



**COUNCIL**

**STANTON PARISH**

Clerk to the Council: - Mrs Joy Hart, Sucrerie, Old Bury Road, Stanton, Suffolk IP31 2BX  
Tel: - 01359 408759 Email [stantonparishcouncil@gmail.com](mailto:stantonparishcouncil@gmail.com)

**Chair – Francis Hart**

**Vice Chair – Barbara Smithson**

**Minutes of the Annual Meeting of Stanton Parish Council held on 6 May 2021 at 7pm by Zoom Conference.**

**AGENDA**

**1. Election of Chairman:**

The Vice Chair opened the meeting and asked for nominations for the post of Chair for the coming year. Cllr Hart confirmed that he was willing to stand. There were no other nominations. Cllr Hart was proposed by Cllr Smithson and seconded by Cllr Davies. All Councillors present voted in favour. Cllr Hart accepted the role and signed the Declaration of acceptance of office. Cllr Hart then took over the Chair of the meeting

**2. Election of Officers**

**a.** Vice Chairman – Cllr Smithson indicated that she would like to stand down from the role. Cllr Hart asked for any volunteers for the role of Vice Chair. Cllr Smith agreed to stand. There were no other nominations. Cllr Hart proposed Cllr Smith and this was seconded by Cllr Smithson. All Councillors present voted in favour.

**b.** Responsible Financial Officer/Clerk – Cllr Smithson proposed Mrs Joy Hart to retain the post of Clerk and Responsible Financial Officer. This was seconded by Cllr Frizzell. All Councillors present voted in favour.

**3. Roll Call and Apologies for absence:**

Apologies for absence accepted – Cllr Brown  
No apology received – Cllr Scowcroft

**4. The minutes of the previous meeting:** 8 April 2021 were approved

**5. Public Forum:** The public were invited to notify the Clerk by email at [Stantonparishcouncil@gmail.com](mailto:Stantonparishcouncil@gmail.com) if they wished to take part in this virtual meeting and to outline the question they would like to put to the Council in advance if possible. Details of how to join the meeting to be sent by return.  
2 members of the public – SP and CHE were present to observe the meeting

**6. Report from:**

B Cllr J Thorndyke reported –

- Election proceedings under way for the County Council and PCC.
- Community Chest grant applications will commence on 3 June so if the Council has any projects it is looing to fund these need to be worked up before then.
- In relation to the Old Primary School on Bury Lane the outline application has been approved but reserved matters still need to be worked on and the Parish Council may have the opportunity to input ideas about access and the extent of the Village Green once those are published.

S C Cllr J Spicer reported –

- Legal advertising has now been placed for the A143 changes with no significant objections. It is hoped that a date for the works can be set in the near future.
- The school site has now been sold. This was a condition of the move to the middle school to pay for the conversion. The site has not realised as much as was expected but the details cannot be released for commercial reasons. Once the purchase has been completed then the access to and from the development can be negotiated but at the moment there are no detailed plans. It is believed that there will be direct footpath access to the ‘Village Green’ from Honeymeade Close.
- The ‘Village Green’ on the site would benefit from a meeting with Suffolk CC and the developer and she would encourage the Parish Council to seek that meeting sooner rather than later.
- Abbey View development – no progress to date.

Both Cllr Spicer and Cllr Thorndyke then left the meeting.

**7. Clerk’s Report:** There were no queries with the report enclosed with the Agenda.

**8. Declarations of Interest:** Cllr Kemp declared an interest in the accounts.

**9. Planning Applications**  
**a. New Applications**

DC/21/0623/FUL | Planning application - one temporary static caravan for a period of three years | Hillcrest Nursery Barningham Road Stanton IP31 2DU

**RESPONSE** - It is not clear from the application whether the previous granted application for storage has been erected. DC/20/0457/FUL shows a storage unit on the proposed access road for the static caravan which will affect access as outlined on the application.

Whilst not objecting to a temporary siting of the static caravan, Council would be concerned of any intention that the site be accessed directly onto the B1111 at the field entrance. This plot is very close to the National speed limit boundary and it is considered that Highway Safety would be an issue.

Council would object to any permanent building being erected in this area.

DC/21/0688/HH | Householder planning application - first floor side extension with balcony | Doctors Hall Bury Lane Stanton IP31 2DF

**RESPONSE** - There are no objections to this application

DC/21/0704/HH | Householder planning application - conversion of existing garage to study with pitched roof to study and front porch following removal of flat roof | 21 Hilltop Way Stanton IP31 2EB

**RESPONSE** – The proposed works will be an enhancement to the property and off-road parking will remain available. There are no objections to this application

DC/21/0707/TPO | TPO 185 (1993) tree preservation order - one Ash (T1 on plan, T3 on order) fell | Gable End Old Bury Road Stanton IP31 2BS

**RESPONSE** - There are no objections to this application

**b. Determined Applications**

Reference	Address	PC response	West Suffolk decision	Decision date
DC-20-2065-OUT	George Hill Nurseries	Object	Refused	09/04/21

**10. Coronavirus Updates**

- a. There were no new actions necessary in light of latest guidance from Government, County and District Councils relating to Covid 19.

**11. Matters for discussion:**

- a. **‘Best kept garden’ competition 2021** - after discussion it was agreed that Cllr Davies/Smithson and Hart will arrange the gardens competition- Inspections to be carried out

in late July – date to be confirmed – with trophies being presented at the Village fete on Sunday 15 August.

- b. Repair /replacement of the SID** – Council received a report from SID co-ordinator Peter Palmer. One SID requires repair at a cost of £778.50 + VAT or replacement at a cost of £2,875.00 + VAT. After discussion it was resolved that Council will repair the defective SID. The purchase of a new SID to be deferred and reconsidered once the A143 signage is in place.

*Resolved – to repair the SID at a cost of £778.50 + VAT*

- c. Quiet Lanes Project** - Cllr Kemp updated Councillors on the progress of the project to nominate 5 lanes in Stanton and 2 in Bardwell as Quiet Lanes –

- Duke Street (North), Stanton
- Wyken Road (from T Junction with Wyken Road) Stanton to A143
- Wyken Road (from A143 to Daveys Lane X roads ) Bardwell
- Knox Lane Bardwell
- Daveys Lane Bardwell
- Glassfield Road Stanton (to Daveys Lane X roads)
- Bury Lane Stanton from j/w Sturgeons Way towards the Wyken Road

An initial public consultation has been published to the website, on the Facebook Page and Next-Door site and a Public Meeting called for Thursday 27 May 2021 at 7pm at the Village Hall to take place before the Annual Parish Meeting. Should the nominations be confirmed by Suffolk County Council, the project is seeking a contribution of £50 per lane, the first one free so the Council would be asked to contribute £200 towards the signage.

After discussion Council resolved to accept the nominations and proposal for contributions.

*Resolved – to accept the 5 nominated lanes as outlined above as Quiet Lanes and to contribute £200 towards the costs of signage.*

## 12. Statutory Business/Governance

- a. Standing Orders 2021-22 was reviewed and adopted.
- b. Financial Regulations 2021-22 was reviewed and adopted.
- c. The Asset Register 2021 was reviewed and adopted.
- d. The Statement of Internal Control 2021-22 was adopted and signed by the Chair
- e. The Clerk informed Council of the resignation of the Internal Auditor – Tony Mansfield. After discussion Cllr Shelton agreed to carry out a quarterly Internal Control Report. The Clerk will seek to source a replacement Internal Auditor for the year end.
- f. Councillor Areas of Responsibility were discussed and approved.
- g. The Action Plan for 2020-21 was approved for completion and the Action Plan for 2021-22 approved with an addition to include the Village Green project. To be reviewed September 2021

## 13. Accounts

- a. There were no issues raised in respect of the end of year accounts, bank reconciliation and balance sheets previously circulated. *Clerk to publish to the website.*
- b. The Internal Auditor report 2020-21 was received and approved.
- c. The Annual Governance Statement 2020-21 was completed and approved and signed by the Clerk/RFO and the Chair.
- d. The Statement of Accounts 2020-21 was approved and signed by the Clerk/RFO and the Chair.
- e. Councillors approved the Local Council Insurance Renewal due on 1 June and authority granted to pay premium of £1927.38 by BACS.
- f. The accounts as below were authorised for payment (General Power of Competence applies)
- g. Bank Account total as at 30/4/21 - £114,240.00 - Noted
- h. A 3-year Maintenance contract for the Clock Tower at £539 + VAT was approved.

Table 1 List of payments and receipts

PAYMENTS					
Payment No	Description	Supplier	Net	VAT	Total
DD	Electricity - Floodlights	EDF Energy	11.43	0.57	12.00
DD	Electricity - Clock Tower	EDF Energy	24.76	1.24	26.00
DD	Telephone and Internet	Now TV	25.99	0.00	25.99
10	Accounts Annual Subscription	Scribe	665.00	133.00	798.00
11	Grass Cutting Recreation Grnd	Vertas	662.09	132.42	794.51
11	Grass Cutting Village	Vertas	388.69	77.74	466.43
11	Grass Cutting Cemetery	Vertas	298.27	59.65	357.92
12	CCTV Service	Pentagon Security Systems	65.00	13.00	78.00
13	Play Area repairs	Mortimer Contracts	875.00	175.00	1,050.00
14	Toilet Cleaning	Anna Watkins	36.00	0.00	36.00
16	Internal Auditor Annual Fee	Mr Tony Mansfield	150.00	0.00	150.00
17	Resiting of Defibrillator	Alan Kemp Electrical	80.00	16.00	96.00
18	Play Area Inspection Training Course	Elmswell Parish Council	200.00	0.00	200.00
19	Water leak repair	Willowserve	355.00	71.00	426.00
20	Data Protection Annual Fee	ICO	35.00	0.00	35.00
21	Legal fees	Irwin Mitchell	500.00	100.00	600.00
22	Legal fees	Irwin Mitchell	455.00	91.00	546.00
23	Village Hall loan	PWLB	10,064.91	0.00	10,064.91
15,24,25	Staff salaries	Clerk, street cleaner and litter picker	1,190.95	0.00	1,190.95
			<b>16,083.09</b>	<b>870.62</b>	<b>16,953.71</b>
RECEIPTS					
08/04/21	Water refund from Village Hall	VHMC	59.82		
29/04/21	Precept	West Suffolk Council	69,092.00		
21/04/21	Electricity Refunds	EDF	37.03		
23/04/21	VAT repayment	HMRC	481.95		
	Allotments	Allotment holders	84.50		
			<b>69,755.30</b>		

#### 14. Correspondence from Borough and County Councils

- a. Message from West Suffolk Planning Policy Consultations - Noted
- b. Town Centre Recovery - Message sent on behalf of Julie Baird - Director (Planning and Growth) Noted

#### 15. Correspondence

- a. ES - Re: **Park and Stride for Stanton Primary** – The school wish to trial a ‘Park and Stride’ for parents to park at the Village Hall Car park and walk to school and sought permission for the use of the car park for that purpose. Councillors had no issues with the Car Park being used, congratulated ES on the trial and wished them every success. *Clerk to respond*

There being no further business the meeting finished at 8.40pm

Minutes signed as correct..... F J Hart