



## **Minutes of the Annual Parish Council Meeting**

**Wednesday 13<sup>th</sup> May 2026, Stansfield Village Hall at 7pm**

**Present:** Cllrs R Barnes (Chair), A Pallett (Deputy Chair), J Ball, K Spillett, P Barnes, A Corlett.

**Also Present:** County Cllr Bobby Bennett and Abbie Lee (Clerk). There were no members of the public.

Cllr Slater arrived at agenda item 8.7

### **1. ELECTION**

1.1 Cllrs elected Rex Barnes as the Chair of Stansfield Parish Council.

1.2 Cllrs elected Andrew Pallett as the Vice Chair of Stansfield Parish Council.

### **2. APOLOGIES FOR ABSENCE**

District Cllr Pugh sent her apologies.

### **3. MINUTES**

The minutes of the Parish Council Meeting held on 13<sup>th</sup> March 2026 were **APPROVED** as a true and accurate record and were duly **SIGNED** by the Chair.

### **4. DECLARATION OF INTERESTS**

4.1 There were no declarations of interest.

4.2 No written requests for a dispensation received by the Clerk prior to the commencement of the meeting.

### **5. PUBLIC FORUM**

There were no comments or questions from members of the public.

### **6. COUNTY, DISTRICT AND PARISH COUNCILLORS' REPORTS**

6.1 The following County Councillor report was received:

Cllrs Bennett mentioned the incident with Tom's sheep and how distressing it was.

The locality budget still to be released but as soon as it is, we can apply for funding towards a speed indicator device.

Cllr Bennett plans to look at A143 as a whole from Haverhill to Bury St Edmunds to improve the road and make it a safer and more reliable route for drivers.

6.2 No District Council report was received.

6.3 No following report was received on the Good Neighbour Scheme.

### **7. PLANNING AND DEVELOPMENT**

7.1 There were no planning applications.

### **8. COMMUNITY MATTERS**

8.1 Old Chapel Churchyard: The final gate has been finished and is now being painted. Thanks to Cllr Ball for this. Justin and Martin are to work together to finish rehangng the gates.

8.2 Restoring the village sign: Work will be carried out free of charge by a resident. The Parish Council will cover the cost of the materials from the village maintenance budget under financial regulation 4.1. The Clerk to write to the resident to thank them and make arrangements.

8.3 Summer Fun Day: An ice cream van has been booked for the event and there will be a BBQ.

8.4 Spring Coffee Morning: There was an excellent turn out and it was received positively. We will look to repeat the event next year.

- 8.5 Annual Village Tidy Up: We are still waiting for the equipment to arrive from WSC.
- 8.6 Speed Indicator Devices & Village Gateways options were considered. We will look into getting gates made by the carpenters in the village.  
It was **APPROVED** to opt for the electronic Speed Indicator Device at a cost of £1,999 + VAT and a shipping cost of £89.99 +VAT and will apply to County Cllr Bobby Bennet for a County Locality grant to cover the cost and to apply to District Cllr Sarah Pugh for a grant to cover any shortfalls.
- 8.7 Autumn Event: A weekend day would be best due to dark nights. Suggested autumn crafts such as wreath making and Halloween decorations, or something that ties in with harvest. Cllr P Barnes to organise. Cllrs to think of male-focused activities. Cllr P Barnes to approach two residents who are creative.
- 8.8 Tom's Sheep: The Parish Council will write to Tom to again pass on condolences, ask if there is any support we can provide, to advise the Parish Council cannot donate but individually, all Cllrs donated to the fund and encouraged residents to do so. We are trying our best to improve communication with the Police.
- 8.9 Communication with residents: The Parish Council is to consider producing a newsletter three to four times a year to tie in with village events. This will be inexpensive to produce and a budget will be presented for approval at the Parish Council meeting in September.

## 9. CLERK'S & RFO REPORT

- 9.1 Cllrs **NOTED** the village webpage merger in progress.
- 9.2 Cllrs **NOTED** all signatories are experiencing issues with Unity Trust.
- 9.3 Cllrs **NOTED** Cllr Spillett's application to become a bank signatory has been resubmitted.
- 9.4 Cllrs **RESOLVED** to **APPROVE** the end of year bank reconciliation for 205-26 and **AUTHORISED** the Chair to **SIGN**.
- 9.5 Cllrs **RESOLVED** to **APPROVE** the end of year accounts for 2025-26.
- 9.6 Cllrs **RESOLVED** to **APPROVE** the schedule of payments & receipts and items of expenditure for February & March and **AUTHORISED** the Chair to **SIGN**.
- 9.7 Cllrs **NOTED** that the Unity Trust current account fees increased from £6 a month to £7 a month as of 1<sup>st</sup> March 2026.
- 9.8 Cllrs **CONSIDERED** and **APPROVED** setting meetings to the 1<sup>st</sup> Wednesday of the meeting month from 2027 if the village hall agrees.
- 9.9 Cllrs **NOTED** that the Annual Governance and Accountability Return (AGAR) was conducted the week commencing 11<sup>th</sup> May 2026.

## 10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- 10.1 Cllrs noted that the Annual Governance and Accountability Return (AGAR) was conducted the week commencing 11<sup>th</sup> May 2026.
- 10.2 Cllrs considered and approved the Annual Governance Statement for 2025-26.
- 10.3 Cllrs considered and approved the Accounting Statements for 2025-26.
- 10.4 Cllrs **AUTHORISED** the Chair and RFO to **SIGN** the Certificate of Exemption from external audit (AGAR form 2).
- 10.5 Cllrs **NOTED** that should the auditor advise that any of the assertions of the AGAR need reviewing, or if there are any incorrect figures on the accounting statement, the auditor will advise that the council revisits the completed forms, which would require an extraordinary meeting.
10. The 30 day period for Exercise of Public Rights was set as 3<sup>rd</sup> June – 14<sup>th</sup> July (inclusive).

## 11. GOVERNANCE

- 11.1 The Council **RECONFIRMED** the Clerk as the Responsible Financial Officer and Proper Officer.

## 12. AGENDA ITEMS FOR FUTURE MEETINGS & ANY OTHER BUSINESS

- The Parish Council needs to formally ask the village hall committee if the portrait of the King can be displayed in the village hall
- Clean up of graveyard: There are currently no plans but could seek the help a volunteers and then have a ceremony once tidy and gates are on. Cllr Slater offered to loan equipment to tidy OCG.

Meeting closed at 8.09 pm

Dates of remaining 2026 meetings:

Tuesday 19<sup>th</sup> May: Annual Parish Meeting

Wednesday 9<sup>th</sup> September: Parish Council Meeting

**Schedule of Payments & Receipts in February & March 2026**

Date	Description	Supplier/Customer	Net	VAT	Total
10/02/2026	Transfer from Savings	Bank Transfer	£ 1,000.00	£ -	£ 1,000.00
10/02/2026	Transfer from Savings	Bank Transfer	-£ 1,000.00	£ -	-£ 1,000.00
26/02/2026	Clerk Homeworking Allowance	Clerk	-£ 26.00	£ -	-£ 26.00
26/02/2026	Clerk Salary	Clerk	-£ 303.70	£ -	-£ 303.70
26/02/2026	Clerk SIM February	Clerk	-£ 6.00	£ -	-£ 6.00
26/02/2026	Reimbursement for Jan SIM & Postage	Clerk	-£ 7.55	£ -	-£ 7.55
28/02/2026	Bank Fees	Unity	-£ 6.00	£ -	-£ 6.00
26/03/2026	Clerk Salary	Unity	-£ 303.70	£ -	-£ 303.70
26/03/2026	Clerk Homeworking Allowance	Clerk	-£ 26.00	£ -	-£ 26.00
26/03/2026	Clerk SIM March	Clerk	-£ 6.00	£ -	-£ 6.00
31/03/2026	Bank Fees	Unity	-£ 7.00	£ -	-£ 7.00

Signed: ..... Chairman      Date.....