

**STRADISHALL PARISH COUNCIL**  
**Minutes of the meeting held on Monday 2<sup>nd</sup> July 2018**

**Councillors present: Ady Swift, Adrian Lee (Vice Chairman), Ian Hutchinson, Robert Deeks, Debbie Gates and Jonathan Masefield**

**Also present: Joanne Kirk (Clerk)**

- 1. Acceptance of apologies for absence**  
 Apologies were accepted from Martin Hurst. County and Borough Councillor Mary Evans also sent her 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 minutes of the Annual Meeting of the Parish Council held on Monday 14<sup>th</sup> May 2018**  
 It was resolved that the minutes were correct. The chairman then signed them.
- 4. Report from County and Borough Councillor Mary Evans**  
 Mary Evans sent a written report.
- 5. Police issues**  
 No issues were raised.
- 6. Update on list of actions agreed at the last meeting**  
 There were no outstanding councillor actions.
- 7. Finance**
  - a) Approval of payments and signing of Schedule of Payments**
    - It was resolved that the following payments would be approved:
      - HMRC – PAYE - LGA 1972, s111 - **£133.20**
      - J P Kirk - expenses - LGA 1972, s111 – **£59.77**
      - DS Smith Pest Control – Open Spaces Act 1906, ss 9 & 10 - **£140.00**

Ian Hutchinson and Jonathan Masefield signed the Schedule of Payments and invoices.  
 It was resolved that the clerk would obtain quotes for an annual contract for mole control on the playing field.
  - b) Approval of the record of receipts and payments (including online payments) made since the last meeting**  
 It was resolved that the record of receipts and payments would be approved.

Receipts		Details		Amount
Payments	Minute reference	Details	Method	Amount
10/05/18	168/8f	Fidelity Funds Network	D/D	£15.00
15/05/18	175/8a	Clerk's expenses	Online	£48.58
15/05/18	175/8a	St Margaret's Church - churchyard maintenance	Online	£600.00
15/05/18	175/8a	Mrs C Whitaker - internal audit	Online	£65.00
23/05/18	168/8e	CAS Insurance	Online	£511.63
11/06/18	168/8f	Fidelity Funds Network	D/D	£15.00
29/06/18	168/8h	Salaries	Online	

- c) Bank balances and confirmation of bank reconciliation**  
 Current account: £6,269.04

Reserve account: £7,400.40

Ian Hutchinson checked and signed the bank reconciliations as correct.

**d) Signatory to complete the checklist of Internal Controls**

Ian Hutchinson completed the checklist of internal controls.

**e) Update on the Annual Audit 2018**

The Annual Return has been submitted.

**8. Planning**

**a) DC/18/1032/TCA - (i) Crown reduce 5 field maples by 50% (ii) Fell 3 field maples**

It was resolved that no objections would be made to this application.

**b) Land rear of The Haven, The Street, Stradishall - 1 no dwelling and access – application withdrawn – for information only**

**c) Submission Draft Suffolk Minerals & Waste Local Plan Consultation**

It was resolved that no response would be submitted as the nearest site in Cavenham

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

No issues were raised.

**10. To approve the following policy documents**

**a) Approval of updated Financial Regulations and information about key changes**

It was resolved that the updated Financial Regulations would be approved.

**b) Approval of updated Standing Orders and information about key changes**

It was resolved that the updated Standing Orders would be approved.

**c) Equal Opportunities Policy**

It was resolved that the Equal Opportunities Policy would be approved.

**11. Playing Field issues**

**a) Update on the Deed of Dedication**

Fields in Trust has asked if Stradishall Parish Council would be happy to delay the Deed of Dedication until a funding application has been submitted under the Active Spaces Programme as the Active Spaces programme requires landowners to complete both the Deed of Dedication and submit a valid funding application. It was resolved that the Parish Council would be happy to delay until a funding application has been submitted and that the clerk would update Fields in Trust.

**b) Update on the meeting on the playing field on 30th June to discuss play equipment and provision of a car parking area**

Councillors met on 30<sup>th</sup> June and agreed to fence off a section of the playing field to provide space for cars to park leaving gaps wide enough to let pedestrians and wheelchair users through. A height restriction barrier will also be installed along with a second gate to allow grass cutting equipment onto the field.

It was resolved that:

- Adrian Lee would investigate the cost of supplying a height rail and fence
- A Gym trail would be installed around the field allowing sufficient space for grass cutting.
- The preferred supplier for play equipment was Sovereign based on the quotes and information received.
- Jonathan Masfield would contact Sovereign to obtain a final quote for play and gym equipment.
- Gym equipment would be installed on a hard standing to enable it to be used throughout the year.
- Jonathan Masfield would obtain a quote for some Calathenics equipment as well.
- Once a quote has been received from Sovereign, the clerk will apply for grants.
- Adrian Lee would ask Ken Hutchinson to cut the hedges round the playing field again this year at a cost of approximately £180 including VAT.

- c) **Latest play inspection report**  
No new findings were reported.

## 12. Village issues

### a) **Village event on 1st September**

It was resolved that a Mini beer festival (and possibly a Pimm's bar) would be organised on Saturday 1<sup>st</sup> September along with some additional activities on the playing field.

### b) **Proposal to plant an oak tree and purchase a circular bench to commemorate the centenary of WW1**

It was resolved that a circular bench with a commemorative plaque would be installed around the existing oak tree which was planted in the Millennium. The clerk was asked to obtain quotes for a recycled plastic bench and investigate possible funding.

### c) **Litter picking**

It was resolved that the clerk would advertise in the newsletter for volunteers to pick litter on an ad hoc basis as it has proved difficult to find a date for an organised litter pick, with the possibility of organising informal litter picks occasionally.

## 13. GDPR update

### a) **Retention of Documents policy**

It was resolved that the Parish Council would retain documents in line with legal requirements as set out in LCPAS Retention of Documents Policy. All other information will be disposed of as soon as is practical when it is no longer required.

### b) **Removal of the requirement for parish councils to appoint a DPO**

It was resolved that the clerk would no longer take on the role of DPO, now that the requirement has been removed.

## 14. Correspondence

### a) **Email from Suffolk Police re community funded PCSO's**

It was resolved that the Council would not pursue this option as it does not have sufficient funds.

**There being no further business the meeting closed at 8.45pm.**

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