

STRADISHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 10th May 2023.

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

Also present: Joanne Kirk (clerk), District Councillor Marion Rushbrook and four members of the public.

1. **Election of chairman**
Ian Hutchinson was nominated and following a vote, it was resolved that he would be chairman.
2. **Signing of Declaration of Acceptance of Office form and agreement to abide by the Council's Code of Conduct by the chairman.**
The chairman signed a Declaration of Acceptance of Office.
3. **Declarations of Acceptance of Office from parish councillors.**
Councillors completed Declaration of Acceptance of Office forms.
4. **Election of a vice chairman**
Robert Deeks was nominated and following a vote, it was resolved that Robert Deeks would be vice-chairman.
5. **Register of Members' Interests form.**
Councillors completed Declaration of Acceptance of Office forms.
6. **Acceptance of apologies for absence**
Apologies were received from Debbie Gates and the reason for absence accepted.
7. **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 4th May 2023 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.
8. **To sign a form agreeing to receive the summons to meetings and other information by email.**
Councillors signed the form agreeing to receive a summons to meetings and other information by email.
9. **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.
10. **Approval of minutes of meeting held on Monday 6th March 2023**
It was resolved that the minutes were correct. The chairman signed them.
11. **Public session (5 minutes).**
One of the outgoing councillors, Ady Swift, spoke about his time on the Parish Council and thanked everyone for their support.
12. **discuss the following playing field issues:**
 - a) **The possibility of trying to purchase the access track to the playing field.**
The owner of the access track is willing to sell it to Stradishall Parish Council. It was resolved that Stradishall Parish Council would make an initial offer of £1,500 with flexibility of up to £3,000 including legal fees.
 - b) **Latest playing field inspection report.**
One issue was raised - remove graffiti on the log climber. Adrian Lee agreed to take a look.
13. **Finance**
 - a) **Approval of any payments and signing of Schedule of Payments**
It was resolved that the following payments would be approved:
 - SALC – annual subscription – LGA 1972 111 - **£239.70**
 - JP Kirk - expenses - LGA 1972 111 – **£48.41**
 - Mrs C Whitaker – internal audit - LGA 1972 111 - **£70.00**

- Earth Anchors – noticeboard for Highpoint Estate (using locality funding already received from West Suffolk Council) – GPC - **£1,233 + VAT.**

Payments agreed in the budget:

- St Margaret’s Church – donation towards cost of churchyard maintenance as agreed in the budget – Local Government Act 1972, s214(6) - **£600.00.**

Jonathan Masefield 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 2023.

Receipts

Date	Description	Supplier	Total
05/04/2023	VAT refund 2022-23	HMRC	£712.34
27/04/2023	Precept	West Suffolk Council	£9,644.00

Payments

Date	Minute	Description	Supplier	Total
07/04/2023	297/9f	Bank charges	HSBC	£8.00
Staff costs as per confidential cashbook				

d) Bank balances and confirmation of bank reconciliation as of 30th April 2023.

HSBC current account	£11,851.93
HSBC reserve account	£5,460.42
Lloyds bank current account	£1,000.00
	£18,312.35

Jonathan Masefield verified and signed the bank statements.

e) Update on the inspection of parish council property carried out by Adrian Lee.

Adrian Lee completed the inspection of Council property No issues were raised.

f) To approve the receipts and payments summary for the financial year 2022 – 2023 and the explanation of significant variances (over 15%).

It was resolved that the receipts and payments summary and explanation of variances would be approved.

g) Internal auditor’s report

No issues were raised.

h) To approve Stradishall Parish Council’s Annual Governance Statement 2022/223 (see separate document) and section 1 of the Annual Governance and Accountability Return 2022/23.

It was resolved that Stradishall Parish Council’s Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2022/23 would be approved. The Chairman and RFO signed section 1.

i) To approve and sign section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statements 2022/23

It was resolved that section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statement 2022/23 would be approved. The Chairman and RFO signed section 2.

j) 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 2022/23 was £11,775 and its expenditure was £12,080 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

k) Confirmation of the dates for the notice of the period for the exercise of public rights.

It was resolved the dates for the exercise of public rights would be Monday 5th June 2023 – Friday 14th July 2023.

l) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015

It was resolved that the financial report would be approved.

m) Precept information for 2022/23

A precept payment of £9,644 was received from West Suffolk Council on 27th April 2023.

n) Lloyds Bank current account.

It was resolved that the clerk would set up dual authorisation on the Council's new Lloyds account once Ian Hutchinson has registered for online banking (the application form is ready to send) and a WhatsApp group set up between councillors who can authorise payments online.

14. Planning

a) DC/23/0661/TCA - The Old School, The Street, Stradishall - Crown reduce one bay by up to 2m.

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

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

a) Request for a Horses and Pedestrians warning sign along The Street.

It was resolved that the Parish Council would support the request, subject to support from residents in The Street.

b) Update on possible locations for a temporary VAS along The Street and approval of payment of £275 for the installation of one post.

Suffolk County Council has agreed three possible locations for VAS posts along the Street, one opposite St Margaret's Place, one in The Street opposite Hound House and one on the corner just before St Margaret's Church. The vegetation would need to be trimmed back before the one in front of St Margaret's Place could be installed. Suffolk County Council will pay for the first two posts, but the cost of the third one (£275) would have to be met by Stradishall Parish Council.

It was resolved that the clerk would write a letter to the residents of The Street making them aware of the proposals before the final decision is made.

16. To discuss any village issues

a) Update on the purchase of a second defibrillator.

It was resolved that the second defibrillator would be installed on Ed Hollingsworth's land near St Margaret's Church, subject to a check by an electrician that the nearby power supply could be used.

b) Graffiti on the bus shelter in St Margaret's Place.

This has now been removed.

17. Any other business for noting or including on the agenda.

The following items are for including on the next agenda:

- The possibility of buying a portable loo for village events rather than hiring one.
- Providing signs to the playing field and adding the location to Google maps.

There being no further business the meeting closed at 8.25pm.

Signed (Chairman) Dated