

**Stanstead Parish Council meeting held at Stanstead Village Community Centre
on Monday 30th March 2026 at 7.30pm**

Chair: Cllr Harkness

IN attendance: Cllr Wilson, Cllr Green, Cllr Richards, Cllr Jeeves, Cllr Peck and Cllr Plumb

Members of the public: None

Draft Minutes

26/019 Welcome and to approve apologies for absence – Cllr Gaskell, Cllr Kemp and Cllr Holt

26/020 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

Cllrs advised that they have an interest in agenda items that relate to Stanstead Village Community Centre & Social Club C.I.C (SVCC) and dispensations as follows:

Cllr Green – has an Other Registerable interest as they are friends with an SVCC committee member as previously recorded.

Cllr Harkness – non-registerable interest as a member of SVCC as previously recorded

Cllr Peck – non-Registerable interest as a member of SVCC as previously recorded

Cllr Jeeves - non-registerable interest as a member of SVCC as previously recorded.

26/021 To adopt minutes of the council meeting held on 23rd January 2026.

RESOLVED It was resolved to approve the minutes as a true record, all in agreement by nod of head.

26/022 To receive reports from: District Cllr M Holt /S Plumb and County Cllr R Kemp Reports were circulated and have been put on the PC's website

Cllr Plumb gave a summary of his report; There has been progress with the Local Government Reorganisation. In Suffolk there will be three Unitary Councils, Eastern, West, and South –a single Mayor with certain responsibilities for Norfolk and Suffolk. Stanstead, along with Lavenham, Sudbury and surrounding areas will fall under West Suffolk, who will probably sit in Bury St Edmonds. Suffolk County Council elections will be held this May'26. The new recycling collections will start in June. There has been a lot of publicity, including some information on the village noticeboards. Chair Cllr Harkness conveyed his thanks to the Babergh team with regard to their assistance in providing equipment for the community litter pick. Chair Cllr Harkness also enquired about grants for fire alarm repairs and was advised there aren't funds left this year but to try after May. He Also enquired about speed limits through the village and was advised that the county council is the relevant contact for this.

26/023 Public Forum members of the public are invited to question Councillors and /or speak on any Parish matters – none.

26/024 Admin

- a. **Review of Internal Control Statement** – passed to Cllr Peck to undertake a final check, who will also sign the form.
- b. **Councillor Training** – including playground course

Glemsford Parish Council is having a SALC trainer coming to Glemsford to deliver some new Councillor training and has offered spaces to Stanstead at no charge. Cllr Peck would also like to attend a training session on assessing playground equipment, this would save the PC on the costs of quarterly charges, it was agreed in principle however the PC would like to wait until the round of HAGS visits concludes.

- c. **To consider opening a social media page/account** – Stanstead PC

doesn't have a social media page, most surrounding PC's do have a Facebook page. Cllr Peck, Chair Cllr Harkness and the Clerk will move this forward.

d. **To consider establishing additional working groups** (Events, Planning, Finance) – there were discussions regarding working groups, and the view was that an Events WG would be beneficial and a Grants WG may be useful, the PC didn't want to have a planning or finance WG. Membership of the groups to be agreed at a later date.

e. **Adoption of IT policy** – it was noted that this policy doesn't include GDPR requirements, however, it was agreed to adopt the policy and consider whether to include GDPR at its next review

RESOLVED all agree to adopt the policy, by show of hands

26/025 Finances

a. **To approve invoices /accounts** for payment per schedule

Schedule of payments to be made at the meeting

McAffee renewal due reimbursement to clerk	£54.99
SALC – payroll charges (6 monthly)	£54.00
Clerk wages (March)	£447.17
Flameguard inv. 50% to be claimed back from SVCC	£480.00
HMRC (quarter 4 PAYE)	£648.70
Clerk wages (to be scheduled for April)	£447.17
Reimbursement of new noticeboard backs	£109.30

b. **To monitor and reconcile receipts & payments** to bank statement

c. **To Monitor budget position** to 28th February 2026

RESOLVED Points a,b and c were agreed by show of hand, by all Councillors

d. **Approve Internal Auditor (SALC)** and associated costs (engagement letter)

RESOLVED with a cost of £237.00 and the clerk will apply for an exemption from the external audit

e. **Asset register review** – the asset register has the Oil Boiler for the community centre, this will be removed from the register now as it was donated to SVCC. The Community Centre will still be shown on the asset register, and the PC will get written advice from CAS as to whether a value should be shown and if so how.

f. **To consider opening a savings account** for the PC earmarked funds

To be put on hold until the current account is operating properly.

26/026 Community Centre update including:

a. **Lease agreement update** – a working group meeting has been arranged for early April. Cllr Peck has also agreed to train current club members to undertake the weekly fire risk assessment checks, which leads on to the next item.

b. **Update on fire assessment remedial works** - The fire risk assessment hasn't been signed off yet and there are remedial works still required. There are three outstanding issues, the clerk will write to the club to ask for clarity / action on these issues. Cllr Peck is going to draft some points to include in the letter.

The PC has agreed to pay £480 to Flameguard for remedial works and invoice the Community centre for half, however with an additional quote of £329+VAT it may be more pragmatic for the PC to cover the first bill and SVCC to pay the second bill. Alongside the required remedial works, the PC is keen to ensure that the Management Club takes required steps to keep the public safe when using the SVCC

26/027 Gate Renewal to field by SVCC – the gate is stable whilst it remains locked and closed, a replacement will be considered in the future.

26/028 Planning - to discuss applications made since the last meeting and issues **Applications** – none at the time of issue of the agenda, a late addition was discussed.

DC/26/01206 – 16 Alston Crescent – erection of a garage with revised site access and dropped kerb and electric gate.

The PC doesn't support building in front of the building line and would object to this

application.

Decisions – DC/25/05054 – The Bungalow, Lower Street, Stanstead. CO10 9AH
Householder Application - loft conversion including a south-facing dormer, single-storey rear extension, installation of solar panels to the roof, formation of parking provision, creation of a new front door opening on the south side, and external cladding of the dwelling for insulation purposes. - **GRANTED**

26/029 Neighbourhood Plan – whilst this is on hold, one of the points that came out of the process was concern over the speed of vehicular traffic through the village, and the PC would like to ask for a speed reduction on Blooms hall lane, bringing it down if possible to as low as 20mph. Cllr Kemp may be able to support this request.

26/030 Playground update including:

a. Quarterly /Annual inspections

Awaiting on a date for the quarterly inspection, when weather has improved for a walk through of the site, to cover some outstanding concerns. Cllr Peck is leading on this.

26/031 Community Litter Pick – this was a roaring success, 15-20 people attended and BDC provided equipment. 8 and a half bags of litter were collected and disposed of correctly. A shredded tyre is awaiting collection from BDC. There are some areas that weren't covered on this session. Another litter pick will be arranged in the future.

26/032 Thermal imaging project update / Keep the Heat initiative – 9 houses were surveyed, around 6% which is slightly better than expected, the camera has now been returned. Thanks to Cllr Jeeves and his wife for leading on this project.

26/033 Correspondence to report – recycling updates from BDC have been circulated, and adverts have been put on the noticeboards, we have also received a notice of election from BDC for the County Councillors election in May this year.

26/034 Matters to be brought to the attention of the Councillors /items for the next meeting's agenda, Chair Cllr Harkness - a spot for Rowan Preston to explain what young residents would like from the council will be on a forthcoming agenda, Cllr Green – the copper exchange is being closed soon, and traditional land lines will be removed, which may have an impact on residents of the community. Cllr Jeeves – the footpath in Upper Street heading to the b1066 is overgrown and not passable. SCC has replied to say that this is not on the cutting list.

26/035 Date of next meeting – Monday 18th May 2026 Annual Parish Meeting at 7pm followed by Annual Parish Council Meeting at 7.30pm.

Meeting closed 21.17