

# Stanstead Parish Council

Notice of meeting to be held at Stanstead Village Community Centre  
on Monday 17<sup>th</sup> November 2025 at 7.30pm

## AGENDA

*All members of the council are hereby summonsed to attend the meeting  
for the purpose of considering and resolving upon the business to be transacted  
as set out hereunder*

***All members of the press and public are invited to attend Meeting Part 1***

### Meeting Part 1

- 01.11 Vice Chair's welcome and to approve apologies for absence
- 02.11 For members to declare any interests they may have on items on the agenda and agree any dispensations to stay
  - a. Disclosable Pecuniary Interests
  - b. Other Registrable Interests
  - c. Non-Registerable Interests
- 03.11 To adopt minutes of the council meeting held on 22<sup>nd</sup> September 2025 and extraordinary meeting held on 27<sup>th</sup> October 2025.
- 04.11 To receive reports from: District Cllr M Holt /S Plumb and to acknowledge no report provided by County Cllr R Kemp for November.
- 05.11 Public Forum members of the public are invited to question Councillors and /or speak on any Parish matters
- 06.11 To discuss planning applications made since the last meeting and any planning issues including:
  - DC/25/04684 Proposal: change of use, conversion and extension of redundant agricultural building to form 1no dwelling. Construction of an outbuilding. Location: Barn West of Dales Farm, Shimpling Road, Stanstead, IP29 4EX
  - Update on report of works being carried out at 1 Norman Cottages Lower Street Stanstead CO10 9AJ
- 07.11 Finances
  - a. To approve invoices /accounts for payment per schedule
  - b. To monitor and reconcile receipts & payments to bank statement
  - c. To Monitor budget position to 30<sup>th</sup> September 2025
- 08.11 One Cllr to sign 'Method of Service of Summons' form
- 09.11 One Cllr to sign receipt of 'Local Government Association Model Councillor Code of conduct 2020' (adopted by SPC on 19<sup>th</sup> May 2025)
- 10.11 Playground update including:
  - a. Quarterly /Annual inspections
  - b. To discuss lighting
  - c. To accept update to 2 Signs as a gift from Auto Innovations
  - d. To discuss quote(s) for cleaning combination goal

- 11.11 Willow Trees – pollarding update
- 12.11 Thermal imaging project update
- 13.11 Neighbourhood plan
  - a. Working party update
  - b. To discuss how to administer requests in relation to survey question 8
- 14.11 Noticeboards – revamp update
- 15.11 Gov.uk domain and gov.uk emails update and to agree publishing of councillors contact details
- 16.11 Bank mandate update and to agree adding new clerk once in post
- 17.11 To discuss Bench maintenance /quotes received
- 18.11 To discuss Web Content Accessibility Guidelines (WCAG) 2.2 AA Accessibility standard advice and quote received for formal audit
- 19.11 Parish Clerk & Responsible Financial Officer Role
  - a. To discuss outcome of interview(s)
  - b. To approve appointment of Julia Howard
  - c. To agree a handover period to allow a smooth transition
- 20.11 Community Centre update including:
  - a. Lease agreement update
  - b. To discuss fire risk assessment and remedial works
- 21.11 To agree SALC as internal auditor for 25-26 financial year
- 22.11 To discuss and agree SPC response to ‘notice of community governance review’
- 23.11 Police /crime update
- 24.11 Matters to be brought to the attention of the Councillors /items for the next meeting’s agenda
- 25.11 Date of next meeting – Monday 26<sup>th</sup> January 2026

## **Meeting Part 2**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting part 2 due to the confidential nature of the business to be discussed

- 01.11/2 To agree pay scale, starting date and other employment matters for new Parish Clerk & Responsible Financial Officer

Gail Claydon Clerk to Stanstead Parish Council 11.11.25