

Stanstead Parish Council

**Notice of meeting to be held at Stanstead Village Community Centre
on Monday 22nd September 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*

01.09	Chairman's Welcome and apologies for absence
02.09	For members to declare any interests they may have on items on the agenda and agree any dispensations to stay and vote - Disclosable Pecuniary Interests - Other Registrable Interests - Non-Registerable Interests
03.09	Four new Cllrs to sign 'Method of Service of Summons' forms
04.09	All Cllrs to sign confirmation of receipt of Local Government Association Model Councillor Code of Conduct 2020' (adopted by Stanstead Parish Council on 19 th May 2025 via minute ref 10.5.25d)
05.09	To notify Cllrs of access to the Suffolk Association of Local Councils (SALC) member portal which includes: information, weekly bulletins and training opportunities
06.09	To adopt minutes of the council meeting held on 28 th July 2025
07.09	To receive reports from: District Cllr M Holt /S Plumb & County Cllr R Kemp
08.09	Public Forum members of the public are invited to question Councillors and /or speak on any Parish matters
09.09	To discuss planning applications made since the last meeting
10.09	Willow Trees - pollarding update
11.09	Thermal imaging project update
12.09	Finances - To approve invoices /accounts for payment - To monitor and reconcile receipts & payments to bank statement
13.09	Playground update including: - Quarterly inspections - To discuss quote for cleaning of combination goal - lighting
14.09	Neighbourhood Plans including: - Stanstead Parish Council's update - Reports on nearby parishes
15.09	Notice Boards – revamp update
16.09	Gov.uk domain and gov.uk emails update

17.09	To amend and sign bank mandate
18.09	To review actions from internal audit including to confirm: a. VAT reclaim schedule 5 submitted b. pension re-declaration submitted c. external auditor 'notification of exempt status' received d. Register of Interest forms for new Cllrs submitted to BDC e. Information Commissioners Office registration payment taken and records updated
19.09	Benches maintenance, to discuss quotes
20.09	To review /adopt SALC amended version of the Internal control statement
21.09	Parish Clerk /Responsible Financial Officer a. To advise of post holders' intention to resign to enable the Parish Council time to prepare b. To agree annual wage increase backdated to April 2025 c. To agree spinal point increase backdated to April 2025 d. To agree overtime for the period 1.4.25 to 31.8.25 e. To agree to pay accrued annual leave not taken from 1.1.25 to leaving date f. To agree to pay overtime for the period 1.9.25 to leaving date
22.09	To receive feedback from 'debate for the parishes on Local Government Reorganisation in Suffolk hosted by James Cartlidge MP'
23.09	Matters to be brought to the attention of the Councillors /items for the next meeting's agenda
24.09	Date of next meetings: Extraordinary meeting Monday 27 th October 2025 at 7.30pm Parish Council meeting Monday 17 th November 2025 at 7.30pm

Gail Claydon Clerk to Stanstead Parish Council 7th September 2025

All members of the press and public are invited to attend