

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 9th January 2023

Councillors present: Ian Hutchinson (Chairman), Adrian Lee, Ady Swift, Jonathan Masefield, Robert Deeks and Ed Hollingsworth.

Also present: District councillors Karen Richardson and Nick Clarke and two members of the public.

1. Acceptance of apologies for absence.

Apologies were received from Debbie Gates and the reason for absence accepted. District Councillor Marion Rushbrook also sent her 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 7th November 2022.

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

4. Public session.

The following issues were raised during the public session:

- Philip Rous and Robert Helliwell from Stradishall PCC updated the Parish Council about the progress of the work on St Margaret's Church. The PCC carried out a survey about the possibility of creating a community hub in the church. The response rate was 35% with the majority (61 out of 68) supporting the use of the church as a community hub.
- The two issues which need resolving are car parking and funding. One suggestion is to use the car park on the playing field, but this is not ideal because of the distance from the church and the cost of installing lighting and a path through to the church.

5. County Councillor's report.

Cllr Bobby Bennett spoke about the following:

- 24,000 tons of salt are available for gritting Suffolk roads.
- They are asking communities to look out for one another through the winter. There are warm spaces available across Suffolk.
- Suffolk County Council's budget will be approved shortly.
- Complaints have been received about white lines on the B1063. They are going to be repainted.

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/9th-january-2023/>

7. Police issues.

No issues were raised.

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

There were no outstanding councillor actions.

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, 211 – **£19.09**
- HMRC – PAYE - LGA 1972, 211 – **£193.80**

Jonathan Masefield and Robert Deeks signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings.

One payment was authorised between meetings – Community Heartbeat Trust – replacement defibrillator pads and emergency kit following the deployment of the defibrillator - **£172.80**

c) Statement of receipts and payments made since the last meeting.

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

Receipts

Date	Description	Supplier	Total
08/12/2022	Locality funding for repainting village sign	Suffolk County Council	£300.00

Payments

Date	Minute	Description	Supplier	Total
08/11/2022	292/9a	Clerk's expenses	J Kirk	£1.40
08/11/2022	292/9a	Clerk's expenses	J Kirk	£12.24
08/11/2022	292/9a	Refund of training costs 1/5	Moulton Parish Council	£6.24
08/11/2022	292/9a	Grass cutting	Adrian Lee Contract Services	£756.00
08/11/2022	292/9a	Hedge cutting	Adrian Lee Contract Services	£282.00
08/11/2022	292/9a	Repairs to village sign	Adrian Lee Contract Services	£1,080.00
08/11/2022	295/15a	Donation	Suffolk Accident Rescue Service	£50.00
08/11/2022	270/10e	Bank charges	HSBC	£8.00
17/11/2022		Replacement defibrillator pads and emergency kit	The Community Heartbeat Trust	£172.80
08/12/2022	270/10e	Bank charges	HSBC	£8.00
Staff costs as per confidential cashbook				

d) Bank balances as of 30th December 2022.

HSBC current account	£959.67
HSBC reserve account	£6,933.15
Total in Banks	£7,892.82

Jonathan Masefield and Robert Deeks verified and signed the bank statements.

e) Signatory to complete the checklist of Internal Controls.

Jonathan Masefield completed and signed the checklist of internal controls.

f) Approval of regular payments for 2023/24

It was resolved that the following regular payments would be approved.

Payment	2022/23	2023/24
	Amount ex VAT	Amount ex VAT
Admin costs		
Community Action Suffolk - Insurance	£522	£522
Internal audit fee	£70	£75
SALC subscription	£239	£250
Scribe accounting software	£115	£138
Risby Parish Council - phone costs	£16	£20
Stationery (print cartridges - shared cost)	£20	£20
CAS Ltd - website hosting fee	£50	£50
ICO - data protection fee	£35	£35
Bank charges	£96	£96
Maintenance costs		
Grass cutting	£1,260	£1,260
Hedge cutting	£350	£415
Ongoing authorisations (as and when required)		
Replacement parts and ongoing maintenance of play equipment	£500	£500
Replacement parts and ongoing maintenance of defibrillator.	£200	£250
Staff costs		

Staff costs as per confidential cash book (salary costs, PAYE and pension costs)

- g) To approve the Internal Control Statement for the year ended 31st March 2022.**
It was resolved that the Internal Control Statement would be approved.
- h) To appoint a councillor to carry out internal control checks and complete the Internal Control Report.**
Debbie Gates agreed to carry out the internal control checks and complete the Internal Control Report.
- i) Appointment of an internal auditor.**
It was resolved the Mrs Cathy Whitaker would act as Internal Auditor again this year.
- j) To review the effectiveness of the internal audit.**
Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.
- k) To review any contracts.**
There were no contracts to review as the grass cutting contract runs until 2025.
- l) Update on the Council's application for a new Lloyds bank account.**
The forms were posted Special Delivery to Lloyds on 11th November 2022 but nothing further has been received from Lloyds since then.
- 10. To discuss the following planning issues.**
There were no planning applications to discuss.
- 11. Highways/rights of way matters/tree or transport issues.**
No issues were raised.
- 12. To discuss any playing field issues.**
- a) Latest play inspection report.**
The following issues were raised:
- Remove weeds from around the perch seat. This has been completed.
- A replacement Jubilee tree was delivered at the end of November 2022 and has been planted.
- 14. To discuss any village issues.**
- a) Date for a village tidy up.**
It was resolved that village tidy up would be held on Saturday 11th March 2023 at 9.30am meeting at the playing field.
- Ian Hutchinson agreed to speak to Debbie Gates about food. Details of the tidy up will be put on the Stradishall Facebook page and in the Parish Pump.
- b) Possibility of setting up an Emergency Telephone System to support people living alone in the event of an emergency.**
It was resolved that an article would be included in the next newsletter and on the Facebook page asking residents if they would be interested in a community emergency telephone scheme and first aid training, including how to use a defibrillator.
- b) Purchasing a second defibrillator for Stradishall Village.**
BT has confirmed that Stradishall Parish Council cannot adopt the phone box and are not willing to allow their electricity supply to be used to power one outside the phone box. The electricity is for the cabinet which has to be heated. Community Heartbeat Trust (CHT) supplies a defibrillator which includes an insulated bag to store the defibrillator in. For a site with no power they can offer the Zoll AED 3 defibrillator with a thermal bag and sentry cabinet and the cost would be £2,295.00 + delivery and VAT. If a managed solution is chosen a one off fee of £100 would apply for public liability and damage cover and as an optional extra they can offer theft and malicious damage cover for an additional £250.
- The defibrillator which has been installed outside Best One Stores was supplied by London Hearts. They have advised that you can get cabinets without power but it might invalidate the defibrillator warranty as they are designed to be stored in a heated cabinet.

Before any decisions can be made a new location has to be found for a second defibrillator in Stradishall village and more money would need to be raised to cover the increased cost of the CHT defibrillator. One option to consider would be crowd funding. Ady Swift agreed to ask the resident who has offered a donation towards the cost of a second defibrillator about a possible location in Stradishall village.

d) Email from West Suffolk Council suggesting that St Margaret’s Church should no longer be used as a polling station for the 2023 elections.

The Elections Act 2022 introduces changes which impact the voting process at polling stations and as a result West Suffolk Council has undertaken an audit of all polling station facilities to make sure they comply. The feedback from the audit and site visit was that the path to St Margaret’s Church is not accessible due to the steep incline on mud and stone. It would be very difficult for a person in a wheelchair or with limited mobility to be able to get to the church door from the parking area at the church gate. In addition, there is poor external lighting and no running water or toilet facilities on site. As a result it was recommended that West Suffolk Council explore alternative facilities in the polling district or close to the polling district boundary. If an alternative is not available, it was recommended that Stradishall combines with the polling station in Denston. An alternative suggestion put forward is Stirling House which is in Hundon Parish.

It was resolved that:

- The clerk would respond to West Suffolk Council saying that it is looking to upgrade the facilities at the church but it will take time.
- Stradishall Parish Council feels it is important to have a polling station in Stradishall as not everyone has transport and moving it out of Stradishall would make it less accessible.

15. Correspondence.

a) Email from Suffolk Archives about the death of Queen Elizabeth II and the proclamation of His Majesty King Charles III.

Suffolk Archives would like to hear about community events which marked the death of Queen Elizabeth II and the coronation of King Charles III.

b) Letter from SARS thanking Stradishall Parish Council for its donation – for information only.

c) Email from West Suffolk Council about the coronation of King Charles III on 6th May and the support available from West Suffolk Council – for information only.

d) Updated guidance on the Code of Conduct – for information only.

Information about the new Code of Conduct is available on the Parish Council’s website.

16. Any other business for noting or including on the agenda of the meeting on Monday 6th March 2023.

The following items are for noting:

Parish council elections will take place on 4th May 2023 and councillors will take office from 9th May 2023. It was resolved that the Annual Parish Meeting would take place on Wednesday 10th May 2023 followed by the Annual Meeting of the Parish Council.

The following items are for including on the next agenda:

Email from a resident about speeding on The Street.

17. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

a) To discuss staffing matters.

It was resolved that members of the press and public would be excluded.

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

Signed: Dated: