



Minutes of the Parish Council Meeting held on Wednesday 8th January 2025

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

25.01.08.1

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** – Cllr Corlett and WSC Cllr Pugh sent their apologies.
 - a) **Declarations of interest - NONE**
 - b) **Declaration of Interest Dispensations - NONE**
3. **Minutes** - the minutes of the Council Meeting on September 11th, 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 apologies on 9th January 2025.

Cllr. **Sarah Pugh** (West Suffolk District Council) sent details regarding **Plug IN** Suffolk. It was reported by Cllr Pallett that this was already in the process of being provided by the Village Hall Committee at no cost and to be located near the bins in the Village Hall car park.

Parish Councillors – Cllr P Barnes stated Good Neighbours report had been circulated and once agreed could be posted on the website. A collection from the Wildlife event organised by the Parish Council, together with competitions organised by Good neighbours volunteers at the Village Hall Christmas Shopping Evening, had raised over £240 for Suffolk Wildlife Trust.
6. **Planning and Development – NONE**
7. **Community Matters**
 - a) **Good Neighbours** report received. A reminder postcard, with Good Neighbours scheme contact details and services offered, was in the process of being delivered to all households in the village. The village GN Scheme currently has 19 volunteers (with 2 more recent applications) and has responded to 67 requests since October 2023.
 - b) **Footpath and Highways matters**

It was discussed that the road signs at the bottom of Plough Hill and Lower Street are damaged. This has been reported to Highways twice. Highways report a letterplate needs to be ordered. Another signpost needs replacing at Denston, reported as damaged earlier last year and to date no replacements have happened. The Clerk is to chase up with Highways and SCC Cllr Bobbie Bennett. The repair to the village sign is ongoing.

The post box on Plough Hill has once again been decommissioned. After discussion, it was decided that the clerk will contact the postmaster in Sudbury to discuss a possible relocation.

It was reported that the Council gritter has been through the village and the gritting bins are full. Volunteers agreed to spreading grit from the bin if required in addition to the council gritters.
 - c) **The Old Chapel Churchyard.** It was reported that the Autumn tidying up has been completed by Cllr Slater. Two new hazard signs are in the process of being sited.
 - d) **Response to letters sent to Suffolk Police and Highways concerning dangerous driving.** The Clerk reported a concern for potentially dangerous driving behaviour through the village and surrounding lanes to Suffolk Police and Highways. Although acknowledged, no response to the concerns have been received. The Clerk to repeat the correspondence considering the concern. Ongoing discussion to alternative ideas to reduce speeding, including asking local schools to design "Reduce Your Speed" posters as per the effective ones in Lidgate.
 - e) **The commencement of work on Community Engagement Policy.**

This is something implemented by councils nationally and whilst not compulsory is good practice. Cllr P Barnes had circulated Terms of reference for a working party to draft a Community Engagement Policy for the PC, and agreed to consult both councillors and residents about its contents, in order to prepare a draft policy to present to full PC for discussion. The policy will aim to set out how, when and where the PC offers residents opportunities to give their ideas, views and concerns about village issues.



25.01.08.2

f) Discussed dates for Events in 2025.

- **Approved** Annual Village Tidy Up and Coffee Morning – April 26th 2025 at the Village Hall 10am to 1pm
- **Approved** Annual Parish Meeting – 7.00 pm 20th May 2025 at the Village Hall
- Summer Fun Day Date still to be confirmed, tentatively 19th July 2025
- **Discussed** Autumn Event in conjunction with the Village Hall Committee and Good Neighbours Scheme in mid November 2025, date to be confirmed. Also discussed was how to support the Village Hall's Shopping Evening which is a fund raising event.

8. Clerk's Report REVIEWED and RESOLVED - action points from previous meetings not itemised elsewhere on the agenda.

9. RFO Report

a) **RECEIVED and APPROVED (subject to minor adjustments delegated to the Clerk under email copy to members)** the following list of payments, the Bank Reconciliation and a Statement of Accounts

Stansfield Parish Council
PAYMENTS LIST

16 January 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
29	Insurance	18/09/2024		Unity Trust	527320106	Insurance	Zurich Town & Parish, Insu	L	235.71	28.29	264.00
30	Bank fees	30/09/2024		Unity Trust		Bank fees	Unity Trust	X	18.00		18.00
31	Salaries	26/09/2024		Unity Trust		Clerk's salary	Annie Lines	X	259.13		259.13
32	Home Working Allowance	26/09/2024		Unity Trust		Clerk's salary	Annie Lines	E	15.00		15.00
33	Other	23/09/2024		Unity Trust		Postage	Annie Lines	Z			
34	PAYE & NI	23/09/2024		Unity Trust		PAYE	HMRC	X	106.72		106.72
35	EE Mobile subscription	04/10/2024		Unity Trust	Q23397178557706	Phone costs	EE mobile	S	21.56	4.31	25.87
36	PAYE & NI	09/10/2024		Unity Trust		PAYE	HMRC	Z	375.40		375.40
37	PAYE & NI	10/10/2024		Unity Trust	0000475871	PAYE	HMRC	Z	168.20		168.20
38	Salaries	28/10/2024		Unity Trust		Clerk's salary	Annie Lines	X	259.13		259.13
39	Home Working Allowance	28/10/2024		Unity Trust	HWA	Clerk's salary	Annie Lines	X	15.00		15.00
40	Bank fees	31/10/2024		Unity Trust		Bank fees	Unity Trust	X	5.40		5.40
41	EE Mobile subscription	04/11/2024		Unity Trust		Phone costs	EE mobile	S	21.56	4.31	25.87
42	EE Mobile subscription	03/12/2024		Unity Trust		Phone costs	EE mobile	S	21.56	4.31	25.87
43	Salaries	03/12/2024		Unity Trust		Clerk's salary	Annie Lines	X	259.13		259.13
44	Home Working Allowance	03/12/2024		Unity Trust		Home Working Allowance	Annie Lines	X	15.00		15.00
45	Bank fees	03/12/2024		Unity Trust		Bank fees	Unity Trust	X	6.00		6.00
46	Bank fees	31/12/2024		Unity Trust		Bank fees	Unity Trust	X	6.00		6.00
47	Home Working Allowance	26/12/2024		Unity Trust		Clerk's salary	Annie Lines	X	15.00		15.00
48	Clerk's expenses	30/12/2024		Unity Trust	INV13623	Printing costs	Red Side Up	S	45.00	9.00	54.00
49	Salaries	26/12/2024		Unity Trust		Clerk's salary	Annie Lines	X	259.13		259.13
50	Bank interest	16/12/2024		Barclays reserve acco		Bank interest received	Barclays Bank	X			
Total									2,127.63	50.22	2,177.85

b) **RECEIVED and APPROVED (subject to minor adjustments delegated to the Clerk under email copy to members)** any virements across Cost Codes and from Reserves to regularise the year-to-date budget.

c) **RECEIVED and APPROVED (subject to minor adjustments delegated to the Clerk under email copy to members)** the 2025 Budget proposal and the Precept to underpin the budget. After due consideration and discussion, it was unanimously **RESOLVED** to decrease the total Precept to **£8,509**, resulting in the **Band D household equivalent remaining the same – an annual charge of £87.75**.

d) **RECEIVED and DISCUSSED** Assets of Community Value update value. A list is being compiled by Cllr P Barnes for consideration and discussion, with other councillors to approve.

10. Agenda for future meetings

- **to DISCUSS and APPROVE** a letter to the Chairman of the Village Hall Committee requesting whether the grant provided is proportionate to their needs. Also to request a statement of the Village Hall accounts to review.
- To **confirm** the dates of the Summer Event date and the Christmas Shopping evening
- Cllr P Barnes to report back to the council regarding the progress with the terms of reference for the Community Engagement policy.

11. It was **CONFIRMED** the date of the next meeting will be on **WEDNESDAY 12th March 2025 at 7.00pm** in the Village Hall.

The Chairman closed the meeting at 8.17pm