

STRADISHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 10th May 2021

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

Also present: District councillors Marion Rushbrook, Karen Richardson and Nick Clarke and six members of the public.

Open Forum:

The following issues were raised:

- Speeding on the A143 and Edmunds Hill and extending the 30mph speed limit up Edmunds Hill.
 - Planning application DC/21/0614/FUL
- 1. Election of chairman**
Ady Swift was nominated and following a vote, it was resolved that he would be chairman.
 - 2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**
The chairman signed a Declaration of Acceptance of Office.
 - 3. To elect a vice chairman**
It was resolved that Ian Hutchinson would be vice-chairman. The Chairman thanked Adrian Lee for all his support as vice-chairman.
 - 4. Register of Members' Interests form.**
Councillors confirmed that their Register of Interest forms did not need updating.
 - 5. Acceptance of apologies for absence**
No apologies were received.
 - 6. General Power of Competence**
It was resolved that Stradishall Parish Council meets the criteria for the General Power of Competence as $\frac{2}{3}$ of the councillors were elected on 2nd May 2019 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.
 - 7. Declaration of Interest in items on the agenda and dispensation requests**
Ed Hollingsworth declared an interest in planning application DC/21/0614/FUL. No dispensation requests were received.
 - 8. Approval of minutes of meeting held on Monday 1st March 2021**
It was resolved that the minutes were correct. The chairman signed them.
 - 9. Update on list of actions agreed at the last meeting**
There were two outstanding councillor actions.
 - 10. Finance**
 - a) Approval of any payments and signing of Schedule of Payments**
It was resolved that the following payments would be approved:
 - St Margaret's Church – donation towards cost of churchyard maintenance as agreed in the budget – Local Government Act 1972, s214(6) - **£600.00**
 - Cathy Whitaker – internal audit – LGA 1972, s111 - **£65.00**
 - Zoom – annual subscription (1/8) - LGA 1972, s111 - **£17.99**
 - J P Kirk – expenses - LGA 1972, s111 - **£7.29**
 Jonathan Masefield and Ady Swift signed the Schedule of Payments.. The Chairman countersigned it.
 - b) Approval of payments authorised between meetings**
No payments were authorised between meetings.
 - c) Statement of receipts and payments made since 1st April 2021**

Receipts

Date	Supplier	Description	Total
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07/04/2021	HMRC	VAT refund 2020-21	£640.45
29/04/2021	West Suffolk Council	Precept	£7,902.00

Payments

Date	Supplier
April 2021	Staff costs as per confidential cashbook

It was resolved that the statement of receipts and payments would be approved.

d) **balances as of 30th April 2021**

HSBC current account	£10,342.76
HSBC reserve account	£5,927.48
Total in Banks	£16,270.24

Jonathan Masefield verified the bank statements.

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

Jonathan Masefield completed the checklist of internal controls.

f) **Update on the inspection of parish council property carried out by Adrian Lee**

This item is ongoing.

f) **Internal auditor's report**

No issues were raised.

g) **To approve Stradishall Parish Council's Annual Governance Statement 2020/21 (see separate document) and section 1 of the Annual Governance and Accountability Return 2020/21.**

It was resolved that Stradishall Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2020/21 would be approved. The Chairman and RFO agreed to sign it after the meeting.

h) **To approve and sign section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statements 2020/21**

It was resolved that section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21 would be approved. The Chairman and RFO agreed to sign it after the meeting

i) **To decide whether Stradishall PC should submit a Certificate of Exemption from an external audit**

It was resolved that Stradishall Parish Council would submit a Certificate of Exemption from an external audit as its income in 2020/21 was £8,223 and its expenditure was £8,090 which is below the £25,000 threshold for an external audit. The Chairman and RFO agreed to sign the Certificate of Exemption after the meeting.

j) **To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report would be approved.

k) **Precept information for 2020/21**

A precept payment of £7,902 was received on 29th April 2021

11. Planning

a) **DC/21/0614/FUL - The Cold Store, The Street, Stradishall - Planning application for change of use of agricultural storage building to (class E) storage and distribution**

This item was deferred until the end of the meeting.

b) **DC/21/0802/FUL – Little Thatches – Edmunds Hill, Stradishall - refurbishment of existing kennels including replacement roof and weather boarding**

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

c) **DC/21/0763/HH – Hound House, The Street, Stradishall – a) alterations of window and doors to east west and rear elevations b) demolition of rear porch**

It was resolved that no objections would be made to this application however a comment would be submitted that the work should be carried out during working hours only to minimise the disruption to neighbours.

d) **TPO/11(2020) – 21 St Margaret's Place – confirmation of TPO – for information only**

12. Highways/rights of way matters/tree or transport issues

No additional issues were raised.

13. To discuss the advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors – for information only.

14. To discuss any playing field issues

a) Latest play inspection report

No new issues were raised.

15. Email from the Joint Emergency Planning Unit about Stradishall’s Emergency Plan which needs updating

The Emergency Plan is currently being updated.

16. To discuss any village issues

a) Litter picking

There are a number of residents who pick up litter voluntarily. The Parish Council will organise a litter pick once COVID guidelines allow it.

b) Bin stickers

It was resolved that 100 bin stickers would be ordered at a cost of £100 once the application for locality funding has been approved.

c) Future of the phone box

A flyer has been prepared and will be delivered to households near the phone box.

17. Correspondence

No correspondence was received.

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

The following items are for including on the next agenda:

- Holding future meetings in Café 33 or the Church
- Tackling speeding including on Edmunds Hill

19. DC/21/0614/FUL - The Cold Store, The Street, Stradishall - Planning application for change of use of agricultural storage building to (class E) storage and distribution

Ed Hollingsworth left the meeting.

It was resolved that the Parish Council would object to this application due to concerns about the impact on the residential amenity of neighbouring properties. It is clear from the neighbours’ responses that there is a noise impact, and that the operation appears to be taking place outside of the hours of 8am – 4pm stated in the application. The cold store activity was very seasonal whereas this activity seems to be more constant. Lorries are parking overnight and generating noise which is not compatible with the facility being so close to residential properties. Noise impact should be monitored and restricted to 8 - 4pm weekdays only. A noise impact assessment should also be carried out before a decision is made by West Suffolk.

The Parish Council supports the recommendation by Suffolk Fire and Rescue to install a sprinkler system.

There being no further business the meeting closed at 9pm

Signed: **Dated:**