

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 5th November 2018

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

Also present: Joanne Kirk (Clerk) and County Councillor Mary Evans.

- 1. Acceptance of apologies for absence**
Apologies were received from Martin Hurst.
- 2. Declaration of Interest in items on the agenda and dispensation requests**
Adrian Lee declared an interest in item 11d below. No dispensation requests were received.
- 3. Approval of minutes of minutes of the meeting held on Monday 3rd September 2018 and the planning meeting held on Monday 17th September 2018**
It was resolved that the minutes were correct. The chairman then signed them.
- 4. Police issues**
No police issues were raised.
- 5. Update on list of actions agreed at the last meeting**
There were three 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:
 - J P Kirk - expenses - LGA 1972, s111 – **£19.05**
 - Land Registry - Registration of Deed of Dedication (2 forms at a cost of £40.00 each) – Open Spaces Act 1906, ss.9 and 10 - **£80.00**

Ian Hutchinson and Robert Deeks 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.

Current account

Receipts		Details		Amount
06/09/18		Proceeds from flower festival		£181.80
Payments	Minute reference	Details	Method	Amount
04/09/18	182/6a	Risby Parish Council - 12% of annual cost for clerk's work mobile	Online	£20.88
04/09/18	182/6a	J P Kirk - expenses	Online	£44.19
04/09/18	182/6a	J Masefield - to reimburse cost of prizes for treasure hunt (locality funding received)	Online	£59.31
04/09/18	182/6a	PKF Littlejohn - annual audit fee	Online	£240.00
10/09/18	168/8f	Fidelity Funds Network	D/D	£15.00
28/09/18	168/8h	Staff salaries		
08/10/18	182/6a	HMRC - PAYE	Online	£133.20
08/10/18	168/8f	CAS - website hosting fee	Online	£60.00
10/10/18	168/8f	Fidelity Funds Network	D/D	£15.00
24/10/18	168/8f	ICO - data protection fee	D/D	£35.00
30/10/18	168/8h	Staff salaries		

Reserve account

Receipts	Details	Amount
17/09/18	Bank interest	£1.75

c) **Bank balances and confirmation of bank reconciliation**

Current account: £3,777.57 Reserve account: £7,403.28

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) **Draft budget 2019/20 and budget report 2018/19**

It was resolved that the draft budget would be approved and that the precept request would be £7,030. This is an increase of 3.68% which equates to £1.50 per annum per band D household. The parish council element for a band D household will be £42.31 per annum an increase from £40.81. The clerk and Chairman signed the Parish Estimates form.

f) **Pensions Regulator – Re-declaration of Compliance**

The re-declaration was completed on 08/10/18. The clerk was not re-enrolled as her earnings are below the automatic enrolment threshold.

7. **Planning**

No planning applications have been received.

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

a) **Appoint a councillor to check that the grit bins have been topped up**

Ady Swift agreed to check that the grit bins have been topped up.

b) **Appoint a councillor to check the outstanding highways issues**

Adrian Lee agreed to check the outstanding highways issues.

9. **Report from County and Borough Councillor Mary Evans**

Mary Evans spoke about the following:

Borough Council

- The Boundary Commission has published its final recommendation for ward boundaries once the new West Suffolk Council is formed next year. Stradishall and Hundon will be part of a three member ward with Kedington, Cavendish, Wixoe, Clare and Stoke by Clare.
- Stradishall's Community Chest application is going to be considered this week.
- St Edmundsbury Borough Council is going to build a health and leisure village near West Suffolk House.

County Council

- The County Council is consulting on its budget. They are also consulting on support given to family carers. The consultation will be anonymous. It is also looking at ways to encourage older people to be more independent.
- Parking outside Wickhambrook School. The road safety officer has spoken to the school. The school has spoken to parents and feels there is no more it can do.

10. **Playing Field issues**

a) **Annual play inspection report and latest play inspection report**

No new issues have been raised. The loose fixing has been tightened.

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

The Deed of Dedication is now in place. Stradishall Parish Council has three months to register it with the Land Registry. Fields in Trust has sent through the correct forms which the clerk has completed. A certified copy of the Deed of Dedication has to be sent through to the Land Registry with both forms. It was resolved that the clerk would be authorised to pay up to £50 to a local solicitor to certify the Deed if required.

c) **Update on the playing field project and grant applications**

The Council's application for an Active Spaces Grant of £5,000 has been successful. An application for a Community Chest Grant has been submitted to West Suffolk on behalf of the Village Review group and the Parish Council.

d) Review of the grass cutting contract

Adrian Lee left the room while this item was discussed. It was resolved that the Council would continue with the current contractor as it is very happy with the standard of work. The contract will be reviewed again in three years.

11. Village issues

a) Memorial bench for the playing field to commemorate the centenary of WW1

It was resolved that the purchase of benches would be delayed until the outcome of funding applications is known.

12. Correspondence

a) Letter from Royal Mail re scam mail

It was resolved that information about how to report scam mail would be included in the next newsletter.

b) Letter from West Suffolk re their consultation on the West Suffolk Housing Strategy

It was resolved that the clerk would respond on behalf of the Parish Council emphasising that the focus of the strategy should be on the provision of affordable, social and shared ownership housing not executive homes.

c) Email from the Boundary Commission giving details of their final recommendations

Stradishall and Hundon will be part of a three member ward with Kedington, Cavendish, Wixoe, Clare and Stoke by Clare.

13. Any other business for noting or including on the next agenda

The following items will be included on the next agenda:

- The possible purchase of a Vehicle Activated Sign
- Affordable/social/ shared ownership housing

14. There being no further business the meeting closed at 8.40pm.

Signed (Chairman) Dated