

**Minutes of Stanstead Parish Council Meeting
held at Stanstead Village Community Centre, Stanstead
on Monday 25th March 2024 at 7.30pm**

Present: Stanstead Parish Council (SPC): Cllr C Warne Vice Chairman, Cllr D Harkness, Cllr A Green, G Claydon (Parish Clerk - Minutes)
Babergh District Council (BDC): Cllr M Holt, Suffolk County Council (SCC): Cllr R Kemp. 1 member of the public was present.

Absent: SPC: Cllr D Finch, Cllr D Wilson BDC: Cllr S Plumb,

01.03.24 Election of Chair

Resolved to elect David Harkness as chair until the next meeting, declaration of acceptance of office form completed.

02.03.24 Chairman's Welcome and apologies for absence

Meeting opened at 7.31 by Cllr David Harkness who thanked all those attending. Apologies for absence received from Cllr D Finch and Cllr D Wilson.
Resolved to approve the absence of Cllr D Finch & Cllr D Wilson.

03.03.24 To receive Councillor's declaration of interest, pecuniary or non-pecuniary in items on the agenda

Cllr C Warne declared an interest in items 15.03, 17.03 & 18.03
Resolved to defer item 17.03.

04.03.24 To consider applications for dispensation

Resolved unanimously (2 votes) to approved dispensation for Cllr C Warne in relation to items 15.03 & 18.03. Dispensation application form signed at the meeting by Cllr C Warne & Cllr D Harkness (Chair). Application to be retained on file.

05.03.24 To adopt minutes of the council meeting held on 29.1.24

Resolved to adopt the minutes as an accurate record and to be uploaded to the website as a PDF.

06.03.24 To receive reports from: District Cllr M Holt /S Plumb & County Cllr R Kemp

[District Councillor's Report March 2024](#) as provided at and prior to the meeting. Cllr holt advised that BDC has approved charging for parking and will be using the 'Mypermit' app as well as a cash option for payments.

[County Councillor's Report March 2024](#) as provided at and prior to the meeting. Cllr R Kemp advised SPC that the County Council have a local budget for repairs eg drains, etc

SPC thanked both District and County Cllrs for all the work they do for SPC and all the other parish councils.

07.03.24 Public forum, members of the public are invited to question Councillors and /or speak on any Parish matters

1 member of the public was present but had come in relation to item concerning Stanstead Village Community Centre which are on the agenda.

08.03.24 To discuss Neighbourhood Plan

Discussions have taken place with Ian Poole (consultant) regarding what needs to be done and timescale which could be in the region of 3 years. Funding would need to be applied for and SPC would need to identify: areas for development, number and type of buildings. Having a local plan would provide additional Community Infrastructure Levy (CIL) funding.

Resolved to progress developing a Neighbourhood Plan

09.03.24 EICR update

Contractor has advised that work should be completed 2nd /3rd April 2024.

Grant for works has been gratefully received from Cllr R Kemp's locality budget funding.

10.03.24 Adopt the following Policies & Procedures:

- a) **Data & Information Security Policy**
- b) **Data & Electronic Data Retention Policy**
- c) **Subject Access Policy**
- d) **Complaints Procedure**
- e) **Lawful Basis for Processing Data**
- f) **GDPR statement**
- g) **Privacy Policy**

Resolved to adopt all policies /statements in a)-g) above and for these to be uploaded to the website as PDFs.

Resolved that GDPR statement be added to the website with links to all of these policies.

11.03.24 Playground update

11.3.24a Signage

As per minute ref 12.1.24a clarification was obtained regarding information required for Signage x 2 and it was established that 999 can be used as the emergency contact, and an email address for contact with SPC. Draft sign previously circulated to cllrs and sign maker, quote for 2 signs and advice from sign maker to increase size of sign to 600mm x 400mm discussed.

Resolved that draft sign presented to be used for 2 signs each of around A4 size as per minute ref 12.1.24a.

11.3.24b Weekly Inspections

P Worwicker has agreed to conduct weekly playground inspections using the check list provided by HAGS.

Resolved to obtain cost for providing this service.

11.3.24c Three Monthly Inspections

Quotes requested from 3 providers for three monthly operational and yearly inspections, 2 providers quoted. Costed options and additional information presented to Cllrs.

Resolved to continue using Rospa Play Safety for the annual inspection and HAGS for the three monthly operational inspections. HAGS order form to be completed along with a request for the agreed Springtime visit to be arranged to address to outstanding issues with the grass matting /surfacing.

Resolved that the bin within the playground will not be replaced as there is one just outside the playground.

12.03.24 Village Sign update

Sign now re-erected. Contact received from a member of the public who photographs village signs and adds to their [Village Signs Website](#)

Resolved that enquiries be made as to whether we are able to use the pictures taken for our website /advert for new councillors /other communications.

13.03.24 To discuss survey of trees /maintenance plan

It was established that SPC are responsible for 9 trees on the church green and 2 behind Stanstead Village Community Centre.

Resolved to obtain a written assessment on the health of all 11 trees including if any urgent attention is needed.

14.03.24 To Review Audit Report and to adopt internal control statement

The Clerk brought to the Council's attention that discussions have commenced with G Ross who updates the council's website, regarding the need for a website accessibility statement. G Ross advised that they have run the suggested scan to assess the website's accessibility but that further work on this is necessary, however due to unforeseen circumstances it is unlikely that this will be completed before the end of the financial year. The clerk advised that Community Action Suffolk (CAS), who host the website, have a website accessibility statement template which it is anticipated will be used once G Ross can resume work on this. The council thanked the clerk for bringing this to their attention and noted the impact this will have on the internal audit for the current financial year.

Resolved to adopt the internal control statement and complete an internal control report.

15.03.24 To discuss broadband contract

Discussed issues experienced at Stanstead Village community Centre with current broadband package from County Broadband.

Resolved to establish the cost of unlimited data with current and alternative provider and to upgrade the service if the cost is £50 or less per month.

16.03.24 To discuss issues in Blooms Hall Lane

SPC would like to thank Mandy Edwards for clearing the ditch in Blooms Hall Lane.

17.03.24 To discuss Grounds maintenance specification & contract

See minute ref 03.03.24.

18.03.24 To discuss request for alterations to Stanstead Village Community Centre (SVCC)

Intended works were explained by Kevin from SVCC committee.

18.03.24a Bar Alterations

Resolved that proposed alterations to the bar be agreed, SVCC to forward the structural engineers report to SPC and to take responsibility for ensuring works undertaken adhere to the appropriate building regulations and/or planning permission.

18.03.24b Solar Panels

SVCC committee would like to explore installing solar panels but may need to work in partnership with SPC to achieve this.

Resolved that SPC agree 'in principle' to the installation of solar panels at SVCC and to cooperate with SVCC funding applications, but it was noted that SPC have limited capacity to be able to work on this project.

18.03.24c Car Park

SVCC committee would like to resurface the car park but were unsure whose responsibility it was. SPC advised that strictly speaking SVCC are responsible, but given the car park is used for access to the playground and bottle bins, the car park is clearly a village asset and accordingly it might be appropriate for SPC to make a contribution towards the costs of resurfacing. SVCC committee to obtain estimates for resurfacing of the car park and present these to SPC for consideration of joint funding.

Resolved that SPC would consider favourably a request for joint funding if SPC budget allowed.

19.03.24 To sign bank mandate

Signed by all in attendance, final signature to be obtained and form posted.

20.03.24 To discuss and agree items on the Asset Register

Discussed and updated items clerk had queries with. Clerk advised that they would like to make improvements to the asset register as currently the pre-existing system of recording assets is still being used, with the addition of a summary showing where the difference from the previous year come from.

Resolved to agree that items on the asset register are a true reflection of the assets held by the Parish Council

21.03.24 To approve invoices /accounts for payment

Schedule of Payments made since last meeting and already included in the reconciliation at 16.3.24		
Broadband February	24.99	+VAT
Work to Copper Beech Tree	75.00	
Clerk Wages February including back pay	516.06	

Schedule of payments to be made at the meeting		
Broadband March	24.99	+VAT
Income tax	231.00	
Clerk Wages March	308.06	
McAfee antivirus software	10.82	+VAT

Resolved that signed hard copy of schedule of payments be retained on file with minutes once adopted.

Signed & Resolved that income and expenditure records reconcile to bank statement at 16.3.24.

- 22.03.24 To discuss maintenance of Defibrillator**
Resolved that SPC will fund and purchase new pads which need replacing in August 2024 and batteries which will need replacing in March 2028 for the defibrillator outside Stanstead Village Community Centre.
- 23.03.24 To discuss clerk's hours being worked**
Resolved that clerk's overtime of 26 hours from January 2024 be approved for payment via SALC.
- 24.03.24 To agree dates of Annual meetings**
Resolved that the Annual Parish Assembly Meeting be held at 7pm on 20th May 2024 and the Annual Parish Council Meeting be held at 7.30pm on 20th May 2024 both at Stanstead Village Community Centre.
- 25.03.24 Matters to be brought to the attention of the Cllrs /items for the next agenda**
Neighbourhood plan update
EICR update
Playground update
Survey of Trees Maintenance Plan
Audit Update
To discuss Grounds maintenance Specification and Contract
Stanstead Village Community Centre alterations update

Meeting Closed at 9.45pm

Date of the next meeting 20th May 2024 at 7pm then 7.30pm see minute ref 24.03.24

Name:David Finch..... Position:Chair.....

Date:20.5.2024..... Time:8.03pm.....

Signature: Hard copy retained on file has been signed and pages initialled