

STRADISHALL PARISH COUNCIL

Minutes of the meeting held on Monday 2nd November 2020 via Zoom due Coronavirus restrictions

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

Also present **Joanne Kirk (clerk), County Councillor Mary Evans and District Councillors Karen Richardson and Marion Rushbrook**

1. Acceptance of apologies for absence

District Councillor Jim Meikle sent his 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 the minutes of the meeting Monday 7th September 2020

It was resolved that the minutes were correct. The chairman agreed to sign them after the meeting.

4. County Councillor's report

Mary Evans sent a written report prior to the meeting.

- Suffolk Support and Advice Line is still running and offers support and funding for people in need of help.
- She will pay for a speed survey which is part of the process to reduce the speed limit on a section of the A143 in Stradishall and near the Plumber's Arms.

5. District Councillor's report

Marion Rushbrook and Karen Richardson sent a written report prior to the meeting. They have not received an update from West Suffolk Council yet about the second Coronavirus lockdown on 5th November 2020.

6. Police issue

Hare coursers have been operating in the area leading to some arrests. There were no other police issues to report.

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

There were two outstanding councillor actions.

8. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- PKF Littlejohn – Annual Audit fee - LGA 1972 s111 - **£240.00**
- Adrian Lee Contract Services – grass cutting, moving play equipment to enable hedge to be cut and cutting hedge in areas which large machine could not get to – Open Spaces Act 1906, ss9 and 10 - **£1,026.00**
- J P Kirk – expenses - LGA 1972 s111 - **£8.26**

Jonathan Masefield and Ady Swift signed the Schedule of Payments. The Chairman countersigned the Schedule of Payments.

b) Approval of payments authorised between meetings

One payment was authorised between meetings.

- a) Majisign – Keep Clear sign – Road Traffic Regulation Act 1984, s72 - **£29.40**

It was resolved that the payment would be approved.

c) Statement of receipts and payments including online payments made since the last meeting

Receipts

Date	Bank	Description	Total
17/09/2020	HSBC reserve account	Bank interest received	£0.15

Payments

Date	Description	Supplier	Total
08/09/2020	Accounting software 1/6	Starboard Systems Ltd	£69.40

09/09/2020	Clerk's expenses	J Kirk	£12.67
09/09/2020	Print cartridge (1/6)	Risby Parish Council	£7.90
09/09/2020	Phone costs	Risby Parish Council	£24.39
10/09/2020	Pension payment	Risby Parish Council	£15.00
14/09/2020	No parking sign	Majisign Ltd	£29.40
21/09/2020	Hedge cutting	K Hutchinson & Son	£153.30
21/09/2020	Picnic benches	Realise Futures	£992.59
30/09/2020	Clerk's salary	Stradishall Parish Council	
01/10/2020	Website hosting fee	Community Action Suffolk	£60.00
09/10/2020	PAYE	HMRC	£142.20
12/10/2020	Pension payment	Risby Parish Council	£15.00
30/10/2020	Clerk's salary	Stradishall Parish Council	

a) **Bank balances as of 2nd November 2020 and confirmation of bank reconciliation**

HSBC current account	£4,882.40
HSBC reserve account	£5,927.18
Total in Banks	£10,809.58

Jonathan Masfield had verified and signed the bank statements prior to the meeting.

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

Jonathan Masfield completed and signed the checklist of internal controls.

e) **Budget 2020/21 and budget report – first draft**

Councillors discussed the first draft of the 2021/22 budget and budget report.

It was resolved that the final budget would be confirmed at the January 2021 meeting.

f) **Review of clerk's salary following NALC's publication of new salary pay scales**

The new NALC pay scale for 2020 has been published. It was resolved that the clerk would be paid the new rate for SCP 22 backdated to 1st April 2020 starting on 1st April 2021.

g) **To complete the application form for the clerk to register for telephone banking**

It was resolved that Adrian Lee and Robert Deeks would sign the form.

h) **External Audit report**

The External Audit report and Certificate stated:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

*Other matters not affecting our opinion which we draw to the attention of the authority:
In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.*

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

Section two, box 9 of the audit form had to be amended because the cost of the new information board for the gym equipment had not been included in the Parish Council's assets.

i) **Update on the progress of the bank mandate form**

The bank mandate form was posted to HSCB 28th September 2020 using the address given by HSBC. No response has been received from HSBC to date.

9. **Planning**

a) **DC/20/1698/TCA - 29 St Margaret's Place, Stradishall - (i) 1no. Acer (T1 on plan) overall crown reduction by 1 metre (ii) 1no. Acer (T2 on plan) fell**

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

b) **DC/20/1713/HH - 3 Cricket Meadow - Single storey rear conservatory**

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

c) West Suffolk Council's Issues and Options consultation

Stradishall is categorised as a type A village which means that the opportunity for allocating small sites in or adjacent to the village could be explored through the preparation of the local plan. Affordable housing on a rural exception site and entry level exception sites will be permitted outside the settlement boundary.

It was resolved that councillors would submit their comments to Ady Swift by Friday 6th November. These will then be passed on to the clerk who will draft the Council's response.

d) Sunnica consultation on the new solar farm in West Suffolk

It was resolved that Stradishall Parish Council would submit the following response:

Whilst Stradishall Parish Council supports the need for renewable energy, it objects to this application because it will lead to the loss of prime agricultural land at a time when the UK needs to become more self-sufficient and produce more of its own food. There is solar farm in Stradishall which is built on an old airbase. This is a far more suitable location as its impact on agricultural land and on the visual landscape is minimal. It would be more appropriate to build solar farms in places where the impact will be minimal, for example alongside major road or rail networks and for it to be a planning condition for new homes to be fitted with solar panels. A solar farm the size of 900 football pitches will have a devastating impact on the rural Suffolk landscape.

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

a) Possibility of funding a joint Traffic Regulation Order (TRO) on the A143 with Wickhambrook Parish Council

It was resolved that Stradishall Parish Council would support a joint TRO with Wickhambrook Parish Council and that the cost (up to £2,500) would be funded from the precept and from the Parish Council's reserves. Part of the cost will be met by County Councillor Mary Evans who has agreed to pay for the traffic survey which is required as part of the process. Mary Evans also agreed to speak to Cowlinge Parish Council.

b) Trees along The Street

There are some brambles around the trees where the grass is cut which need to be removed. Adrian Lee agreed to carry out the work. It was resolved that the work would be authorised up to a maximum of £250.

11. To discuss the following playing field issues:

a) Latest inspection report

One new issue was raised. There is some peeling wood on posts supporting the basket swing which needs to be removed and sanded down. It was resolved that the clerk would email Sovereign to express the Parish Council's disappointment at the quality of the wood and ask if the work would be covered by the warranty. The wood will need to be sanded and treated. The clerk agreed to research wood preservative.

b) Quote for the work on the cricket pavilion

It was resolved that the quote from Adrian Lee Contract Services of £850 + VAT would be accepted and that the work would be carried out as soon as possible. The following work will be carried out:

- Remove the three front sections of the pavilion and the front railings and replace with support posts fixed to the concrete floor and roof trusses as required.
- Replace any rotting or damaged timber on the exterior of the pavilion and paint the complete outside with a brown wood preservative
- Paint the inside of the pavilion with a green wood preservative.
- Remove and dispose of all waste materials.

12. Village issues

No issues were raised.

13. Correspondence

a) Local Government Boundary Commission for England review of Suffolk County Council boundaries.

Stradishall will remain part of Clare division but the boundaries will change and will no longer include some villages in the western part of West Suffolk.

b) Email from Headway requesting a donation

It was resolved that no donation would be made.

There being no further business the meeting closed at 8.25pm.

Signed: Dated: