



Dear Councillors,

You are duly summoned to the Meeting of Stansfield Parish Council at **7.00 pm on Wednesday 11th March 2026** at **Stansfield Village Hall** for the purpose of transacting the business below.

Yours sincerely,

A Lee
Clerk and RFO

Prepared on 22nd February 2026

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

AGENDA

- 1. Welcome by the Chairman and formal notice of recording of the meeting (if applicable).**
- 2. Apologies**
To receive Councillor apologies and reasons for absence.
- 3. Declarations of Interests**
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.
- 4. Minutes**
To approve the minutes of the Parish Council Meeting held on 7th January 2026 as a true and accurate record of the meeting and authorise the Chairman to sign.
- 5. Public Forum**
The Chairman will 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 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.
- 6. County, District and Parish Councillors' Reports**
 - 6.1** 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.

- .2 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.
- 6.3 To receive reports from Parish Councillors to include discussion on further actions required following the last meeting, including meetings with Police and PCC.

7. Planning and Development

- 7.1 To consider any planning applications received by the Council for comment, including those received after the publication of this agenda.
- 7.2 To discuss the proposed new city between Newmarket and Haverhill.

8. Community Matters

- 8.1 To discuss the progress on the Assets of Community Value.
- 8.2 To receive any updates on the Old Chapel Churchyard.
- 8.3 To receive an update on the Rest Centre Training and Emergency Village Plan.
- 8.4 To discuss Speeding in the village and to authorise the Clerk to look into funding for a Speed Indicator Device and to ascertain ongoing costs.
- 8.5 Cllrs to note Appendix 1 on Village 20 mph limits.
- 8.6 To receive an update on the village sign.
- 8.7 To receive an update on the replacement grit bin.
- 8.8 To discuss the Summer Fun Day 2026.
- 8.9 To note the date for the Summer Fun Day is Saturday 15th August 12pm – 3pm.
- 8.10 To note the date of the Spring Coffee Morning is Saturday 14th March 10am-12pm.
- 8.11 To receive an update on the annual Village Tidy Up.
- 8.12 Cllrs to approve for the PC website to host a page to replace the village website. The page will provide links to village groups and there is the option to upload old editions of the Parish Pump.

9. Clerk's Report

- 9.1 Cllrs to note that it was recently brought to the Clerk's attention that Parish Councils are no longer permitted to use personal cloud storage plans for Council documents and must use business plans. This will make sharing documents much easier. Cost details given in item 10.5.
- 9.2 Attended a SALC online training course on internal audit.
- 9.3 Attended an SACL online training course for Assertion 10 compliance.
- 9.4 To attend SALC online training course on Annual Meetings.
- 9.5 Responded to correspondence from residents on PRow issues and the village sign.
- 9.6 Started CiLCA training.
- 9.7 Reported fly tipping to WSC.
- 9.8 Responded to a resident enquiry concerning the change in Clerk's email address and the use of non-gov.uk email accounts by Parish Councillors.
- 9.9 Looking into options for SID devices but prices not readily available on supplier websites.

10. RFO Report

- 10.1 Submitted application forms for Cllrs Spillett and Ball to be signatories on the Unity Trust bank account.
- 10.2 Cllrs to approve year to date budgeted expenditure versus actual expenditure (Appendix 2).
- 10.3 Cllrs to approve the bank reconciliation from 1st April 2025 – 31st January 2026 ().
- 10.4 Cllrs to review and approve schedule of payments and items of expenditure for January and to authorise the Chairman to sign (last page of agenda).
- 10.5 Cllrs to approve an annual Microsoft OneDrive Cloud Storage plan for £45.60 plus VAT per year. Clerk to purchase and be reimbursed.

- 10.6 Cllrs to approve the Clerk to change accounting software when the current Scribe contract ends to a cheaper alternative called EasyPC, which is £60 per year (VAT exempt) with the first three months free, which would be a saving of £105 based on the 2025 renewal cost for Scribe.
- 10.7

11. Governance

- 11.1 Cllrs to note that in minute 07/01/2026 11.6, it was stated that no VAT would be applied to audit fees. This is incorrect and the standard rate of 20% applies.
- 11.2 Cllrs to approve the SALC Internal Audit Letter of Engagement (website).
- 11.3 Cllrs to review and approve the Equity & Diversity Policy (website), noting there have been no changes.
- 11.4 Cllrs to review and approve the Risk Assessment & Statement of Internal Controls (website), noting only small changes have been made.
- 11.5 Cllrs to review the NALC Model Code of Conduct (website), noting there are no changes but that all Cllrs should be familiar with this document.
- 11.6 Cllrs to review and approve the Scheme of Delegation (website).
- 11.7 Cllrs to review and approve the Social Media Policy (website).
- 11.8 Cllrs to review and approve the Document Retention & Disposal Policy (website).
- 11.9 Cllrs to review and approve the Safeguarding Policy (website).
- 11.10 To review and approve the Procedure for Public Session Policy (website).

12. Agenda Items for Future Meetings and Any Other Business

Councillors may use this opportunity to report on meetings attended, agree attendance at forthcoming meetings, add future agenda items, and report matters of information not included elsewhere on the agenda.

Dates of remaining 2026 meetings:

Wednesday 13th May: Annual Parish Council Meeting

Tuesday 19th May: Annual Parish Meeting

Wednesday 9th September: Parish Council Meeting

Stansfield Parish Council Bank Reconciliation

1 April 2025 - 31st January 2026

Opening balance 1 April 2025 7,728.48

Movement in balances

Receipts 8,587.63

Payments 6,363.84

Receipts less payments 2,223.79

Closing balance (31st January 2026) 9,952.27

Bank accounts

Unity Trust Current Account 400.24

Unity Trust Savings Account 9,552.03

TOTAL bank balances (31st January 2026) 9,952.27

Schedule of Payments January 2026

Date	Description	Supplier	Net	VAT	Total
23/01/2026	PAYE	HMRC	£ 143.20	£ -	£ 143.20
26/01/2026	Village hall rental for meetings	Stansfield Village Hall	£ 112.00	£ -	£ 112.00
26/01/2026	Clerk's expenses	Clerk	£ 17.80	£ -	£ 17.80
26/01/2026	Maintenance	LM Groundcare	£ 25.00	£ -	£ 25.00
26/01/2026	Mailbox	Community Action Suffolk	£ 40.83	£ 8.17	£ 49.00
26/01/2026	Home Working Allowance Nov-Jan	Clerk	£ 78.00	£ -	£ 78.00
26/01/2026	Clerk's salary Nov-Jan	Clerk	£ 980.80	£ -	£ 980.80
26/01/2026	Internal audit fee	Suffolk Association of Local Councils	£ 183.00	£ 36.60	£ 219.60
31/01/2026	Bank fees	Unity Trust	£ 6.00	£ -	£ 6.00

These payments are to be authorised at the Parish Council Meeting dated 11th March 2026.

Councillor Signature: _____

APPENDIX 1

Village 20 MPH Speed Limits

As voted on by the Cabinet on 9th January, the 20 mph speed limit policy has changed. The full details of the policy are not yet published. However, below is an overview.

For the majority of rural environments, particularly smaller villages, the main determining factor will be the average recorded speed of vehicles during speed surveys. If the average speeds recorded are:

- Below 28 mph: a 20 mph limit is likely to be acceptable with speed limit signs only, although advance warning signs that a 20 mph zone is ahead may be required.
- Between 28-32 mph: a 20 mph limit is unlikely to be acceptable with signage alone. Gateway signing and traffic calming throughout the village may be required.
- Above 32 mph – a 20 mph limit is unlikely to be acceptable without extensive traffic calming measures such as road humps, plus night-time lighting. It would also be subject to a Road Safety Audit.

The higher speeds do not necessarily mean the 20 mph limit would not be supported. However, the requirement for extensive traffic calming and/or night-time lighting will add a huge cost implication to any potential scheme.

As well as the recorded speed of traffic, the assessment criteria would also consider the role and character of the road, number of pedestrians, the presence of schools, medical facilities, shops, public houses and places of worship etc.

The Parish Council would be expected to be able to prove support from residents for any potential speed limit change. This can either be through formal consultations or a more informal survey with residents.

Accident data may serve to support an application for a 20 mph limit but it would depend entirely on the circumstances of any recorded accident/incident (if a pedestrian suffered injury from a vehicular collision, it would support the application far more than a collision solely between vehicles etc).

Stansfield Parish Council

Budgeted Income & Expenditure versus Actual

Year to 31st January 2026

A. Income

	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
14 Locality grant WSC	0.00	0.00	0.00			
15 Locality grant SCC	0.00	0.00	0.00			
18 Other receipts	0.00	0.00	0.00			
20 Precept	8,509.00	8,509.00	0.00			
26 Bank interest	50.00	52.03	2.03			
47 Grants sought	500.00		-500.00			
SUB TOTAL	9,059.00	8,561.03	-497.97			

B. Administration - Staff

	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
1 Salaries				3,230.00	2,871.15	358.85
2 PAYE & NI				404.00	707.88	-303.88 Underbudgeted
43 Home Working Allowance				180.00	183.00	-3.00
48 Staffing Reserve				500.00	0.00	500.00
51 Expenses				0.00	17.80	-17.80
SUB TOTAL				4,314.00	3,779.83	534.17

C. Administration - Office

	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
4 Clerk's expenses				120.00	0.00	120.00
8 Insurance				260.00	264.00	-4.00
9 Village hall hire				0.00	296.00	-296.00 Not budgeted
11 Website				60.00	55.00	5.00
12 Stationery				0.00	126.00	-126.00 Not budgeted
19 Phone costs		22.17	22.17	260.00	205.00	55.00
23 Training - clerk and councillor				350.00	0.00	350.00
34 Other				104.00	0.00	104.00
40 IT Support				125.00	40.83	84.17
SUB TOTAL		22.17	22.17	1,279.00	986.83	292.17

D. Admin - Audit and Accounting

	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
7 Internal audit fees				0.00	335.28	-335.28 Added to incorrect budget line
42 Accounting Fees				326.00	0.00	326.00
SUB TOTAL				326.00	335.28	-9.28

E. Administration - Other

	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
6 Subscriptions				300.00	137.50	162.50
10 GDPR				500.00	47.00	453.00
44 Bank fees				70.00	60.00	10.00

SUB TOTAL				870.00	244.50	625.50
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F. Grants

	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
29 Stansfield village Hall				1,035.00	0.00	1,035.00
30 Stansfield village Hall Broadl				186.00	768.00	-582.00 Initial budget incorrect
SUB TOTAL				1,221.00	768.00	453.00

G. Community Services

	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
17 Other payments				0.00	25.00	-25.00
27 Chapel ground maintenance				200.00	0.00	200.00
31 Village projects (grant-funder				500.00	0.00	500.00
32 Emptying of dog bins				140.00	100.10	39.90
45 Equipment				150.00	0.00	150.00
SUB TOTAL				990.00	125.10	864.90

Summary

NET TOTAL	9,059.00	8,583.20	-475.80	9,000.00	6,239.54	2,760.46
VAT		4.43			124.30	
GROSS TOTAL		8,587.63			6,363.84	