



**Minutes of the Parish Council Meeting
held on Monday 17th July 2023**

23.07.01

Present: Cllrs. Pallett (Vice-Chairman), P. Barnes, Corlett,
Slater and Spillett, WSC Cllr. Pugh and the Locum Clerk.

- 1. Welcome** - the Vice-Chairman welcomed everyone to the meeting and advised that it would be recorded.
- 2. RECEIVED and APPROVED - apologies for absence from Cllrs. R. Barnes and Ball.**

The Council sent their best wishes to the Chairman, Cllr. Barnes, for a speedy recovery

Declarations of interest - NONE

Declaration of Interest Dispensations - NONE

- 3. Minutes.** Cllr. P Barnes proposed an amendment to Item 5 of the Minutes of the Meeting of the Council held on **19th June 2023** (previously circulated) to read as follows "One suggestion was the setting up of a Community Speedwatch Team of volunteers to operate a speed gun at two sites identified as potentially suitable by Police Officers. A different option suggested was APNR Cameras (which automatically record number plates and speed). Meanwhile, it was reported that, on a rota with other villages, a speed indicator device is at times sited in Stansfield. All to be investigated and discussed. This amendment was unanimously **APPROVED**."
- 4. Public Forum** – no members of the public were present
- 5. County, District and Parish Councillors' Reports**
To **RECEIVE** an oral or written report from **Cllr. Bobby Bennett** (Suffolk County Council) – None received
To **RECEIVE** an oral or written report from **Cllr. Sarah Pugh** (West Suffolk District Council). Cllr Pugh spoke to her report, highlighting the need for voters to update their details on the register, and the availability of funding, not just from her Locality Budget but also WSC Community Grants
To **RECEIVE** reports from Parish Councillors – No formal reports received.
- 6. Planning and Development**
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. After discussion, it was **RESOLVED** to offer **No Objection**.
NMA(A)/23/0054 Ivy House Lower Street Stansfield - Pending Consideration
Nonmaterial 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 greenhouse rear elevation with half glazed door - **NOTED**
- 7. Community Matters**
 - To **EVALUATE** and **ALLOCATE** responsibilities for a variety of community matters.
 - I. Chapel Graveyard Maintenance.** SPC ownership to be verified and insurance to be checked before working parties formed.
 - II. Emptying of dog waste bins** – contracted to WSC / frequency to be confirmed / when Lower Street bin full, sign in place to suggest alternative bin(s) for use.
 - III. Footpath issues** - Cllr. Slater provided a detailed report. Responsibility of SCC Highways Public Rights of Way. Twice yearly cuts. Problems can be reported by the public using the SCC Interactive Reporting Tool (to be promoted in the Village Pump).
 - IV. Highways issues.** Responsibility of SCC Highways – Reporting Tool also most effective way of resolving issues.



23.07.02

7. a) Continued

- V. Speeding** - Cllr. P Barnes is investigating various options to monitor speeding in the village.
 - VI. Village Emergency Plan** – Councillors to meet as a working group to consider updates requested by WSC. A card entitled **What to do in an Emergency** with guidance, advice and useful numbers in the event of a variety of incidents eg: medical, flood, power cuts, highways etc was in preparation by councillors and scheduled for delivery to all households early in August.
 - VII. Defibrillator and VETS leaflet update** – A recent medical emergency tested the resilience of the Volunteer Emergency Telephone System (VETS) process, highlighting the need for awareness of the system and for training in the access to, and use of, the defibrillator. A card is being produced for each household. A further training session, including basic first aid, is to be planned for the Autumn.
- 7. b).** To **RECEIVE** an update about the **Community Engagement Working Group** – **DEFERRED** pending the introduction of the Good Neighbour Scheme.
- c). Options to improve communications with Stansfield residents** – to be considered in more detail at the September meeting.
 - d). RECEIVED** - an update on the **Good Neighbour Scheme** and the transfer of the WSC £1,000 grant to the GNS was **AGREED**.
 - e). Other issues within the Parish**, along with any Footpath and Highways matters – None pressing, other than above.

*At this juncture, it was **MOVED** and **APPROVED** to extend the meeting for a further 30 - 45 minutes*

8. Clerk’s Report

REVIEWED and **RESOLVED** - action points from previous meetings not itemised elsewhere on the agenda.
Noticeboard repairs – quotations still sought / **Village Hall Representative** – Cllr. Pallett / **New website** – Discontinue development of new website (deemed inadequate) and utilise current site pending investigation into alternatives). Other items deferred.

NOTED - the Work Plan for the civic year.

9. RFO Report

a. RECEIVED and **APPROVED/NOTED** – the following list of payments, the Bank Reconciliation and a Statement of Accounts.

It was **RESOLVED** not to pay the £60 charged by Force36 to facilitate the set-up of new councillor email addresses and, further, to discontinue that service provision if all email accounts were not operational soon.

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	14/07/2023		Barclays current accou		Locum Fees	Town and Parish Advisory Se	X	596.00		596.00
37	14/07/2023		Barclays current accou		Email - Microsoft Exchange Pla	Force36 IT Consultants	S	28.80	5.76	34.56
38	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

b. APPROVED - virements to Cost Codes (Salaries/Website/Mobile Fees, IT Support/ Locum Fees) from other Codes and General Reserves to regularise the budget.

c. COMPLETED and APPROVED - the process to open an account with Unity Trust Bank with a £500 opening deposit in the name of Stansfield Parish Council.



23.07.03.

10. Agenda items for future meetings – Action points

11. PROPOSED - the date of the next meeting to be September 13th at 7.00 pm in the Village Hall (subject to confirmation).

12. Exclusion of Public & Press

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** to exclude the Public, including the Press.

13. RESOLVED - 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. AGREED – an upgrade of the terms and conditions (including IT support) for the permanent post of Parish Clerk & RFO and to re-issue the advertisement with the agreed amendments.

15. CONFIRMED - the Interview Panel, comprising the Parish Council Chairman, Cllr. Corlett and Pallet, with the authority to choose a suitable candidate for recommendation to and approval by the Council.

The Vice-Chairman closed the meeting at 9.40 pm