



Minutes of the Parish Council Annual General Meeting held on Wednesday 14th May 2025

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

25.05.14.1

1. 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. The Chair reviewed the council's activities during the civic year 2024 – 2025 which can be found on Stansfield Parish Website. Click Link <https://d.docs.live.net/37c5dcba6d3fa059/Documents/Minutes/2025/Rex%20speech%20SPC%20agm%2025.docx>
2. **Election and acceptance of the Chair of the Parish Council for the coming year.**
Councillor Rex Barnes was re-elected and accepted the office of Chair and made his declaration of Acceptance of Office. Councillor Andrew Pallett was re-elected and accepted as Vice-Chair and made his Declaration of Acceptance of Office.
3. **RESOLVED** – to accept apologies for absence from Councillor Corlett (unwell) and WSC Councillor Pugh.
RESOLVED – to receive delegated Declarations of Interest Dispensation decisions to **APPROVE** such dispensation requests when required – **NONE**
Members were reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary of Registrable Non Pecuniary Interest when considering any matters covered by the Agenda, they must declare it.
4. **Minutes of the last meeting**
 - the minutes of the Council Meeting on 12th March 2025 were **APPROVED** as a true and accurate record. The minutes were then signed by the Chair.
5. **Public Forum** - The following was reported and was added after the publication of the agenda. An email to one of the councillors, made them aware that there are two dogs who roam the village at times and have allegedly threatened a person and a dog. See Clerk's report
6. **County, District and Parish Councillors' Reports**
Cllr. **Bobbie Bennett** (Suffolk County Council) report to follow and added to website.
Cllr. **Sarah Pugh** (West Suffolk District Council) sent a report which can be found on Stansfield Parish Website. Click Link <https://stansfield.onesuffolk.net/assets/Uploads/District-Council-Report-for-Stansfield-Parish-Council-meeting-14-05-25.pdf>
Reports from parish councillors attending outside body meetings on behalf of the Parish Council.
Cllr. Pallett reported that the Village Hall Committee, the PC and the Good Neighbour Scheme were jointly planning the Fun Day for the village on Sunday 20th July. Cllrs Pallett and P Barnes are attending the steering committee meetings and advising on issues like what to charge for and what should be free. As burgers could be donated they could be given free, or another idea was perhaps free to children and for adults up to £2 each. TBD.
Council agreed to give a grant to the Village Hall again this year and perhaps increase the amount pending seeing income and expenditure accounts as a matter of due diligence with public money.
7. **End of Year Financial Reports**
RECEIVED the financial reports, including the Bank Reconciliation on 31st March 2025. Signed by the Chair and Councillor Spillet.
8. **Annual Governance and Accountability Return (AGAR)**
 - **APPROVED** Annual Governance Statement for 2024/2025.
 - **APPROVED** Accounting Statements for 2024/25.
 - **CONFIRMED** and **SIGNED** the **Certificate of Exemption** from external audit – AGAR 2024/25
 - **NOTED** that the Internal Audit Review will be performed during the week commencing May 28th, 2025.
9. **Planning and Development**
 - **CONSIDERED** planning applications received by the Council, including those received after the publication of the agenda.
 - a) **Application No : DC/25/0690/LB** and, following publication of the agenda, **Application No : DC/25/0704/VAR**. The Clerk will write to West Suffolk Council saying that Stansfield councillors see that the proposed extension is very large in relation to the listed barn itself, and that this may be in line with the Planners' own thinking.
10. **Community Matters**
 - a) **Footpath and Highways matters**
It was reported that 'Road Closed' signs give no indication as to how far ahead the closure is. More informative detail would be helpful, and where possible, if a road has to be closed in one direction, then can it remain open. **APPROVED** Clerk to write to Highways

25.05.14.2

- b) **RECEIVED** report about the Spring Village Litter Pick and Coffee Morning. The general consensus was that it was a good turnout despite a lack of litter picking which will be performed at another time.
- c) **DISCUSSED** planning for the fun day on July 20th, 2025.
- d) **DISCUSSED** Cllr Pallett would like to resign from the post of maintaining the defibrillator. It will be raised at the APGM on 20th May 2025 if anybody is able to assist the village as a volunteer. Full handover of what is required to be given.
- e) **DISCUSSED** the Community Engagement. Cllr P Barnes reported that a skeleton policy has been compiled and has been given to several residents from a broad demographic, to read and comment. The objective is to improve Stansfield Parish Council's knowledge and understanding of the views of the residents. Cllr P Barnes is proposing to report back to the Parish Council at the meeting in September.
- f) **DISCUSSED** the Old Chapel Graveyard maintenance. The date for the next grass cut will be at the end of July, allowing the grasses to flower and to seed. Cllr Slater to supervise and lend equipment. Cllr Ball happy to help. Cllr P Barnes to muster other volunteers and establish an exact date nearer the time. The new gate posts are being installed and the refurbished gates are almost ready to be rehung.
- g) **DISCUSSED** the Village Hall Grant. All councillors agreed to providing a grant, and increasing, if necessary, but would like to see a recent set of accounts including expenses for due diligence purposes.
- h) **DISCUSSED** speeding around the village. Some pictures have been drawn by children attending the Spring Village Litter Pick and Coffee morning which will be laminated and distributed in the village as a reminder to speeding vehicles.

11. Clerk's Report

- Waiting for data from Cllr Bobbie Bennett regarding speeding
- Ongoing switch of current account in Barclays to Unity Savings
- Ongoing the additional signatories for Unity Bank, current and savings.
- Exact location required for broken sign at Denston to report to Highways.
- Ongoing moving of Post Box on Plough Hill to opposite side of the road.
- Village sign being repaired with assistance from Cllr J Ball.
- The Clerk will write to the Police and also the Dog Warden. concerning the matter of roaming dogs.

12. RFO Report

- a) **APPROVED** the following list of payments, the Bank Reconciliation and a Statement of Accounts

Stansfield Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2025 and 30/04/2025)

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
A. Income	9,059.00	8,509.00	-550.00 (-6%)			0.00 (N/A)	-550.00
B. Administration - Staff			0.00 (N/A)	4,314.00	444.73	3,869.27 (89%)	3,869.27
C. Administration - Office			0.00 (N/A)	1,279.00	21.56	1,257.44 (98%)	1,257.44
D. Admin - Audit and Accounting			0.00 (N/A)	326.00		326.00 (100%)	326.00
E. Administration - Other			0.00 (N/A)	870.00	6.00	864.00 (99%)	864.00
F. Grants			0.00 (N/A)	1,221.00		1,221.00 (100%)	1,221.00
G. Community Services			0.00 (N/A)	990.00		990.00 (100%)	990.00
NET TOTAL	9,059.00	8,509.00	-550.00 (-6%)	9,000.00	472.29	8,527.71 (94%)	7,977.71
Total for ALL Cost Centres		8,509.00			472.29		
V.A.T.					4.31		
GROSS TOTAL		8,509.00			476.60		

- b) **APPROVED** any virements across Cost Codes and from Reserves to regularise the year-to-date budget. **NONE**
- c) **CONFIRMED** Anne Lines as the Proper Officer and Responsible Financial Officer (1972 LGA s151) of the Parish Council
- d) **REVIEWED** and **APPROVED** the Parish Council's Financial Regulations.
- e) **CONFIRMED** the existing Insurance Policy with Royal and Sun Alliance PLC, for review and renewal in September 2025.
- f) **CONFIRMED** the Parish Council's banking arrangements and signatories to its bank accounts.
- g) **CONFIRMED** and **APPROVED** the Asset Register of the Parish Council.
- h) **REVIEWED** and **APPROVED** the list of standing orders and Direct Debits for the coming financial year
- i) **APPROVED** the appointment of the Suffolk Association of Local Councils as the Parish Council's Internal Auditor for the coming year.
- j) **DISCUSSED** the requirement for .gov email addresses and agreed the Clerk, before the end of the next civic year should have one and for councillors as and when a legal requirement.

13. Agenda for future meetings

- * Community matters *Assets of Community Value *Clerk's phone * Speed limit of 20mph through village

14. It was **CONFIRMED** the date of the next meeting will be on **Wednesday 10th September 2025 at 7.00pm** in the Village Hall.

15. The Charirman closed the meeting at 8.43pm