

**STRADISHALL PARISH COUNCIL****Minutes of the Annual Meeting of the Parish Council held on Monday 9<sup>th</sup> May 2022**

**PRESENT:** Parish councillors Ian Hutchinson (Vice – Chairman), Ady Swift (Chairman) Adrian Lee, Robert Deeks and Jonathan Masefield

**Also present:** Sally Allen (clerk)

**APOLOGIES:** Apologies were received from parish councillors Deborah Gates and Ed Hollingsworth.

**1. To elect a Chairman.**

Adrian Swift stepped down as chairman. Ian Hutchinson was nominated and following a vote, it was resolved that he would be chairman. It was resolved that Robert Deeks would be Vice Chairman.

**2. To adopt the new model Code of Conduct.**

It was resolved that the new model Code of Conduct would be adopted.

**3. Declaration of Acceptance of Office and agreement to abide by the new Suffolk Code of Conduct.**

The chairman signed a Declaration of acceptance of Office.

**4. Register of Members' Interests forms.**

Councillors confirmed that their Register of Interest forms did not need updating.

**5. Apologies and reason for absence**

Apologies were received from Deborah Gates and Ed Hollingsworth and the reason for their absence accepted.

**6. Confirmation of Stradishall Parish Council's eligibility for General Power of Competence**

It was resolved that Stradishall Parish Council meets the criteria for the General Power of Competence as  $\frac{2}{3}$  of the councillors were elected on 2nd May 2019 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

**7. Declaration of interest by Councillors 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

**8. Approval of the minutes of the meeting held on Monday 7<sup>th</sup> March 2022.**

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

**9. Public session (10 minutes)**

No issues were raised.

**10. To receive an update on the list of actions agreed at the last meeting.**

There was one outstanding councillor action.

Sally Allen agreed to make a provisional appointment with Barclays, Robert Deeks and Adrian Lee to set up a new bank account. It was resolved that Ady Swift would be added to the bank mandate.

**11. To discuss the following financial issues:**

**a) Approval of any payments and signing of schedule of payments.**

It was resolved the following payments would be approved:

JP Kirk – expenses - LGA 1972,s111 - **£5.28**

SALC – annual subscription – LGA 1972,s111 - **£238.87**

Cathy Whitaker – internal audit – LGA 1972, s111 - **£70.00**

Community Action Suffolk – Insurance - LGA 1972, s111 – **£563.75 with a three year undertaking**

**Payments as agreed in the budget:**

St Margaret's Church – donation towards cost of churchyard maintenance as agreed in the budget –

Local Government Act 1972, s214(6) - **£600.00**

Jonathon Masefield and Ian Hutchinson checked and signed the schedule of payments. The chairman countersigned it.

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

No payments were authorised between meetings.

**c) To receive a statement of receipts and payments made since the last meeting.**

**Receipts**

Description	Supplier	Total
Locality funding for defibrillator	Suffolk County Council	£500.00
Precept payment	West Suffolk Council	£8,395.00
VAT refund	HMRC	£747.71

**Payments**

Date	Minute	Description	Supplier	Total
07/04/2022	270/10e	Bank charges	HSBC	£8.00
07/04/2022	270/10e	Clerk's expenses	J Kirk	£5.28
Staff costs as per confidential cash book				

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

**d) Bank balances and confirmation of bank reconciliation.**

HSBC current account	£2,300.61
HSBC reserve account	£5,928.17
<b>Total in Banks</b>	<b>£8,228.78</b>

Jonathon Masefield and Ian Hutchinson verified and signed the bank statements and bank reconciliations.

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

Jonathon Masefield and Ian Hutchinson signed the checklist of internal controls.

**f) Update on the inspection of Parish Council property**

This item is ongoing.

**g) To approve the accounts for the financial year 2021 – 2022.**

It was resolved that the accounts would be approved.

**h) Internal audit of the Parish Council's accounts.**

No issues were raised

**i) To approve Stradishall Parish Council's Annual Governance Statement 2021/22 and section 1 of the Annual Governance and Accountability Return 2021/22.**

It was resolved that Stradishall Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2020/21 would be approved. The Chairman and RFO signed section 1.

**j) To approve and sign section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statement 2021/22**

It was resolved that section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21 would be approved. The Chairman and RFO signed section 2.

**k) To decide whether Stradishall PC should submit a Certificate of Exemption from an external audit.**

It was resolved that Stradishall Parish Council would submit a Certificate of Exemption from external audit as its income in 2021/22 was £9,660 and its expenditure was £9,050 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

**l) To approve the Financial Report 2021/22 which the Council needs to publish as part of the Transparency Code 2015.**

It was resolved the Financial report would be approved.

**m) To receive the precept information for 2021/2022**

A precept payment of £8,395 was received on 29<sup>th</sup> April 2022.

**n) Email from CAS about insurance renewal**

Last year Stradishall Parish Council paid **£399.26**. The insurance market has become more volatile since then and Community Action Suffolk was no longer able to continue to provide cover with Stradishall's previous underwrite and a number of insurance companies have withdrawn from the market.

Stradishall Parish Council has received a quote of £563.75 with a three year undertaking, £585.94 without. It was resolved that Stradishall Parish Council would accept the quote of **£563.75** with a three year undertaking.

**o) Review of insurance values**

It was resolved that the value of the assets on the Asset Register would be increased by 5% annually. The cricket pavilion is insured for £10,000.

**12. Planning issues**

**a) Email from West Suffolk Council about their Preferred Options consultation.**

The Preferred Options consultation will commence on the 26<sup>th</sup> May for eight weeks. Stradishall is designated as a type B village in the new West Suffolk settlement hierarchy, not type A as was originally proposed. This is because Stradishall lacks the level of services and facilities required for a local service centre. A number of sites were submitted through the Strategic Housing and Economic Land Availability Assessment (SHELAA) but none of the sites put forward have been included in the Local Plan. In type B villages there are no site allocations and only small scale infill development of 5 homes or less within the designated settlement boundary will be permitted.

There are circumstances where policies will allow development to take place in either type B villages or the countryside. Examples might include:

- Small scale infill development comprising one or two dwellings.
- Replacement of existing dwellings on a one-for-one basis
- Conversion or reuse of buildings for employment or residential use.
- An affordable housing exception site within or adjacent to the Housing Settlement Boundary
- An agricultural or essential workers dwelling.

West Suffolk Council will also issue a further call for sites as there is an insufficient quantity of smaller housing sites of one hectare or less to comply with national Government policy.

It was resolved that the Preferred Options Consultation would be discussed at the next meeting on 4<sup>th</sup> July when full details will have been published by West Suffolk Council.

**13. Highways/Rights of Way issues/tree/transport issues.**

It was noted that there is still an issue with the bridleway between Hobblers and Yew Tree farm as discussed at the March meeting. It was advised that this should be reported via Suffolk County Council's online reporting tool.

**14. Playing field issues:**

**a) Latest play inspection report.**

No new issues were raised.

**b) Email from West Suffolk Council re playground inspections.**

It was resolved Stradishall Parish Council would continue with the standardised playground inspections provided by West Suffolk Council.

Adrian Lee has repaired the roof cricket pavilion following damage by recent winds, however the actual roof is rotten and needs replacing. The clerk agreed to contact CAS Insurance to see if this would be covered.

**15. Village issues:**

**a) Purchase of two defibrillators for Stradishall.**

It was resolved that one defibrillator would be purchased with an external cabinet at a cost of £1,225 using the West Suffolk Council locality funding of £750, plus Suffolk County Council locality funding of £500. It was agreed this would be placed outside Café 33 subject to agreement by the owners of the Café. The clerk agreed to seek permission for this.

Once agreed and a delivery date has been confirmed, an advert will be placed on Facebook for a local qualified electrician to install it. The purchase of a second defibrillator for the phone box will be discussed next year.

**16. Correspondence:**

**a) Email from St Margaret's church about using the playing field for a car boot sale at some point in the year.**

It was resolved that the playing field could be used for the car boot sale. The field should be used for stalls with cars parked in the parking area. Some councillors will assist with marshalling on the day, as required. Councillors also agreed that the gates to the Playing field would be left open during the summer so that residents can park in the parking area when they use the equipment.

**15. Any other business for noting or including on the agenda of the meeting on Monday 4<sup>th</sup> July 2022.**

**a) Shakespearean event in St Margaret's Church**

The church is hoping to organise a Shakespearean event possibly on 9<sup>th</sup> July and has asked if Stradishall Parish Council would provide a portaloos at a cost of £100. It was resolved this payment would be approved in principle and confirmed at the next meeting.

**b) Offer of a bench from Sovereign**

A bench has been offered by Sovereign due to poor service received. It was resolved Stradishall Parish Council would ask for the largest bench possible.

**c) Email from Citizens advice West Suffolk requesting a donation.**

It was resolved that no donation would be made.

**There being no further business the meeting closed at 8.15pm**

Signed: ..... Dated: .....