

**STRADISHALL PARISH COUNCIL**  
**Minutes of the meeting held on Monday 4<sup>th</sup> July 2022**

**PRESENT:** Parish councillors Ian Hutchinson (Chairman), Ady Swift, Adrian Lee, Jonathan Masefield and Debbie Gates.

**Also present:** Sally Allen (clerk), District Councillors Marion Rushbrook, Karen Richardson and Nick Clarke and three members of the public

The new chair, Ian Hutchinson, thanked Adrian Swift for all he had done in his time as Chairman of the Parish council.

**1. Apologies and reason for absence**

Apologies were received from Robert Deeks and Ed Hollingsworth and the reason for absence accepted.

**2. Declaration of interest by Councillors 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 Monday 9<sup>th</sup> May 2022.**

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

**4. Public session (10 minutes)**

The following issues were raised:

- The planning application for Stradishall garage. A resident asked if there has been any update. Councillor Nick Clarke advised that the current application would not be approved due to the size of the proposed development.
- Phillip Rous gave an update on the church fundraisers, all of which will be advertised in the Parish Pump, but they would welcome ideas for further fundraising. The following were suggested: a wine tasting and curry night, which could be held in the Café, a classic car show, a BBQ and car boot sale.
- Stradishall village sign needs repainting and possible repairing.

**5. County 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/4-July-2022>

**6. District Councillor's 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/4-July-2022>

Councillor Nick Clarke also spoke about the following:

- Core UK SPF fund. Timescales are very short so anyone wishing to apply needs to do so soon.
- The planning application for HMP has been put back to August due to speeding concerns on the A143 particularly at Sterling house. This will be looked at due to the additional traffic planning approval would bring.
- Proposed Solar Farm on land south of the prison. The landowner has said he would manage the land but the public footpath needs to be clearly marked.
- The proposed location for the new car park at Highpoint prison has been moved.
- The Highpoint ring road repairs have commenced.
- Highpoint Estate roads. Work was due to commence but following discussions with Bredens who were to carry out the work, they advised of a possible flood risk. A flood risk assessment has been undertaken and the report has been submitted. Work should start in 3-4 weeks.

**7. Police issues**

No issues were raised

**8. To receive an update on the list of actions agreed at the last meeting.**

There were two outstanding councillor actions.

**9. To discuss the following financial issues:**

**a) Approval of any payments and signing of schedule of payments.**

It was resolved the following payments would be approved:

- HMRC – PAYE - LGA 1972, s111 – **£127.40**
- J Kirk – mileage BSE – Exning – BSE – delivering and collecting accounts (1/s) on 09/04 and 05/05 - LGA 1972, s111 - **£5.22**
- S Allen – expenses - LGA 1972, s111 - **£40.59**
- John Nixon Ltd - Toilet hire for village event on 9<sup>th</sup> July – GPC - **£114.00**
- Adrian Lee Contract Services Ltd – grass cutting, repairs to the cricket pavilion and supply of posts and ties and planting Jubilee trees - Open Spaces Act 1906, ss9 and 10 - **£996.00**
- Risby Parish Council – print cartridge (10%) - LGA 1972, s111 – **£5.08**

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

No payments were authorised between meetings.

**c) To receive a statement of receipts and payments made since the last meeting.**

**Receipts**

Date	Description	Supplier	Total
17/06/2022	Bank interest received (HSBC Reserve account)	HSBC	£0.94

**Payments**

Date	Minute	Description	Supplier	Total
07/05/2022	270/10e	Bank charges	HSBC	£8.00
19/05/2022	280/11a	Internal audit fee	Cathy Whitaker	£70.00
19/05/2022	280/11a	Churchyard maintenance	Stradishall PCC- St Margaret's Church	£600.00
19/05/2022	280/11a	SALC subscription	Suffolk Association of Local Councils	£238.87
25/05/2022	280/11a	Insurance	Business Services at CAS Ltd	£521.47
25/05/2022	280/11a	Clerk's expenses	J Kirk	£5.28
25/05/2022	283/15a	Toilet hire for village event	John Nixon Ltd	£114.00
01/06/2022	282/15a	Defibrillator	London Hearts	£1,241.00
07/06/2022	270/10e	Bank charges	HSBC	£8.00

Staff costs as per confidential cashbook

**d) Bank balances and confirmation of bank reconciliation.**

HSBC current account	£2,439.19
HSBC reserve account	£11,929.11
<b>Total in Banks</b>	<b>£14,368.30</b>

Jonathon Masefield and Ady Swift verified and signed the bank statements and bank reconciliations.

**e) Councillor to complete the checklist of Internal Controls.**

Jonathon Masefield and Ady Swift signed the checklist of internal controls.

**f) Update on the inspection of Parish Council property.**

Adrian Lee had inspected all the Parish Council's property. No issues were raised.

**g) Approval of the continued use of electronic banking.**

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

**10. Planning issues**

**a) West Suffolk Council's Preferred Options consultation.**

**Part one**

*Do you agree with the categorisation of Stradishall as a type B village?*

Councillors agreed with the classification of Stradishall as a type B village.

**Part two**

*Has West Suffolk Council identified the correct new development management policies?*

*Is anything missing?*

Councillors felt that the new development management policies were correct and there was nothing missing.

**Part three**

*What are your thoughts on the types of development allowed in type B villages?*

Part three lists the following development possibilities in type B villages:

- 6.3. There may be circumstances where policies will allow development to take place in either type B villages or in the countryside and further details are set out in part two of this plan. Examples of where development may be appropriate include:
- Small scale infill residential development comprising one or two dwellings.
  - Replacement of existing dwellings on a one for one basis.
  - Conversion and re-use of buildings for employment or residential purposes.
  - An affordable housing exception site within or adjacent to a settlement boundary.
  - An agricultural and/or essential workers dwelling.
  - Where a neighbourhood plan is prepared and proposes site allocations.

Councillors felt that these types of development were appropriate. It was resolved that the Council's comments would be submitted to West Suffolk Council.

**11. To review the following policy documents:**

**a) Financial Regulations**

It was resolved that no amendments were necessary.

**b) Standing Orders**

It was resolved that the following amendments would be made and the amended version uploaded onto the website:

**17. MEETINGS**

- a) Meetings of the Council will be held on the first Monday (excluding Bank Holidays) in January, March, May, July, September and November unless otherwise notified. Dates of meetings can only be changed with the agreement of the Chairman and clerk if a meeting is not going to be quorate. Meetings will commence at 7p.m. ~~unless members of the public are present in which case the meeting will start at 7.15pm following the open forum.~~*
- b) A public session will be held near the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.*
- c) 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 are welcome to join Zoom meetings. Login details will be included on the published agenda. A public session will be held near the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.*

**12. New Model Code of Conduct 'Other Disclosable interests' forms.**

Councillors present completed the forms.

**13. Highways/Rights of Way issues/tree/transport issues.**

The following items were raised:

- There is standing water along Mill Lane which needs to be reported.
- The hedges on the left at the Junction from Wickhambrook to Stradishall need trimming back as visibility is reduced. Adrian Swift agreed to report it online and Marion Rushbrook agreed to follow up.
- The bridlepath next to Yew Tree farm has an ongoing issue. The clerk agreed to contact SCC Rights of Way for an update.

**14. Playing field issues:**

**a) Latest play inspection report.**

No new issues were raised.

**b) Installation of new benches**

Sovereign has given the date of the week ending 22<sup>nd</sup> July for the installation . Adrian Lee suggested that one bench be placed by the gym equipment and the other by the play area. It was resolved that these locations would be approved. Adrian Lee will meet the contractor on site.

**15. Village issues:**

**a) Update on the purchase of the defibrillator for outside Café 33**

The defibrillator has now been delivered. A local electrician has offered to install the defibrillator free of charge. It was resolved that the Parish Council would accept this quote and thank the resident for helping out.

Once it goes live it will be registered with East of England Ambulance Service. There is also a link to free online training which can be shared with residents who are interested in learning how to use it.

As the defibrillator is heated in the winter and the cost is between £10 and £30 pound a year depending on how cold it is, it was resolved that Stradishall Parish council would make an annual payment to Café 33 to cover the costs.

**b) Adopting the phone box and offer of a donation towards the cost of a defibrillator for the phone box in The Street.**

A resident has offered to pay for a second defibrillator for the phone box. As the phone box is listed, Stradishall Parish Council sought advice from the Conservation Officer at West Suffolk Council who has confirmed that Listed Building Consent would not be required if the defibrillator is fixed to the existing solid panel at the back of the phone box and no structural changes are made to the fabric of the phone box. Listed Building Consent may be required for any signage, however.

If the defibrillator is purchased from London Hearts, they are able to adopt the phone box on behalf of Stradishall parish council through BT.

It was resolved that:

- The offer from the resident to pay for this defibrillator would be accepted. The Parish Council will confirm the cost of a defibrillator with London Hearts and notify the resident of the cost before proceeding.
- The Parish Council would contact West Suffolk Council about possible signage.

**16. Fund raising ideas for the church**

Adrian Swift's daughter has recently been creating pictures of local landscapes and selling them, with a donation from each sale going to charity. She has offered this donation to the church.

**17. Correspondence:**

No correspondence was received

**18. Any other business for noting or including on the agenda of the meeting on Monday 5<sup>th</sup> September 2022.**

The following items are for noting:

- The Village Welcome pack has been updated however there a few items which need amending. The clerk agreed to do this.

The following items are for including on the next agenda:

- The suggestion to provide a bench to commemorate the Queen's Platinum Jubilee.
- The pavilion roof. A quote of £2,300 has been received for a box profile sheet metal roof which would be self-supporting, to replace the current roof. The materials amount to £1,600 including VAT which can be reclaimed. District Councillor Marion Rushbrook suggested that WSC locality funding could be used. The clerk agreed to contact her about this.
- The village sign needs repairing/repainting. It was suggested that Highpoint prison may be able to help with this. Councillor Nick Clarke suggested contacting Natalie Jedson, Chair of HERA.

**There being no further business the meeting closed at 8.01pm**

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