

**STRADISHALL PARISH COUNCIL**  
**Minutes of the meeting held on Monday 4<sup>th</sup> November 2019**

**Councillors present: Adrian Lee (Vice Chairman), Ian Hutchinson, Ed Hollingsworth, Debbie Gates and Jonathan Masefield.**

**Also present Joanne Kirk (Clerk), County Councillor Mary Evans and District Councillors Karen Richardson and Jim Meikle**

**In the absence of the Chairman, Adrian Lee chaired the meeting.**

**1. Acceptance of apologies for absence**

Apologies were received from Ady Swift and Robert Deeks. Marion Rushbrook also sent her apologies.

**2. Declaration of Interest in items on the agenda and dispensation requests.**

No councillors declared an interest in items on the agenda. No dispensation requests were made.

**3. Approval of minutes of the meeting held on Monday 9<sup>th</sup> September 2019**

It was resolved that the minutes were correct. The chairman then signed them.

**4. County Councillor's Report**

Mary Evans spoke about the following:

- She apologised for having to cancel the rural crime meeting on 15<sup>th</sup> October because Sgt Calver was called away at very short notice. She is planning to re-arrange it.
- A new and improved recycling centre will open in Bury St Edmunds at the end of November. The flagship site in Fornham Road will replace the current recycling centre at Rougham Hill, Bury St Edmunds.

The new centre will be the first open air site in Suffolk where all containers can be accessed by the public from ground level, removing the need for struggling up steps. Visitors will be able to recycle the same wide range of materials currently available at the Rougham Hill Recycling Centre.

A charity Reuse shop, which will take materials suitable for reuse from recycling centres, will also be opening on site towards the end of the year.

- Suffolk's care homes have improved markedly in recent years so that the Care Quality Commission now rates more than 87% of our care homes as good or outstanding.
- The local government boundary commission for England is reviewing Suffolk County Council to bring the divisions into line as the population size can vary from just over 5,000 to nearly 9,000. Currently there are 75 County Councillors. The number will be cut to 70. The decision to reduce to 70 means division sizes will be about the size of the existing Clare division but she expects there will be changes in the make-up of the division.
- She is no longer portfolio holder for Highway. She has now taken over the role of cabinet Member for Children's Services, Education and Skills. She has launched a review of the implementation of the new home to school transport policy which is being led by Suffolk's Fire Chief Officer Mark Hardingham. She is also focussing on the children's mental health, improvements to the support we provide to the young people leaving care and provision of more school places for children with SEND.

**5. District councillors 'reports**

**Karen Richardson**

She is involved with the current parking review. Civil Parking Enforcement will begin on 31<sup>st</sup> January 2020. 18 Enforcement Officers will be employed in West Suffolk.

**Jim Meikle**

He has been focusing on Community Safety Partnership work.

## 6. Police issues

There were no police issues to report.

## 7. Update on list of actions agreed at the last meeting

There was one outstanding councillor action.

## 8. Finance

### a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- J P Kirk - expenses - LGA 1972, s111 - **£14.34**
- CAS Ltd – website hosting fee - LGA 1972, s111 - **£60.00**

### b) Approval of payments authorised between meetings

No payments were authorised between meetings.

### c) Receipts and Payments (including online payments) made since the last meeting

Receipts		Details		Amount
19/08/19		HMRC - VAT refund - 1st April 2019 - 31st July 2019		£5,427.45
Payments	Minute reference	Details	Method	Amount
10/09/19	212/8a	J P Kirk - expenses	Online	£29.70
10/09/19	212/8a	Risby PC - 1/6 of cost of print cartridge	Online	£6.24
10/09/19	212/8a	Risby PC - phone costs	Online	£21.61
10/09/19	212/8a	K Hutchinson & Son - hedge cutting	Online	£189.00
10/09/19	214/12a	Sovereign - final payment	Online	£2,520.22
10/09/19	191/6g	Risby PC - pension payment	S/O	£15.00
30/09/19	191/6f	Staff costs	Online	
08/10/19	212/8a	HMRC - PAYE	Online	£142.20
10/10/19	197/8e	Adrian Lee Contract Services - grass and hedge cutting	Online	£684.00
24/10/19	197/8e	ICO - data protection fee	D/D	£35.00
30/10/19	191/6f	Staff costs	Online	

### d) Bank balances as of 31<sup>st</sup> October 2019

**Current account:** £6,332.37    **Reserve account:** £7,418.10

Jonathan Masefield verified and signed the bank statements.

### e) Signatory to complete the checklist of Internal Controls

Jonathan Masefield completed and signed the checklist of internal controls.

### f) Possible subscription to Scribe for new accounting software

It was resolved that the Council would subscribe to Scribe's accounting software for parish councils for one year initially. It will be a single user licence shared between the clerk's six parish councils. The cost will be £56.16 including VAT (LGA 1972, s111).

### g) Budget 2020/2021 and budget report

Councillors discussed the 2020/21 budget and budget report. There is a possibility that West Suffolk may start charging for playground inspections from 2021/22. In Forest Heath the current charge for monthly inspections is £25 + VAT and £52.08 + VAT for the annual inspection. This is a discounted rate as parish councils join a collective which provides the service.

If charging is introduced at the current rate, Stradishall PC would have to pay £352.08 a year. It was resolved that this would be included in the budget so that the Parish Council can start to build up a contingency fund.

Once the fence round the car parking area has been installed, this area will need to be cut by hand. Adrian Lee agreed to provide an amended quote for grass cutting.

It was resolved that the final budget would be confirmed at the January meeting once this information has been received.

**h) Updating signatories on the Council's accounts and the clerk's change of name**

It was resolved that Martin Hurst would be removed from the account and Ed Hollingsworth added.

**9. Planning**

**a) West Suffolk Council's Strategic Housing and Economic Land Availability Assessment (SHELAA)**

There is one deferred site in Stradishall – the former fruit packing station. The site has been deferred because it is not available. Deferred sites will not be included in the revised West Suffolk Local Plan however it is possible that later in the local plan preparation, the SHELAA may be revisited to overcome constraints of a deferred site in a particular location, or even to seek out new sites, if this would help to meet the goals of the Local Plan.

The landowner expressed surprise about this site being included in the SHELAA as they did not put it forward. Part of the site has been developed already and the remaining area is larger than the entire village. It was resolved that the Parish Council would query why this site has been included in the SHELAA, even as a deferred site, when the landowner has no knowledge of it.

**b) West Suffolk Local Plan: 2019 sustainable settlements review**

West Suffolk Council is inviting all parishes to comment on their Sustainable Settlements Matrix. The matrix lists Stradishall as having a pub, a play area, a permanent post office and an early year's facility. It was resolved that no comments would be submitted as this information is correct.

**10. Highways/rights of way matters/tree or transport issues:**

**a) Stradishall Roadside Nature Reserve**

Suffolk County Council has created a Roadside Nature Reserve (RNR) number 186 on a section of the Cowlinge Road (C666). Under the Roadside Nature Reserve Scheme, the grass verges are individually managed to benefit scarce or unusual plants or fungi growing in the stretch protected from normal highways management. The Parish Council can help by keeping an eye on the RNR, and letting SCC know if anything happens to it.

**b) Bags in grit bins.**

Jonathan Masefield agreed to check if the bags are still there.

**11. Playing Field issues**

**a) Play inspection reports.**

The monthly report raised a number of issues:

<b>Swings (Cradle)</b>	<b>Finding 1:</b> Cat deterrent strip fitted to top bar.	Use a softer option like cable ties	As this finding is low risk, it was resolved that no action would be taken.
<b>Basket swing</b>	<b>Finding 1:</b> A number of fixings have not been tightened	Secure all loose fixings	The fixings have been tightened.

The Annual Report raised the following additional findings which need to be actioned as soon as possible:

Item	Issue	Action taken
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<b>Site in general</b>	<b>Finding 1:</b> Signage should be provided for the outdoor fitness equipment in accordance with the requirements of BS EN 16630. Key requirements of the sign include but are not limited to intended users, medical safety and emergency contact details.	Provide appropriate signage – see item 11b below.
	<b>Finding 2:</b> The use of sharp rigid anticipation bird devices on swing crossbars is not recommended.	As this finding is low risk, it was resolved that no action would be taken.
<b>Litter bin</b>	The bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over	As this finding is low risk, it was resolved that no action would be taken.
	<b>Finding 2:</b> There is algae or moss on the surface of the equipment	The Council will monitor this.
<b>Basketball goal</b>	<b>Finding 1:</b> The goal hoop nets have been damaged or are missing from the equipment.	The net has been repaired
	<b>Finding 2:</b> There is algae or moss growth on the surface resulting in slippery conditions.	The Council will monitor this.
<b>Basket swing - type 1</b>	<b>Finding 1:</b> The seat clearance from finished surface level to the underside of the seat is too low when measured in its most onerous position.	Sovereign will be adjusting the swing height on the week ending 15 <sup>th</sup> November *
	<b>Finding 2:</b> A number of fixings have worked loose.	The fixings have been tightened.

**\* Adjusting the basket swing**

Sovereign's maintenance will carry out the necessary works during the week ending 15th November 2019. It was resolved that the clerk would email Sovereign to ask for 24 hours' notice if vehicle access is required.

**b) Quote for sign explaining gym equipment**

The Parish Council has received a revised quote from Sovereign of £175.44 + VAT for the sign only (no frame or fixings). It was resolved that the Parish Council would purchase the new sign and that a payment of £175.44 + VAT would be authorised.

**c) Moving the spring birds**

The spring birds have already been removed and cleaned. It was resolved that they would now be relocated on the playing field and that the payment of £435 +VAT would be approved.

**d) Removal of the tree on the access path to the playing field**

As the tree is on land belonging to Prospective Developments Ltd, it was resolved that the clerk would contact them to make them aware that the tree is unsafe and asking them if they would arrange for it to be cut back or removed.

**e) Height safety barrier and fence around the car parking area**

Once these have been installed two sturdy locks will be required for the barrier and gate. It was resolved that the clerk would be authorised to make a payment of up to £200 for two 'like' locks and a height clearance sign.

**12. Village issues**

**a) Affordable housing questionnaire**

The feedback from the questionnaires was that, potentially, there is a need for affordable housing in Stradishall. It was resolved that the clerk and Ed Hollingsworth would arrange to meet Julie Salisbury from West Suffolk Council's Housing Team to discuss possible future options based on the feedback from the questionnaires.

**13. Correspondence**

**a) Local Government Boundary Commission for England review of Suffolk County Council boundaries**

West Suffolk will probably lose one county division and there will be 70 county councillors in Suffolk instead of 75. It was resolved that the clerk would submit a response on behalf of the Parish Council saying that it would like to maintain existing village links with Stansfield, Denston and Poslingford when the new boundaries are drawn up.

**b) Email from the PCC about the Commonwealth War Graves Commission – Eyes On, Hands On, volunteer project – for information only**

The project will involve volunteers taking responsibility for the Commonwealth war graves in St Margaret's Church cemetery.

**c) Email from Suffolk Police about partner funded PCSOs**

It was resolved that the Parish Council would not pursue this option as the cost would be too high.

**There being no further business the meeting closed at 9pm.**

Signed ..... (Chairman) Dated .....