



Dear Councillors,

You are duly summoned to the Meeting of Stansfield Parish Council at **7.00 pm on Wednesday 7th January 2026** at **Stansfield Village Hall** for the purpose of transacting the business below.

Yours sincerely,

A Lee

Clerk and RFO

Prepared on 30th December 2025

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 Extraordinary Meeting held on 29th October 2025 as a true and accurate record. To be signed by the Chairman.
- 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.

- 6.2 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

To consider any planning applications received by the Council for comment, including those received after the publication of this agenda.

8. Community Matters

- 8.1 To receive an update on the Good Neighbour Scheme.
- 8.2 To discuss the progress on the Assets of Community Value.
- 8.3 To receive any updates on the Old Chapel Churchyard.
- 8.4 To receive an update on the Rest Centre Training and Emergency Village Plan.
- 8.5 To discuss the Village general details being added to the Parish Council website.
- 8.6 To discuss Speeding in the village and the resolution from the Annual Parish Meeting to consider a 20mph limit in the village:
Cllrs to note the following speed data for September:
Stansfield – Plough Hill
Total Photos: 705
30-34mph: 510
35mph+: 195
40mph+: 22
50mph+: 0
Fastest Speed: 45mph
Cllrs to also note that posters designed by young residents at the 2025 spring coffee morning are now displayed in the village as promised.
- 8.7 To discuss the Summer Fun Day and other events in 2026.
- 8.8 To discuss general review of Website contents, including all Policy Documents
- 8.9 To receive a report on the village sign taken down in December 2025 due to hazardously rotten fixings and discuss potential alternatives for re-erection of the sign. Clerk to obtain quotes.

9. Clerk’s Report

- 9.1 New gov.uk website is up and running, although there have been teething troubles.
- 9.2 Gradually updating the website with latest versions of policies and information, as well as news and events.

10. RFO Report

- 10.1 Cllrs to note the Clerk has changed the mobile phone network provider from EE to Smarty, going from £27.52 per month to £6 per month.
- 10.2 Cllrs to approve for the Clerk to set up payment of the SIM as a standing order from the Unity bank account. However, if Unity Bank does not support this, Cllrs to approve a standing order being set up to the Clerk’s for reimbursement.
- 10.3 Cllrs to review the Asset Register (Appendix 1).
- 10.4 To set the 2026-27 precept demand of £8,758 (Appendix 2), which is a 1.16 % increase on 2025-26, as underpinned by the budget (Appendix 3), and to authorise the Chairman and Clerk to sign the precept form.
- 10.5 Cllrs to note Cllr Corlett would like to be removed as a signatory on the Unity Trust bank account and to nominate additional Cllrs to become signatories.
- 10.6 Cllrs to approve the bank reconciliation from 1st April – 30th November 2025 (Appendix 4).

11. Governance

- 11.1 Cllrs to receive and adopt the IT Policy in compliance with Assertion 10 (website).
- 11.2 Cllrs to receive and adopt the Local Government Transparency Code in compliance with Assertion 10 (website).
- 11.3 Councillors to receive and adopt the Community Engagement Policy (website).
- 11.4 Cllrs to receive and adopt the NALC model Privacy Policy in compliance with Assertion 10 (website).
- 11.5 Cllrs to receive and adopt the ICO FOI Publication Policy in compliance with Assertion 10 (website).
- 11.6 To authorise the Clerk to appoint SALC as the 2025-26 internal auditor at a cost of £189 (no VAT is applied).

12. Agenda Items for Future Meetings

13. Proposed 2027 Meeting Dates

To note proposed 2027 meetings all be held at 7.00 pm at Stansfield Village Hall:

13th January 2027 Parish Council Meeting

10th March 2027 Parish Council Meeting

12th May 2027 Annual Parish Council Meeting

18th May 2027 Assembly of the Annual Parish Meeting of Electors/Annual

8th September 2027 Parish Council Meeting

Cllrs to note that the Village Hall is not yet taking bookings for 2027.

APPENDIX 1

2025-26 SPC Asset Register

Description	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
Camera Trap	29/03/2021	£ 122.50	£ 150.00	Chapel Ground	10 years
Bench	24/03/2021	£ 274.17	£ 300.00	Chapel Ground	10 years
Defibrillator and cabinet	30/05/2019	£ 2,545.00	£ 2,600.00	Stansfield VH	10 years
Memorial bench	Oct-18	£ 648.00	£ 700.00	Stansfield VH	10 years
Lock down wheelie bin	Nov-16	£ 280.00	£ 300.00	Stansfield VH	10 years
Grit bin	02/07/2010	£ 130.00	£ 130.00	Pippin Post Close	10 years
Grit bin	02/07/2010	£ 130.00	£ 130.00	VH corner, Lower St	10 years
Grit bin	02/07/2010	£ 130.00	£ 130.00	Plough Hill	10 years
Noticeboard	Apr-14	£ 720.00	£ 800.00	Plough Hill/Lower St	10 years
Chapel Burial Ground	Dec-01	£ 10.00	£ 10.00	Upper Street	Indefinite
Phone box	14/04/2010	£ 1.00	£ 2,500.00	High Street	10 years
Dog bin	2010	£ 75.00	£ 90.00	Churchyard	10 years
Dog bin	2007	£ 75.00	£ 90.00	High Street	10 years
Bench seat	2000	£ 270.00	£ 400.00	Plough Hill/Lower St	10 years
Village sign	2001	£ 1,200.00	£ 2,500.00	Plough Hill/Lower St	10 years

APPENDIX 2Supplier ID:
503236

**Application for Parish/Town Council or Parish Meeting
Precept 2026/27**

Please complete the following and return to the Chief Financial Officer by 22 January 2026

PARISH/TOWN COUNCIL OR PARISH
MEETING OF:

Stansfield

*Please select your Parish from drop down list*Date of meeting of Parish/Town Council or Parish Meeting,
approving the precept

7th January 2026

Contact details of the Parish/Town Clerk or Parish Meeting Chair

Name: Abbie Lee

Address: 101 Egremont Street, Glemsford, Sudbury, C010 7SG

Tel No: 7949685198

E-Mail: clerk@stansfieldparishcouncil.gov.uk

Bank Details:

Sort Code: 60-83-01

Account Number: 20489300

**The amount requested by the above mentioned Parish/Town Council or Parish
Meeting by way of precept from West Suffolk Council for the year 1 April 2026 to 31
March 2027 is as follows:**

The 2025/26 figures below are those submitted by Parishes in January 2025 and are included for information purposes only.

		2025/26	2026/27
Expenditure (excluding contributions to reserves)		£ 8,876	£ 8,758
Contribution to (+ve)/from(-ve) Reserves		£ -367	£ -
Net Expenditure	A	£ 8,509	£ 8,758
Parish Precept	B	£ 8,509	£ 8,758
Tax Base (see explanatory note)	C	96.97	98.66
Parish Band D Council Tax	B÷C	£ 87.75	£ 88.77
Increase/-Decrease			£ 1.02
Percentage Increase/-Decrease			1.16%

Signed by:-
Chair of Parish/Town Council
or Parish Meeting:

Date:

APPENDIX 2

Parish/Town Clerk: Date:
(n/a for Parish Meeting)

Explanatory Notes for Completion of Precept Application

- 1 Please select your Parish/Town Council or Parish Meeting from the dropdown list. This will prepopulate the 2025/26 comparator figures and the Taxbase figures, which we have included to assist you in completing your 2026/27 application
- 2 Please enter your 2026/27 budget figures in the yellow boxes only. Do not try to overwrite any of the other boxes. Please use whole numbers only and enter expenditure as positive figures and income as negative figures.
- 3 Please sign and date the application before returning by email (scanned signatures are acceptable) to :
michelle.rolls@westsuffolk.gov.uk
- 4 If you have any difficulties with completing the form or need any clarification, please email Michelle at the above email address.

APPENDIX 3

Budget 2026-2027

Forecasted Final Position 2025-2026

Title	2025-26	Apr - Sept	----- Forecast -----							2025-26	
Expenditure	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	
Administration											
Staff Costs	4000	2,274.98	487.65	303.00	373.00	547.39	303.00	303.00	4,592.02	592.02	
Home Working Allowance	310	90.00	26.00	26.00	26.00	26.00	26.00	26.00	246.00	-64.00	
Village Hall hire	190	184.00	16.00	16.00	0.00	112.00	0.00	0.00	328.00	138.00	
Printing & Stationery	0	66.00	60.00	4.83	0.00	0.00	0.00	0.00	130.83	130.83	
Subscriptions	237	334.78	0.00	0.00	0.00	0.00	0.00	0.00	334.78	97.78	
Website & IT	585	0.00	55.00	0.00	0.00	50.55	0.00	0.00	690.55	105.55	
Insurance	282	264.00	0.00	0.00	0.00	0.00	0.00	0.00	264.00	-18.00	
Mobile Phone	0	136.21	22.93	28.93	6.00	6.00	6.00	6.00	212.07	212.07	
SUB TOTAL	5,604.00	3,349.97	667.58	378.76	405.00	741.94	335.00	335.00	6,798.25	1,194.25	

2026-2027

Proposed Budget	Comments
4786	Allows for contractual increases
312	Contractual
144	Decrease. Allows for 18 hours of hall hire
100	Not on previous budget
336	SALC, Scribe, ICO. SALC fee increase of 3.6% for 2026/27
543.56	Web hosting, IT Support, website accessibility audit, email address, MS 365
280	Allow for inflationary increase
72	Not in previous budget. Changed provider in November 25
6,573.56	

Maintenance	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
Chappel Ground Maintenance	205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-205.00
Dog Bins	155.00	101.10	0.00	0.00	0.00	0.00	0.00	0.00	101.10	-53.90
SUB TOTAL	360.00	101.10	0.00	0.00	0.00	0.00	0.00	0.00	101.10	-258.90

Proposed Budget	Comments
0	No Change
120	Reduced based on 2025-26 invoice
120.00	

Other Costs	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
Audit & Accounting	325.00	0.00	0.00	0.00	0.00	220.00	0.00	0.00	220.00	-105.00
Chairman's Allowance	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
Training	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-450.00
Bank Fees	0.00	36.00	6.00	6.00	6.00	6.00	6.00	6.00	72.00	72.00
Grants	1000.00	768.00	0.00	0.00	0.00	0.00	0.00	0.00	768.00	-232.00
Village Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00
Projects Grant Funded	950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-950.00
Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
SUB TOTAL	2,925.00	804.00	6.00	6.00	6.00	226.00	256.00	6.00	1,060.00	#####

Proposed Budget	Comments
225	Reduced
0	Budget line no longer needed
150	Reduced
72	Not allowed for in 2025/26 Budget
768	
250	New Budget Line in view of village sign damage
0	
100	
1,565.00	

Earmarked Reserves	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
Staffing	500	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
Elections	250	250.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
SUB TOTAL	750.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00

Proposed Budget	Comments
0	Already £1500 in earmarked reserves
500	Already £1500 in earmarked reserves
500.00	

TOTAL	9,639.00	5,005.07	673.58	384.76	411.00	967.94	591.00	341.00	8,959.35	-929.65	8,758.56
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Income	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
Bank Interest	20	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00	0.00
Grants Sought	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00
Grants Received	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Precept	9117	8,509.00	0.00	0.00	0.00	0.00	0.00	0.00	8,509.00	-608.00
SUB TOTAL	9,637.00	8,509.00	0.00	0.00	0.00	0.00	0.00	20.00	8,529.00	#####

Total Income
20
500
0
8,758.56
9,278.56

Stansfield Parish Council

Prepared by: Abbie Lee. Clerk & RFO
Name and Role (Clerk/RFO etc)

Date: 30th December 2025

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/11/2025		
	Cash in Hand 01/04/2025		7,728.48
	ADD Receipts 01/04/2025 - 30/11/2025		8,509.00
			16,237.48
	SUBTRACT Payments 01/04/2025 - 30/11/2025		4,698.92
A	Cash in Hand 30/11/2025 (per Cash Book)		11,538.56
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2025	0.00
	Barclays current account	30/11/2025	0.00
	Barclays reserve account	30/11/2025	0.00
	Unity Trust	30/11/2025	1,538.56
	Unity Instant Access	30/11/2025	10,000.00
			11,538.56
	Less unrepresented payments		
			11,538.56
	Plus unrepresented receipts		
B	Adjusted Bank Balance		11,538.56
	A = B Checks out OK		