

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 6th March 2023

Councillors present: Adrian Lee, Ed Hollingsworth and Debbie Gates.

Also present: District councillor Karen Richardson and four members of the public.

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

1. Acceptance of apologies for absence

Apologies were received from parish councillors Jonathan Masefield, Robert Deeks, Ady Swift and Ian Hutchinson (Chairman) and the reason for absence accepted. District Councillors Marion Rushbrook and Nick Clarke also sent their apologies.

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

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

3. Approval of minutes of the meeting held on Monday 9th January 2023.

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

4. Public session

The following issues were raised during the public session:

- Natalie Jepson and Louise Latache from the Highpoint's Resident's Association (HERA) introduced themselves and spoke about their willingness to work with Stradishall Parish Council and to have closer links between Stradishall village and the Highpoint Estate. Councillors welcomed this and said that they too were keen to forge closer ties with HERA and the Highpoint Estate.

4. Locality application for funding for a new noticeboard for the Highpoint Estate.

Stradishall Parish Council and HERA have prepared a joint application for locality funding on £1,500 from West Suffolk Council to buy a new noticeboard for the Highpoint Estate. The clerk agreed to work with HERA and source a suitable notice board. Louise Latache agreed to be the point of contact for HERA. It was resolved that Stradishall Parish Council would order and pay for the noticeboard provided it is within the budget of £1,500.

5. County Councillor's report

A written report was received and has been uploaded on the Parish Council's website at <http://stradishall.onesuffolk.net/about-us/meetings/meetings-reports/6th-march-2023/>

6. District Councillors' report

A written report was received. The report is available on the Parish Council's website at: <http://stradishall.onesuffolk.net/about-us/meetings/meetings-reports/6th-march-2023/>

7. Police issues

No issues were raised.

8. Update on list of actions agreed at the last meeting.

There was one outstanding councillor actions.

Defibrillator update.

A resident in Stradishall village is happy for the defibrillator to be installed on the wall of her property in The Street and has suggested it be solar powered. The clerk agreed to investigate whether solar power is an option.

9. Finance

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

It was resolved that the following payments would be approved:

- HMRC - PAYE - LGA 1972, s111 - **£173.00**
- J P Kirk - expenses - LGA 1972, s111 - **£41.82**
- Toilet for two village events – GPC – **£250.00 approximately.**
- SALC subscription - LGA 1972, s111 - **TBC**

Jonathan Masefield had checked the financial papers prior to the meeting. Ed Hollingsworth checked them at the meeting and signed the Schedule of Payments. The Chairman countersigned it.

b) **Approval of payments authorised between meetings.**

No payments were authorised between meetings.

c) **Statement of receipts and payments made since the last meeting.****Receipts**

Date	Bank	Description	Supplier	Total
31/01/2023	HSBC current account	Locality funding for repainting village sign	West Suffolk Council	£300.00

Payments

Date	Minute	Description	Supplier	Total
12/01/2023	296/9a	Clerk's expenses	J Kirk	£19.09
08/01/2023	270/10e	Bank charges	HSBC	£8.00
25/01/2023	297/9f	Insert caps for play equipment	Fenland Leisure Products Ltd	£24.60
01/02/2023	270/10e	Bank charges	HSBC	£8.00
Staff costs as per confidential cashbook.				

It was resolved that the statement of receipts and payments would be approved.

d) **Bank balances as of 28th February 2023 and confirmation of bank reconciliation.**

HSBC current account	£512.72
HSBC reserve account	£6,943.70
Total in Banks	£7,456.42

Jonathan Masefield had verified the bank statements and bank reconciliations prior to the meeting. Ed Hollingsworth verified them at the meeting.

e) **Signatory to complete the checklist of Internal Controls.**

Ed Hollingsworth completed and signed the checklist of internal controls.

f) **Update on the financial checks carried out by a councillor.**

Debbie Gates has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.

g) **Review of income and expenditure for 2022/23 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2022/23 against the budget. At year-end there will be a predicted overspend of £1,245 due to the refurbishment of the village sign and the purchase of a defibrillator.

Reserves

Earmarked reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance
Election costs	£1,290	£100			£1,390
Clerk and councillor training	£60	£20	£6		£74
Playing field maintenance		£400	£221		£180
Playing field project	£1,615	£300			£1,915
Playing field (moles)	£300	£150			£450
Village events (toilet hire)	£200	-£100	£95		£5
Inspection of play equipment	£412	£100			£512
Traffic Regulation Order	£1,000	£600			£1,600
Defibrillator	£750	-£750			£0
Verge cutting		£400			£400
Defibrillator maintenance			£144		-£144
TOTAL EARMARKED RESERVE	£5,627	£1,220	£466		£6,381
GENERAL FUND					£779
TOTAL FUNDS					£7,160

It was resolved that:

- Stradishall Parish Council would budget to increase their reserves due to rising costs.

h) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.

The Parish Council's current asset value is £68,618. The insurance value is £59,677. The insurance value is lower because the asset value includes the purchase price of the playing field, but it is insured for a nominal value.

Two new assets were purchased, a defibrillator (£1,225) and the Jubilee plaque (£154.99).

It was resolved that asset value would be increased by the current inflation rate (Consumer Price Index) and payment of the increase in premium approved. The clerk agreed to notify Community Action Suffolk of the increased value of the assets.

i) Review of the Council's risk assessment.

It was resolved that the risk assessment would be approved.

j) To check that the levels of liability insurance are adequate.

The levels of liability cover under the new Ansvar Policy are as follows:

All Risks/	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
£7k	£10m	£25k	£25k	£10m

It was resolved that the levels of liability cover were adequate.

k) Review of confidential cashbook and deductions by a councillor.

Debbie Gates had reviewed the clerk's Confidential Cashbook as part of the Council's internal controls and confirmed that the PAYE details and tax code were correct.

l) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2021 and complete the inspection checklist.

It was resolved that Adrian Lee would inspect the Council's property.

m) Update on the opening of a Lloyds account, registering for online banking, setting up two step authorisation, setting up a reserve account, transferring funds from the Council's HSBC account and closing the HSBC current and deposit accounts.

Jonathan Masefield and the clerk have registered for online banking. The clerk has requested a form for Ian Hutchinson. Once he has registered, two step authorisation will be set up.

It was resolved that:

- £1,000 would be transferred from the Council's HSBC account into the new Lloyds account.
- A deposit account would be set up with Lloyds.
- The HSBC account would be closed once the precept payment has been received at the end of April 2023.

10. To discuss any planning issues.

a) Email from West Suffolk Council giving details of the revised timetable for the Local Plan – information only.

The pre-submission consultation will now take place in autumn/winter 2023 so that the draft document can include changes to the National Planning Policy Framework (NPPF).

11. Highways/rights of way matters/tree or transport issues.

Some post have been installed on the on verge outside a property in Farley Green. SCC Highways is aware.

12. Parish Council elections on 4th May 2023.

a) Email from West Suffolk Council about the pre-election period which begins on Wednesday 22nd March.

The pre-election period for the May elections will start on Wednesday 22 March when the election notice is published. Parish councils must not publish any material which seeks to influence voters. Parish councils should also avoid expressing views or making decisions about things that may be controversial or lead people to vote in certain ways.

b) Information about voter ID for people voting in person.

The clerk agreed to include information about voter ID in the next newsletter.

c) Nomination forms.

Nomination forms were distributed to councillors. The clerk has arranged to take them into West Suffolk Council on 27th March.

13. Playing field issues:**a) Latest play inspection report**

One new issue was raised. There is graffiti on some of the wooden equipment which needs to be removed.

b) Email from West Suffolk Council confirming that there will be no charge for playground inspections in 2023-24 – for information only.**14. Village issues:****a) Email from a resident about speeding on The Street.**

It was resolved that Stradishall Parish Council would revisit the option of applying for a visit from Suffolk County Council's temporary vehicle activated sign (VAS). The clerk suggested two possible locations along The Street between Tally Ho corner and House and between the grit bin on St Margaret's Place and the village sign. If the trial is successful, the Parish Council would investigate the possibility of joining Suffolk County Council's ANPR scheme.

The clerk agreed to complete the forms and submit them to Suffolk County Council.

b) Suggestion to hold a tractor run on 13th May 2023.

Councillors thought this was a good idea and agreed to organise an event combined with a celebration for Adrian Lee who has been a parish councillor for 33 years. Details of the event will be published on the Stradishall Facebook page and via HERA.

c) To finalise the details of the village tidy up on 11th March.

The clerk agreed to email a list of equipment and details about the event to councillors with Adrian Lee and Ian Hutchinson organising the event on the day. It was resolved that the payment for refreshments would be approved (GPC).

d) Request from Stradishall Church for Stradishall Parish Council to fund a toilet for the King's Coronation celebrations.

It was resolved that the Parish Council would organise toilet hire for the King's Coronation event on 6th May and for the tractor run on the 13th May and that a payment up to £250 would be approved.

e) Access track to the playing field.

With the playing field being more widely used, the suggestion has been made to put a hard surface on the access track. It was resolved that Ed Hollingsworth would be authorised to contact the landowner on behalf of Stradishall Parish Council to find out if he would be willing to gift or sell the track to the Parish Council.

15. To confirm the dates of meetings in 2022/23

It was resolved that the dates of meeting for 2022-2023 would be:

- Wednesday 10th May 2023 – Annual Parish Meeting at 7pm followed by the Annual Meeting of the Parish Council.
- Monday 10th July 2023 – one week later.
- Monday 4th September 2023
- Monday 6th November 2023
- Monday 8th January 2024
- Monday 4th March 2024

16. To discuss the procedure and possible items for the Annual Parish Meeting.

It was resolved that the same format would be used as for previous years. The Annual Parish Meeting will start at 7pm followed by the Annual Meeting of the Parish Council. Written copies of reports will be requested so that they can be circulated prior to the meeting.

17. To discuss the following correspondence:

a) Email from the Greenest Community Network.

It was resolved that this item would be deferred until after the May elections.

18. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 9th May 2022.

No issues were raised.

There being no further business the meeting closed at 8.06pm.

Signed: Dated:

DRAFT