

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 3rd March 2025

Parish councillors present: Ian Hutchinson (Chair), Jonathan Masefield, Robert Deeks, Louise Latarche and Debbie Gates.

Also present: County Councillor Bobby Bennett, District councillors Karen Richardson and Marion Rushbrook and six members of the public.

1. Acceptance of apologies for absence

Apologies were received from parish councillors Adrian Lee and Ed Hollingsworth 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 6th January 2025.

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

4. County Councillor's report

Cllr Bennett spoke about:

- Devolution. Suffolk is now on the Government's priority programme. Suffolk County Council supports one unitary Suffolk.
- Suffolk County Council proposes to bring Suffolk libraries back in house.
- There has been another accident near the prison with three cars involved.

5. Public session

The following issues were raised during the public session:

- A resident from the Highpoint Estate who wanted to know what the Parish Council does for the Highpoint Estate.
- A query about the hedges along Lancaster Way. County Councillor Bobby Bennett requested a map and agreed to look into ownership of the hedges.

6. District Councillors' report

District Councillor Karen Richardson spoke about devolution which will lead to a reduction in councillors for the area to two. District Councillor Marion Rushbrook spoke about the budget and setting the Council Tax. They tried to get a reduction in Council Tax but lost by 3 votes.

7. HERA report.

Louise Latarche gave a short report. They have organised another litter pick on 15th March. A community event is also being planned.

8. Police issues.

No issues were raised.

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

There were two outstanding councillor actions. Robert Deeks agreed to get permission in writing from the landowner to trim back the vegetation near the post for the VAS near St Margaret's Place.

The missing Give Way sign at the junction of Cowlinge Road has now been installed.

The locality funding for the pavilion roof has been received and the materials purchased.

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 - **£31.76.**
- HMRC - PAYE - LGA 1972, s111 - **£174.80.**

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

b) Approval of payments authorised between meetings.

Adrian Lee Contract Services- materials for pavilion roof – Open Spaces Act 1906, S9-10 - £1,400 + VAT (Total £1,680.00).

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

Receipts

09/01/2025	Bank interest received	Lloyds Bank	£8.18
23/01/2025	Locality funding for pavilion roof	Suffolk County Council	£1,000.00

Payments

Date	Minute	Description	Supplier	Amount
05/02/2025		Materials for pavilion roof	Adrian Lee Contract Services	£1,680.00
		Staff costs as per confidential cashbook		

Transfers

05/02/2025	£1,000.00	From Lloyds reserve account	To Lloyds bank current account
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It was resolved that the statement of receipts and payments would be approved.

d) **Bank balances as of 28th February 2025 and confirmation of bank reconciliation.**

Lloyds bank current account	£616.53
Lloyds reserve account	£8,607.97
	£9,224.50

Jonathan Masfield and Robert Deeks 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 2024/25 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2024/25 against the budget. The following overspends occurred in 2024/25.

Yearend budget review March 2025			
Overspends at year end			
Purchase of VAS			
Budgeted		£1,000	
Actual		£2,393	
Difference		-£1,393	
Locality funding received		£1,400	
Balance left in VAS fund		£7	
Mole control			
Budgeted		£50	
Actual		£150	
Difference		-£100	Reserves used to cover shortfall
Other payments			
Budgeted		£100	
Actual		£233	
Difference		-£133	
Breakdown of other payments			
Cleaning of portable toilet		£30	
Printer fee		£30	
Donation SARS		£50	

Donation West Suffolk Citizen's Advice	£50
Mounting bar for VAS	£78
	£238
Playing field maintenance	
Budgeted	£400
Actual	£1,675
Difference	-£1,275
Breakdown of other payments	
Repairs and fitting bolt covers to play equipment	£95.00
Cleaning and replacing bolt covers on bench seat	£180.00
Materials for pavilion roof	£1,400.00
	£1,675.00

Staff costs and PAYE were higher than budgeted, as the 2023/24 pay rise came in after the budget was set and the 2024/25 pay rise is also included in the total figure.

Reserves

	Opening Balance	Transfers	Spend	Current Balance
Earmarked reserve				
Election costs	£1,358	£200		£1,558
Clerk and councillor training	£94	£20		£114
Playing field maintenance	£580	£400	£1,675	-£696
Playing field project	£200			£200
Playing field (moles)	£300	£50	£150	£200
Village events	-£323	£500		£177
Inspection of play equipment	£612			£612
Traffic Regulation Order	£2,100			£2,100
Defibrillator				£0
Verge cutting	£100			£100
Defibrillator maintenance	-£144	£300		£156
Village project	£250	£190		£440
VAS fund		£2,400	£2,393	£7
Tree works		£500		£500
Total earmarked reserves	£5,126	£4,560	£4,218	£5,468

- 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 **£74,043**. The insurance value is **£77,296**. One new asset was purchased in 2024-25, the Evolis solar speed sign.

Asset Description	Purchase cost	Insurance value
Stradishall Playing Field	£22,000	£1
1 x stepping stone	£142	£180
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1 x stepping stone	£59	£75
2.4m log swing with basket	£1,890	£2,386
Arm and pedal bicycle	£1,021	£1,289
Balance beam and log walk	£611	£772
Basketball hoop and post	£744	£941
Burmah bridge	£772	£974

Combination pull down challenger	£2,078	£2,624	Add 05/08/24
Cradle swing	£2,339	£2,952	
Double health walker	£1,590	£2,008	
Double slalom skier	£1,136	£1,433	
Drop rope traverse	£634	£800	
Encounter 7	£1,000	£1,263	
Inclined balance weaver	£523	£660	
Jumbo jungle climber	£4,335	£5,471	
Junior swing	£2,561	£3,233	
Log traverse	£877	£1,108	
Rower	£1,322	£1,669	
Sky stepper	£1,236	£1,561	
Spring bird	£612	£773	
Spring horse	£520	£625	
Wobble board	£450	£569	
Display board for gym equipment	£175	£241	
Football goals, nets, poles	£71	£90	
Grassguard tiles	£2,604	£3,287	
Two picnic benches	£827	£1,045	
Bench	£300	£378	
Height barrier	£785	£1,010	
Maximum Height clearance sign	£10	£13	
Wooden gate to playing field	£800	£1,010	
Fencing around the car parking	£745	£941	
Metal gate	£137	£190	
Platinum Jubilee plaque	£130	£186	
Bus shelter	£2,788	£9,618	
Grit bin	£57	£76	
Grit bin	£80	£101	
Grit bin	£80	£101	
Grit bin	£197	£249	
Grit bin	£178	£224	
Grit bin	£178	£224	
Grit bin	£178	£224	
Grit bin	£197	£249	
Village sign	£1,800	£3,156	
No parking sign	£25	£32	
Noticeboard (St Margaret's Place)	£601	£1,010	
Defibrillator and cabinet (Café 33)	£1,225	£1,348	
Noticeboard (Highpoint Estate)	£1,300	£1,430	
Defibrillator and cabinet (Stradishall Village)	£1,500	£1,650	
Evolis solar speed sign	£2,250	£2,250	
Cricket pavilion	£5,000	£11,968	
5 x litter picking sets	£150	£189	
Party tent for use on playing	£541	£680	
Portaloo	£400	£400	
Total	£74,043	£77,296	

It was resolved that insurance values would be increased by 5% when the insurance is next renewed.

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 (unspecified items)	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
£1k	£10m	£25k	£10k	£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 4th November 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 2025 and complete the inspection checklist.

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

10. To discuss any planning issues.

a) DC/25/0223/TCA – 6 Cricket Meadow – One beech and one maple reduce overall crown by 2 metres.

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

b) Planning applications received between meetings.

DC/25/0018/TCA	The Coppers, Stradishall	One Rowan (T3552 on plan) fell
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The trunk of the tree is badly damaged. No comments were submitted and the decision left to West Suffolk Council's Tree Officer.

c) DC/24/0816/FUL - Appeal notification - Stradishall Garage. Appeal reference AP/25/0007/STAND – for information only.

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

a) Location of pedestrian signs and suggestion to hold a competition to get local children to draw signs.

Louise Latarche agreed to organise a competition. District Councillors Karen Richardson and Marion Rushbrook agreed to donate £10 of their own money for a prize voucher to spend at Stradishall Convenience Store.

12. Playing field issues:

a) Latest play inspection report.

The following medium risk issues were raised:

- Pavilion roof. Materials have been purchased for the repair.
- The outdoor gym sign. There are parts of the timber that have rotted. Replace all affected timber. Adrian Lee will replace the timber.

New issues raised:

- Air walker. Components are damaged or have sharp edges. Repair or replace as required.
- Rower. End cap cover missing. Replace.

The clerk agreed to ask Adrian Lee to check these.

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

Ian Hutchinson agreed to set a date with Adrian Lee and circulate it.

13. Village issues:

a) Replacing the bin opposite the Best One.

It was resolved that the Parish Council would purchase a bin, fixing kit and lock from Glasdon (cost £240 + VAT) to replace the existing bin which is damaged. The owner of Stradishall Convenience Store has agreed to empty it.

14. To confirm the dates of meetings in 2025/26

It was resolved that the dates of meeting for 2025-2026 would be:

- Monday 12th May 2025 - Annual Meeting of the Parish Council followed by the Annual Parish Meeting. One week later because of the Bank Holiday.
- Monday 14th July 2025 (one week later).
- Monday 1st September 2025
- Monday 3rd November 2025
- Monday 5th January 2026
- Monday 2nd March 2026

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

The Annual Meeting of the Parish Council will start at 7pm followed by the Annual Parish Meeting at 8pm. Written copies of reports will be requested so that they can be circulated prior to the meeting.

16. To discuss the following correspondence:

- a) Email from One Suffolk about a reduction in the price of a gov.uk domain name to £25 a year and £2 a month for a gov.uk email address.**

It was resolved that the Parish Council would sign up for a gov.uk domain name at a cost of £25 a year and £24 a year for a gov.uk email address for the Parish Council.

- b) SALC area forum for the Western Area Tuesday 25th March online 7-8.30pm to discuss devolution.**
No councillors wished to attend.

17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 12th May 2025.

The One Suffolk website hosting fee has increased to £66 a year

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

Signed: **Dated:**