

Stonham Aspal Parish Council

Minutes of the Annual Parish Council Meeting held at 7:30pm on Tuesday 4th May 2021 online via zoom

Present: Cllr Peter Emberson (Chair), Cllr Josephine Mitson, Cllr Jean Timms, Cllr Rob Stevenson, Cllr Ian Wright (Vice Chair), Cllr Rae Betts, Cllr Teresa Mullings

Attendance: Alison Green (Parish Clerk) 1 member of the public

21.41 Election and appointment of the Chair of the Parish Council for the Year 2021/22

All council members were asked if they would like to take on the role of Chair. The only volunteer was Cllr Emberson. Cllr Mitson proposed the appointment, Cllr Wright seconded it and the council unanimously elected Cllr Emberson as the Chair.

21.42 Election and appointment of the Vice Chair of the Parish Council for the Year 2021/22

All council members were asked if they would like to take on the role of Vice-Chair. Cllr Wright was the only member to put themselves forward. Cllr Mullings proposed the appointment, Cllr Stevenson seconded it and the council unanimously elected Cllr Wright as the Vice-Chair.

21.43 Apologies and Approval of Absences

None

21.44 Declarations of Pecuniary or Non-Pecuniary Interests by Members –

None

21.45 Governance

21.45.1 Review and adoption of Standing Orders

Cllr Mitson proposed the adoption of the Standing orders, Cllr Timms seconded the proposal and members unanimously agreed.

21.45.2 Review and adoption of Financial Regulations and online banking policy

Cllr Mullings proposed the adoption, Cllr Stevens seconded it and members unanimously agreed.

21.45.3 Annual risk review

Cllr Mitson proposed the acceptance of the safety assessment, risk assessment, online banking risk assessment and internal controls. Cllr Wright seconded the proposal and members unanimously agreed.

- 21.45.4 Frequency of meetings**
Meetings to continue as 10 a year on 3rd Tuesday of the month except August and December. Proposed by Cllr Stevenson, seconded by Cllr Mullings and unanimously agreed by members.
- 21.45.5 Review of Members responsibilities**
It was unanimously agreed that Cllr Mullings would take on responsibility for highways
- 21.46 Approval of Minutes of the Previous Meeting on 16th March 2021**
The minutes of the meeting held on 16th March 2021 were agreed to be an accurate record of the meeting. Cllr Timms proposed approval, Cllr Stevenson seconded and the minutes were unanimously approved. The minutes will be signed by the Chair at the next face to face meeting.
- 21.47 Contributions by Members of the Public**
Members of the public are invited to comment on any agenda item or any other matter concerning them and/or the parish with further comment during the remainder of the meeting only being allowed at the Chair's discretion.

John Ince expressed thanks on behalf of the PCC for the grant of £2,500 made by the Parish Council towards the repairs to the footpath through the church yard.
- 21.48 Meetings**
- 21.48.1 Local Authority Remote Meetings –**
A request for evidence regarding remote meetings was circulated by NALC to be re-sent to members to comment directly
- 21.48.2 Meeting options should face to face meetings resume**
Face to face meetings are likely to resume from June. Members agreed should be option for online meetings continue, 'urgent matters only' meetings should be conducted online and full meetings face to face.

The option of hybrid meetings would require further investigation and investment in technology so not practical at present.
- 21.48.3 Return to face-to-face meetings**
A risk assessment, following NALC guidelines will be undertaken before returning to face-to-face meetings. The Village Hall's own guidelines will be circulated to members.
- 21.49 Planning**
- 21.49.1 Consideration of Planning Applications**
[DC/21/02143 | Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 \(Approved Plans and Documents\) of planning permission DC/20/02961 dated 11/09/2020 - Change of use](#)

[and conversion of barn to residential accommodation associated with adjacent dwelling \(following demolition of agricultural/equestrian buildings\). | Grove Farm Debenham Road Stonham Aspal Suffolk IP14 6BX](#)

Members unanimously agreed they had no comments to make.

21.49.2

[DC/21/02120 | Householder Application - Erection of a single storey and two storey rear extensions \(following demolition of outbuilding\). | Angle View The Street Stonham Aspal Suffolk IP14 6AQ](#)

Members unanimously agreed they had no comments to make.

21.49.3

[DC/21/02035 | Householder Application. Erection of new greenhouse \(following removal of existing greenhouse\). | Morgans East End Road Stonham Aspal Suffolk IP14 6AS](#)

Members unanimously agreed they had no comments to make.

21.49.4

Decision notices

Members advised of following decision notices

DC/21/00501 Planning Application - Erection of single storey extensions Unit 11A, Stonham Barns, Pettaugh Road, Stonham Aspal Suffolk IP14 6AT GRANTED

DC/21/00643 Planning Application - Erection of workshop building Stonham Barns, Pettaugh Road, Stonham Aspal, Stowmarket Suffolk IP14 6AL REFUSED

DC/21/01381 Non-Material Amendment sought following approval of planning permission DC/20/01328. Increase ridge height of garage/workshop from 3.7m to 4m Location: 1 Town House, East End Road, Stonham Aspal, Stowmarket Suffolk IP14 6AR APPROVED

DC/21/01399 and 01398 Application for Listed Building Consent and planning permission - Removal of existing thatched roof finish to porch and replacement using clay plain tiling. Sparrow Hall, Crowfield Road, Stonham Aspal, Stowmarket Suffolk IP14 6AW GRANTED

21.49.5

Stonham Barns update

The meeting postponed until 20th May, Cllr Timms to attend in Cllr Wrights absence

21.49.6

Other planning matters

None

21.50

Finance

21.50.1 Request for payments

The following payments were authorised by verbal agreement from each member of the council present. Payments will be made online and authorisation form will be signed at the next face to face meeting.

Clerk's Wages £469.20

Clerk's expenses £36.00

Zoom online conferencing subscription £14.39

Net World Sports – Goal net and clips £49.93
SALC membership - £267.53
SALC Cllr Mullings, councillor training £120.00
Alpha Rural Services, Fencing at the recreation ground £ 3008.38

- 21.50.2 Review and approval of asset register**
Members unanimously approved the asset register for the beginning of the current financial year
- 21.50.3 Review and approval of bank reconciliation to 31st March 2021**
Members unanimously approved the bank reconciliation for the period to 31st March 2021
- 21.50.4 Review and approval of income and expenditure against budget**
Members unanimously approved the income and expenditure against budget to 31st March 2021
- 21.50.5 Review and approval of the External Audit Submission, Certificate of Exemption, Governance Statement and Accounting statements.**
Details of the External Audit Submission, Certificate of Exemption, Governance and Accounting statement were read to the meeting by the Chair and agreed by the members. The Chair will sign the forms outside of the meeting
- 21.51 Recreation Ground**
An update on the recreation ground was provided in the Annual Parish Meeting
- 21.52 Highways Update on Current Issues and Matters Arising**
- 21.52.1 Speeding**
Cllr Mullings, has spoken with a resident regarding speeding issues in Mill Green, and there are ongoing speeding issues on the Street and Scotts Hill. It was agreed that residents should be supported and temperature gauged in regard to the various issues. A log of issues should be created and a contact at Suffolk County Council Highways identified who can help advise on the various issues and possible solutions.
- 21.52.2 Speed Indicator Device** – due to arrive, council are happy to accept donated luminous jackets even with a logo.
- 21.52.3 Other Highways Matters**
Clerk to speak to Cllr Emberson regarding Quiet Lanes
- 21.53 Matters arising from previous meetings**
Fly tipping notice – to be put on hold at the moment, but details to be included in the Community Council Magazine
- 21.54 Dates of the Next Meetings**
15th June 2021 urgent matters only

21.55

Chair closed the meeting at 21:30

Alison Green, Clerk to Stonham Aspal Parish Council

Sapc.clerk@yahoo.co.uk

11th May 2021