

## STRADISHALL PARISH COUNCIL

Minutes of the meeting held on Monday 7<sup>th</sup> September 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: County Councillor Mary Evans and district councillor and Marion Rushbrook

**1. Acceptance of apologies for absence**

District Councillors Karen Richardson and Jim Meikle sent their 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 6<sup>th</sup> July 2020 and the planning meeting held on Monday 10<sup>th</sup> August.**

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. She updated councillors about a Coronavirus outbreak at Samuel Ward School in Haverhill. The school is currently closed.

**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.

**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**
- Risby Parish Council – annual phone costs (12% of cost of clerk's mobile phone) - LGA 1972, s111 - **£24.39**
- Risby Parish Council – print cartridge (1/6) - LGA 1972, s111 - **£7.90**
- Scribe – accounting software - LGA 1972, s111 - **£69.40**
- J P Kirk – expenses - LGA 1972, s111 - **£12.67**

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

**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**

**Payments**

Date	Description	Supplier	Total
07/07/2020	Grass cutting and putting up information board	Adrian Lee Contract Services	£858.00
07/07/2020	PAYE	HMRC	£142.20
07/07/2020	Clerk's expenses	J Kirk	£5.65
10/07/2020	Pension payment	Risby Parish Council	£15.00
30/07/2020	Clerk's salary	Stradishall Parish Council	
10/08/2020	Pension payment	Risby Parish Council	£15.00

13/08/2020	Accessibility audit, scan and fix service - One Suffolk	Community Action Suffolk	£144.00
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a) **Bank balances as of 25<sup>th</sup> August 2020 and confirmation of bank reconciliation**

HSBC current account	£6,718.69
HSBC reserve account	£5,927.03
<b>Total in Banks</b>	<b>£12,645.72</b>

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

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

Jonathan Masefield completed and signed the checklist of internal controls.

e) **Six-month budget review**

Expenditure against the budget is currently on track. There was an overspend of £70 on website costs due to the website accessibility audit carried out by One Suffolk to ensure that the Parish Council's website meets the international WCAG 2.1 AA accessibility standard.

f) **Update on the progress of the bank mandate form and the Parish Council's complaint to HSBC**

HSBC has investigated the complaint and agreed that the clerk was given incorrect information about which form to complete. They will speak to their adviser and will pass on her feedback to the relevant team. They have also credited the Parish Council's account with a 'with apologies' payment of £100.

9. **Planning**

a) **Government consultations - *Changes to the current planning system, Planning for the future and Transparency and competition: a call for evidence on data on land control***

NALC has asked parish councils to submit responses to a number of questions about these consultations. It was resolved that Ed Hollingsworth, Ady Swift and Debbie Gates would form a working party to review the questions and prepare the Council's response.

b) **DC/20/1219/LB - Home Cottage, The Street - (i) replace existing roof with new supporting structure as required with glass panels in kitchen roof (ii) Replace guttering and fit downpipe**

This application arrived after the agenda had been published. It was resolved that an additional planning meeting would not be required as pre-application advice was sought from West Suffolk Council, the work will have no impact on the actual listed building and the work is at the rear of the property and will not affect neighbouring properties.

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

a) **Email from Quiet Lanes Suffolk about their Quiet Lanes initiative**

It was resolved that no response would be submitted as councillors felt that there were no suitable lanes in Stradishall.

b) **Email from Police and Crime Commissioner about the fatal accidents and speeding on A143**

The Parish Council has received an email from Police and Crime Commissioner Tim Passmore in response to the Council's concerns about the two fatal accidents.

Suffolk Police has a number of enforcement options available to target speeding concerns across the county. This includes the Road Casualty Reduction team (RCRT), who are a team of police motorcyclists who target 'Fatal 4' offences. They work to engage, explain and enforce messaging with motorcyclists. This includes the Safe Rider workshops where the attendees are given an introduction to Road Craft, applying the theory of safer riding practices. The following day they are taken in small groups for a ride with Class 1 Police motorcyclist where they can demonstrate and be shown the principles in practice. They also receive a first aid input geared to motorcyclists. The majority of the costs are met by the Road Safety partnership with a small fee paid by each rider.

In addition to this the RCRT has taken delivery of an unmarked Police motorcycle for use by the RCRT. This vehicle will gather evidence and target motorcyclists and other motorists who behave in a dangerous or careless manner.

It was resolved that the clerk would respond to Tim Passmore asking for RCRT to visit Stradishall and engage with motorcyclists, particularly on a Sunday when the problem is at its worst.

Mary Evans agreed to look into the possibility of reducing the speed limit near the Highpoint Estate to 30mph. It was resolved that the Parish Council would also ask if it would be possible to install 'Children Crossing' signs.

**c) Email from a resident about parking in the turning circle near Cricket Meadow**

Councillors discussed the problem with Mary Evans. As there are no yellow lines or traffic restrictions, parking in the turning circle cannot be enforced.

Mary Evans suggested an informal approach first with signs, notices and an article in the newsletter asking people to park considerately and not block the turning circle.

A Traffic Regulation Order would be required to put in parking restrictions. This takes a long time, is expensive (about £5,000) and unlikely to be enforced.

It was resolved that a sign would be installed reminding people that it is a turning circle and asking people not to park there. A notice to this effect will also be included in the newsletter. If this has no impact, notices could be delivered to households nearby and given to drivers who park in the turning circle.

**d) Blocked ditch along the A143**

The ditch along the 143 has trees growing in it and are causing an obstruction when the ditch is full. Robert Deeks agreed to report it online to Suffolk County Council.

**11. To approve amendments to the Council's Financial Regulations and Financial Standing Orders as recommended by NALC**

**a) Financial Regulations**

NALC has not yet issued advice regarding their model financial regulations, however it was resolved that following footnotes would be added to the bottom of **section 11** to show the correct thresholds for contracts as advised by SALC:

**Section 11 – Contracts**

The footnotes should now read

- **For public supply and public service contracts £189,330**
- **For public works contracts £4,733,252**

**b) Standing Orders**

It was also resolved the following amendments would be made as recommended by NALC:

Section 18 – Financial controls and Procurement (parts f and g)

**f) *A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.***

**g) *A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.***

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

**a) Cricket pavilion**

Adrian Lee and Ian Hutchinson have inspected the cricket pavilion. It was resolved that the cricket pavilion would be repurposed as a covered shelter for village events. The front will be removed with 4 X 4 posts put in to support the structure and it will be repainted. Adrian Lee agreed to provide a quote. The clerk agreed to contact West Suffolk Council to find out if locality funding could be used for the work

**b) 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. Adrian Lee agreed to have a look and report back.

**12. Village issues**

No issues were raised.

**13. Correspondence**

No correspondence has been received.

**There being no further business the meeting closed at 8pm.**

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