

**STRADISHALL PARISH COUNCIL**  
**Minutes of the meeting held on Monday 4<sup>th</sup> March 2024**

**Councillors present:** Ian Hutchinson (Chair), Adrian Lee (Vice-chair), Ed Hollingsworth, Jonathan Masefield, Robert Deeks and Debbie Gates.

**Also present:** County Councillor Bobby Bennett and District councillors Karen Richardson, Marion Rushbrook and Nick Clarke.

**1. Acceptance of apologies for absence**

Apologies were received from parish councillor Louise Latarche and the reason for absence accepted.

**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 8<sup>th</sup> January 2024.**

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

**4. Public session**

The following issues were raised during the public session:

- Cllr Adrian Lee updated the Parish Council on the survey carried out by the Friends of Stradishall Church to find out whether residents wanted a community centre in Stradishall. 195 went out but only 38 replies were received which equates to 20%. The results were evenly split between wanting to a community facility in the church or on the playing field.

**5. County Councillor's report**

A written report was received and has been uploaded onto the Parish Council's website at <http://stradishall.onesuffolk.net/about-us/meetings/meetings-reports/4th-march-2024/>

- Cllr Bennett spoke about Suffolk County Council's budget for 2024/25. Some money has been taken out of reserves but cuts will also need to be made.
- There has been another accident on the A143. She had a meeting with Suffolk County to look at ways to improve safety along the road. Suffolk Highways is saying that new speed surveys will need to be carried out as the previous ones are now out of date.

**6. District Councillors' report**

A written report was received. The report is available onto the Parish Council's website at <http://stradishall.onesuffolk.net/about-us/meetings/meetings-reports/4th-march-2024/>

West Suffolk Council's budget has been set. They will be borrowing more money and spending money on some capital projects.

**7. HERA report.**

No report was received.

**8. Police issues.**

No issues were raised.

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

There were no 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:

- J P Kirk - expenses - LGA 1972, s111 - **£31.47**
- HMRC - PAYE - LGA 1972, s111 - **£192.00**
- SALC subscription - LGA 1972, s111 - **TBC**

Jonathan Masefield and Ed Hollingsworth checked and signed the Schedule of Payments. The Chairman countersigned it.

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

One payment was authorised between meetings – Replacement part and servicing the portaloo – GPC - **£166.84**. The portaloo has now been moved somewhere safe until it needs to be used again.

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

**Receipts**

Date	Description	Supplier	Total
31/01/2024	Donation - installation of defibrillator	Stradishall resident	£377.00
05/02/2024	50% of cost of portaloo repair and servicing	Friends of Stradishall Church	£94.52
08/02/2024	WSC locality funding for defibrillator	West Suffolk Council	£750.00
08/02/2024	Bank interest received	HSBC	£0.18

**Payments**

Date	Minute	Description	Supplier	Total
09/01/2024	324/10a	Clerk's expenses	J Kirk	£34.68
09/01/2024	324/10a	PAYE	HMRC	£155.60
09/01/2024	324/10a	Print cartridge 1/4	Risby Parish Council	£13.52
09/01/2024	324/10a	New phone for clerk (1/4)	J Kirk	£12.50
11/01/2024	297/9f	Pension payment	Risby Parish Council	£16.00
16/01/2024	327/14a	Cleaning of portable toilet	Loopee Loo Toilet Hire Ltd	£30.00
24/01/2024	306/12a	Purchase of playing field access track	Greene & Greene	£1,750.00
30/01/2024	328/b	Clerk's salary	J Kirk	£328.82
31/01/2024		Portaloo service and repair	Loopee Loo Toilet Hire Ltd	£166.84
10/02/2024	297/9f	Pension payment	Risby Parish Council	£16.00
29/02/2024	328b	Clerk's salary	J Kirk	£219.72

**Transfers**

- 24/01/24 – Lloyds reserve to Lloyds current account - £1,500.

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

d) **Bank balances as of 28<sup>th</sup> February 2024 and confirmation of bank reconciliation.**

Lloyds bank current account	£1,974.41
Lloyds reserve account	£3,500.18
<b>Total in Banks</b>	<b>£5,474.59</b>

Cllrs Jonathan Masefield and Ed Hollingsworth verified the bank statements and bank reconciliations

e) **Update on the financial checks carried out by a councillor.**

Cllr Adrian Lee has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.

f) **Review of income and expenditure for 2023/24 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2023/24 against the budget. At year end there will be a predicted budget overspend of £2,874 mainly due to the purchase of the access track for to the playing field.

**Reserves**

Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
<b>Earmarked</b>					
Election costs	£1,390.00	£50.00	£81.91		£1,358.09
Clerk and councillor training	£73.76	£20.00			£93.76
Playing field maintenance	£179.50	£400.00			£579.50
Playing field project (access track)	£1,915.00	-£200.00	£1,515.00		£200.00
Playing field (moles)	£450.00		£150.00		£300.00
Village events	£5.00	£200.00	£528.00		-£323.00
Inspection of play equipment	£512.00	£100.00			£612.00
Traffic Regulation Order	£1,600.00	£500.00			£2,100.00
Defibrillator					£0.00

Verge cutting	£400.00	-£300.00		£100.00
Defibrillator maintenance	-£144.00			-£144.00
Village project (defibrillator)		£1,000.00	£750.00	£250.00
<b>TOTAL EARMARKED RESERVES</b>	<b>£6,381.26</b>	<b>£1,770.00</b>	<b>£3,024.91</b>	<b>£5,126.35</b>
<b>GENERAL FUND</b>				£81.05
<b>TOTAL FUNDS</b>				<b>£5,207.40</b>

- g) **To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.**

The Parish Council's current asset value is **£71,393**. The insurance value is **£67,859**. The insurance value is lower because the asset value includes the purchase price of the playing field, but it is insured for a nominal value (£1).

Two new assets were purchased, a defibrillator (£750) and a new noticeboard for the Highpoint Estate (£1,295).

It was resolved that insurance values would be increased by 10% at the start of the next financial year. The clerk agreed to notify Community Action Suffolk of the increased value of the assets.

- h) **Review of the Council's risk assessment.**

It was resolved that the risk assessment would be approved.

- i) **To check that the levels of liability insurance are adequate.**

The levels of liability cover under the new Ansvar Policy are as follows:

All Risks/	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
£7k	£10m	£25k	£25k	£10m

It was resolved that the levels of liability cover were adequate.

- j) **Review of confidential cashbook and deductions by a councillor.**

The clerk's salary was reviewed at the meeting on 8<sup>th</sup> January 2024. Cllr Adrian Lee had reviewed the clerk's confidential cashbook as part of the Council's internal controls and confirmed that the PAYE details and tax code were correct.

- k) **To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2024 and complete the inspection checklist.**

It was resolved that Cllr Adrian Lee would inspect the Council's property.

## 10. To discuss any planning issues.

- a) **West Suffolk Council Local Plan Submission Consultation.**

No development has been allocated in Stradishall. The Parish Council has received an email from Suffolk Wildlife Trust asking the Parish Council to sign an online '[e-action](#)' for people to send them messages in support of asking developers to do more for nature. These messages will then be shared with West Suffolk Council to show them that people want more nature in new developments.

It was resolved that Stradishall Parish Council would send a message of support.

- b) **Planning applications received between meetings.**

- DC/24/0179/TCA – Bridge House, Stradishall – fell one leylandii.

## 11. Highways/rights of way matters/tree or transport issues.

No issues were raised.

## 12. Playing field issues:

- a) **Latest play inspection report.**

A number of issues were raised. Cllr Adrian Lee agreed to contact Tim Ghee at West Suffolk Council who carries out the inspections to discuss the various issues raised.

## 13. Village issues:

**a) To set a date for a maintenance day on the playing field.**

It was resolved that:

- A maintenance day would be held on Saturday 20<sup>th</sup> April at 10am with refreshments provided at Café 33 afterwards.
- The cost of refreshments would be covered by the Parish Council and the payment approved.
- Cllrs Ian Hutchinson and Adrian Lee would organise cleaning equipment.
- A call for volunteers would be included on the Stradishall Facebook pages.

**b) Update on the purchase of the access track to the playing field.**

The money to purchase the access track has been transferred to the Parish Council's solicitor. Stradishall Parish Council is waiting for final confirmation of sale.

**14. To confirm the dates of meetings in 2024/25**

It was resolved that the dates of meeting for 2024-2025 would be:

- Wednesday 1<sup>st</sup> May 2024 - Annual Parish Meeting followed by the Annual Meeting of the Parish Council.
- Monday 1st July 2024
- Monday 2<sup>nd</sup> September 2024
- Monday 4<sup>th</sup> November 2024
- Monday 6<sup>th</sup> January 2025
- Monday 3<sup>rd</sup> March 2025

**16. To discuss the procedure and possible items for the Annual Parish Meeting.**

It was resolved that the same format would be used as for previous years. The Annual Parish Meeting will start at 7pm followed by the Annual Meeting of the Parish Council. Written copies of reports will be requested so that they can be circulated prior to the meeting.

**17. To discuss the following correspondence:**

**a) Email from West Suffolk Council about their consultation on street trading.**

It was resolved that no comments would be submitted as this is not an issue which affects Stradishall.

**b) Email from West Suffolk Council about their Homelessness Reduction and Rough Sleeping Strategy.**

It was resolved that the clerk would submit a response on behalf of Stradishall Parish Council.

**c) Email from Suffolk County Council on their Local Transport Plan consultation.**

It was resolved that the clerk would submit a response on behalf of Stradishall Parish Council.

**d) Email from Plug in Suffolk about the installation of EV charging points.**

There are no suitable locations on Parish Council land.

**e) Email from Connecting Communities about the Community Transport Service they provide.**

This information has been put on the Stradishall Website and Facebook pages.

**18. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Wednesday 1<sup>st</sup> May 2024.**

No issues were raised.

**There being no further business the meeting closed at 8.15pm.**

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