

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 6th January 2025

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

Also present: District councillors Karen Richardson, Marion Rushbrook 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. County Councillor Bobby Bennett 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 4th November 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:

- Planning application DC/24/1741/TE3 - The Street, Stradishall - Removal of telephone kiosk.

5. County Councillor's report.

No report was received.

6. District Councillors' report.

Cllr Marion Rushbrook spoke about the following:

- Abbeycroft Leisure are keen to organise a fitness event on Stradishall Playing Field. Councillors supported the idea.
- Suffolk County Council's meeting on devolution and the formation of a unitary council.

7. Police issues.

No issues were raised.

8. HERA report.

No report was received.

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

There were two 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, 211 – **£25.88**
- HMRC – PAYE - LGA 1972, 211 – **£182.60**

Jonathan Masefield and Ed Hollingsworth signed the Schedule of Payments.

b) Approval of payments authorised between meetings.

No payments were approved between meetings.

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	Total
11/11/2024	Bank interest received	£9.94

Payments

Date	Minute	Description	Supplier	Total
06/11/2024	348/10a	Clerk's expenses	J Kirk	£24.48
06/11/2024	348/10a	Grass cutting and playing field maintenance	Adrian Lee Contract Services	£1,230.00

06/11/2024	315/15b	Donation	Suffolk Accident Rescue Service	£50.00
06/11/2024	350/15a	Donation	West Suffolk Citizen's Advice	£50.00
06/11/2024	348/10a	Printer fee	Moulton Parish Council	£30.00
11/11/2024	346/11a	Mounting bar for VAS	Elan City Ltd	£93.98
Staff costs as per confidential cashbook				

Transfers

12/12/2024 - Lloyds Reserve to Lloyds current - £500.00

d) **Bank balances as of 1st January 2025.**

Lloyds bank current account	£602.81
Lloyds reserve account	£9,592.05
Total in Banks	£10,194.86

Jonathan Masfield and Ed Hollingsworth verified and signed the bank statements.

e) **Approval of regular payments for 2025/26**

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

	2024/25 - Amount ex VAT	2025/26 - Amount ex VAT
Payment		
Admin costs		
Community Action Suffolk - Insurance	£516	£700
Internal audit fee	£75	£80
SALC subscription	£248	£260
Scribe accounting software	£138	£150
Risby Parish Council - phone costs	£23	£30
Printer paper and consumables - shared cost)	£25	£25
CAS Ltd - website hosting fee	£50	£60
ICO - data protection fee	£35	£35
Bank charges	£0	£60
Maintenance costs		
Grass cutting	£1,300	£1,350
Hedge cutting	£228	£300
Mole control	£150	£150
Ongoing authorisations (as and when required)		
Replacement parts and ongoing maintenance of play equipment	£500	£500
Replacement parts and ongoing maintenance of defibrillator.	£200	£200
Village events	£200	£200
Replacement parts and maintenance of VAS	£0	£500
Staff costs		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

f) **To approve the Internal Control Statement for the year ended 31st March 2025.**

It was resolved that the Internal Control Statement would be approved.

g) **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.

h) Appointment of an internal auditor.

It was resolved that Mrs Cathy Whitaker would act as Internal Auditor again this year for a fee of £80.00

i) 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.

j) To review any contracts.

The current grass cutting contract is valid until March 2025. It was resolved that Stradishall Parish Council would continue with Adrian Lee Contract Services until March 2026 at which point new quotes will be sought.

k) Changes to Lloyds bank account – for information only.

Stradishall Parish Council has received a letter from Lloyds Bank notifying them that bank charges of £4.25 a month will be introduced on 14th January 2025.

11. To discuss the following planning issues.

a) DC/24/1741/TE3 - The Street, Stradishall - Removal of telephone telephony.

The proposal is to remove the telephony and then lock the kiosk. Suffolk Preservation Society has submitted a response stating that they are happy for the telephony to be removed but BT should remain responsible for preserving the box. It was resolved that no objections would be made to the removal of the telephony as usage is so low, with BT remaining responsible for maintaining the phone box which is listed.

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

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

This item is ongoing.

13. To discuss any playing field issues.

a) Latest play inspection report.

One new medium risk issue was raised:

- The timbers on the outdoor play equipment instruction sign need replacing.

It was resolved that:

- The priority would be to focus on the two medium risk issues, the timber on the play equipment sign and the pavilion roof.
- The possibility of organising a maintenance day to clean the play equipment and remove the moss and algae from the basketball court would be discussed at the next meeting.
- Adrian Lee would obtain an updated quote for materials and wood and that Stradishall Parish Council would make up any shortfall if required.

District Councillor Nick Clarke offered £500 from his locality funding if required.

14. Update on employment training on 3rd December 2024 and approval of a Sexual and General Harassment Policy.

The clerk I attended some online training about recent changes in employment law. If an employer can show that it has taken all reasonable steps to tackle harassment it would not be liable at a tribunal, therefore having a robust policy in place is vital. This also includes making sure that all councillors and employees are aware of the policy and sign to say that they have read it, or be willing to attend training.

It was resolved that the Sexual and General Harassment Policy, based on the SALC template, would be approved.

15. To discuss any village issues.

a) Replacing the bin opposite the Best One.

This item will be discussed at the next meeting.

16. Correspondence.

None.

17. Any other business for noting or including on the agenda of the meeting on Monday 3rd March 2024.

No issues were raised.

There being no further business the meeting closed at 8pm.

Signed: **Dated:**