

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 1st July 2019

Councillors present: Ady Swift (Chairman), Adrian Lee (Vice Chairman), Ian Hutchinson and Jonathan Masefield.

Also present Joanne Kirk (Clerk) and District Councillors Marion Rushbrook, Karen Richardson and Jim Meikle

1. Acceptance of apologies for absence

Apologies were received from Robert Deeks, Ed Hollingworth and Debbie Gates.

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

No councillors declared an interest in items on the agenda. No dispensation requests were made.

3. Approval of minutes of the Annual Meeting of the Parish Council held on Monday 13th May 2019

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

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

There were no outstanding councillor actions.

5. Written report from County Councillor Mary Evans

- She thanked Ady Swift for alerting her to the fact that the verges had not been cut on the A143 and at Stradishall Crossroads. The officer in charge came out on a site inspection and admitted that the route had been overlooked. She also showed him the problem with the overgrown trees on The Street, which during the visit forced a bus into the oncoming traffic. He will look into this. She also showed him the visibility problems looking north at the crossroads.
- There have been improvements in the parking outside Wickhambrook school. The school signed up to Suffolk County Council's Junior Road Safety Officer scheme and a team from Foxes class surveyed distance and travel means to school for everyone. They developed a map and walking route showing parents where they could park at the village hall and walk. They put the map and a polite parking notice on car windscreens. More parents are now parking and walking. The team has plans to make even more improvements next term. The school won a gold award for their project.
- The local government Boundary Commission is now looking to revise the county council divisional boundaries. County councillors are due to vote later this month to insist on single councillor divisions only.
- She hopes the family day on 20th July is a huge success.

6. District councillors 'reports

Jim Meikle made the Parish Council aware of the West Suffolk Council's plan to set up a Rural Task Force and asked for information about the needs and provision of affordable housing in Stradishall.

Karen Richardson and Marion Rushbrook explained that each councillor has £2,800 locality funding which will be shared between nine villages. Stradishall Parish Council asked if some of this funding could be used to make up the shortfall required to complete the current playing field project. They agreed to look into this.

7. 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 – **£142.20**
- J P Kirk - expenses - LGA 1972, s111 – **£24.98**
- Risby Parish Council – 1/6 of the cost of a print cartridge - LGA 1972, s111 - **£6.24**

- Sovereign – play and gym equipment - Local Government (Miscellaneous Provisions) Act 1976, s19 - **£25,202.18**. This includes VAT of £4,202.18 which will be reclaimed once the invoice has been paid.

Following a post installation inspection carried out by Jonathan Masefield and Adrian Lee, a number of issues need to be resolved before the Parish Council will authorise the payment. It was resolved that the clerk would contact Sovereign to make them aware of these issues and ask if a representative from Sovereign would be able to meet Adrian Lee and one other councillor on site.

b) Approval of payments authorised between meetings

No payments were authorised between meetings

c) Receipts and Payments (including online payments) made since the last meeting

Receipts		Details	Amount	
25/04/19		West Suffolk Council - precept payment	£7,030.00	
25/04/19		Community Chest grant for playing field equipment	£13,926.00	
26/04/19		National Playing Field Association - grant for playing field	£2,500.00	
Payments	Minute reference	Details	Method	Amount
10/05/19	191/6g	Risby PC - pension payment	S/O	£15.00
14/05/19	204/13a	J P Kirk - expenses	Online	£49.10
14/05/19	204/13a	St Margaret's Church - churchyard maintenance	Online	£600.00
14/05/19	204/13a	Mrs C Whitaker - internal audit	Online	£65.00
30/05/19	191/6f	Staff costs	Online	
03/06/19	196/8e	CAS - insurance	Online	£398.04
28/06/19	191/6f	Staff costs	Online	

d) Bank balances as of 30th June 2019 and confirmation of bank reconciliation

Current account: £26,343.03 **Reserve account:** £7,410.62

Jonathan Masefield verified and signed the bank statements.

e) Signatory to complete the checklist of Internal Controls

Jonathan Masefield completed and signed the checklist of internal controls.

f) Update on the Inspection of Council Property

Adrian Lee has checked the Council property. No work is required apart from the football nets which need replacing. It was resolved that no action would be taken at present as the Parish Council is hoping to replace the football goals as part of the next phase of playing field improvements.

g) Insurance renewal

Community Action Suffolk in conjunction with RSA (Royal and Sun Alliance Insurance Group) now offers a policy called Parish Protect. It was resolved that the Council would switch to this policy as the cover offered meets the needs of the parish council better.

8. Planning

a) DC/19/1237/TCA - Hoults Mansion, Stradishall - Fell one ash and one lime

It was resolved that no objections would be made to this application as both the trees are dead.

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

a) Possible sites for a temporary Speed Indicator Device (SID)

It was resolved that the clerk would send the information from Suffolk County Council about assessing possible locations for a temporary SID to Ady Swift so that he can see if there are any suitable sites along the front of St Margaret's Place, in The Street and along Edmunds Hill.

10. To review the following policy documents**a) Financial Regulations**

It was resolved that no amendments were necessary.

b) Standing Orders

It was resolved that no amendments were necessary.

c) Equal Opportunities Policy

It was resolved that no amendments were necessary.

11. Playing Field issues**a) Update on the installation of play equipment**

Adrian Lee and Jonathan Masefield inspected the new play and gym equipment post installation and found a number of issues which need addressing:

- Some of the equipment is not useable at present, for example there is no friction on the exercise bike.
- A lot of rubbish has been left on the playing field and needs clearing.
- The fencing, equipment and spoil all need removing.
- There is wood around the concrete pads which we should be removed and filled with soil now that the concrete has set.
- The gradient to the concrete blocks should be filled with soil. In its current state, the mower might hit the concrete edge and it is also a trip hazard in places.
- The exercise bike should face into the field, not towards the hedge.
- The matting has been laid over the grass so is raised in places and the surface is uneven. At the moment it is likely that it will catch on the mower and get ripped.

It was resolved that the payment to Sovereign would be withheld until these issues have been resolved. The clerk was asked to contact Sovereign to find out if would be willing to come out to Stradishall and discuss the problems with Adrian Lee, Ian Hutchinson and Jonathan Masefield. It was also resolved that the clerk and Chairman would authorised to make the payment to Sovereign once they are satisfied that that any outstanding issues have been resolved.

b) Completion of current playing field project

The two remaining elements of the current project awaiting completion are the installation of a height restrictor and the proposal to fence off an area of the playing field for car parking.

It was resolved that these would be completed once the VAT on the Sovereign invoice has been reclaimed. There is currently a shortfall of £985.42. Karen Richardson and Marion Rushbrook agreed find out if their locality budgets could be used to make up this shortfall.

The next priority will be to purchase picnic benches.

Possible future additions to the playing field will be the purchase of a memorial bench, football goals and a sign explaining how the gym equipment should be used.

c) Play inspection report

The June inspection did not take place because the new play and gym equipment was being installed when the new inspection was due to be carried out.

12. Village issues**a) Affordable housing questionnaire**

Questionnaires were passed on to councillors for distribution around the village. The deadline is 31st July 2019.

b) Village event on 20th July

An event has been planned on Saturday 20th July from 12 – 4pm. Karen Richardson and Marion Rushbrook agreed to donate 4 bottles of wine as raffle prizes.

A resident has asked if the Parish Council would consider hiring out the marquee. It was resolved that this would be possible provided that the person is known to councillors. An

agreement would be drawn up along with an inventory which would have to be signed by the hirer. The cost would be £50.

The Parish Council will need to submit a case study to Fields in Trust before it can receive the second half of the Active Spaces grant. Jonathan Masefield agreed to take photos on the day and all those attending agreed to obtain informal feedback.

13. Correspondence

a) Email from London Hearts about their defibrillator appeal for West Suffolk councils

It was resolved that the purchase of a defibrillator would be considered as a possible future project.

b) Email from neurology charity Headway Suffolk hosts its fifth annual Neuro Conference on Wednesday 16th October at Wherstead Park, Ipswich from 9.30am - 4.30pm.

No councillors were able to attend.

There being no further business the meeting closed at 8.55pm.

Signed (Chairman) Dated