



STANTON PARISH COUNCIL

Clerk to the Council - Fiona Osman, 20 Micklesmere Drive, Ixworth, Suffolk IP31 2UJ
Tel: - 07729 731128 Email: clerk@stanton-pc.gov.uk

Chair – Keith Marlow

Vice Chair – Greg Meadwell

Minutes of the Meeting of Stanton Parish Council held on 14 May 2026 at Stanton Village Hall.

1. **Election of Chairman** – Cllr Marlow 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.

2. **Election of Vice Chairman** – Cllr Meadwell was nominated and seconded and all in favour.

3. Roll Call & Apologies

The following councillors were present:

Dee Burdett

Barry McDonald

John Frizzell

Greg Meadwell (Vice Chair)

Keith Marlow (Chair)

Apologies for absence were received from the following councillors:

	Reason	Approved/not approved
Sue Foulds	Holiday	

The following councillors did not attend the meeting, and their absence was not approved:

Lorraine Frost

Martin Scowcroft

4. **Minutes - The minutes of the meeting held on 9 April 2026 were confirmed as a correct record and were signed by the Chair.**

5. **Public Forum:** One member of the public attended:

Hayley Howe on behalf of her 8 yr old daughter:

Hayley's daughter requested funding for transport for a school trip to Wheaten Steam Rally – they had been offered free entry to the rally but the school were unable to fund the transport.

The final proposal from Cllr Meadwell, seconded by Cllr Frizzell, was to agree to fund 50% of the cost of the transport whilst the school/parents sought funding from other sources. However, the Parish Council would underwrite any shortfall. All councillors were in favour of this proposal.

6. **Reports from:**

a. **West Suffolk District Councillor Jim Thorndyke**

- The appeal for the planning application for mobile homes adjacent to Shepherds Grove Park, had been dismissed by the Inspector.

- Cllr Thorndyke had attended the West Suffolk Council meeting and confirmed that he had been appointed to the Overview & Scrutiny Committee, Development Control but was still awaiting confirmation on his appointment to the Local Plan Working Group.
 - West Suffolk Council were introducing free parking for 2 hours from 8am to 10am on Tuesdays in Bury St Edmunds (and other towns).
 - Local Government Reorganisation – elections would be held for parish councils and the shadow West Suffolk Council (new) in May 2027 with the existing West Suffolk Councillors remaining in post until May 2028. Boundary reviews would be undertaken of all district wards in 2032.
- b. **Suffolk County Councillor Harry Richardson** – provided a written report as unable to attend due to an existing appointment
- Confirmed the breakdown of councillors elected at the County Council elections on 7 May 26 with Reform having a majority of 12 councillors.
 - A new Reform Leader of the County Council would be elected at the annual meeting on 21 May along with appointments to the Cabinet and other Committees.
 - The first draft of the proposed wards for the new West Suffolk unitary authority are due to be published imminently – there would be a public consultation.
7. **Clerks Report** – The Clerk's Report had been circulated with the agenda and the following was highlighted:
- Due to the resignation of the Parish Clerk, it was proposed that the September meeting revert back to its usual timing of **10 September 2026**.
 - Allotment inspections would take place over the weekend of 20/21 June.
 - The Clerk's priorities would be external audit submission, clerk recruitment and handover and dealing with any cemetery enquiries.
8. **Declarations of Interest** - There were no declarations of interest.
9. **Statutory Business / Governance**
- 9.1 a. **Adoption of Standing Orders and Policies Document** - Councillors received and noted the Standing Orders and Policies Document:
- A. Standing Orders
 - B. Code of Conduct for Members
 - C. Financial Regulations
 - D. Statement of Internal Control
 - E. Risk Assessment
- The Clerk highlighted that a new model version of the Financial Regulations was included and in particular, councillors were asked to note the following:
- 5.15 - The limit for purchases for the Clerk and the Chair were approved to remain at the existing level of £500. The Council should authorise all payments over £500.
 - 5.16 – No councillor may issue an official order unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.
 - Appendix 1 – Tender process – this process is to be followed for all tenders entered into by the Council. The Clerk would request that a new email address be set up for tenders@stanton-pc.gov.uk .

- b. Recruitment of Parish Clerk** - The council received a verbal update from the Personnel Working Group on the recruitment of a new Parish Clerk. Two applications had been received and the Clerk would make arrangements for interviews to be held before the next Parish Council meeting.

9.2 a. Accounts

i. Finance Report – the report was received and accepted.

Cleared receipts	£78,340.64
Cleared payments	£13,194.33

Bank Reconciliation

This was received and signed by the Chairman.

Balance per Bank Statements	£134,877.49
Unpresented payments	£0
Unpresented receipts	£0
Adjusted Bank Balance	£134,877.49

ii. Schedule of Payments – councillors approved the following payments:

Salaries (all) (estimated)	BACS	£1,749.84
Clerk Reimbursement for Phone/Internet	BACS	£10.00
SALC	BACS	£880.98
Pear Space (website)	BACS	£120.00
Scribe Accounting Software	BACS	£734.40
Clear Councils Insurance	BACS	£2,625.46
Lloyds Bank Service Charges (April)	Direct Debit	£4.82
PAYE Q4 (2025-26)	Direct Debit	£988.55
ICO Data Protection Fee	Direct Debit	£52.00
Wave – Water at Clock Tower	Direct Debit	£10.00
Lloyds Bank Service Charges (May)	Direct Debit	£4.25
Octopus Energy – Clock Tower	Direct Debit	£21.88
Octopus Energy – Floodlights	Direct Debit	£18.01
Refresh Cartridges – Printer	Debit Card	£12.37
Maintenance Box		
Amazon – Stationery & Padlock for Cemetery	Debit Card	£28.77
Suffolk Preservation Society Membership	Debit Card	£30.00
Amazon (Prestige Paper) Card for certificates	Debit Card	£14.95
Microsoft 365 Subscription	Debit Card	£84.99

The Chairman signed the Schedule of Payments as listed in **ii** above.

- b. Internal Audit** – The Report to Stanton Parish Council – Internal Audit of the Accounts for the Period Ending 31 March 2026 was considered by the parish council.

The recommendations at section 3 to adopt the latest Model Financial Regulations as published on 13 March 2025 have already been implemented and these have been approved at minute 9.1a.

Over the coming year, the newly appointed Parish Clerk would:-

- ensure the impact the precept being set would have on a Band D dwelling, would be included in the minutes (recommendation at section 6).
 - Review the website accessibility statement and ensure that adopted policies would be reviewed on a cyclical basis (recommendations at section 15).
- c. **Annual Governance Statement 2025/26** (AGAR Section 1) – **It was proposed by Cllr Burdett, seconded by Cllr Frizzell and all in favour to approve the Annual Governance Statement 2025/26.** The Chairman and Clerk duly signed the Annual Governance Statement.
- d. **Accounting Statements 2025/26** (AGAR Section 2) – **It was proposed by Cllr Frizzell, seconded by Cllr Meadwell and all in favour to approve the Accounting Statements 2025/26.** The Chairman duly signed the Accounting Statement.
- e. **Asset Register** – the Asset Register was received and approved by the parish council.
- f. **Insurance Renewal** - The insurance renewal was considered by the parish council. It was noted that weekly inspections needed to be carried out of the Play Areas and Skate Park in order for our insurance to be valid. Steps would be taken to ensure this is done.

It was proposed, seconded and all in favour of renewing the insurance at a cost of £2,625.46 as per the quotation provided by Clear Councils.

9.3 Action Plan for 2026-27

Events

- It was proposed that Cllr Foulds may be interested in taking the lead on the Garden Competition event. The Clerk would confirm this.

Projects

- It was proposed that Cllr Foulds May be interested in leading the project for planting of tubs in The Street but in the meantime the Parish Clerk agreed to contact Hillcrest to request a quote be provided.

Additional projects to be implemented this current year:

- Autumn Bulb Planting would be added to the Projects for 2026/27 and Cllr Meadwell would lead. Bulbs would be purchased in Sep/Oct and funding for this would need to be approved by the Parish Council at a future meetings (unspent budgets to be used).
- The Book Exchange at the Clock Tower would be added to the Projects for 2026/27 – Cllr Marlow had sourced 2 second-hand bookcases that would fit the space – these are to have doors added and be fitted. The cost would be in the region of £100.

Aspirational Projects

- Costings to be sought for aspirational projects for the next financial year are to be considered at the Budget meeting in November.

10. Planning Applications

a. New Applications

i.	DC/26/0580/TPO The Old Rectory, Old Rectory Gardens	No objections
ii.	DC/26/0561/TPO Mulberry Barn, Duke Street	No objections
iii.	DC/26/0628/TCA	No objections

	Mulberry Barn, Duke Street	
iv.	DC/26/0607/FUL 38, 40, 42 & 44 The Street	No objections
v.	DC/26/0677/EIASCR Shepherds Grove Industrial Estate	No objections

11. Matters for noting and resolution:

- a. Play Area Inspection Reports for April 2026** – the reports were received and noted. Details of spare parts should be forwarded to the Clerk for ordering.
- b. Village Maintenance List** – This list had now been prioritised using RAG rating.
- c. Parking on grass verges** – The Clerk confirmed that the Parish Council were responsible for the verge adjacent to the Bus Shelter at the top of Old Bury Road. Concern had been raised about this being used for parking which has led to the loss of grass but after much discussion, it was agreed to keep this under review for the time being.
- d. The Grundle** – The Clerk read an update from Cllr Foulds on her report following the recent meeting between the Parish Council and Suffolk County Council to discuss concerns at the Grundle. SCC had suggested the provision of a 3rd brown bin to hold waste, but currently the bins are not being used. It was agreed to discuss this further at the June meeting.

12. Correspondence received

- a.** The Clerk advised the Council that it was suspected the fly tipper was an elderly person suffering with dementia who lived nearby. It was agreed that the Parish Council would monitor this situation.

13. Questions to the Chairman

- Water Bill – Cllr McDonald (who is on the VH Management Committee) had raised concerns regarding the high bills that had been caused by leaks at the Village Hall (i.e. on their meter). He agreed that he would summarise the circumstances and forward to the Parish Clerk who would contact the Utility Company to see if there was any possibility of a partial refund on sewerage costs.
- Shepherds Grove Park Homes – Cllr Burdett had been approached by a concerned resident (whilst she was working) about the transportation of mobile homes through the village at a busy time. The transporters have to use Old Bury Road to access Upthorpe Road as there is not sufficient room with the traffic island if they approach from Hepworth Road. Cllr Burdett would draft a letter to Berkeley Homes asking that the transporters delay arriving in Stanton until after 6pm to avoid the times when children would be leaving school.

14. The next Parish Council meeting is on Thursday 4 June 2026 at 7pm

15. Meeting concluded at 21:13 pm

Signed by:

Chairman: _____

Date: _____