

**Minutes of Stanstead Parish Council Meeting
held at Stanstead Village Community Centre, Stanstead
on Monday 22nd September 2025 at 7.30pm**

Present: Stanstead Parish Council (SPC): Cllr J Gaskell, Cllr A Green Cllr D Harkness, Cllr T Jeeves, Cllr S Richards, Cllr D Wilson, G Claydon (Parish Clerk - Minutes)
Babergh District Council (BDC): Cllr S Plumb

Absent: SPC: Cllr K Peck, BDC: Cllr M Holt, Suffolk County Council (SCC): Cllr R Kemp. No members of the public or press were present.

01.09.25	Chairman's Welcome and apologies for absence Meeting opened at 19:31 by Cllr D Harkness. Apologies for absence approved for Cllr K Peck. Apologies also received from BDC Cllr M Holt and SCC Cllr R Kemp.
02.09.25	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 Cllr A Green was unsure if he should declare an interest in being on the Neighbourhood watch working group, this was deemed not necessary.
03.09.25	Four new Cllrs to sign 'Method of Service of Summons' forms Cllrs J Gaskell, T Jeeves and S Richards signed 'Method of Service of Summons' form confirming consent for summons to be sent by e-mail (having previously confirmed consent via email).
04.09.25	All Cllrs to sign confirmation of receipt of 'Local Government Association Model Councillor Code of Conduct 2020' (adopted by Stanstead Parish Council on 19th May 2025 via minute ref 10.5.25d) All Cllrs present signed to confirm receipt of the above document.
05.09.25	To notify Cllrs of access to the Suffolk Association of Local Councils (SALC) member portal which includes: information, weekly bulletins and training opportunities The clerk advised that an email with a link to request access to the SALC portal was sent to all Cllrs today suggesting access is requested once the gov.uk email addresses are set up.
06.09.25	To adopt minutes of the council meeting held on 28th July 2025 Resolved unanimously to adopt the minutes as an accurate record, to be uploaded to the website as a PDF.
07.09.25	To receive reports from: District Cllr M Holt /S Plumb & County Cllr R Kemp District Councillor's Report September 2025 as provided prior to and discussed at the meeting. County Councillor's Report September 2025 as provided prior to the meeting.

08.09.25	Public Forum members of the public are invited to question Councillors and /or speak on any Parish matters No members of the public were present.																																																						
09.09.25	To discuss planning applications made since the last meeting Discussion regarding works being carried out at 1 Norman Cottages Lower Street Stanstead CO10 9AJ. Resolved unanimously to raise a query with BDC to ensure the works being carried out are in accordance with planning /building regulations.																																																						
10.09.25	Willow Trees - pollarding update The clerk advised the proposed date for the works are 1st October subject to the date being suitable for Stanstead Village Community Centre & Social Club C.I.C.																																																						
11.09.25	Thermal imaging project update The clerk advised they had spoken to someone from the climate change partnership at SCC and that further details of the available: training (which is likely to be 2 webinars), support and resources, should be emailed this week. The key step now is to agree when to undertake the project. Resolved unanimously to set aside time in late Jan to early Feb for the delivery of the project to enable time for engagement with parishioners.																																																						
12.09.25	Finances a. To approve invoices /accounts for payment b. To monitor and reconcile receipts & payments to bank statement <table><tr><th colspan="3">Schedule of Payments made since last meeting and already included in the reconciliation at 22.9.25</th></tr><tr><td>Bank Service charges May-June 25</td><td>4.25</td><td></td></tr><tr><td>Bank Service charges June-July 25</td><td>4.25</td><td></td></tr><tr><td>Dog and litter bin emptying</td><td>498.00</td><td>+VAT</td></tr><tr><td>Grounds maintenance until July 25</td><td>1,720.00</td><td></td></tr><tr><td>Energy Performance Certificate Comm Centre</td><td>250.00</td><td></td></tr><tr><td>Bus shelter x 2 cleaning</td><td>130.00</td><td></td></tr><tr><td>Neighbourhood plan survey voucher x 2</td><td>100.00</td><td></td></tr><tr><td>Bank Service charges July – Aug 25</td><td>4.25</td><td></td></tr><tr><td>Clerk wages August 2025</td><td>313.68</td><td></td></tr><tr><td>Grounds maintenance Aug 25</td><td>290.00</td><td></td></tr><tr><td>Broadband pro rata grant to SVCC&SC C.I.C</td><td>200.00</td><td></td></tr><tr><td>ICO data Protection fee</td><td>47.00</td><td></td></tr><tr><th colspan="3">Income Received since last meeting and already included in the reconciliation at 22.9.2025</th></tr><tr><td>VAT refund</td><td>1,069.06</td><td></td></tr><tr><td>Precept (part 2 of 2)</td><td>5,949.00</td><td></td></tr><tr><th colspan="3">Schedule of payments to be made at the meeting</th></tr><tr><td>None</td><td></td><td></td></tr></table>	Schedule of Payments made since last meeting and already included in the reconciliation at 22.9.25			Bank Service charges May-June 25	4.25		Bank Service charges June-July 25	4.25		Dog and litter bin emptying	498.00	+VAT	Grounds maintenance until July 25	1,720.00		Energy Performance Certificate Comm Centre	250.00		Bus shelter x 2 cleaning	130.00		Neighbourhood plan survey voucher x 2	100.00		Bank Service charges July – Aug 25	4.25		Clerk wages August 2025	313.68		Grounds maintenance Aug 25	290.00		Broadband pro rata grant to SVCC&SC C.I.C	200.00		ICO data Protection fee	47.00		Income Received since last meeting and already included in the reconciliation at 22.9.2025			VAT refund	1,069.06		Precept (part 2 of 2)	5,949.00		Schedule of payments to be made at the meeting			None		
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	Signed & Resolved that hard copy of schedule of payments be retained on file with minutes once adopted (4 votes in favour, 2 abstentions). Signed and Resolved that receipts and payments reconcile to the bank statement at 22.9.2025, hard copy to be retained on file. (4 votes in favour, 2 abstentions).
13.09.25	Playground update including: a. Quarterly inspections b. To discuss quote for cleaning of combination goal c. Lighting Resolved unanimously to defer 'a. Quarterly inspections' and 'c. Lighting' until the next meeting due to Cllr absence and to chase up quote for cleaning of combination goal as not received in time for the meeting.
14.09.25	Neighbourhood Plans including: a. Stanstead Parish Council's update There was a 52% response to the Stanstead Neighbourhood Plan survey with a further 3 surveys received after the return deadline. The next working group meeting is on 20.10.2025 where results of the survey and next steps will be discussed. Although government funding has been withdrawn, it was felt that SPC will be able to progress some of the work required themselves b. Reports on nearby parishes It was acknowledged that Glemsford had withdrawn their neighbourhood plan at this time. Resolved unanimously that SPC have no comments regarding Hartest's neighbourhood plan for which SPC were a consultee.
15.09.25	Notice Boards – revamp update Discussed various costed options which had been explored. A volunteer has offered to install the new notice boards. Resolved to purchase 2 magnetic notice boards suitable for outdoor use along with 100 magnets and for these to be installed by the volunteer.
16.09.25	Gov.uk domain and gov.uk emails update The clerk advised that the request was put in on 26.8.2025 and they have chased up Community Action Suffolk who advised they are waiting for the cabinet office to approve the registration and hope that this will be done any day now.
17.09.25	To amend and sign bank mandate Discussion around needing a resolution to add Cllrs to the bank mandate and whether this should be done online or via paper application. Resolved unanimously to add Cllr T Jeeves and Cllr S Richards, paper application form completed and signed at the meeting.
18.09.25	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 The clerk advised there are still some outstanding items including review format of the asset register which was scheduled for Sept 2025 and full recording of the precept figures in Jan 2026. Resolved that evidence of item 18.09.25a. was seen in the accounting spreadsheet and bank statement showing £1069.06 had been reclaimed for the period 1.3.25 to 31.7.25 (see minute ref 12.09.25). And that evidence of completion of items 18.09.25b-e above had been forwarded to councillors via email.
19.09.25	Benches maintenance, to discuss quotes The clerk advised they had not yet received any quotes for the work. Discussed specification previously sent when requesting quotes. Resolved unanimously that the specification for the works be alter to 'clean, prepare and oil benches with linseed or similar'.
20.09.25	To review /adopt SALC amended version of the Internal control statement Resolved unanimously that internal control statement reviewed by SALC August 2025 be adopted and that Community Action Suffolk, who currently host the website, be contacted regarding compliance with Web Content Accessibility Guidelines (WCAG) 2.2 AA accessibility standard.
21.09.25	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 The clerk thanked the Cllrs for their kind messages received. Discussion around the contracted hours /overtime worked /realistic hours required for the clerk/RFO role. Resolved unanimously that a. the Clerk/RFO's resignation be accepted, that b. the annual wage increase in line with National Joint Council for Local Government Services (NJC) pay agreement 2025/26 be backdated to 1.4.25, that c. the annual spinal point increase in line with the Clerk's contract be agreed backdated to 1.4.25 and that d. 43 hours overtime should be paid for the period 1.4.25 to 31.8.25. Resolved unanimously that e. accrued annual leave not taken from 1.1.25 to the date of leaving will be paid to the Clerk and that f. overtime worked for the period 1.9.25 to the date of leaving will be paid to the Clerk Resolved unanimously that SPC should recruit to the post using the SALC templates including the employment contract, with hours to be 6-10 per week, pay dependant on experience and that the SALC appraisal form be adopted for use.

22.09.25	To receive feedback from ‘debate for the parishes on Local Government Reorganisation in Suffolk hosted by James Cartlidge MP’ The following Cllr feedback was read out at the meeting: “In short it was a lively debate. One Suffolk are very prepared vs 3 councils which had yet to publish and couldn’t really answer effectively. For PC and Cllrs the offer is there to give PCs the ability to manage speed limits, minor planning, tree conservation orders, etc with funding available to do this was the main take away. These are just the 3 types of things that could become a PCs responsibility. PCs will be able to take on as much or as little as they want. Effectively become the second tier of government locally but being placed in communities instead of having decisions made that don’t suit the parishes or towns.”
23.09.25	Matters to be brought to the attention of the Councillors /items for the next meeting’s agenda • 1 Cllr to sign ‘Method of Service of Summons’ form (having previously confirmed consent via email). • 1 Cllr to sign confirmation of receipt of ‘Local Government Association Model Councillor Code of Conduct 2020’ (adopted by Stanstead Parish Council on 19th May 2025 via minute ref 10.5.25d). • Playground update including quarterly inspections and lighting.
24.09.25	Date of next meetings: Extraordinary meeting Monday 27th October 2025 at 7.30pm Cllr T Jeeves gave apologies in advance for October meeting. Parish Council meeting Monday 17th November 2025 at 7.30pm Cllr D Harkness gave apologies in advance for November meeting and advised a chair would be needed.

Meeting Closed at 21:45

Name: Position:Chair.....

Date: Time:

Signature: