



STANTON PARISH COUNCIL

Clerk to the Council - Fiona Osman, 20 Micklesmere Drive, Ixworth, Suffolk IP31 2UJ
Tel: - 07729 731128 Email stantonparishcouncil@gmail.com

Chair – Jim Thorndyke

Vice Chair – Charlie Harvey-Evers

Minutes of the Meeting of Stanton Parish Council held on 9 May 2024 at Stanton Village Hall.

- 1. Election of Chairman** - Charlie Harvey-Evers was nominated and seconded and all in favour. He duly signed the declaration of acceptance of office for the position which was countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.

The outgoing Chairman, Jim Thorndyke, tendered his resignation from the Parish Council.

Cllr Harvey-Evers passed on the parish council's thanks to Cllr Thorndyke on his long history as a parish councillor and his past year as Chairman.

- 2. Election of Vice Chairman** – Dee Burdett was nominated and seconded and all in favour.

- 3. Roll Call & Apologies**

The Parish Council were informed that Vic Dorling had tendered his resignation from the Parish Council.

The following councillors were present:

| | |
|------------------------------|----------------|
| Dee Burdett (Vice Chair) | Barry McDonald |
| John Frizzell | Phil Smith |
| Charlie Harvey-Evers (Chair) | |

Apologies for absence were received from the following councillors:

| | Reason | Approved/ not approved |
|------------------|---------------|-----------------------------------|
| Brian Brown | Family event | Approved |
| Lorraine Frost | Medical | Approved |
| Martin Scowcroft | Medical | Approved |
| Martin Wright | Childcare | Approved |

SC Cllr Joanna Spicer would be arriving late.

- 4. Minutes**

The minutes of the meeting held on 11 April 2024 were confirmed as a correct record and were signed by the Chair.

- 5. Public Forum**

One member of the public was present:

- The 80th Anniversary of D-Day will take place on 6 June and the Royal British Legion would be commemorating the event.
- Concern was raised about overgrown bushes that blocked the view of traffic exiting from the 'slip lane' on Bury Road onto the A143. This issue had been reported a number of years ago but no action had been taken.
- Vehicles were still exceeding the speed limit on the A143 – slowing down for the SIDs but then speeding up again.

6. a. Report from West Suffolk District Councillor Jim Thorndyke:

- Bloor Homes – the parish council should expect some correspondence in due course on this application. They should check what S106 monies were agreed.
- Jaynic – no further information on this application although an advertisement has been seen in local newspaper about a Stanton Business Park so this could be resurrected.
- Equation – have been asking about a 'Grampian' condition in order to move their application forward. This is a complicated condition and very unusual so would need careful consideration by legal.

Questions from Parish Councillors:

- Cllr Frizzell asked if there was any further development of the reinstatement of the Rose & Crown sign. DCllr Thorndyke stated that enforcement action was unlikely before October 24 and Cllr Harvey-Evers had been informed by residents that work was planned in November 24.
- Cllr Burdett asked if there was any further news on the 8 mobile home application at Shepherds Grove. DCllr Thorndyke confirmed this has been refused and no further news.
- Cllr Smith asked for an update on the Food Waste collection changes. DCllr Thorndyke explained this was likely to start in 2026 and would be collected weekly.
- Cllr Frizzell proposed a vote of thanks to Cllr Thorndyke for his support of the parish council. This was unanimously agreed by all councillors.

b. Report from Suffolk County Councillor Joanna Spicer:

This item was deferred until the arrival of SC Cllr Spicer

7. Clerk's Report

The Clerk's Report had been circulated with the agenda and the Clerk highlighted the following items:

- There was an interested party in the vacant allotment plot
- Cllr Smith informed the Clerk that the applicant for the Memorial Bench for Abbie Sheppard had a contractor who would be willing to install the concrete plinth and invoice the applicant directly. The Clerk confirmed that she would liaise with the applicant to ensure the contractor had the appropriate insurance.
- Cllr Burdett asked for an update on the Litter Pick – the Parish Council agreed this should take place on Saturday 25 May (beginning of half-term) provided Angie Burrows was available.

8. Declarations of Interest - NONE

9. Statutory Business/Governance:

9.1 To review Standing Orders and Policies Document – 2024-25

Councillors had reviewed the amendments made to the documents and confirmed their approval.

It was proposed by Cllr Frizzell, seconded by Cllr Burdett and all in favour that the revised Standing Orders and Policies Document 2024-25 should be adopted.

9.2 Finance: The Clerk informed the Parish Council that a Budget Report would be presented to councillors on a quarterly basis.

SC Cllr Spicer arrived during the consideration of this item.

a. i. **Finance Report as at 30 April 2024** – received and agreed.

Cleared transactions since last meeting

| | |
|------------------|------------|
| Cleared receipts | £71,634.90 |
| Cleared payments | £14,188.60 |

Bank Reconciliation

| | |
|-----------------------------|-------------|
| Balance per Bank Statements | £138,264.64 |
| Unpresented payments | £0 |
| Unpresented receipts | £0 |
| Adjusted Bank Balance | £138,264.64 |

ii. **Scheduled Payments** – these were approved for payment and the Schedule signed by the Chair.

Cllr McDonald asked if the agreed donation to Stanton Bowling Club (agreed at PC Meeting on 11 April) had been paid. The Clerk confirmed this would be paid immediately.

| | |
|---|-----------|
| Salaries (all) | £1,603.58 |
| HMRC – PAYE Qtr 4 2023-24 (DD) | £502.17 |
| Anglian Water – Clock Tower (DD) | £5.00 |
| EDF – Floodlights (DD) | £33.00 |
| EDF – Clock Tower (DD) | £37.00 |
| Clerk – Phone & Internet (Mar & Apr) (BACS) | £20.00 |
| Paul Sparkes – Ashes plot (BACS) | £100.00 |
| Viking Direct (BACS) | £78.72 |
| Internal Audit Fee (BACS) | £260.00 |

b. **Internal Audit** – The Report to Stanton Parish Council – Internal Audit of the Accounts for the Period Year Ending 31st March 2024 was considered by the parish council.

- The Clerk explained that the outstanding balance for the public works loan had not been updated the previous year and had been advised by the auditor to 'restate' this figure in the accounts.
- The Standing Orders and Financial Regulations documents had been updated and now approved by the council (see Minute 9.1 above).

- The levels of insurance would be an agenda item on the Budget Meeting (November) in future so that careful consideration can be given to ensuring the sums insured are adequate.
 - The parish council noted that General Reserves should equal no more than 3-12 months Net Revenue Expenditure. They would ensure that Earmarked Reserves would be for genuine and intended purposes.
 - The parish council asked the Clerk to investigate the use of '.gov.uk' email addresses which they would consider at a later stage.
- c. **Annual Governance Statement 2023/24** (AGAR Section 1) – this was considered and approved. The Chairman and Clerk duly signed the Statement.
- d. **End of Year Accounts 2023/24** (AGAR Section 2) – this was considered and approved. The Chairman duly signed the Accounting Statements.
- e. **Asset Register**- The Asset Register was reviewed and approved by the parish council.
- f. **Insurance Renewal** - The Clerk had determined that the sums insured were commensurate with the value of assets. A renewal for £2,197.08 had been received from the current insurers, Clear Councils (using Aviva Insurance Ltd), which was within the budget allocated. The current policy expires on 31 May 24.

The renewal for insurance was approved by all councillors.

10. Report from Suffolk County Councillor Joanna Spicer:

- Planned roadworks on Barningham Road from junction with Duke Street North to the A143 for resurfacing. Concern raised that this might clash with notified diversion from Norfolk County Council (see Minute 13b). SC Cllr Spicer would raise this with Highways.
- The sale of the old Primary School site had now been agreed although details could not yet be provided.
- SC Cllr Spicer had met with local riders in Wash Lane which is classified as a Highway (U Road). This had recently dried out and was now passable but there were overhanging brambles that needed to be cut back. A landowner had planted a line of hedging bushes across the path and this would be addressed.
- Following the concern raised about HGVs using Duke Street North as a short cut to A143, SC Cllr Spicer was looking at the possibility of installing 'Not suitable for HGVs' signs. But photographic evidence was needed to show that HGVs that were not delivering to residents were using the road. There would be a cost which may need to be paid for by the parish council.
- SCC were considering whether the 30 mph speed limit near the Shepherds Grove Industrial Estate could be extended past the entrances to Shepherds Grove Park to the bus shelter. To determine the extent of the problem, a speed counter could be installed which could cost £300. SC Cllr Spicer could fund this but the parish council would need to pay for any works to install the speed limit signs if approved. Councillors agreed that the first step of installing a speed counter should be taken.

Questions from Parish Councillors

- Cllr McDonald asked if the amount of scrap metal at S Scott & Sons off Grove Lane could be reduced as it was unsightly. SC Cllr Spicer would ask if there were limits

SC Cllr finished by paying a tribute to Councillor Thorndyke on his standing down from the Parish Council. She praised his sterling work to the parish of Stanton, not only as a Parish Councillor but also during his many years (ongoing) as a District Councillor.

11. Planning Applications

- a. **New Applications – there were no new applications**
- b. **Determined Applications that were rejected – no determined applications were rejected**

12. Matters for discussion

- a. **Play Area Inspection Reports** – The reports were received and noted by the parish council.

The Table Tennis tables were still on the Recreation Ground and no solution had yet been found to remove these. It was suggested by the Chair that the Primary School may wish to receive these. All councillors agreed with the suggestion and Cllr Smith was asked to liaise with the School and arrange for these to be donated to them if they could make use of them.

- b. **HR Working Group** – the parish council received a verbal update from Cllr Harvey-Evers.

It was proposed by Cllr Harvey-Evers and seconded by Cllr Frizzell and all in favour to pay the Clerk the additional 37 hours worked over the previous 6 months.

The Clerk had now worked a full 12 months and it was agreed to monitor hours worked against the contracted hours over the next 4 months and review in September to determine whether the contracted hours were sufficient.

- c. **Village Green** – the parish council received a verbal update from Cllr Harvey-Evers. All works had now been completed and the final hurdle was to sign the lease document. This needed to be witnessed by a commissioner for oaths and the Clerk would arrange for this with a local solicitor.

Cllr Burdett suggested that the 'Village Green' be given a name and asked that the process for deciding on a name be discussed at the next meeting.

13. Correspondence received

- a. RAF Honington Annual Reception invitation to Chairman
- b. Temporary Road Closure Notice – South Lopham

14. Questions to the Chairman

None

15. The next Parish Council meeting is on 13 June 2024 at 7pm

16. Meeting concluded at 9.05 pm

Signed by:

Chairman: _____

Date: _____