



Dear Councillors,

You are duly summoned to the Meeting of the Parish Council at 7.00pm on Monday 17th July in the Village Hall where the undermentioned business will be conducted.

Yours sincerely,

Locum Clerk and RFO

12th July 2023

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 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 19th June 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.
DC/23/1062/LB Ivy House Lower Street Stansfield - application for listed building consent - a. entrance porch to rear elevation b. replacement rear greenhouse following demolition of existing greenhouse c. timber cladding and two replacement windows to existing extension
7. **Community Matters**
 - a. To **EVALUATE** and **ALLOCATE** responsibilities for a variety of community matters (list to be supplied).
 - b. To **RECEIVE** an update about the Community Engagement Working Group
 - c. To **CONSIDER** options to improve communications with Stansfield residents
 - d. To **RECEIVE** an update on the Good Neighbour Scheme and authorise the transfer of the WSC £1,000 grant to the GNS.
 - e. To **DISCUSS** other issues within the Parish, along with any Footpath and Highways matters.



8. Clerk's Report

To **REVIEW** and **RESOLVE** on action points from previous meetings - *report to follow*
To **NOTE** a Work Plan for the civic year.

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 budget.
- c. To **COMPLETE** the process of opening an account with Unity Trust Bank, obtaining specimen signatures and a £500 opening deposit in the name of Stansfield Parish Council.

10. Agenda items for future meetings

11. To **CONFIRM** the date of the next meeting (suitable to all councillors) in September at 7.00 pm in the Village Hall.

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** an extension to the Locum Clerk's contract from mid-August to the end of September under the same terms and conditions as originally agreed.

14. To **REVIEW** the terms and conditions (including IT support) for the permanent post of Parish Clerk & RFO, re-issuing the advertisement with amendments and a timetable of actions, as agreed.

15. To **SELECT** the Interview Panel, which will comprise of the Parish Council Chairman and two other councillors, with the authority to choose a suitable candidate for recommendation to and approval by the Council.



STANSFIELD PARISH COUNCIL

Locum Clerk: David Lines
 e: clerk@stansfield-pc.gov.uk
 p: to be advised

Minutes of the Extraordinary Parish Council Meeting held on Monday 19th June 2023

23.06.01

Present: Cllrs. R Barnes (Chairman), Pallett, P. Barnes and Slater,
the Locum Clerk and two members of the public.

1. **Welcome** - the Chairman welcomed everyone to the meeting and advised that it would be recorded.
2. **RECEIVED and APPROVED** - apologies for absence from Cllrs. Ball, Corlett and Spillett.
Best wishes were sent to Cllr. Corlett for a full and speedy recovery
Declarations of interest - NONE
Declarations of Interest Dispensations - NONE
3. **APPROVED** - the Minutes of the Annual Meeting of the Council held on 17th May 2023 (previously circulated) as a true and accurate record.
4. **Election of the Vice Chair to the Parish Council** – it was **RESOLVED** unanimously to elect Cllr. Andrew Pallett as Vice Chairman of the Parish Council
5. **Public Forum** – discussion revolved around the Community Engagement group and the reintroduction of the Community Speed Watch (2 sites identified). ANPR cameras mentioned as an alternative.
Agreed to be agenda items at the next meeting
6. **End of Year Financial Reports**
RECEIVED and APPROVED - the Annual Financial Reports, including the Bank Reconciliation of 31st March 2023.
7. **Annual Governance and Accountability Return (AGAR)**
 - a) **APPROVED** - the Internal Audit Report for 2022/2023 and the recommendations therein.
 - b) **APPROVED and SIGNED** - the Annual Governance Report for 2022/2023.
 - c) **APPROVED and SIGNED** - the Accounting Statements for 2022/2023.
 - d) **RESOLVED** – that the Council, meeting the criteria, wishes to claim Exemption for External Audit for FY22/23
8. **Planning and Development**
To **CONSIDER** any planning applications received by the Council for comment, including those received after the publication of this agenda - **NONE**.
9. **RFO Report**
 - a. **APPROVED** - the following list of payments. It was **AGREED** to cancel the EE Mobile service.

19 June 2023 (2023-2024)

Stansfield Parish Council PAYMENTS LIST

Voucher Code	Date	Hours	Bank	Charge No	Description	Supplier	VAT Type	Net	VAT	Total
27 Website	15/06/2023		Barclays current acco.		Website (new)	Ashergine	S	949.00	169.00	1,118.00
30 Displaying of dog line	15/06/2023		Barclays current acco.		Displaying of dog line	West Suffolk Council	E	91.52		91.52
25 Internal audit fee	15/06/2023		Barclays current acco.		Internal audit fee	Suffolk Association of Local C	S	169.00	33.00	202.00
12 Locum fee	15/06/2023		Barclays current acco.		Locum fee	Town and Parish Advisory Se	X	196.00		196.00
30 Email monthly fee	15/06/2023		Barclays current acco.		Email - Microsoft Exchange Ho	Proco25 IT Consultants	S	25.28	5.84	31.12
11 Email monthly fee	15/06/2023		Barclays current acco.		Email - Microsoft Exchange Ho	Proco25 IT Consultants	S	28.00	6.76	34.76
24 EE Mobile subscription	15/06/2023		Barclays current acco.		Phone costs	EE mobile	S	19.99	4.00	23.99
25 EE Mobile subscription	15/06/2023		Barclays current acco.		Phone costs	EE mobile	S	19.99	4.00	23.99
12 EE Mobile subscription	15/06/2023		Barclays current acco.		Phone costs	EE mobile	S	17.46	3.50	20.96
Total								1,814.98	223.96	2,038.94

- b. **RESOLVED** - to open a bank account with Unity Trust Bank (see addendum) and **CONFIRMED** that Cllrs. P. Barnes, R. Barnes, Corlett and Slater shall be the signatories to the account, with the Locum Clerk's authority restricted to "View" and "Submit".

10. **CONFIRMED** - the date of the next meeting as Monday 17th July 2023 at 7.00 pm in the Village Hall.

The Chairman closed the meeting at 7.38 pm



Addendum re Item 9b) – Resolution to open an account with Unity Trust Bank

Your resolution

- We wish to open an account with Unity Trust Bank plc ("Unity") and have read the account opening [Terms and Conditions \(https://www.unity.co.uk/terms-and-conditions/\)](https://www.unity.co.uk/terms-and-conditions/).
- We accept Unity's [Terms and Conditions \(https://www.unity.co.uk/terms-and-conditions/\)](https://www.unity.co.uk/terms-and-conditions/) and appoint them as our Bankers.
- We acknowledge that Unity's [Terms and Conditions \(https://www.unity.co.uk/terms-and-conditions/\)](https://www.unity.co.uk/terms-and-conditions/) may vary from time to time and we agree to be bound by them.
- We will provide Unity with instructions and changes in line with the mandate.
- Unity should rely on this Mandate until we send future amends.
- We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.
- We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

Tick here to agree to the resolution

Your telephone and Internet Banking declaration

- I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- I/We agree to use the Internet Banking Service in accordance with the [Terms and Conditions \(https://www.unity.co.uk/terms-and-conditions/\)](https://www.unity.co.uk/terms-and-conditions/).
- The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.
- The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
- Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

Tick here to agree to this declaration

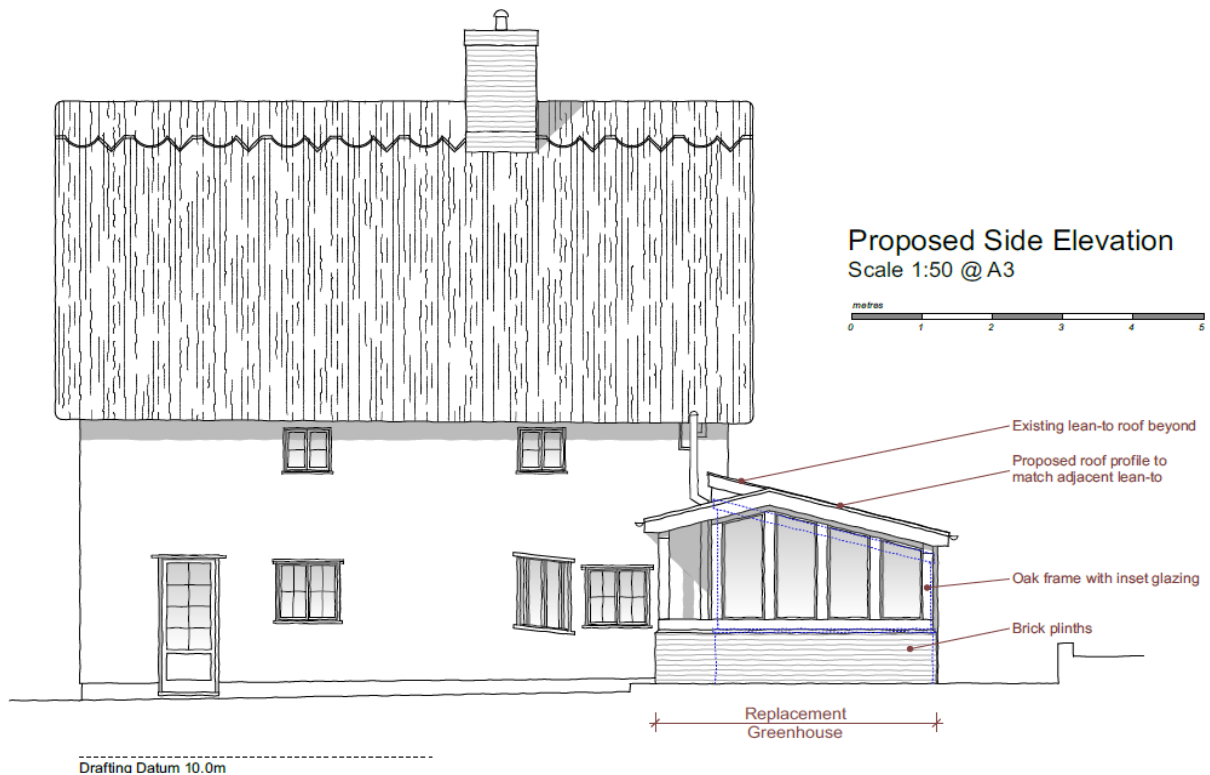
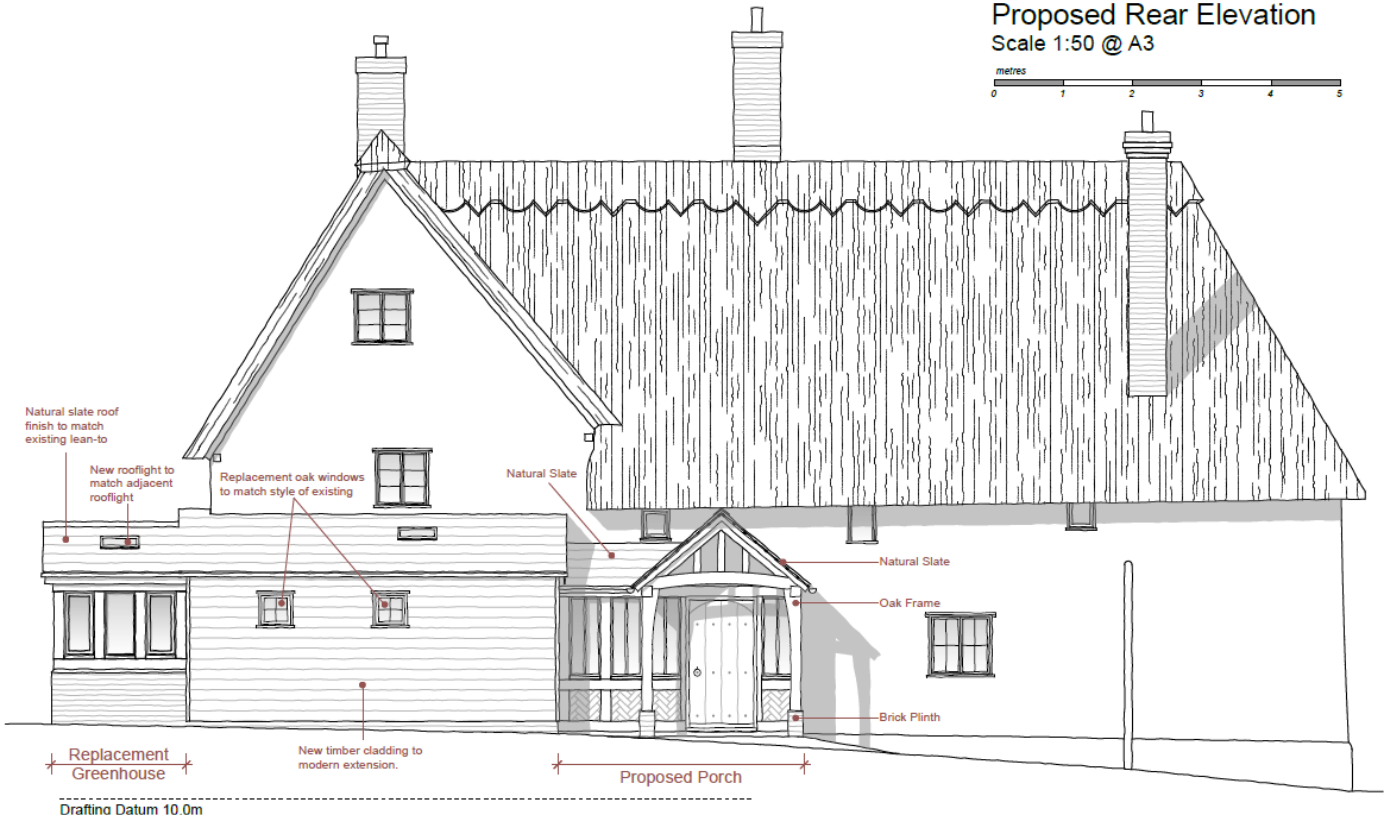
Your declaration

- I/We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
- I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
- I/We confirm that we have read the [Terms and Conditions \(https://www.unity.co.uk/terms-and-conditions/\)](https://www.unity.co.uk/terms-and-conditions/) and [Privacy Statement \(https://www.unity.co.uk/privacy-statement/\)](https://www.unity.co.uk/privacy-statement/) and acknowledge that we will be bound by them.

Tick here to agree to this declaration

Proposed Rear Elevation
Scale 1:50 @ A3

metres
0 1 2 3 4 5



NMA(A)/23/0054 Ivy House Lower Street Stansfield - Pending Consideration

Non material amendment to DC/23/0054/HH - a. change roof to natural slate with rooflight; b. extend brick detail to width of porch; c. small casement windows within current lean-to to be replaced; d change to green house rear elevation with half glazed door

Item 7a

1. **Village Issues:**

2. Chapel Graveyard Maintenance. (*Who will maintain it, and liability issues if parishioners undertake this work.*)
 1. Emptying of dog poo bins. (*Who empties these and frequency, who will check?.*)
 2. Footpath issues. (*Martin has volunteered to lead on these issues and has a meeting with a PROW officer this week. He will report.*)
 3. Highways issues. (*Who will lead on this and report to SCC as appropriate?*)
 4. Speeding. (*PB has done some investigation into various Speedwatch options.*)
 5. Village Emergency Plan Update and leaflet to parishioners. (*PB to report*)
 6. Defibrillator and VETS leaflet update. (*AP to report*)
 7. Any other village issues/councillor responsibility issues.

Item 8



CLERK'S REPORT

ACTION POINTS ONGOING / ARISING FROM PREVIOUS MEETINGS

Minute Date/No.	ACTION	WHO	TO BE DONE BY
23.05.02.13	Emergency Planning Policy (deferred from AGM)		
23.05.02.13	Noticeboard repairs (two quotations sought)		
23.05.02.14d	Appointment of representatives to outside bodies	All	
23.05.02.14c	Review new website and dedicated Council email addresses for all members and staff	All/Clerk	
23.05.03.15h	To approve the list of Standing Orders and Direct Debits for the coming financial year		
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		
23.06.01.5	To consider the reintroduction of the Community Speed Watch (2 sites identified). ANPR cameras mentioned as an alternative		

Item 9—next three pages

14 July 2023 (2023-2024)

Stansfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
36	Locum Fees	14/07/2023		Barclays current accou		Locum Fees	Town and Parish Advisory Se	X	596.00		596.00
37	Email monthly fees	14/07/2023		Barclays current accou		Email - Microsoft Exchange Pla	Force36 IT Consultants	S	28.80	5.76	34.56
38	IT Support	14/07/2023		Barclays current accou		IT Support	Force36 IT Consultants	S	50.00	10.00	60.00
Total									674.80	15.76	690.56

Stansfield Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

14 July 2023 (2023-2024)

A. Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Locality grant WSC						(N/A)	
15	Locality grant SCC						(N/A)	
18	Other receipts						(N/A)	
20	Precept	8,182.00	8,182.00				(0%)	
26	Bank Interest	20.00		-20.00			-20.00 (-100%)	
SUB TOTAL		8,202.00	8,182.00	-20.00			-20.00 (-0%)	

B. Administration - Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				3,500.00	952.70	2,547.30	2,547.30 (72%)
2	PAYE & NI						(N/A)	
3	Pension costs						(N/A)	
SUB TOTAL					3,600.00	952.70	2,647.30	2,647.30 (72%)

C. Administration - Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Clerk's expenses				150.00		150.00	150.00 (100%)
8	Insurance				200.00		200.00	200.00 (100%)
9	Village hall hire				180.00		180.00	180.00 (100%)
11	Website				950.00	949.00	1.00	1.00 (0%)
12	Stationery				20.00	64.32	-44.32	-44.32 (-221%)
19	Phone costs				23.00		23.00	23.00 (100%)
23	Training - clerk and councillors				200.00	30.00	170.00	170.00 (85%)
34	Other							(N/A)
36	EE Mobile subscription				250.00	213.30	36.70	36.70 (14%)
38	Mileage					32.40	-32.40	-32.40 (N/A)
39	Email monthly fees				350.00	108.00	242.00	242.00 (69%)
40	IT Support					50.00	-50.00	-50.00 (N/A)
SUB TOTAL					2,823.00	1,447.02	876.98	876.98 (31%)

D. Admin - Audit and Accounti

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Internal audit fees				170.00	169.00	1.00	1.00 (0%)
SUB TOTAL					170.00	169.00	1.00	1.00 (0%)

Stansfield Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

14 July 2023 (2023-2024)

E. Administration - Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Subscriptions				270.00	44.25	225.75	225.75 (83%)
10	GDPR				35.00		35.00	35.00 (100%)
25	Election costs				50.00		50.00	50.00 (100%)
37	Locum Fees				2,800.00	1,192.00	1,608.00	1,608.00 (57%)
SUB TOTAL					3,166.00	1,236.26	1,918.76	1,918.76 (80%)

F. Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Other grants							(N/A)
28	Donations to charitable causes				50.00		50.00	50.00 (100%)
29	Stansfield village Hall				600.00	600.00		(0%)
30	Stansfield village Hall Broadband				168.00	235.00	-67.00	-67.00 (-39%)
SUB TOTAL					818.00	836.00	-17.00	-17.00 (-2%)

G. Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Verge cutting							(N/A)
17	Other payments				100.00		100.00	100.00 (100%)
24	Hedge cutting							(N/A)
27	Chapel ground maintenance - st							(N/A)
31	Village project				100.00		100.00	100.00 (100%)
32	Emptying of dog bins				85.00	91.52	-6.52	-6.52 (-7%)
35	Wildlife project							(N/A)
SUB TOTAL					286.00	91.62	193.48	193.48 (87%)

Summary

NET TOTAL	8,202.00	8,182.00	-20.00	10,261.00	4,731.48	6,619.61	6,489.61 (28%)
V.A.T.					310.76		
GROSS TOTAL		8,182.00			6,042.26		