

**Stanstead Parish Council meeting, Stanstead Village Community Centre  
on Monday 18<sup>th</sup> May 2026 at 7.30pm**

**Chair:** Cllr Harkness

**In attendance:** Cllr Jeeves, Cllr Green, Cllr Richards, Cllr Gaskell, Cllr Wilson

Parish Clerk: Mrs Julia Howard

**Members of the Public:** none

### **Draft Minutes**

26/036 Election of the Chair – Cllr Harkness was nominated by Cllr Green, seconded by Cllr RESOLVED Richards and all in agreement, by show of hands

26/037 Election of the Vice Chair – Cllr Richards proposed Cllr Green, seconded by Cllr Gaskell RESOLVED all in agreement by show of hands.

26/038 Welcome and to approve apologies for absence – apologies received from Cllr Peck and Cllr Plumb.

26/039 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 Jeeves - non-registerable interest as a member of SVCC as previously recorded.

26/040 To adopt minutes of the council meeting held on 30<sup>th</sup> March 2026.- approved by show of RESOLVED hand and signed at the meeting

26/041 To receive reports from: District and County Councillors – As circulated

26/042 Public Forum members of the public are invited to question Councillors and /or speak on any Parish matters - none

26/043 Essential Housekeeping for Annual meeting

**Item 1.** Adoption of the standing orders (NALC '25 version), Financial Policy and Reserves Policy

**Item 2.** Review and approve the scheme of delegation to the clerk (as circulated)

**Item 3.** Review of Financial Risk Assessment (as circulated)

**Item 4.** Review of Working group responsibilities and membership – to stay as it has been.

**Item 5.** Council meetings 26/27 -to agree date, time and location of ordinary meetings, as circulated and will be placed on noticeboards and the PC's website

RESOLVED The Chair proposed that all items 1-5 were approved as written, seconded by Cllr Green, all agreed by show of hands.

26/044 **Financial Matters**

**Item 1.** To note receipts and approve upcoming payments for payment schedule

Payments: £11.99 yellow ink cartridge, from Amazon

Receipts: £6,626.00 Babergh District Council

£50.00 Lloyds Bank complaint credit

- a. To monitor and reconcile receipts & payments to bank statement - Signed.
- b. To Monitor budget position to 28<sup>th</sup> February 2026

**Item 2.** Review of earmarked fund accounts, as per Item 2.

**Item 3.** To approve the Year End accounts and Earmarked reserves for 25/26 (circulated)

**Item 4.** To approve the fixed Asset register as of 31/3/26 (circulated)

RESOLVED Items 1, 2, 3 and 4 were resolved as one, by show of hands.

There are some notes on the Asset Register document that need to be removed (as they refer to previous Cllrs)

**Item 5.** To receive the report from the Internal Auditor for 25/26 and agree any action  
The report was circulated prior to the PC meeting. It is generally a very good report and the only action relates to checking the accessibility status of the website.

**Item 6.** To complete and approve the Annual Governance Statement for 25/26 (section 1)

**Item 7.** To approve the Accounting Statements for 25/26 (section 2)

**RESOLVED** Items 6 and 7 were approved unanimously and signed at the PC meeting along with the Certificate of Exemption as a smaller authority.

**Item 8.** To note the dates for the Publication of Notice of Public Rights – 3/6/26 – 14/7/26

**Item 9.** To approve processing of regular payments list – Salaries and HMRC are the only **RESOLVED** regular payments, this was approved unanimously.

**Item 10.** To confirm insurance cover for the coming year – due for renewal 27/7/26, this is due on the date of the next PC meeting but a renewal letter has not been received yet, therefore this will need to be considered between meetings.

**Item 11.** To note no section 137 spending occurred 25-26 (LGA 1972) - noted

**Item 12.** To approve annual CIL return – this was approved and signed by the Chair.

**Item 13.** To review/confirm the Internal Auditor for 26/27, the PC is happy to go with SALC again next year.

26/045 Community Centre update including:

a. Request for use of the field for the upcoming Beer Festival, August 7<sup>th</sup>-9<sup>th</sup>

Clerk to write to SVCC to agree to this. There are various matters the PC expected SVCC would have in hand, but PC would like SVCC to confirm these. Clerk to write to SVCC to set out the matters, such as such as relevant PRS/PPL licenses are in place for all sites being used, that music is not amplified after 11pm and that SVCC confirm that the premises and sites are safe and fit for purpose both prior to use and afterwards and notify the Parish Council of any damage occurred.

b. Lease agreement update – there were discussions relating to this, and the clerk read out a draft letter, allowing further discussions, further amendments will be made and then the clerk will circulate a final draft of the letter for agreement before sending.

c. Update on fire assessment remedial works – clerk to circulate letter regarding this with a view to sending later this week.

26/046 Planning - to discuss applications made since the last meeting and issues

**Applications** - None

**Decisions** –

**DC/25/04684** - Barn West Of Dales Farm, Shimpling Road, Stanstead, IP29 4EX

Full Planning Application - Change of use, conversion and extension of redundant agricultural building to form 1no self-build dwelling. Construction of an outbuilding - **Granted**

**DC/25/05544** - Barnfield, Upper Street, Stanstead, Sudbury Suffolk CO10 9AU

Discharge of Conditions Application for DC/25/02112 - Condition 2 (Fenestration – New Extension), 3 (Fenestration-Main Barn Conversion), 4 (Fenestration Joinery Finish – New Extension) and 5 (Fenestration Joinery Finish - Main Barn Conversion) - **Granted**

26/047 Neighbourhood Plan – BDC has advised that there is some funding available for neighbourhood plans again and the PC would like to move our plan forward again. The clerk will make contact with BDC to enquire about funding.

26/048 Playground update including:

a. Quarterly /Annual inspections – HAGS have asked whether the PC would like to sign up to a further year of inspections, it was agreed that the PC will do this, the clerk will respond to HAGS and remind them that the last quarterly meeting is yet to be scheduled.

b. Babergh & Mid Suffolk commissioned survey of facilities – Cllr Peck has kindly offered to complete the survey on behalf of Stanstead Parish Council.

26/049 Admin

- a. Training update – Highways training with SALC Chair Cllr Harkness and Cllr Jeeves will be attending this. Councillor training to be held in Glemsford on 16<sup>th</sup> and 23<sup>rd</sup> June – Chair Cllr Harkness, Cllr Green, Cllr Jeeves, Cllr Gaskell, Cllr Richards and Cllr Peck would like to attend – there will be no charge made for this.
- b. Social media page/account update – Facebook page has now been set up and Cllr Peck is adding information and photos regularly.
- c. Complaint lodged with Lloyds bank – the PC has an ongoing complaint with the bank and has received £50 compensation whilst the complaint is being looked into.

26/050 To consider applying for Tesco funding or other fundraising options. The PC would like to move forward with this and thinking of projects to be supported, top of the list was the gate, hedge and carpark extension, although this will be more than the £1000 expected fund.

26/051 Correspondence to report - none

26/052 Matters to be brought to the attention of the Councillors /items for the next meeting's agenda, Cllr Wilson – the clock is currently 2 hours slow, the turning out of Blooms Hall Lane has a broken line rather than a solid line or STOP sign, there have been several incidents in this area. To be added to the agenda for July's PC meeting.

Councillor Harkness to investigate who has been maintaining the speed indicator sign and moving it around the village and thank them on behalf of the PC.

Cllr Green – copper wire phone lines are being removed, this will affect those who have poor or no mobile phone signal.

26/053 Meeting closed at 21.32. Date of next meeting – Monday 27<sup>th</sup> July at 7.30pm.