

# Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA  
 Tel: 01842 337488 Email: [BradfieldCombustwithStanningfieldpc@outlook.com](mailto:BradfieldCombustwithStanningfieldpc@outlook.com)  
 Website: <http://bradfieldcombustwithstanningfield.suffolk.cloud/>

## MINUTES

of the Bradfield Combust with Stanningfield Parish Council Meeting held on  
 March 13<sup>th</sup> 2023 at Stanningfield Village Hall

Present:

Cllr D Staff (Chairman)

Cllr T Langan (Vice Chairman)

Cllr C Mears

Cllr J Clark

In attendance: D/Cllr S Mildmay-White, N Glading (parish clerk), and one member of the public

2023/80	<b>CHAIRMANS WELCOME and RECORDING OF MEETING</b>	
a.	No recording declared	
2023/81	<b>APOLOGIES FOR ABSENCE</b>	
	a) Apologies for absence had been received from C/Cllr Soons, Cllr T Kaciubsky, Cllr B Austin b) Councillors consented to accept the apologies received	
2023/82	<b>DECLARATIONS OF INTEREST and COUNCILLOR VACANCY</b>	
a.	To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) None	
2023/83	<b>PUBLIC PARTICIPATION</b>	
	Members of the public may speak about specific items on this agenda, providing that the clerk has been notified of the intention to speak and the subject 24 hours prior to the meeting. Driving on the Green and potholes: clerk to order 5mph signs: Cllrs Staff and Mears will cement in with help from Cllr Waters	
2023/84	<b>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</b>	
a.	Update from County Councillor K. Soons – not present	
b.	Update from District Councillor S. Mildmay-White Councillor Mildmay-White has sent in her 4 year report. She has been a councillors for 28 years: the Chairman thanked her for all her support over the years. Additional fuel payment for alternative fuel users i.e. not on gas. People who pay by direct debit have already been contacted, if you have not received this, deadline is May 21 <sup>st</sup> Resident asked (not present at meeting) if any feedback has been received from Havebury Housing (he has lost his tenant). Cllr Mears has informed (the resident) that BC&S have had a meeting to consider this: the feedback was that Havebury are not going to do anything yet. Havebury have stipulated that they don't deal with parish councils. There were concerns expressed that some children are being left alone at one house. Clerk to ask Havebury about feedback from the questionnaire that had been sent out.	Report sent to cllrs 14.03.2023  Clerk

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2023/85	<b>MINUTES OF THE PARISH COUNCIL MEETING held on</b>	
a.	The Minutes of the Parish Council meeting held on the 14th January 2023 were unanimously <b>AGREED</b> The Chairman signed the same.	
b.	Business remaining from the meeting not on this agenda: none	
2023/86	<b>MATTERS RELATING TO PLANNING</b>	
a.	To <b>Note</b> BC&S response to Application No: DC/23/0186/TPO (expired 2 <sup>nd</sup> March 2023): No comment	
2023/87	<b>MATTERS RELATING TO STANNINGFIELD PLAYGROUND and BUS SHELTER</b>	
a.	Update on repairs to playground: Cllr Mears told the meeting that the wet pour is finished, wood stained, work almost complete. Payment of £2208.00 to IA Play Solutions was unanimously <b>AGREED</b>	
b.	It was <b>NOTED</b> that West Suffolk Council has agreed to continue the free play area inspections service for next financial year (2023-24)	
c.	Update on bus shelter replacement programme: Cllrs Staff and Mears reported that the new bus shelter has been installed and is looking very smart. Clerk to ask SCC if they will take on maintenance (Suffolk Shelters) A noticeboard placed by bus shelter was suggested.	clerk
2023/88	<b>MATTERS RELATING TO FINANCE</b>	
a.	The Accounts Payable February/ March 2023 were considered and <b>AGREED</b>	Appendix 1
b.	The signatories were authorised to sign the relevant cheques	
c.	<b>NOTED</b> the appointment as internal auditor of SALC for 2022-2023 audit	Appendix 2
2023/89	<b>CHAIRMAN'S ITINERARY, REPORTS and CONSULTATIONS</b>	
a.	<u>Chairman/ Clerk report:</u> (i) The renovation of Stanningfield's telephone box: ongoing (ii) The Emergency Plan was considered and <b>AGREED</b> (iii) The internal audit action plan: compliance was <b>NOTED</b> (iv) The quote for the repairs to the fencing in front of Norse Ave C of £1425.63 from Williams & Lumley 6 Bradfield Hall IP30 0LU was proposed; <b>AGREED</b> unanimously : Cllr D Staff will inform and oversee implementation. (v) Coronation weekend event: The PC have no appetite to organise an event, councillors may assist on a private basis, with an event organised by the public house.	Appendix 3 Appendix 4
b.	<u>Councillor's reports</u> (on the night) and correspondence (i) <b>NOTED:</b> Report from Cllr Langan on SALC meeting 02.03.2023 (ii) <b>NOTED:</b> Letter from SARS sent to councillors 08.02.2023 (iii) Cllr Mears suggested that the Noticeboard by Bus shelter should be metal (iv) Next meeting: New SID on Smithy Close	Appendix 5

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2023/90	<b>MATTERS RELATING TO LAND REGISTRATION</b>	
a.	<b>NOTED</b> the official copies of Title Registers Cllr Mears gave the clerk all the original documents to scan in for the parish council files. The original documents to be kept in a fireproof locked cabinet at Stanningfield Village Hall. Clerk to ask the new insurers about their recommendations on fireproof cabinets.	Appendix 6  clerk
2012/91	<b>REVIEW OF INSURANCE POLICY/ GOVERNANCE</b>	
a.	Councillors considered if the current insurance policy: it was unanimously <b>AGREED</b> that the current cover is both adequate and appropriate	
b.	The BC&S Data Protection Policy was reviewed and unanimously <b>AGREED</b>	
c.	The BC&S SARS request policy was reviewed and unanimously <b>AGREED</b>	
d.	As required by the auditor, the .gov.uk domain name and councillors email addresses was reviewed: councillors <b>AGREED</b> that this is not necessary and rejected the idea.	
2023/92	<b>EXCHANGE OF INFORMATION</b>	
a.	To exchange any relevant information at the discretion of the Chairman:  Date of next meeting: May 22nd 2023 (Annual Meeting, Ordinary Meeting and Annual Assembly), July 10 <sup>th</sup> 2023, Sept 11 <sup>th</sup> 2023, Nov 13 <sup>th</sup> 2023 Note: May 2023: dates to be confirmed by new parish council.	

Meeting closed 9.36 pm

### Appendix 1

Payable February/March 2023

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>VAT</u>
NG	Salary February (includes backdated pay NJC Agreement)	£509.02	
NG	Salary March	£295.66	
HMRC	Tax	£268.40	
NG	Re-imburse for toner (half)	£19.20	
<u>After agenda</u>			
SALC	payroll services	£54.00	£9.00
NG	postage	£23.87	
NG	Office homeworking qtr 4	£79.00	

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## Appendix 2

### INTERNAL AUDITOR ENGAGEMENT LETTER

Dear SALC

Internal Auditor to the Bradfield Combust with Stanningfield Parish Council – Engagement Letter

I should like to confirm your appointment as Internal Auditor to Bradfield Combust with Stanningfield Parish Council. I have set out below the terms of your engagement. If you agree, I should be grateful if you could sign and return one copy for my records.

#### Roles and responsibilities

##### Of the Council:

The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions including arrangements for the management of risk.

The Council is required to undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control set out in the Joint Practitioners Advisory Group publication: Governance and Accountability for Local Councils – A Practitioners Guide.

##### Of the Internal Auditor:

The Internal Auditor is responsible for reviewing whether the Council's financial management is adequate and effective, and that it has a sound system of internal control. The Internal Auditor will liaise with the Parish Clerk on all assignments and will report to the Council twice a year.

The Internal Auditor will carry out the audit to enable him to provide assurance to members and officers, and to enable him to complete and sign off Section 4 of the Annual Return in advance of its submission to the Council and the external auditor.

It is essential that the internal audit function is sufficiently independent of other financial controls and procedures of the Council.

The Internal Auditor will inform the Parish Clerk immediately he becomes aware of any conflict of interest that may adversely affect his ability to carry out the audit objectively and independently.

The Internal Auditor will carry out the internal audit competently and in compliance with proper practice in a way that will meet the business needs of the Council. In the event that the Internal Auditor becomes aware of matters that may affect his competence, he will inform the Clerk or the Chairman immediately.

The Internal Auditor is appointed only for the audit of the 2022 to 2023 audit.

Please advise the council of your fee. Payment will normally be made on invoice.

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### Appendix 3

#### Bradfield Combust with Stanningfield Community Emergency Plan:

Version 2, March2023

Introduction: Bradfield Combust with Stanningfield is a small rural parish to the south of Bury St Edmunds, Suffolk.

**★ Activation & Response:** In the event of an emergency impacting the parish / community, the following residents will form an emergency coordination group when safe to do so, to assess the impacts of the incident, coordinate the local response, inform, and support residents and responding agencies as far as is practical.

Name	Parish Role	Response Role	Landline	Mobile	Email/ address
Cllr D Staff	Chairman	Lead	01284 828578		<a href="mailto:davidjstaff@gmail.com">davidjstaff@gmail.com</a> 2 Church Road, Stanningfield, Bury St Edmunds, IP29 4RE
Cllr T Langan	Vice Chairman	Vice lead			<a href="mailto:a.r.langan@btinternet.com">a.r.langan@btinternet.com</a> Bradfield House, Ixer Lane, Bradfield Combust, Bury St Edmunds, IP30 0LR
Cllr C Mears	Councillor	Support			<a href="mailto:clivemears1@btinternet.com">clivemears1@btinternet.com</a> 5 Church Road, Stanningfield, IP29 4RE
Cllr C Walters	Councillor	Support	01284 830313	07850 369850	<a href="mailto:colin.walters@rookwoodservices.com">colin.walters@rookwoodservices.com</a> 1 Rookwood Farm Cottages, Stanningfield, Bury St Edmunds, Suffolk, IP29 4SB
Cllr J Clark	Councillor	Support	01284 828202		<a href="mailto:Jane.clark21@btinternet.com">Jane.clark21@btinternet.com</a> Church Farm House Stanningfield IP29 4RD

In the event of any local emergency, if there is **ANY threat to life, dial 999** and alert the emergency services (Police, Fire, or Ambulance) immediately. If there is no perceived threat to life, but you have **information** that may help the emergency services, **dial 101**.

**★ Activation:** On activation of this Plan, the group will contact the West Suffolk Council to inform them of the activation. The group will continue to liaise with the Local Authority for the duration of, and recovery period of, the emergency.

Ensure that the call taker is advised call is from Bradfield Combust with Stanningfield Parish Council, and given callers name and appropriate contact details

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Office hours: West Suffolk Council Switchboard 01284 763233, Emergency Planning Officer (EPO) / District Emergency Planning Officer (DEPO) 01284 758461 / 01284 758460 (if no response, use the out of hours routine below)

Out of hours: Emergency Planning Duty Officer (EPDO) 01473 265376

**PLEASE NOTE:** In a widespread incident the EPO / ECC are single points of contact and may supporting the wider LA response across the County and may not be able to respond to you immediately

## ★ Insurance

The Community Emergency Planning Group (CEPG) and CEPG volunteers will be covered by West Suffolk Councils insurance under the following circumstances:

- West Suffolk Council has requested you activate your plan and volunteer group.
- The CEPG volunteers are registered with the CEPG.
- The CEPG and CEPG volunteers are under the direction of a local authority member of staff (This can be remotely), and local authority receives regular updates of task progress / issues arising from the CEPG.
- They only carry out the actions / activities that they have been authorised to do or agreed by the local authority.
- A record of the activities undertaken, and volunteers employed in those tasks is maintained by the CEP Group
- Activities they have been asked to undertake must be commensurate to their skills and competency.
- Appropriate dynamic risk assessments are carried out.
- The use of motor vehicles is not covered by the local authority's insurance, and it is the responsibility of the individual to ensure that they have adequate and appropriate cover.

If you undertake activities that are not authorised by West Suffolk Council, then you need to determine whether your local Parish / Town Council's insurance policy covers these activities.

## Supporting Appendices

1. Introduction: Summary of Local Risks, known vulnerable locations, communities; EA Flood Risk (Y/N), Flood Warning Scheme subscribers – [ens\\_fwd@environment-agency.gov.uk](mailto:ens_fwd@environment-agency.gov.uk), link to EA Flood map / Met Office Weather Warnings (<https://www.metoffice.gov.uk/about-us/guide-to-emails>); Local Parish area map & general address & post code data / Flood Maps (EPO / EA provided), Post code / zoned areas / other address data.
2. Activation: Roles & Responsibilities – Individual areas of responsibility coordinators (e.g. Volunteer HUB, Good Neighbour Scheme, community volunteer groups, WI, etc., notification cascade 'trees' to community coordinators. Initial activation by responding agency confirmation form.
3. Other Key Contacts: Community Resources, Key Buildings, Community Volunteers (Known volunteers / skills / training records), Material resources (equipment etc), Network Groups / adjacent CEPG's etc.

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4. Resource locations; Key buildings – function (e.g. coordination, shelter), Location – Address, Postcode, & contact details if not in other key contacts).
5. Risk Assessments as appropriate to be **carried out & held by Parish / Town Council / CEPG**. Local impact assessment, initial notification forms
6. Debrief to be carried out post-event by Bradfield Combust with Stanningfield Parish Council (Supported where practicable by East Suffolk LA / EPO's - Suffolk Joint Emergency Planning Unit)
7. Useful contacts (OOH's / routine lists);

### Appendix 4

Issue	Action
Alter Box 2 and 3 of AGAR	Altered
Standing Orders	Adopted template from SALC website
Financial Regulations	Adopted tailored version from SALC website
Comment on VAT	Noted
Insurance- Fidelity Guarantee	Altered to sum of year end balance plus 50% of the precept in following year. On the schedule (page 4 paper 10e as FRAUD AND DISHONESTY defined limit is Limit 150,000 i.e. one hundred and fifty thousand pounds sum year end balance ( 24,218 plus 50% of precept)i.e. £7,278 = £31, 496
Insurances	Are adequate, assessed and minute reference
Pension re-enrolment	Re- enrolment carried out in 2022 as required every three years by the Pensions Regulator and noted in minutes. Last declaration was 2019.
Internal audit	Comments noted and action plan drawn up see minutes
Appoint auditor	SALC appointed auditor for the year 2022-2023 so that issues are addressed.
Internal audit report published on website	Published
List of councillors and responsibilities published on website	Published
Items of expenditure above £100 published on website	Published separately / previously published within the minutes/ appendices

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End of Year Accounts published on website	Published
AGAR published on website	Published
Asset register published on website	Published
Upload SAR Policy	Published
Upload Data Retention Policy	Published
Publish quarterly individual items exceeding £500	Included in appendices of minutes and within items of expenditure above £100
Publish Government procurement card transactions	na
Publish details of tender projects over £5,000	na
Publish details of assets land and buildings	Published
Publish grants to community groups, etc	Published
Publish organisational chart	No sub committees na
Secure email system	It was <b>RESOLVED</b> that this would not be implemented, councillors prefer the status quo. November 2022 Additionally reviewed the Suffolk Cloud offer in March 2023.



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### Appendix 5

Sun 05/03/2023 12:51

REPORT SALC MEETING ATTENDED BY CLLR LANGAN

I attended the meeting on zoom. Unfortunately, the guest speaker, Ms Petit of West Suffolk Council was unable to attend, but Councillor Everard was available together with the Local Community Officer.

Mr Everard gave a brief talk about the current issues being addressed by his department:

1. The Coronation. He stated there were locality grants still available, but applications for funding to support celebration events had to be submitted by no later than the 23rd of this month. He also confirmed there would be no charge for Street Parties, although the Police had to be informed for safety reasons. Details of events which have received grants can be seen on the West Suffolk website.
2. There is also a UK prosperity Fund which will provide financial support to Councils who are preparing feasibility studies for major projects, and full details may be obtained from " Lucy", presumably, an officer in his department.
3. Details relating to the requirement to provide photo identification prior to voting on the 4th May were given. There was also a brief discussion about the costs, especially those related to the contested seats and vacancies, which could cost up to £3k. but it seems there is little chance this high cost can be reduced. I did think there are ways to avoid these costs, but decided it was probably best to keep them to myself!
4. It was confirmed the dialogue between West Suffolk and Parish Councils will be concluded by the end of the year, with a report published early next year. I did not know there was dialogue in progress and assume this relates to larger Parish Councils, and to those Councils which are expanding due to the erection of new housing estates and business parks.
5. Apparently there is a strategic housing scheme for the provision of affordable housing, with details available from the West Suffolk Strategic Housing Department. It occurred to me it might be worth finding out more, given that the owner of the land in Stanningfield who submitted plans for a small housing development, might try again.

The rest of the meeting was taken up by Sally Longmate of SALC, who talked about the new publicity code, and there is legal briefing paper available for Parish Clerks. In brief, it seems Councils must be very careful to avoid making statement which could be interpreted as being biased prejudicial, especially during periods leading to elections.

I raised the issue of internal audits and the full audit now required for Parish Councils, having assets and expenditure exceeding £25k pointing out the costs and time spent was unreasonable as much of the procedure related to much larger councils, but I was advised it had been considered, but in order to protect Councils from vexatious claims and to ensure transparency was advised there could be no change in the requirements, even though the external audit would actually review all the responses against the data produced in accordance with the financial procedures.

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## Appendix 6

These are the notes referred to on the following official copy

The electronic official copy of the title plan follows this message.

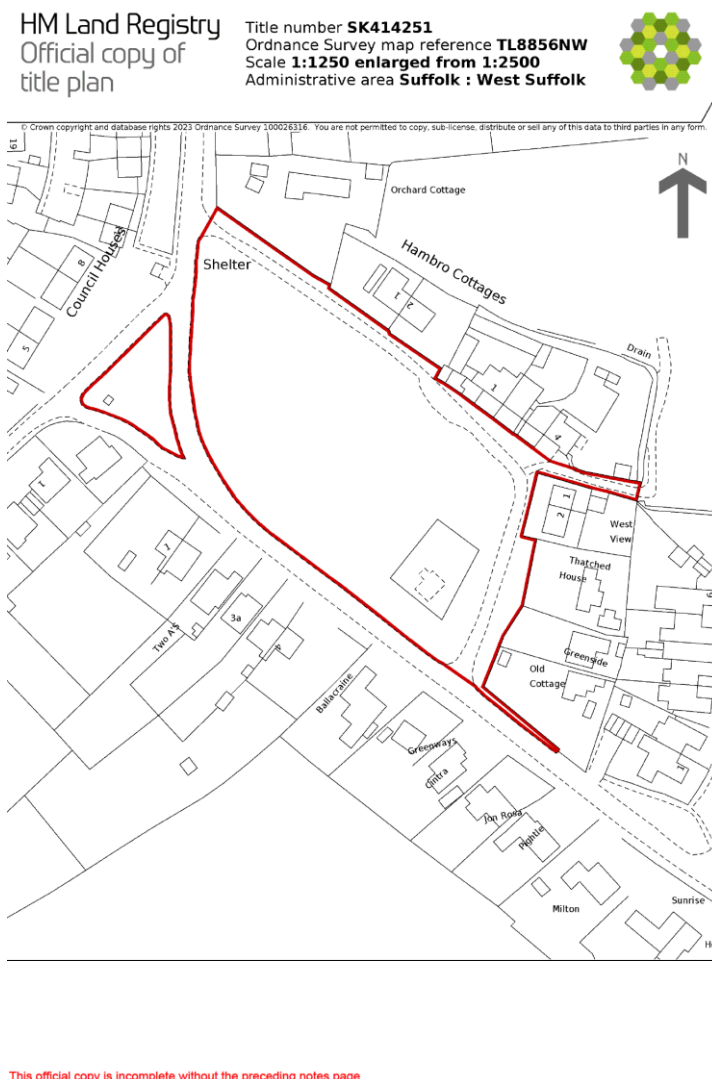
Please note that this is the only official copy we will issue. We will not issue a paper official copy.

This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 30 January 2023 shows the state of this title plan on 30 January 2023 at 07:15:01. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).

This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

This title is dealt with by the HM Land Registry, Kingston upon Hull Office .



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HM Land Registry



Official copy  
of register of  
title

Title number SK414251

Edition date 20.01.2023

- This official copy shows the entries on the register of title on 30 Jan 2023 at 07:15:01.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 30 Jan 2023.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry Kingston upon Hull Office.

## A: Property Register

This register describes the land and estate comprised in the title.

SUFFOLK : WEST SUFFOLK

- 1 (04.03.2022) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Stanningfield Green, Stanningfield, Bury St Edmunds.

## B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

### Title absolute

- 1 (04.03.2022) PROPRIETOR: BRADFIELD COMBUST WITH STANNINGFIELD PARISH COUNCIL care of Parish Clerk, 6 Albert Rolph Drive, Lakenheath, Brandon IP27 9DA.
- 2 (04.03.2022) The value stated as at 4 March 2022 was £50,000.

End of register