

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 3rd September 2018

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

Also present: Joanne Kirk (Clerk). County Councillor Mary Evans arrived at 7.50pm.

- 1. Acceptance of apologies for absence**
No apologies were received.
- 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 meeting held on Monday 2nd July 2018 and the planning meeting held on Monday 6th August 2018**
It was resolved that the minutes were correct. The chairman then signed them.
- 4. Police issues**
 - There have been a lot of break-ins recently.
 - The clerk was asked to request a visit from a mobile speed unit along The Street.
- 5. Update on list of actions agreed at the last meeting**
There were no outstanding councillor actions.
- 6. 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 – **£44.19**
 - J Masefield – to reimburse the cost of prizes for village event – LGA 1972, S137 - **£59.31** (locality funding received from County Councillor Mary Evans o cover the cost)
 - Risby Parish Council – phone costs (12%) - LGA 1972, s111 - **£20.88**
 - PKF Littlejohn LLP - external audit fee - LGA 1972, S111 - **£240.00**

Ian Hutchinson and Debbie Gates signed the Schedule of Payments and invoices.
 - 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
08/08/18		Suffolk County Council - locality funding for prizes for village flower festival		59.31
Payments	Minute reference	Details	Method	Amount
03/07/18	178/7a	HMRC - PAYE	Online	£133.20
03/07/18	178/7a	DS Pest Control	Online	£140.00
03/07/18	178/7a	J P Kirk - expenses	Online	£59.77
10/07/18	168/8f	Fidelity Funds Network	D/D	£15.00
12/07/18	168/8f	Adrian Lee Contract Services Ltd	Online	£720.00
30/07/18	168/8h	Staff costs	Online	
03/08/18	168/8f	CAS Insurance	Online	£15.03
09/08/18	Authorisation slip 001	Elliott - toilet hire for village event	Online	£120.00

10/08/18	168/8f	Fidelity Funds Network	Online	£15.00
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c) Bank balances and confirmation of bank reconciliation

Current account: £4,514.50

Reserve account: £7,401.53

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

PKF Littlejohn LLP has completed the Annual Audit. There were no matters which came to their attention which require the issuing of a separate additional issues arising report.

f) Six month budget review

The Parish Council is within budget.

7. Planning

a) DC/18/1690/TCA - Fell one field maple

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

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

a) Grit bins

It was resolved that no new grit bins would be purchased. Mary Evans confirmed that existing grit bins will continue to be topped up.

9. Report from County and Borough Councillor Mary Evans

Mary Evans spoke about the following:

Borough Council

- There is now going to be a county ward boundary review.
- There has been a consultation about whether the new West Suffolk Council should have a chairman or a mayor.
- The Local Plan is going to be updated and there will be a call for possible sites which may be suitable for development to be put forward. This will be followed by community engagement.
- She agreed to pledge £2,000 from the cost of her locality budget towards the cost of new equipment for the playing field.

County Council

- The County Council budget is already slightly overspent. The main expenditure is on Adult and Social Care and Children's Services.
- The Highways budget is very small and is over stretched. She is now portfolio holder for Highways and is looking at ways to improve the performance of Highways.

10. Playing Field issues

a) Annual play inspection report and latest play inspection report

The annual play inspection report highlighted a number of issues which have not been raised in the monthly inspection reports. The clerk contacted Tim Ghee at St Edmundsbury Borough Council who carries out the monthly inspections. He explained which issues should be prioritised. The main focus should be on issues classed as high or medium risk. One medium risk issue was raised in the report. The posts on the multiplay have rotted and Tim Ghee said the equipment will need replacing in the next 1-2 years.

It was resolved that the clerk would email details of the issues which need attention to Adrian Lee for him to look at and repair if possible.

b) Dog fouling near play equipment

There is an ongoing problem with dog fouling on the playing field and on the footpaths around Stradishall, including near the play equipment. It was resolved that the Council would produce a more strongly worded flyer for distribution around the village.

c) Quotes for an annual mole contract

It was resolved that the Council would review the need for an annual contract if the problem with moles recurs.

d) Suggestion to invite Stradishall's locality officer out to discuss funding for playing field

It was resolved that the clerk would contact the Families and Communities Officer for Stradishall to arrange a meeting to discuss possible funding sources for the new play equipment.

11. Village issues

a) Update on the village event on 1st September 2018

The event was a great success and was well attended. The takings from refreshments and the raffle should be sufficient to cover the costs of the event including toilet hire.

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

It has been difficult to source a circular bench with a back made from recycled plastic. It was resolved that the clerk would investigate the cost of purchasing two separate benches, if possible with individual plaques to include the names of the Fallen in Stradishall.

c) Litter picking

It was resolved that the Council would arrange an organised litter pick to coincide with October half term.

d) Gate and fence for playing field to section off a parking area

The Parish Council has obtained one quote so far to provide and install a 55m fence to section off an area of the playing field and a second quote to install a height restrictor with 2.5m clearance and a 4 m span whilst retaining the existing gate.

It was resolved that these costs would be included as part of the overall project costs and grant applications. Ian Hutchinson agreed to obtain two additional quotes.

12. Correspondence

No correspondence was received.

There being no further business the meeting closed at 8.54pm.

Signed (Chairman) Dated