

STRADISHALL PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Monday 14th July 2025.

Councillors present: Ian Hutchinson (Chairman), Adrian Lee and Louise Latarche.

Also present: Joanne Kirk (clerk), County Councillor Bobby Bennett, District Councillor Karen Richardson and two members of the public.

1. Acceptance of apologies for absence

Apologies were received from parish councillors Jonathan Masefield, Ed Hollingsworth and Debbie Gates.

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 Annual Meeting of the Parish Council held on Monday 12th May 2025.

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

4. Public session.

The following issues were raised during the public session:

- The possibility of adopting the phone box in Stradishall village.

5. County Councillor's Report.

- Overhanging trees at Stradishall Crossroads and along the B1063. She has escalated this with Highways.
- The hard standing near Howes Farm will be a hub for people using the Connecting Communities Service to link in with regular bus services from Haverhill to Bury St Edmunds. Councillors asked Bobby to check whether the existing bus stops in Stradishall will remain.

6. District Councillor's report.

No issues were reported.

7. Police issues.

No issues were raised.

8. HERA update.

The new bin has been received. It will be installed when work is being carried out on the Highpoint Estate. It was resolved that the payment of £287.61 would be approved.

9. To receive an update on the list of actions agreed at the last meeting.

There are 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:

- HMRC – PAYE - LGA 1972, s111 - **£178.80**
- J P Kirk – expenses - LGA 1972, s111 – **£24.48**
- Payment to St Margaret's Church for use for Annual meeting - **£30.00**
- Contribution to Café 33 to cover the cost of using the café for meetings - LGA 1972, s111 - **£200.00**
- J Kirk - Microsoft Office Lifetime ¹/₆ - LGA 1972, s111 - **£20.00.**

Ian Hutchinson and Adrian Lee signed the Schedule of Payments.

b) Approval of payments authorised between meetings

One payment was authorised between meetings:

- Fenland Leisure Products (Online Playgrounds) – replacement swing seats - Open Spaces Act 1906, ss9 and 10 - £668.40 + VAT – total **£794.40**

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

Receipts

Date	Account	Description
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09/05/2025	Lloyds reserve account	Bank interest received	£8.20
09/06/2025	Lloyds reserve account	Bank interest received	£12.86

Payments

Date	Minute	Description	Supplier	Total
13/05/2025	363/10a	Clerk's expenses	J Kirk	£26.96
13/05/2025	363/10a	SALC subscription	Suffolk Association of Local Councils	£248.38
13/05/2025	363/10a	Internal audit fee	Mrs C Whitaker	£80.00
13/05/2025	363/10a	Churchyard maintenance	Stradishall PCC- St Margaret's Church	£600.00
19/05/2025	364/10m	Insurance	Business Services at CAS Ltd	£623.23
19/05/2025	354/10k	Bank charges	Lloyds Bank	£4.25
27/05/2025			Fenland Leisure Products Ltd	£794.40
02/06/2025	353/10e and 354/13a	Playing field maintenance	Adrian Lee Contract Services	£801.60
05/06/2025	353/10e	Grass cutting	Adrian Lee Contract Services	£756.00
05/06/2025	362/9	Refreshments for village tidy up	Ian Hutchinson	£49.00
21/06/2025	354/10k	Bank charges	Lloyds Bank	£4.25
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
27/05/2025	Lloyds reserve account	Lloyds bank current account	£1,000.00
02/06/2025	Lloyds reserve account	Lloyds bank current account	£1,000.00
05/06/2025	Lloyds reserve account	Lloyds bank current account	£1,000.00

d) Bank balances and confirmation of bank reconciliation as of 30th June 2025.

Lloyds bank current account	£997.22
Lloyds reserve account	£17,150.48
Total in banks	£18,147.70

Ian Hutchinson and Adrian Lee verified and signed the bank statements.

11. Planning.

- a) The new West Suffolk Local Plan has now been adopted.
- b) The planning appeal for Stradishall Garage has been dismissed by the Planning Inspector on the grounds of highways safety.

12. Review the Council's policy documents.

It was resolved that the following documents would be approved:

- a) **Financial Regulations**
- b) **Updated Standing Orders based on the new NALC model.**
- c) **Scheme of Delegation.**
- d) **Updated Contact Privacy Notice.**
- e) **Procedural policies as listed in appendix A.**
- f) **Freedom of Information, data protection policies and policies for dealing with the press/media. as listed in appendix B.**
- g) **Employment policies and procedures as listed in appendix C.**
- h) **Other policies as listed in appendix D.**
- i) **Planning documents listed in appendix E.**

13. Highways/rights of way matters/tree or transport issues**a) Quote for a 'pedestrians on the road' sign.**

It was resolved that the quote from Road signs direct of £152.90 ex VAT for a sign and post would be accepted,

b) Speeding signs

We do Signs in Haverhil has quoted £20 - £25 + VAT for A3 weather resistant signs. It was resolved that a payment of £250 would be authorised.

14. To discuss the following playing field issues:**a) Latest play inspection report.**

No new issues were raised. Adrian Lee agreed to arrange for the hedges around the playing field to be cut again this year.

It was resolved that the clerk would obtain a quote from We Do Signs in Haverhill for a sign for the playing field giving details of the location, and that a payment of £30 would be authorised.

b) Repainting the cricket pavilion.

It was resolved that:

- A working party would paint the outside of the pavilion in forest green to help preserve it as the wood is showing signs of decay.
- A payment of £400 for paint and materials would be approved.
- The cost of a bacon roll and drink for the volunteers would be covered by the Parish Council.

15. To agree a change of date for the November meeting.

It was resolved that the November meeting would be pushed back a week to Monday 10th November.

16. To discuss any village issues.**a) Possibility of adopting the phone box in The Street.**

As only three councillors were present, this item was postponed until the next meeting.

17. To discuss any correspondence.

There was no urgent correspondence to discuss.

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

No issues were raised.

There being no further business the meeting closed at 7.52pm.

Signed (Chairman) Dated

Appendix A – Procedural policies

- Complaints Procedure.
- Procedure for Dealing with Correspondence.
- Procedure for the Public Session.
- Co-option Policy.
- Email policy for councillors.
- Electronic Communication Policy.
- Code of Conduct
- Persistent and vexatious complaints and correspondence policy

Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.

- Data Protection and Information Management Policy.
- Social media policy.
- Filming and Recording at Meetings Policy.
- Subject Access Request Policy.
- Contact Privacy Statement
- Procedure for Handling Requests for information

- Freedom of Information Publication Scheme
- Assessment of personal data held by Stradishall Parish Council.

Appendix C - Employment policies and procedures.

- Equal Opportunities Policy.
- Sexual and General Harassment Policy and Procedure.
- Disciplinary and Grievance Policy

Appendix D – Other policies.

- Volunteer Policy
- Risk Assessment for volunteer litter pickers.
- Hedge Policy.

Appendix E – Planning documents

- The Role of Stradishall Parish Council in Dealing with Planning Applications
- Planning applications and how to respond.