



# Stoke by Clare

## Parish Council

### Minutes of a Meeting of Stoke by Clare Parish Council held at 7.30pm on Monday 19<sup>th</sup> June 2023 at The Barn, Ashen Lane, Stoke by Clare

#### Present

##### Parish Councillors:

G Dadd (Chairman)

R McKenny

E Smith

P Vincent

##### Also present:

Councillor M Rushbrook

Judith Dignum

West Suffolk Council

Parish Clerk and Responsible Financial Officer

**Apologies for absence:** Councillors J Blake James, J Kiddy, K Nichols (Parish Council) and K Richardson (West Suffolk Council)

#### 1. Chairman's Welcome and Apologies for Absence

The Chairman welcomed those present and apologies for absence were received.

#### Suspension of Standing Orders (7.33pm)

Upon the motion of the Chairman, duly carried, Standing Orders were suspended to allow public questions and the receipt of reports.

#### 2. Receipt of Reports and Consideration of Issues Raised by Members of the Public

The Council received with thanks written updates from Councillors B Bennett (Suffolk County Council), N Clarke, K Richardson and M Rushbrook (West Suffolk Council).

The following issues were noted:

- The receipt of additional highways funding for village roads, welcomed by the Parish Council.
- The election of Councillor Nick Clarke as Leader of the Conservative Group, and thereby Leader of the Opposition, at West Suffolk Council.
- The involvement of Councillor Clarke in efforts to resolve challenges around the provision of additional car parking in Clare.
- Confirmation that the allocation of locality budgets to West Suffolk councillors would continue.

#### Standing Orders re-applied (7.55pm)

#### 3. Declarations of Interest

None.

#### 4. Minutes: 22 May 2023

Upon the motion of Councillor Vincent, seconded by Councillor Smith and duly carried, it was:

**Resolved:**

That the minutes of the Annual Meeting of the Parish Council held on 22 May 2023 be approved as a correct record and signed by the Chairman.

The following matters arose from consideration of the minutes:

- **Minute 7** (Review of Committees and Appointment of Members): the Chairman undertook to liaise with the supplier regarding repairs to the roundabout in the Play Area.
- **Minute 10** (Village Signs): the Council was pleased to note the generous donation by Mr Garry McIvor of a modern replacement for the recently damaged village flagpole. As a gesture of thanks, it was agreed to donate £25 to a charity of Mr McIvor's choice (St Nicholas Hospice, Haverhill)

Councillors Dadd and McKenny undertook to hold a site meeting with interested parties to agree a policy and budget for repair of the Village sign.

- **Minute 12** (Graveyard Responsibilities): Councillor Dadd undertook to meet with Grounds Maintenance contractor representatives to discuss ongoing concerns regarding grass-cutting in the cemetery.

Councillor Vincent provided an update on renovation of the cemetery gate, and Councillor Smith undertook to follow-up the quote for fencing.

- **Minute 13** (Correspondence): Councillor Smith advised that all defibrillator signs had been updated to include a 'what3words' location.

## 5. Accounts and Audit

### i. Accounts for the Previous Financial Year (2022/23)

The Council received for consideration and approval the end of year accounts (including the Statement of Receipts and Payments, Cumulative Fund Balance and Register of Assets) for the financial year 2022/23.

Members highlighted the importance of resolving the delay in receiving VAT reclaim payments from HMRC.

Upon the motion of Councillor McKenny, seconded by Councillor Vincent and duly carried, it was:

**Resolved:**

1. That the Council's accounts for the financial year 2022/23 be approved for signature by the Chairman and the Clerk/Responsible Financial Officer.

### ii. Annual governance and Accountability Return (AGAR)

The Council received for consideration and approval that Annual Governance and Accountability Return (AGAR) for 2022/23.

The Clerk was requested to liaise with the Council's insurers to assess whether recent improvement works to the Village Hall would affect the current valuation.

Upon the motion of Councillor Smith, seconded by Councillor Dadd and duly carried, it was:

**Resolved:**

2. That the Annual Governance and Accountability Return (AGAR) for 2022/23 be approved for signature by the Chairman and Clerk/Responsible Financial Officer.

**iii. Bank Reconciliation to 31 May 2023**

The Bank Reconciliation to 31 May 2023 (date of the latest bank statement), indicating a net bank balance of £30,478.41, was received and noted by the Council and signed by Councillor Dadd as Chairman of the Finance Committee.

**iv. Accounts for Payment**

An account for payment in the sum of £244.93 was authorised (as set out in an appendix to these minutes), and a cheque signed accordingly.

**6. Correspondence**

None

**7. Date of Next Meeting**

It was noted that the next meeting of the Council would take place at 7.30pm on Monday 24 July 2023 at The Barn, Ashen Lane, Stoke by Clare, CO10 8JA:

**8. Urgent Business**

The Chairman agreed that the Council should receive a progress update on a variety of issues on the grounds that they related to matters of current concern which had occurred since the despatch of the agenda for the meeting.

**Progress on Village Issues**

The Council was updated on issues relating to fallen trees, a meeting with the Suffolk Police and Crime Commissioner on rural crime, HGV use and speed management on the A1092 and flooding at Baythorne End. The following actions were agreed:

- The Clerk to determine the latest position regarding implementation of an Experimental Traffic Regulation Order (ETRO) on the A1092. The Council had contributed £2k in September 2020 on the understanding that the sum would be refunded if the project did not proceed.
- The Clerk to ask Councillor Bennett to report the need for further repairs to resolve ongoing flooding issues at the Baythorne End bridge.

The meeting closed at 8.23pm.

Signed.....

**Chairman  
24 July 2023**

**Appendix**

**Stoke by Clare Parish Council  
Accounts for Payment Authorisation, 19 June 2023**

**AUTHORISED**

	<b>Cheque No</b>	<b>To Whom</b>	<b>Amount £</b>	<b>Authorised</b>
1.	586	SALC Subscription 2023/24 (Replacement for cheque 575 – incorrect sum)	244.93	
		<b>TOTAL</b>	<b>£244.93</b>	