

**STRADISHALL PARISH COUNCIL**  
**Minutes of the meeting held on Monday 1<sup>st</sup> November 2021**

**Councillors present:** Ady Swift (chairman), Adrian Lee, Ed Hollingsworth, Robert Deeks, Debbie Gates.

**Also present:** District councillors Nick Clarke and Marion Rushbrook and four members of the public.

**1. Acceptance of apologies for absence**

Apologies were received from Ian Hutchinson and Jonathan Masefield and the reason for absence accepted. County Councillor Bobby Bennett and District Councillor Karen Richardson also 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 minutes of the meeting held on Monday 6<sup>th</sup> September 2021**

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

**4. Public session**

a) Planning application DC/21/0614/FUL and thanks to the Parish Council for their support.

**5. County Councillor's report**

No report was received.

**6. District Councillors' report**

A written report was received. The report is available on the Parish Council's website at:

<http://stradishall.onesuffolk.net/about-us/meetings/meetings-reports/1st-november-2021/>

**7. Police issues**

No issues were raised.

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

There were 4 outstanding councillor actions.

Quote for planters:

- Wooden planter - 4 x 2ft x 2ft - **£282.00**
- Galvanised steel water troughs 4ft x 1.5ft - **£94.30 + VAT** or 6ft x 1.5ft - **£121.15 + VAT**

Two step authorisation.

2 step authorisation is a paid service through HSBCnet. It was resolved that the Council would continue with the current arrangement subject to the existing robust financial controls which are already in place and review the when the mandate next needs updating as Stradishall Parish Council would need to switch to a bank which offers this as a free service.

**9. Finance**

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

It was resolved that the following payments would be approved:

- J P Kirk – expenses – LGA 1972, 2111 - **£14.79**
- Adrian Lee Contracting Services – grass cutting – Open Spaces Act 1906, ss 9 and 10 - **£765.00**

Ed Hollingsworth and Robert Deeks signed the Schedule of Payments. The Chairman countersigned it.

**10. Approval of payments authorised between meetings**

No payments were authorised between meetings.

**11. Statement of receipts and payments made since the last meeting**

**Receipts**

Date	Description	Total
17/09/2021	Bank interest received	£0.15

**Payments**

Date	Minute	Description	Supplier	Total
07/09/2021	261/9a	Repairs to cricket pavilion	Adrian Lee Contract Services	£1,020.00
07/09/2021	261/9a	Clerk's expenses	J Kirk	£30.01

07/09/2021	261/9a	Phone costs	Risby Parish Council	£23.90
01/10/2021	261/9a	Scribe accounting software	Starboard Systems Ltd	£138.00
06/10/2021	250/8f	Website hosting fee	Community Action Suffolk	£60.00
06/10/2021	250/8f	Hedge cutting	K Hutchinson & Son	£157.50
Staff costs as per confidential cashbook				

## 12. Bank balances as of 20<sup>th</sup> October 2021

HSBC current account	£5,477.80
HSBC reserve account	£5,927.78
<b>Total in Banks</b>	<b>£11,405.58</b>

Ed Hollingsworth verified and signed the bank statements.

## 13. Signatory to complete the checklist of Internal Controls

Ed Hollingsworth completed and signed the checklist of internal controls.

## 14. Budget 2022/23, financial summary and reserves balance

### Financial summary

<b>Current Account B/F 01/04/21</b>	<b>£2,158</b>
Plus precept	£7,902
Plus other income (VAT refund, locality funding)	£740
Less estimated outgoings for this financial year	£8,418
<b>Estimated bank balance at 31/03/22</b>	<b>£2,382</b>
<b>Deposit account balance B/F 1/04/21</b>	<b>£5,927</b>
Plus bank interest	£0.00
Less transfers to current account	£0
<b>Estimated balance at 31/03/22</b>	<b>£5,927</b>
<b>Predicted total in both accounts</b>	<b>£8,309</b>
Less allocated reserves	£2,895
<b>General reserve at yearend</b>	<b>£5,414</b>

### Reserves balance as of 19<sup>th</sup> October 2021

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Current Balance</u>
<b>Earmarked</b>			
Election costs	£1,090.00		£1,090.00
Clerk and councillor training	£40.00		£40.00
Playing field maintenance	£739.00	-£739.00	
Playing field project	£1,215.00		£1,215.00
Playing field (moles)	£150.00		£150.00
Village events (toilet hire)	£100.00		£100.00
Inspection of play equipment	£300.00		£300.00
<b>TOTAL RESERVE</b>	<b>£3,634.00</b>	<b>-£739.00</b>	<b>£2,895.00</b>
<b>GENERAL FUND</b>			£8,725.73
<b>TOTAL FUNDS</b>			<b>£11,620.73</b>

It was resolved that:

- The 2022/23 budget would be approved.
- £400 would be allocated in the budget for an additional verge cut if required.

- The precept request would be £8,395. The parish council element for a band D household will be £48.69 per annum an increase from £46.22 which equates to £2.47 per annum per band D household, an increase of 5.34%. The clerk and Chairman signed the Parish Estimates form
- All budgeted amounts which have not been spent by the end of the financial year will be transferred into the Council's earmarked reserves.

**15. To discuss the following planning issues**

**a) Update on DC/21/0614/FUL – The Coldstore**

The application will go to Development Control on 3rd November, however an application has been submitted to move the site to Apple Acre Farm in Hundon.

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

**a) Suffolk County Council's lorry routes review**

As no concerns have been raised in recent months, it was resolved that no comments would be submitted.

**17. To discuss any playing field issues**

**a) Latest play inspection report**

No new issues raised.

**b) Visit to playing field by Sovereign inspector**

Adrian Lee and Jonathan Masefield met Sovereign's RPI inspector on Friday 15<sup>th</sup> October. He explained that generally the timber supplier's warranty only covers the wood before it has been installed. Once it has holes etc in it, the warranty is no longer valid. Cracking is the result of natural shrinkage and ROSPA only recommends action once the gap is 13mm.

He agreed that some of the timber needs to be replaced (5 pieces). He also felt that the loose piece of gym equipment (the slalom skier) was not installed properly.

Since the inspection, Sovereign has confirmed that it will replace the timber under warranty but not loose slalom skier and has quoted £1,103.30 for the work.

It was resolved that:

- The Parish Council would not accept the quote from Sovereign as they felt that the quote was excessive.
- Adrian Lee would quote for the work.
- The work would be authorised up to £500.
- The slalom skier will be removed until the work is carried out.

**18. To discuss the following policy documents:**

**a) Public participation at meetings**

It was resolved that the document 'Public Participation at Meetings' would be approved and uploaded onto the website.

**19. To discuss any village issues**

**a) Queen's Platinum Jubilee**

• **Organising a village event**

Councillors agreed that it would be good to hold a village event to celebrate the Queen's Platinum Jubilee. Suggestions included a street party or afternoon tea. A working group of volunteers will need to be set up to set a date and organise the event. Ady Swift agreed to put something on the Stradishall Facebook page asking for ideas of possible events and volunteers.

• **Queen's Green Canopy project**

It was resolved that :

- The Parish Council would plant two silver birches on the playing field.
- A commemoration plaque would be installed to celebrate the Queen's Platinum Jubilee with an unveiling at the village event.
- Debbie Gates would visit Simpsons Garden Centre to find out the cost of trees (4-5ft).
- Subject to availability of trees, a payment of £200 - £300 would be approved.

**b) Organising a village tidy up**

Ady Swift agreed to set a date and publicise it on the village Facebook page with the offer of a bacon roll and drink afterwards. A risk assessment will be carried out for volunteers who wish to be covered by the Parish Council's insurance.

**c) Future of the phone box**

The feedback from residents was that it would be a good idea to adopt the phone box, with the most popular use being to install a defibrillator and information board.

It was resolved that:

- The Parish Council would adopt the phone box from BT for £1. The clerk agreed to check that BT will still meet the costs of providing power.
- The Parish Council would buy two defibrillators – one for the phone box and one to be installed outside Café 33.
- The clerk would contact West Suffolk Council to find out if any funding is available for defibrillators.

**20. Correspondence**

**a) Email from HMP Highpoint about proposals for three new prison blocks and other works - for information as a formal planning application has not been submitted yet.**

The extra blocks will accommodate an additional 700 men. The blocks will be within the current perimeter along with additional parking.

**b) Email from Tilbrook's Landscape Ltd offering weed control on highways and pavements**

It was agreed that this information would be kept on file should any future work be required.

**c) Email from BSEVC requesting a donation**

It was resolved that no donation would be made.

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

No issues were raised.

**There being no further business the meeting closed at 8.10pm**

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