

# **STOWUPLAND PARISH COUNCIL**

**2 Broomspath Road, Stowupland, Suffolk, IP14 4DB**  
**Tel: 01449 677005 Email: [parishclerk@stowuplandpc.co.uk](mailto:parishclerk@stowuplandpc.co.uk)**  
**Chairman: Councillor: Sally Reeves Clerk: Mrs Claire Pizzey**

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## **STOWUPLAND PARISH COUNCIL**

**Annual Council Meeting** of the Parish Council, which will be a video meeting via Zoom, on Thursday 6<sup>th</sup> May 2021 commencing at 7.30pm

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published as usual.

Public Attendance Members of the public and press are welcome to join the Zoom meeting.

Members of the public will be invited to give their views/questions the Parish Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. If anyone wishes to join the meeting as a member of the public please contact the clerk who will share the meeting ID and password with you.

## **AGENDA**

- 1. To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office**
- 2. To elect a Vice-Chairman of the Council**
- 3. Apologies for Absence**

- a) Councillors to note any apologies for absence
- b) Councillors to vote on acceptance of apologies for absence

- 4. To note resignation letter received**

- 5. Declarations of Interest**

To receive any Councillors' Declarations of Local Non-Pecuniary Interests

- 6. Dispensations**

To receive any requests for dispensations

- 7. Minutes**

Councillors to review and approve the minutes of the Parish Council meeting 8<sup>th</sup> April 2021 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting

- 8. Matters of report**

To review the matters arising from previous meetings and agree further action

- 9. Public Forum**

Details of how the public can join the meeting to ask questions or comment on agenda items can be found above.

## **10. To receive reports from the County & District Councillors**

To respond to any questions on reports previously submitted to the Parish Council

## **11. Planning**

- a) Councillors to review and approve a response to the following planning applications:

**DC/21/02368**: Full Planning Application - Erection of 1No. Detached dwelling (amended scheme and re-submission of DC/20/00771) **Location**: Land Adjacent Oak View, Saxham Street, Stowupland, Suffolk

**DC/21/02028**: **Proposal**: Listed Building Consent Application - Erection of single storey side and rear, and front porch extensions. Removal of existing cement render to main farmhouse, carry out timber frame repairs where required, re-render using a lime render system. Replace rear window to lounge. **Location**: Owls Farm, Debenham Lane, Stowupland, Suffolk IP14 5DE

**DC/21/02544**: Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/19/01133 dated 13/05/19 - Erection of 3no. dwellings with garages (Existing grain store to be demolished). To allow amendments to dwellings and site layout. **Location**: Grain Store, Rendall Lane, Stowupland, Suffolk

- b) Councillors to note the decisions issued by Mid Suffolk District Council: None received.

## **12. Statutory Business**

- a) Councillors to review the terms of reference for committees and agree to adopt V1.4
- b) Councillors to confirm the appointment of Environment & The Green Sub-Committee
- c) Councillors to confirm the appointment of Parish Councillors on the following Committees: Finance and Policy Committee, Community Events Committee, Environment & The Green Sub-Committee, PIIP Sub-Committee, Trim Trail Working Group
- d) Councillors to confirm the appointment of Parish Council Representatives on the following Bodies: Village Hall Management Committee
- e) Councillors to confirm the following Parish Appointed Positions: Allotment Officer, Cemetery & Churchyard Officer, Emergency Planning Officer, Footpath Officer, Play Park Officer, Planning Officer, Speed Watch Officer, SALC Representative, School Liaison Representative, Telstar Representative and Tree Warden,
- f) Councillors to confirm the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer
- g) Councillors to review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- h) Councillors to approve the revised meeting timetable for 2021-22

## **13. The Green**

Councillors to discuss the parking issues and litter issues on The Green raised by residents

#### **14. Finance and Policy Committee**

Recommendations from the committee as per the circulated minutes:

- a) Councillors to note there are no matters to review from the year end actual vs budget accounts as all variances were fully explained
- b) Councillors to approve the Statement of Account for Stowupland Parish Council for the year ending 31<sup>st</sup> March 2021
- c) Councillors to approve the reserves for the year ending 31<sup>st</sup> March 2021
- d) Councillors to approve the asset register for the year ending 31<sup>st</sup> March 2021
- e) Councillors to approve the Bank Reconciliation for the year ending March 2021
- f) Councillors to approve the annual return figures for the year ending 31<sup>st</sup> March 2021
- g) Councillors to approve the CIL report for 2020-21

The documents will be uploaded to the Parish Council website when finalised

#### **15. Cemetery and Churchyard Officer**

To note report and recommendations from the Officer:

- a) Councillors to approve 10 additional hours work per year to be offered to the current Cemetery Caretaker for works in the Churchyard.

#### **16. Play Park Officer**

To note report and recommendations from the Officer:

- a) Councillors to approve the quote from Proludic
- b) Councillors to approve that an application can be made to the Parish PIIP fund

#### **17. Facebook**

Councillors to agree that the Facebook page should be free for anyone to join

#### **18. Chairman's report**

Councillors to note report and respond to any questions from Councillors

#### **19. Clerks report**

Councillors to note report and respond to any questions from Councillors

#### **20. Correspondence**

Councillors to note correspondence previously circulated and consider any action

#### **21. Monthly Finance**

- a) Councillors to approve a quote for the tender for the Footpath Annual Clearance Programme 2021
- b) To agree the £100 application fee for the installation of bollards at Trinity Walk
- c) Councillors to note receipts received since the last meeting
- d) Councillors to approve the May payments (BACS, DD and cheque payments)

#### **22. Dates of next meetings**

Members are asked to note that the next Parish Council meeting:

- a) Full Parish Council is scheduled for Tuesday 8<sup>th</sup> June 2021 at 7.30pm at the Village Hall
- b) Finance and Policy is scheduled for Thursday 29<sup>th</sup> July 2021 at URC Church Hall
- c) Trim Trial Working Group is scheduled Wednesday 16<sup>th</sup> June 2021 via Zoom

*Claire Pizzey*

Claire Pizzey | Clerk & RFO to the Council

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