

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 5th January 2026

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

Also present: District Councillor Nick Clarke and one member of the public. The clerk, Joanne Kirk, joined the meeting remotely.

1. Acceptance of apologies for absence.

Apologies were received from parish councillors Debbie Gates and Ed Hollingsworth and the reason for absence accepted. District Councillor Karen Richardson 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 10th November 2025.

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

4. Public session.

No issues were raised during the public session:

5. Crime report and any other Police issues.

PC Cheryl Claydon sent through a crime report. Over the last month the only the crimes that have been reported are HM Highpoint.

There have been some burglaries of outbuildings, residential homes and farms, for this reason the team's priority for the next two months will be burglaries.

6. HERA report.

No report was received.

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

There were no outstanding councillor actions.

8. District Council report.

Cllr Nick Clarke explained that the current Community Governance Review relates to Local Government Review, and is not the same as a normal Community Governance Review.

9. 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 – **£25.48**
- HMRC – PAYE - LGA 1972, 211 – **£184.60**

Jonathan Masefield and Louise Latache 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	Bank	Description	Supplier	Total
10/11/2025	Lloyds reserve account	Bank interest received	Lloyds Bank	£7.35
09/12/2025	Lloyds reserve account	Bank interest received	Lloyds Bank	£6.29

Payments

Date	Minute	Description	Supplier	Total
11/11/2025	376/10a	Clerk's expenses	J Kirk	£28.08
11/11/2025	376/10a	Phone costs	Risby Parish Council	£26.78
11/11/2025	376/16b	Donation	Suffolk Accident Rescue Service	£50.00
19/11/2025	354/10k	Bank charges	Lloyds Bank	£4.25

19/12/2025	354/10k	Bank charges	Lloyds Bank	£4.25
29/12/2025	368/13b	Children's speed signs	Coastline Graphics	£113.76
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
11/11/2025	Lloyds reserve account	Lloyd's bank current account	£500.00

d) **Bank balances as of 30th December 2025.**

Lloyd's bank current account	£733.17
Lloyds reserve account	£13,200.78
Total	£13,933.95

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

e) **Approval of regular payments for 2026/27**

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

Payment	2025/26 - Amount ex VAT	2026/27 - Amount ex VAT
Community Action Suffolk - Insurance	£624	£650
Internal audit fee	£80	£85
SALC subscription	£249	£260
Scribe accounting software	£138	£194
Risby Parish Council - phone costs	£27	£30
Printer paper and consumables – (shared cost)	£20	£20
CAS Ltd - website hosting fee	£60	£60
ICO - data protection fee	£47	£50
Bank charges	£60	£60
Maintenance costs		
Grass cutting	£1,260	£1,600
Hedge cutting	£238	£250
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
Staff costs		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)	£3,693	£3,700

f) **To approve the Internal Control Statement for the year ended 31st March 2026.**

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 £85.00

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 grass cutting contract was agreed at the November 2025 meeting.

10. To discuss the following planning issues.

- a) **DC/25/1883/FUL and DC/25/1884/LB- Hill Farm Barn, Edmunds Hill - a. conversion of barn to a self-build dwelling b. creation of a new vehicular access and associated works.**

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

- b) **DC/25/1968/FUL - The Hangar, Edmunds Hill, Stradishall - Change of use of agricultural land to garden land. Linked to General Permitted Development Application DC/23/1060/P3QPA.**

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

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

- a) **Quote for pedestrians crossing signs for A143 near the Highpoint Estate.**

A Street Furniture Licence would be required to install the signs at a cost of £170. Stradishall Parish Council would be able to employ a private contractor to install the signs which would reduce the cost and is awaiting a quote. A quote of £935.60 + VAT has been received for the signs, with posts an additional cost. County Councillor Bobby Bennett has offered £750 towards the cost. The clerk agreed to follow up the quote for installation and check the budget so see if the Parish Council can cover the shortfall.

- b) **Water leaks in Stradishall village.**

The clerk contacted Anglian Water via County Councillor Bobby Bennett about the frequent road closures in Stradishall village due to water leaks. This was the response from Anglian Water:

Thank you for your email dated 8 October 2025. After receiving your correspondence, I escalated your concerns to our network service support manager Darren Cordy, and he has today informed me of the planned next steps.

Darren has confirmed that we are aware of water leaks in the Clare area, and are working closely with Clare town council who are notified as soon as we are aware of any work that will cause disruption to the local residents. This is then communicated social media and other web-based platforms.

As you state, emergencies do happen, however this goes hand in hand with our health and safety commitments, that being that we must always be aware and adhere to our responsibilities detailed at: [Safety at street works and road works - GOV.UK](#)

With regard to repair work, we first request a permit from the local highways. This step usually takes around 3 days but can be extended due to complexities or consequential damage to the road or footpath. We are aware that the area in question is sensitive due to the location, and the number of issues we have had previously, so we make sure that we let the residents and our own teams know the importance of delivering the work as quickly and safely as possible, to avoid prolonged issues.

When performing emergency work, the road is closed straight away, and we then have limited time to get the road closure signs in place. Diversions signs are also put out as soon as possible, and planned works will then have the time to send notifications along with locations and plans.

Temporary traffic lights are used where possible, however in some cases this is not possible (such as locations with differing road widths). Ultimately, the health and safety of our work force, residents and motorists will always come first.

We do have plans in this AMP to look at locations in Clare for options of Main renewals, and we will keep the Town council aware of any further developments.

As this response related specifically to Clare the clerk followed up with Anglian Water about Stradishall and received the following response:

After receiving your correspondence, I escalated your concerns to our network service support manager Chris Catchpole, who has confirmed that our road closures are implemented solely to ensure the safety of our teams and the public, while complying with the requirements of the Street Works Act, while we carry out essential repairs to our assets.

In some situations, temporary traffic lights cannot be used due to the position of the water main and the extent of the excavation required. In these cases, roadworks and closures are necessary whenever we are working within the highway.

We understand the concerns raised about the frequency of bursts in the area, and we can confirm that we have submitted plans for a mains renewal, which will significantly reduce the likelihood of future bursts once completed. We are aware of the number of incidents over the past six months and sincerely apologise for any inconvenience this has caused to the residents. As part of our ongoing efforts to improve communication and minimise disruption we will be reviewing the current signage arrangements to ensure they clearly show closure points, and which sections of the road remain accessible.

It was resolved that the clerk would ask Anglian Water to notify the Parish Council when there is a water leak in Stradishall and let them know the precise location of any road closures. The suggestion was made to ask Anglian Water to provide a What 3 Words location which can be shared with residents. The clerk was also asked to find out why roads are sometimes closed long periods without any actual work taking place.

12. To discuss any playing field issues.

a) Latest play inspection report.

All the findings were low or very low risk. The posts on the swing were picked up as moderate risk in the annual report but are showing as low risk in the latest monthly report and require monitoring and replacing as required. The clerk agreed to contact West Suffolk Council to find out why the timbers on the swing frame were found to be medium risk and needing replacing in the annual report but low risk and only needing monitoring in the monthly report. The clerk also agreed to query the fact that the old information sign is still appearing on the inspection reports when a new one was installed several months ago giving more detailed contact information.

b) To discuss the quote from Mortimer Contracts for replacement swing frames.

The frames are galvanised steel and can be painted any colour the parish council chooses. The quote also includes removal of the existing frame. It was resolved that the clerk would be authorised to apply for a Communities Capital Fund from West Suffolk Council as and when the Parish Council is ready to replace the swings.

13. To discuss any village issues.

a) Email from a resident about setting up a Neighbourhood Watch Scheme in Stradishall.

It was resolved that the clerk would include an article in the newsletter asking if anyone would be interested in taking on the role of Neighbourhood Watch co-ordinator. Information about Rural South Watch and Suffolk Connect will also be included in the newsletter.

14. Correspondence.

a) Email from Suffolk County Council about the Government's consultation on the Local Government Review.

As the councillors present could not reach a consensus, it was resolved that no response would be submitted.

b) Email from Citizen's Advice West Suffolk requesting a donation.

It was resolved that no donation would be made.

15. Any other business for noting or including on the agenda of the meeting on Monday 2nd March 2025.

No issues were raised.

There being no further business the meeting closed at 7.50pm.

Signed: **Dated:**