

STANSFIELD PARISH COUNCILEmail: stansfieldparishcouncil@yahoo.co.uk**Minutes**

**For the Parish Council Meeting held in Village Hall on Monday 16th January 2023
at 7pm**

Present: Wendy Johnson Houghton (Chairman), Faye Gridley, Robbie Dennis, Rex Barnes, Julie Ghirardani and Martin Slater. In attendance: Jessica Ashbridge (Parish Clerk), County Councillor Bobby Bennett, District Councillor Sarah Pugh, and two Parishioners, in part.

The meeting started at 7pm

- 1 Chairman's Welcome** – The Chairman welcomed those present and advised that the Meeting was being recorded. The recording would be deleted once the minutes had been approved. The new Clerk was welcomed.
- 2 To accept apologies and reason for absence** – Apologies were accepted from Sarah Hopkins
P: Cllr Johnson Houghton, S: Cllr Gridley, All in fav.
- 3 Declaration of interest** by councillors in items on the agenda and dispensation requests – none.
- 4 To approve the minutes** Extraordinary Parish Council Meeting 14th November 2022. Cllr Barnes proposed that amendments were made to the minutes of the meeting on 14th November **P: Cllr Barnes, S: Cllr Slater, Against Cllrs Johnson Houghton, Gridley, Dennis, Ghirardani, named vote requested.** The amendments were not approved. Point 3 of the minutes was unclear. The letter sent to residents was voted for and approved by all councillors – it had not been recorded. Cllr Barnes had printed out the letters and delivered them to the meeting on the 21st November. Parish Council meeting on 21st November 2022, **P: Cllr Johnson Houghton, S: Cllr Barnes, Abstain: 1, 5 in fav.** Extraordinary Parish Council Meeting on 13th December 2022 **P: Cllr Johnson Houghton, S: Cllr Gridley, Abstain: 1, 5 in fav.**
- 5 Public session** – A Parishioner had six questions for the Parish Council, The Clerk asked that they be sent to her. She was thanked for her comments.
- 6 County Councillor and District Councillor's reports** – Reports appended. Cllr Bennett advised that there was grant funding available for the new website. The Highways works in Stansfield had gone well, further work was needed at the top of the village. Cllr Pugh advised that there would be a change to the electoral process, and that photo ID would be required in order to vote. It was suggested that information was placed in the Coffee Caravan. She would be standing for re-election.
- 7 Planning 7.1 To comment on** – an application had been received after the agenda had been published. The Clerk advised that comments could be received from Cllrs via email, and submitted under delegated authority to the Clerk. This would be ratified at the March Meeting.

7.2 Status of planning applications at District Council

Reference	Address	Summary	Status
DC/22/2036/HH DC/22/2037/LB	The Old Rectory, Plough Hill	Householder planning application - a. proposed replacement pergola b. alterations to hard and soft landscaping c. wild swimming pool d. installation of air source heat pump and replacement underground LPG storage tanks (following removal of existing heating system and oil tank)	Pending Consideration 20/01/2023
DC/22/2013/LB DC/22/1974/FUL	Stansfield Hall, Barn 2,	Application for listed building consent - a. internal and external alterations to	Pending Consideration 19/01/2023

	Stansfield Hall Road	convert barn into dwelling b. single storey extension to barn	
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- 8 To receive an update on the list of actions agreed at the last meeting.**
- a) **Quiet Lanes sign** – the signs would be going up within a few weeks of the meeting being held.
- 9 To discuss any highways/Rights of Way issues/tree/transport issues**
- a) **Land where village sign/bench is located** – issue of ownership of land, flooding, and ditch notice an update was received.
- b) **Flooding, blocked drains and potholes** – Half of the works had been completed. There was a pipe for the gully into the ditch, however the water was pooling on the other side of the road due to the camber. The problems at the top of the village had not been addressed. Cllr Gridley was liaising with Highways and Cllr Bennett. The potholes by The Mill House, Plough Hill had been reported.
- 10 To discuss any village issues:**
- a) **Housing Needs Survey** – Cllr Barnes read out a statement, and passed copies to the Cllrs. The Clerk had asked that this was circulated prior to the meeting, and included in the meeting documents, so that a discussion could be held. It was determined as there had been no time for the Cllrs to review the information. Cllr Johnson Houghton reported that as the cost of a new housing needs survey would be much higher than anticipated (around £3,000). It was determined to hold an extraordinary meeting 20th February to discuss the money that had been refunded by CAS, £1,000 of which had been provided by West Suffolk District Council, and would either need to be returned or the Parish Council would need to commit to a Neighbourhood Plan or another Housing Needs Survey. Cllr Johnson Houghton had spoken to Cambridge ACRE, and to Wickhambrook PC who had recently completed a Neighbourhood Plan. Further information would be circulated when received.
- b) **King's Coronation Saturday 6th May 2023** – It was determined to coordinate with the Village Hall, and ask for suggestions via the Village Facebook page.
- c) **Defibrillator checks** – It was suggested that training was organised, and invite other village organisations, including the Bridge Club.
- d) **Cost of Living Crisis** – Cllr Gridley had been collating information which was added to the Parish Pump, they had advised they would print the information. The Coffee Caravan had visited the village on the day of the meeting, and would return on 16th February and 16th March. Cllr Ghirardani suggested creating a Whatsapp group advertising items for free, such as logs, food gluts etc, she would discuss it with the Coffee Caravan coordinator.
- e) **Litter Pick** - Village Litter Pick is booked to take place on Saturday 11th February, at 10am, the Village Hall was booked to be open for tea and coffee for the volunteers.
- 11 Community Engagement Project** – It was suggested that a drop in session was held to discuss the Cost of Living crisis and other matters.
- 12 Website and emails** – It was determined to move discussions about the website/emails to March. Cllr Barnes and the Clerk would seek quotes. Options for a PC logo were received, following discussion it was felt that the design needed further tweaking, so another version would be received at the March meeting.
- 13 Village Hall** – In previous years the PC had paid £768 as a donation to the Village Hall, this was split as £168 for the WiFi, and £600 general donation. As the hearing loop had still not been installed, it was determined to pay £168 for the WiFi, and ask the Village Hall if £600 could be added to the hearing loop fund. **P: Cllr Johnson Houghton, S: Cllr Gridley, All in fav.**
- 14 Meeting Dates** – It was determined to hold the AGM on Wednesday 17th May, and the Annual Parish Meeting 24th May due to election and coronation.
- 15 Training** – It was determined to request that SALC provides training for the whole Council following the elections in May. The Clerk was asked to contact SALC to book dates in late May/June. The cost would be £100 + VAT for the whole Council, per module. Modules available:

Roles and responsibilities; powers, duties and finance; effective meetings; code of conduct; planning; working with the community.

Permission was granted for the meeting to continue beyond 9pm.

16 Finance

a) Approval of payments

- i) Approval of payments authorised between meetings **P: Cllr Johnson Houghton, S: Cllr Gridley, All in fav.**
- ii) Approval of the record of receipts and payments made since the last meeting
- iii) Receipts - None
- iv) Payments

Date	Description	Payee	Amount	VAT
05.01.2023	Quiet Lanes Initiative	Suffolk County Council	£100	
08.01.2023	Meeting bookings 1 st April 22 – 31 st March 23	Stansfield Village Hall	£160	
05.01.2023	Locum Clerk	Mr D. Lines	£100	

v) Bank balances – Community Account: £5,215.11

Savings Account: £3,007.70

b) **Bank mandate** – Cllr Slater needed to go to bank in person

Cllr Ghirardani left the meeting.

c) **Budget 2023/24** (see separate document), budget summary and reserves balance – the budget was determined. **P: Cllr Dennis, S: Cllr Gridley, Abstain: 1, 4 in fav.**

d) **Precept** – The precept for 2023/24 was determined at £8,182 **P: Cllr Dennis, S: Cllr Gridley, Abstain: 1, 4 in fav.**

17 Matters for the next agenda – Questions from the Parishioner, Emergency List.

The Chairman closed the meeting at 9.29pm

District Councillor Report for Stansfield Parish Council Meeting 16th January 2023.

Elections

As you will hopefully be aware, the UK will be holding local elections on Thursday 4th May which will include all the seats at West Suffolk District Council. It is my intention to seek re-election for the ward of Whepstead and Wickhambrook which includes the village of Stansfield. What you may not all appreciate at the moment is that the Government has introduced a significant change to the way that elections are carried out.

The UK Government has introduced a requirement for voters to show photo ID when voting at a polling station at some elections. This new requirement will apply for the first time in England at the local elections on Thursday 4 May 2023.

Which forms of ID can I use to vote?

You may already have a form of photo ID that is acceptable. You can use any of the following:

- Passport
- Driving licence (including provisional license)
- Blue badge
- Certain concessionary travel cards
- Identity card with PASS mark (Proof of Age Standards Scheme)
- Biometric Immigration document
- Defence identity card
- Certain national identity cards

For more information on which forms of photo ID will be accepted, visit electoralcommission.org.uk/voterID or call their helpline on 0800 328 0280.

If you don't have an accepted form photo ID

If you don't already have an accepted form of photo ID, or you're not sure whether your photo ID still looks like you, you can apply for a free voter ID document, known as a **Voter Authority Certificate**. You can apply for this at voter-authority-certificate.service.gov.uk.

Alternatively, you can complete a paper application form and send this to the electoral services team at your local council.

If you need any help with applying for a Voter Authority Certificate or want to request an application form, contact your local council. To find their contact details visit electoralcommission.org.uk/voter.

Find out more

If you have any questions or would like to find out more, go to electoralcommission.org.uk/voterID, or call their helpline on 0800 328 0280.

Ben Smith and his team at West Suffolk Council are working very hard to ensure that all polling stations and all voters are aware of the changes that are being made nationally. I have already asked that we run a series of drop-in sessions to help those who are not IT literate to navigate these changes. Should you have any concerns as a parish please don't hesitate to raise them with me or contact Ben directly.

Planning

I have been advised of the following planning applications for Stansfield :
DC/23/0054/HH and DC/23/0055/LB – Ivy House, Lower St. Stansfield
DC/23/0032/HH – Greengage Cottage, High St. Stansfield

Rural Coffee Caravan

I was delighted to be able to attend today's visit by the Rural Coffee Caravan and to meet a number of residents and their four-legged friends! I hope the residents will support the next visit on 16th February as the amount of information and support that is available, was quite incredible. It was particularly nice to be able to sit and chat with people, something that has been very damaged by Covid.

Sarah Pugh
West Suffolk District Councillor
Whepstead and Wickham

Signed.....20th March 2023
Cllr Johnson Houghton