



**STANSFIELD  
Parish Council**  
*Working with our local community*

**David Lines - Locum Clerk & RFO**  
E: [clerk@stansfield-pc.gov.uk](mailto:clerk@stansfield-pc.gov.uk)  
P: 07485 151248

Dear Councillors,

You are duly summoned to the Meeting of the Parish Council at 7.00pm on Wednesday 15<sup>th</sup> November in the Village Hall where the undermentioned business will be conducted.

Yours sincerely,

Locum Clerk and RFO

9<sup>th</sup> November 2023

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**Members of the Public are welcome to attend the meeting and use the opportunity to speak in the Public Forum.**

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## **AGENDA**

- 1. Welcome by the Chairman and formal notice about recording of the meeting (if applicable).**
- 2. To RECEIVE apologies for absence and declarations of interest, and**  
To RECEIVE delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.  

**Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.**
- 3. Minutes of the last meeting**  
To **APPROVE** the Minutes of the Meeting of the Council held on **13<sup>th</sup> September 2023** (previously circulated) as a true and accurate record.
- 4. Public Forum**  
The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the Agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to around three minutes per person, at the discretion of the Chairman.  

**The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.**
- 5. County, District and Parish Councillors' Reports**  
To **RECEIVE** an oral or written report from **Cllr. Bobby Bennett** (Suffolk County Council) and to give her the opportunity to respond to any matters raised in the Public Forum.  
  
To **RECEIVE** an oral or written report from **Cllr. Sarah Pugh** (West Suffolk District Council) and to give her the opportunity to respond to any matters raised in the Public Forum.  
  
To **RECEIVE** reports from Parish Councillors
- 6. Planning and Development**  
To **CONSIDER** any planning applications received by the Council for comment, including those received after the publication of this agenda.
- 7. Community Matters**
  - a. To **RECEIVE** an update on the **Good Neighbour Scheme**.
  - b. To **DISCUSS** Footpath and Highways matters (particularly the reporting and recording process).
  - c. To **CONSIDER** options to improve communications with Stansfield residents (surgeries, events, etc.) and to create the **Community Engagement Working Group**.
  - d. To **DISCUSS** the Council's stance on the "Save Glem Valley" campaign.
  - e. To **ADDRESS** the condition and appearance of the Village sign.
- 8. Clerk's Report**
  - a. To **REVIEW** and **RESOLVE** on action points from previous meetings, particularly speeding deterrence - *report to follow*
  - b. To **RECEIVE** a report on the legality of imposing further sanctions following a Code of Conduct ruling.



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**9. RFO Report**

- a. To **RECEIVE** and **APPROVE** a list of payments, the Bank Reconciliation and a Statement of Accounts (documents to follow).
- b. To **APPROVE** any virements across Cost Codes and from Reserves to regularise the year-to-date budget.
- c. To **RECEIVE** and **DISCUSS** a Budget spreadsheet for use by an appointed Working Group to consider the 2024 Budget and recommend the appropriate precept to underpin that budget at the January 2024 meeting.

**10. Agenda items for future meetings.**

- 11. To **CONFIRM** the date of the next meeting as January 17<sup>th</sup> 2024 at 7.00 pm in the Village Hall and **CONSIDER** the meeting Dates for the remainder of 2024.

**12. Exclusion of Public & Press**

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceeding such as confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided.

- 13. To **CONSIDER** arrangements for the management of the Council's business, including the appointment of a trainee Clerk & RFO at a lower hourly rate, supported by David Lines as mentor and Proper Officer to the Council for a nominal fee of £1 per month.

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**ACTION POINTS ONGOING / ARISING FROM PREVIOUS MEETINGS**

<b>Minute Date/No.</b>	<b>ACTION</b>	<b>WHO</b>	<b>TO BE DONE BY</b>
23.07.02.7a VI	Village Emergency Plan Group. Emergency Plan card delivered to all households.	EPWG	Ongoing
23.05.02.13	Noticeboard repairs (two quotations still sought)	PB	Pending
23.05.02.14c	New website on hold and alternative council email addresses for all members and staff to be arranged	All/Clerk	Ongoing
23.05.03.15h	To approve the list of Standing Orders and Direct Debits for the coming financial year	Clerk	Autumn
23.05.03.15i	To consider the appointment of the Suffolk Association of Local Councils as the Parish Council's Internal Auditor for the coming year	All	Deferred
23.07.02.7a. V	To consider various options to discourage speeding in the village, including the introduction of the Community Speed Watch (2 sites identified). ANPR cameras mentioned as an alternative	PB	Ongoing
23.07.02.7b	Community Engagement Working Group now ready to commence. Surgeries/ social events to be considered.	PB	Pending
23.07.01.7a.I	Chapel Graveyard. SPC ownership verified/ insurance confirmed. Working parties to be organised.	MS	Pending
23.07.02.7a.VII	Defibrillator and VETS leaflet. Information card distributed <b>Defib instruction and First Aid training 18/11/23 in the Village Hall.</b>	AP	Autumn