were **APPROVED** as a true and accurate record.
4. **Public Forum** - NONE
5. **County, District and Parish Councillors' Reports**

**Cllr. Bobbie Bennett** ( Suffolk County Council) sent her report which can be found in Additional Information posted on the website.

**Cllr. Sarah Pugh** (West Suffolk District Council) sent her report which can be found in Additional Information posted on the website.

**Parish Councillors** – Cllr. Slater spoke on the detailed report that he had produced on Public Rights of Way (PRoW). Responsibilities and limitations. Find the report in Additional Information posted on the website.
6. **Planning and Development** – NONE
7. **Community Matters**
  - a) **Good Neighbours** volunteers have been busy renovating benches in the village, cutting hedges on the lane outside the Village Hall, as well as helping residents with transport to medical appointments and shopping. They will be providing refreshments at the Wildlife event and coffee morning at the Village Hall on Saturday morning, November 2<sup>nd</sup>. They have produced a folding footpaths map which will be given to each household, as well as later put into a Welcome Pack.
  - b) **Footpath and Highways matters** – Councillors are concerned for potentially dangerous driving behaviour, especially it was reported, delivery drivers. The Clerk agreed to write a letter of concern to the police and Suffolk County Council. It was also reported that as a Council there is a duty to the residents to report overgrown footpaths and any fallen/broken items within the village. Recently a street sign at Lower Street has fallen which has been reported to Suffolk County Council by one of the councillors. It was agreed that the Clerk will report and record all future problems to Suffolk County Council.
  - c) **The Old Chapel Churchyard**. It was reported that the summer tidying up has been completed by Good Neighbour volunteers. Cllrs Ball & Slater are planning a winter tidying up during Autumn. Two new warning signs have been produced which will be attached before the end of September.
  - d) **Report on the Fun Day 17<sup>th</sup> August 2024** The day was discussed and it was generally felt, a very successful event. Approximately 80 people attended and it was unanimously voted to repeat again next year. They agreed to keep it a low cost/low key event. An early date was proposed for next year which, in communication with the Village Hall, will be arranged.



**STANSFIELD**  
**Parish Council**

*Working with our local community*

Anne Lines - Clerk & RFO

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24.09.11.02

**e) The List of Assets owned by the Parish Council.** The benches have been renovated by Good Neighbour volunteers, one of whom has agreed to undertake work on the village sign. This list is to be circulated to all councillors and placed on the website.

**f) Assets of Community Value.** A list of assets such as the old telephone box, the village hall and playing field, the pub, the Old Chapel Graveyard, the old water pumps, that the community values is to be compiled and lodged with West Suffolk Council. Other items for this list are being researched and members of the community are being asked to contribute items to it. This is separate to the already Listed Buildings, such as the Church and about 28 houses and barns etc. in the village.

**g) APPROVED** updating and reprinting of the **Emergency leaflet and the Voluntary Emergency Telephone System (VETS)** at a cost of £40.00. Once printed, the leaflets will be distributed around the village.

**h) APPROVED** annual grant payment of £768.00 to the Village Hall. As many walkers park in the VH car park, the Village Hall Management Committee is to be asked if they will site a new noticeboard containing a large version of the Good Neighbours footpaths plan on the outside of the Village Hall. PC to fund this up to £150 if they agree.

**i) NOTIFICATION** that the Dog Waste Bin signs have been vandalised several times.

**j) APPROVED** that if complaints are received, they are to be circulated to all councillors and the clerk and appropriate action taken.

## 8. Clerk's Report

**a) REVIEWED and RESOLVED** - action points from previous meetings not itemised elsewhere on the agenda.

**b) REVIEWED and RESOLVED** the decision to stay with the one.suffolk website having looked at others but decided that the considerable extra cost involved in changing to, and running a new site could not be justified, especially in the present economic climate, as the benefits would largely be aesthetic. Concentration of effort was therefore to be in ensuring the existing website contains all the accurate and up to date information necessary, in an easy to find, attractive format.

**c) REVIEWED and APPROVED** Standing Order revisions. Clerk to post on website.

**d) REVIEWED and APPROVED** Financial Regulations. Clerk to post on website. Also **DISCUSSED** Authorisation signatories on Unity Bank account still to be changed from R Barnes and P Barnes to: R Barnes, Corlett, Pallet and Slater

**e) REVIEWED and APPROVED** the Internal Audit with recommendations made. 9. RFO Report

**a) RECEIVED and APPROVED/NOTED** – the following list of payments, the Bank Reconciliation and a Statement of Accounts



24.09.11.03

Stansfield Parish Council

25 September 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Salaries	26/04/2024		Unity Trust	SO	Clerk's salary	Annie Lines	X	259.13		259.13
2	Home Working Allowance	26/04/2024		Unity Trust	SO	Home Working Allowance	Annie Lines	X	15.00		15.00
3	EE Mobile subscription	03/04/2024		Unity Trust	DD	Phone costs	EE mobile	S	19.99	4.00	23.99
4	Subscriptions	05/05/2024		Unity Trust		Membership subscription	Suffolk Association of Loca	E	151.26		151.26
5	Phone costs	05/05/2024		Unity Trust	DD	Phone costs	EE mobile	S	21.56	4.31	25.87
6	Salaries	05/05/2024		Unity Trust	SO	Clerk's salary	Annie Lines	X	259.13		259.13
7	Home Working Allowance	05/05/2024		Unity Trust		Home Working Allowance	Annie Lines	X	15.00		15.00
8	Equipment	05/05/2024		Unity Trust		Defib Supplies	Community Heartbeat Trus	S			
9	Other	05/05/2024		Unity Trust		Postage	Annie Lines	E	16.14		16.14
10	Equipment	04/06/2024		Unity Trust		Defib Supplies	Community Heartbeat Trus	S	141.50	28.30	169.80
11	General costs	26/07/2024		Unity Trust	20376	Warning signs	EPS Transfers	S	20.00	4.00	24.00
12	Internal audit fees	12/08/2024		Unity Trust		Internal audit fee	Suffolk Association of Loca	S	177.00	35.40	212.40
13	Emptying of dog bins	12/08/2024		Unity Trust		Emptying of dog bins	West Suffolk Council	Z	95.68		95.68
14	Salaries	26/06/2024		Unity Trust		Clerk's salary	Annie Lines	Z	259.13		259.13
15	Salaries	26/07/2024		Unity Trust		Clerk's salary	Annie Lines	Z	259.13		259.13
16	Bank fees	12/08/2024		Unity Trust		Bank fees	Unity Trust	Z	18.00		18.00
17	Home Working Allowance	26/06/2024		Unity Trust		Home Working Allowance	Annie Lines	Z	15.00		15.00
18	Home Working Allowance	26/07/2024		Unity Trust		Home Working Allowance	Annie Lines	Z	15.00		15.00
19	Salaries	26/05/2024		Unity Trust		Clerk's salary	Annie Lines	Z			
20	EE Mobile subscription	03/07/2024		Unity Trust		Phone costs	EE mobile	S	21.56	4.31	25.87
21	EE Mobile subscription	03/06/2024		Unity Trust		Phone costs	EE mobile	S	21.56	4.31	25.87
22	EE Mobile subscription	03/08/2024		Unity Trust		Phone costs	EE mobile	S	21.56	4.31	25.87
23	Salaries	26/08/2024		Unity Trust	20376	Clerk's salary	Annie Lines	Z	259.13		259.13
24	Home Working Allowance	26/08/2024		Unity Trust		Home Working Allowance	Annie Lines	Z	15.00		15.00
25	EE Mobile subscription	03/09/2024		Unity Trust		Phone costs	EE mobile	S	21.56	4.31	25.87
26	Annual Fees	16/08/2024		Barclays current acc		Data protection fee	ICO	X	35.00		35.00
27	Other payments	08/09/2024		Unity Trust		Good Neighbour Scheme trans	GNS	X	768.00		768.00
28	Annual Licence	10/09/2024		Unity Trust		Scribe accounting software 1/6	Starboard Systems Ltd	S	138.00	27.60	165.60
<b>Total</b>									<b>3,059.02</b>	<b>120.85</b>	<b>3,179.87</b>

**Virements to Cost Codes** from other Codes and General Reserves to regularise the budget – **DEFERRED** Clerk to consult with David Lines and report back to all parish councillors.

**b. Assets of the parish council** discussed in item 7e

**c. Banking arrangements DISCUSSED** and ongoing. The Clerk to arrange to close Barclays current and savings accounts and move both to Unity. A savings account to be opened.

**10. Agenda items for future meetings – Action points**

**2024 Budget and Precept.** After discussion, it was **AGREED** to appoint a Working Group, led by Cllr R. Barnes, with Cllrs, Corlett and Ball, to consider and recommend a 2025 Budget (with the appropriate precept to underpin that budget) at the January 2025 meeting.

The need for the three remaining councillors to open dedicated email addresses for Parish Council correspondence.

**11. REVIEWED and APPROVED** that future meetings will be held at 7.00pm in the Village Hall on

January 8<sup>th</sup> 2025

March 12<sup>th</sup> 2025

May 14<sup>th</sup> 2025 APCM

September 10<sup>th</sup> 2025

Autumn event with Suffolk Wildlife Trust presentation and coffee morning: Saturday Nov 2<sup>nd</sup> at the Village Hall 10.30 to 1pm.

*(This may end with a visit to the Old Chapel Graveyard, weather dependent.)*

Annual Village Tidy Up and Coffee Morning: Saturday morning April 26<sup>th</sup> 2025 at VH.

Annual Parish Meeting: Tuesday May 20<sup>th</sup>, 2025 at VH 7pm.

Summer Fun Day – midsummer holidays, date to be confirmed.

**The Chairman closed the meeting at 9.23 pm**



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