

**STRADISHALL PARISH COUNCIL****Minutes of the meeting held on Monday 6<sup>th</sup> July via Zoom due to the Coronavirus restrictions**

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

**Also present: County Councillor Mary Evans, district councillors Karen Richardson and Marion Rushbrook**

**1. Acceptance of apologies for absence**

Apologies were received from Ed Hollingsworth and the reason for absence accepted. District Councillor Jim Meikle also 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 Annual Meeting of the Parish Council held on Wednesday 20<sup>th</sup> May 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.

There was an accident on the A143 near the Cherry Tree pub with a young motorcyclist being killed. She is waiting to hear back from the Police about the cause of the accident.

Suffolk County Council is looking at the possibility of reducing the speed limit along the section of the A143 from the petrol station near the Highpoint Estate to Stradishall crossroads. The Parish Council asked if it would be possible to request more police enforcement as motorbikes travel at speed along this section and this is the second fatal accident within a year. Mary Evans agreed to send details about the next Roadsafes meeting on 14<sup>th</sup> July so that the Parish Council can submit a request for action to be taken to try and prevent further accidents.

Suffolk County Council's COVID updates will be scaling down shortly.

She has locality budget available for Stradishall.

**5. District Councillor's report**

Marion Rushbrook and Karen Richardson sent written reports prior to the meeting. They also have locality funding available for Stradishall.

**6. Update on list of actions agreed at the last meeting**

There was one outstanding councillor action. The VAS assessment form still needs to be completed.

**7. Police issue**

There were no police issues to report.

**8. 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 – **£5.65**
- Adrian Lee Contract Services Ltd – grass cutting, supply of backing boards and posts to install gym equipment user guide - Open Spaces Act 1906, ss 9 & 10 - **£858.00**

Jonathan Masefield and Ady Swift agreed to sign the Schedule of Payments after the meeting. The Chairman agreed to countersign the Schedule of Payments after the meeting.

**b) Approval of payments authorised between meetings**

No payments were authorised between meetings.

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

**Receipts**

Date	Bank	Description	Total
17/06/2020	HSBC reserve account	Bank interest received	£2.34

**Payments**

Date	Minute	Description	Supplier	Total
20/05/2020	229/12a	Churchyard maintenance	Stradishall PCC- St Margaret's Church	£600.00
20/05/2020	229/12a	Insurance	Business Services at CAS Ltd	£418.99
21/05/2020	229/12a	Clerk's expenses	J Kirk	£29.31
29/05/2020	225/8f	Clerk's salary	Stradishall Parish Council	
11/06/2020	225/8f	Pension payment	Risby Parish Council	£15.00
30/06/2020	225/8f	Clerk's salary	Stradishall Parish Council	

a) **Bank balances as of 29<sup>th</sup> June and confirmation of bank reconciliation**

HSBC current account	£8,342.98
HSBC reserve account	£5,927.03
<b>Total in Banks</b>	<b>£14,270.01</b>

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) **Update on the inspection of parish council property**

Adrian Lee has inspected all the Council property. No urgent actions are required apart from deciding what action to take with the cricket pavilion which has been vandalised.

f) **Bank mandate form**

The form has been signed by Ady Swift and Ed Hollingsworth and posted back to HSBC.

g) **Internal auditor's Report**

No issues were raised by the Internal Auditor Cathy Whitaker and the Annual Internal Audit Report 2019/20 has been completed. The clerk will submit the accounts to the external auditor PFK Littlejohn.

h) **Approval of the continued use of electronic banking**

It was resolved that Risby Parish Council would continue to use electronic banking.

i) **Disposal of Parish Council documents**

It was resolved that the clerk would be authorised to spend up to £60 to dispose of parish council documents with the cost split between her six councils.

9. **Planning**a) **DC/20/0971/TCA - 4 St Margaret's Place, Stradishall - Fell 7 Cypress trees**

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

10. **Highways/rights of way matters/tree or transport issues:**a) **Motorbike accident on the A143 near the Cherry Trees pub.**

It was resolved that the clerk would write to Roadsafe to ask whether they have any plans to tackle the problem of motorbikes speeding along the A143 as the Parish Council is concerned following two fatal accidents within a year.

11. **Review of the following policy documents**a) **Financial Regulations**

It was resolved that the following amendment would be made to section 4.5:

~~In cases of extreme risk to the delivery of council services, The clerk in conjunction with the Chairman may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.~~

b) **Standing Orders**

It was resolved that the following amendments would be made:

Section 1b - A public forum will be held at the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.

Section 1c - *If public meetings are not allowed (as for example during the Coronavirus outbreak in 2020), remote meetings will be held via Zoom. Members of the public can request the meeting login details and join the meeting. A public forum will be held at the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.*

Section 3d - *If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Monitoring Officer at West Suffolk Council.*

**c) Equal Opportunities Policy**

It was resolved that no amendments were necessary.

**12. Approval of policy documents**

**a) Protocol for dealing with correspondence**

It was resolved that the Protocol for dealing with correspondence would be approved and uploaded onto the website.

**b) Email policy for councillors**

It was resolved that the Email Policy would be approved and uploaded onto the website and that councillors would set up separate accounts for Parish Council emails, if they do not have them already.

**c) Procedure for handling requests for information**

It was resolved that the Procedure for Handling Requests for Information would be approved and uploaded onto the website

**d) Filming and recording at meetings policy**

It was resolved that the Filming and Recording at Meetings Policy would be approved and uploaded onto the website

**e) Persistent and vexatious complaints and correspondence policy**

It was resolved that the Persistent and Vexatious Complaints and Correspondence Policy would be approved and uploaded onto the website.

**f) Planning applications and how to respond**

It was resolved that the document Planning Applications and How to Respond would be approved and uploaded onto the website along with an explanation of the role of the Parish Council in dealing with planning applications.

**g) Co-option policy**

It was resolved that the Co-option Policy would be approved and uploaded onto the website.

**h) Local Government Association (LGA) consultation on a new model member code of conduct.**

It was resolved that no comments would be submitted.

**i) To discuss the following playing field issues:**

**a) Latest play inspection report**

No inspections were carried out during the recent lockdown however inspections have begun again now.

**b) Purchase of picnic benches for the playing field**

It was resolved that the clerk would be authorised to order two picnic benches at a cost of £398.58 each. Details will be sent to the councillors prior to ordering and the benches will be delivered to Adrian Lee to be stored until councillors feel it is safe move them to the playing field.

**c) Cricket pavilion**

Adrian Lee and Ian Hutchinson agreed to inspect the cricket pavilion and report back at the next meeting.

**d) Re-opening of the play and gym equipment**

Government restrictions have been relaxed and outdoor play and gym equipment can now re-open. It was resolved that the equipment on the playing field would be re-opened, but that safety notices would be displayed stating that it is the responsibility of individual users to ensure that the safety guidelines are followed.

Adrian Lee agreed to remove the ropes and tape and the clerk agreed to put information on the website about the safe use of the play and gym equipment. Ady Swift agreed to put something on the village Facebook page as well

**12. Village issues**

No issues were raised.

**13. Correspondence**

No correspondence has been received.

**There being no further business the meeting closed at 8.09pm.**

**Signed:** ..... **Dated:** .....