



Minutes of the Parish Council Meeting
held on Wednesday 13th September 2023

23.09.01

Present: Cllrs. Pallett (Vice-Chairman), P. Barnes, Slater and Spillett,
four members of the public and the Locum Clerk.

1. **Welcome** - the Vice-Chairman welcomed everyone to the meeting and advised that it would be recorded privately. A member of the public also indicated that she would be recording the meeting.
2. **RECEIVED and APPROVED** - apologies for absence received from Cllrs. R. Barnes (illness), Ball (work commitments) and Corlett (illness) and **APPROVED** - *a message re Cllrs. Ball and Corlett had been sent prior to the meeting but it was only noticed and approved during Items 12/13.*

Declarations of interest - NONE

Declaration of Interest Dispensations - NONE

3. **Minutes** -the minutes of the Council Meeting on July 17th were **APPROVED** as a true and accurate record.
4. **Public Forum.**
 - The topic of SPC acting as a focal point for highways/footpaths matters was raised, with the suggestion that, if the Parish Council could not do so, a volunteer community group could be formed.
 - Disagreement arose re the nature of the "What to do in an Emergency" leaflet recently distributed. It was pointed out that it was not integral to the Emergency Plan. As a side note, the EP Working Group will be dealing directly with WSC.
 - Following a Code of Conduct ruling by WSC's Monitoring Office, there was demand for additional sanctions – the Locum Clerk will investigate the lawfulness of such actions and report to the November meeting.
 - Rosey Nugent (of "SaveGlemValley") made representations about the proliferation of Solar Panel Farms and sought the Parish Council's support in mitigating/opposing such developments nearby.

5. County, District and Parish Councillors' Reports

To **RECEIVE** an oral or written report from **Cllr. Bobby Bennett** (Suffolk County Council) – Received and **NOTED**

To **RECEIVE** an oral or written report from **Cllr. Sarah Pugh** (West Suffolk District Council). *Due to illness, Cllr. Pugh was unable to perform her WSC duties – best wishes to Sarah for a speedy recovery were sent by all.*

To **RECEIVE** reports from Parish Councillors – Cllr. Pallett spoke about the Defibrillator, leading to a wider discussion about first aid training and the need for DBS certificates. Definitive answers to comments in the Public Forum would be provided in due course.

6. Planning and Development

DC/23/1346/FUL New dwelling - Land Adjacent to Wayside, Lower Street. Stansfield (renewal of existing Permission, **DC/19/1458/FUL**, for erection of 1no. new dwelling) – **NO OBJECTION**, but comments to be added about parking and disruption to local traffic

7. Community Matters

- a. **Good Neighbour Scheme** – the GNS Group is nearly ready to start, with insurance cover to be resolved. An information card to be provided to residents
- b. **Other Parish Matters.** The Village Sign to be assessed for any remedial attention / Footpaths – new map planned but pending contact from WSC area representative (currently on paternity leave).
- c. **Communications** – the formation of the Community Engagement Group deferred until GNS Group is fully functional.



23.09.02

8. Clerk's Report

REVIEWED and **RESOLVED** - action points below from previous meetings not itemised elsewhere on the agenda.
Noticeboard repairs – quotations still sought – no local interest / **Options to deter speeding** – agenda item for the November meeting / **Defibrillator & VETS** – further enquiries to be made about first aid training / **Insurance renewal AGREED** subject to clarification re volunteers – approval delegated to the Locum Clerk up to £250 / Other items ongoing or deferred.

9. RFO Report

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

13 September 2023 (2023-2024)

Stansfield Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39 Election costs	30/08/2023		Barclays current accou		Election costs	West Suffolk Council	Z	81.91		81.91
40 Email monthly fees	30/08/2023		Barclays current accou		Email - Microsoft Exchange Pla	Force36 IT Consultants	S	28.80	5.76	34.56
41 Locum Fees	30/08/2023		Barclays current accou		Locum Fees	Town and Parish Advisory Se	X	596.00		596.00
42 Annual Fees	11/09/2023		Barclays current accou		Data protection fee	ICO	X	35.00		35.00
43 Other	11/09/2023		Barclays current accou		Printing costs	Red Side Up	S	45.00	9.00	54.00
44 Annual Licence	13/09/2023		Barclays current accou		Scribe accounting software 1/€	Starboard Systems Ltd	S	138.00	27.60	165.60
45 Locum Fees	13/09/2023		Barclays current accou		Locum Fees	Town and Parish Advisory Se	X	516.00		516.00
46 Email monthly fees	13/09/2023		Barclays current accou		Email - Microsoft Exchange Pla	Force36 IT Consultants	S	28.80	5.76	34.56
Total								1,469.51	48.12	1,517.63

b. Virements to Cost Codes from other Codes and General Reserves to regularise the budget - NONE

10. Agenda items for future meetings – Action points

11. The date of the next meeting was provisionally confirmed as **November 15th** at 7.00 pm in the Village Hall.

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, from the meeting so that any items containing exempt and confidential information in the remainder of the agenda can be discussed and decided.

13. Having considered alternative methods of administering the Parish Council's business, an extension to the Locum Clerk's contract in a more limited role was **AGREED** until the end of the year, pending the readvertising of the permanent position for six hours a week, between SCP bands 11 – 17. The advertisement to emphasise that formal meetings will be reduced to four a year and that the Parish Council did not have any assets to manage.

The Vice-Chairman closed the meeting at 9.02 pm