

**STRADISHALL PARISH COUNCIL**  
**Minutes of the meeting held on Monday 8<sup>th</sup> January 2024**

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

**Also present: County Councillor Bobby Bennett, District councillors Karen Richardson and Nick Clarke and two members of the public.**

**1. Acceptance of apologies for absence.**

Apologies were received from Cllr 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 6<sup>th</sup> November 2023.**

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:

- a) A question was asked about the new defibrillator in Stradishall village and whether it has gone live. The Parish Council confirmed that it had.

**5. County Councillor's report.**

Cllr Bobby Bennett spoke about the following:

- Milestone will be using a dragon patcher to repair potholes. Residents should continue to report potholes online.
- The recent flooding.
- Suffolk County Council is very disappointed with the Government's recent financial settlement. It was less than they needed and they are going to have to make significant reductions. They are going to have to withdraw subsidies for Arts and Culture. The West Suffolk Archives will also be closed and moved to Ipswich. There will be redundancies in Suffolk County Council as well. Their precept increase will be 4.99%, 2.99% for Adult and Social Care and a 2% general increase.
- She would be willing to fund defibrillator training if required. There is also a good training video on the British Heart Foundation website.
- She will follow up about speed reductions on the A143.

**6. District Councillors' report.**

Cllr Nick Clarke spoke about the following:

- The Bury St Edmunds archives moving to Ipswich is one of the consequences of the decision to cancel the Western Way project as the archives were going to be relocated there.

**7. Police issues.**

No issues were raised.

**8. HERA report.**

There has been another accident near Highpoint prison.

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

There were no outstanding councillor actions.

The following general actions are outstanding:

- The VAS posts are still awaiting installation.

**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, 111 – **£34.68**
- HMRC – PAYE - LGA 1972, 211 – **£155.60**
- Risby Parish Council – print cartridge (1/4) - LGA 1972, 111 - **£13.52.**

- J Kirk – ¼ of the cost of a replacement work place phone - LGA 1972, 111 - **£12.50**  
Jonathan Masefield and Robert Deeks signed the Schedule of Payments. The Chairman countersigned it.

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

It was resolved that the following payment would be approved:

- Installation of defibrillator – GPC – **£452.40.**

**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	Bank	Description	Total
04/12/2023	Lloyds bank current account	Refund test payment	£2.00
12/12/2023	HSBC reserve account	Bank interest received	£41.26

**Payments**

Date	Minute	Description	Supplier	Total
07/11/2023	320/9a	Grass cutting	Adrian Lee Contract Services	£756.00
07/11/2023	320/9a	Grass cutting	Adrian Lee Contract Services	£210.00
07/11/2023	320/9a	Clerk's expenses	J Kirk	£45.41
07/11/2023	297/9f	Bank charges	HSBC	£8.00
16/11/2023		Defibrillator	London Hearts	£750.00
29/11/2023		Legal fees for purchase of playing field access track	Greene & Greene	£1,818.00
04/12/2023		Defibrillator installation	Ambient Electrical Installations Ltd	£452.40
04/12/2023		Test payment	J Kirk	£1.00
04/12/2023		Test payment	J Kirk	£1.00
07/12/2023	297/9f	Bank charges	HSBC	£8.00
Staff costs as per confidential cashbook				

**Transfers**

29/11/2023	HSBC reserve account	HSBC current account	£1,818.00
04/12/2023	HSBC reserve account	HSBC current account	£500.00
12/12/2023	HSBC current account	Lloyds bank current account	£5,000.00
12/12/2023	HSBC reserve account	HSBC current account	£5,682.22
12/12/2023	HSBC reserve account	HSBC current account	£41.26
27/12/2023	HSBC current account	Lloyds bank current account	£1,203.92

**d) Bank balances as of 1<sup>st</sup> January 2024.**

HSBC current account	£0.00
HSBC reserve account	£0.00
Lloyds bank current account	£6,996.57
<b>Total in Banks</b>	<b>£6,996.57</b>

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

**e) Approval of regular payments for 2024/25**

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

Payment	2023/24 - Amount ex VAT	2024/25 - Amount ex VAT
<b>Admin costs</b>		
Community Action Suffolk - Insurance	£560	£600
Internal audit fee	£70	£75

SALC subscription	£240	£250
Scribe accounting software	£138	£150
Risby Parish Council - phone costs	£21	£25
Stationery (print cartridges - shared cost)	£25	£25
CAS Ltd - website hosting fee	£50	£50
ICO - data protection fee	£35	£35
Bank charges	£96	£96
<b>Maintenance costs</b>		
Grass cutting	£1,300	£1,350
Hedge cutting	£360	£400
Mole control	£150	£150
<b>Ongoing authorisations (as and when required)</b>		
Replacement parts and ongoing maintenance of play equipment	£500.00	£500.00
Replacement parts and ongoing maintenance of defibrillator.	£200.00	£200.00
Village events	£200.00	£200.00
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

- f) **To discuss a possible budget amendment and precept request for 2024/25.**  
Stradishall Parish Council reviewed its precept request to West Suffolk Council as there is not enough leeway in the budget to cover unexpected costs and to support future projects. It was resolved that the precept request would be amended from £10,133 to £12,327. The parish council element for a band D household will be £71.02 per annum an increase from £55.08 which equates to £15.94 per annum per band D household, an increase of 28.94%.
- g) **To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2024.**  
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.**  
Adrian Lee 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 for a fee of £75.00
- 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 new Lloyds bank account.**  
Ian Hutchinson has registered for online banking and a couple of test payments have been made. The HSBC accounts have now been closed.
- m) **Setting up a new deposit account with Lloyds.**  
It was resolved that Stradishall Parish Council would open a Lloyds savings account to hold its reserves.
11. **To discuss the following planning issues.**
- a) **Update on DC/23/1639/FUL – Home Farm Barns, Edmunds Hill, Stradishall – one dwelling.**  
This application was referred to Development Control on 3<sup>rd</sup> January 2024 and the decision made by West Suffolk Council to refuse the application.
12. **Highways/rights of way matters/tree or transport issues.**
- a) **Update on Highways report about ditches near Stradishall Crossroads.**

The clerk emailed Suffolk County Council's Community Highways Engineer Matthew Fox as Suffolk County Council's online reporting tool did not give any information about what work was planned. This was his response:

*There is a widespread investigation ongoing for most of the A143 for ditching and drainage work - particularly between BSE/Horringer, and from Chedburgh through to the Kedington crossroads. We'll be arranging ditch clearances/contacting various landowners and programming jetting works on our drainage system as needed – along with statutory flood investigations where there has been either internal flooding or damage to property etc.*

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

**a) Latest play inspection report.**

It was resolved that a maintenance day would be organised to clean the play equipment and that a date would be set at the March meeting.

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

The Parish Council has paid an interim invoice of £1,500 + VAT for legal fees. An agreement has been reached with the seller but will include a 50 year overage clause which means that a fee would be charged if any residential property is built on the playing field. The agreement allows for a community building to be built for the benefit of the parish.

It was resolved that the Parish Council would accept the overage clause on the basis that there is already a Deed of Dedication in place protecting it in perpetuity as a playing field.

**14. To discuss any village issues.**

**a) Servicing of the portaloo.**

The portaloo needs servicing following a recent event. The Stradishall Friends have agreed to fund the servicing. Adrian Lee agreed to lock the toilet between events.

**b) Stradishall Church report and update on the Stradishall Revitalisation Project.**

Spencer Gladwell explained about the project to parish councillors (see separate report). They would like to carry out a community survey to gauge interest in a possible community facility. The Parish Council agreed that a survey would be a good idea.

**15. Correspondence.**

**a) Email from West Suffolk Council giving details of their strategic priorities for 2024-2028 – for information only.**

**b) Email from Headway Suffolk requesting a donation.**

It was resolved that no donation would be made.

**16. Any other business for noting or including on the agenda of the meeting on Monday 4<sup>th</sup> March 2024.**

**The following items are for noting:**

- D Day 80<sup>th</sup> Anniversary on 6<sup>th</sup> June.

**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 8.56pm.**

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