

STOWUPLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on June 13 2019 in the URC Church Hall

Councillor's Present: Phil Deal, Laura Johnson, Sally Reeves (Chair), Ray Studd, Jerry Voden and Keith Welham

In Attendance: Claire Pizzey (Clerk), District Councillor Rachel Eburne, County Councillor Gary Green and 3 members of the public

The Chairman declared the meeting open at 7.30 pm and thanked all for attending. A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media to report on the proceedings of the meeting. A full transcript is available from the Clerk.

1. To receive reports from the District, County Councillors and the Police: The District Council report had been received prior to the meeting. District Councillor Eburne highlighted:

- The MSDC Joint local plan is due to go out for public consultation by the end of June. The plan will set out strategic policies and Councillor Eburne advised members to look out for the document as these policies will affect the village.
- The PCSO referral for footpath 32 and the parking at the junction of the A1120 and Thorney Green has been made, although it is unknown when they will be present in the village. It was agreed to get feedback from them after the visit.
- MSDC are promoting grants for home adaptations to support residents and their carer's. Grants of between £1000 and £5000 are being offered.

County Councillor Gary Green highlighted:

- A meeting had been held with The Clerk and Chairman to discuss work to the private tracks at Hunters Moon and Mill Cottages. Suffolk County Highways have advised that they would not carry out this work. A further meeting will be held to come up with a plan to move forward with this.
- The parking of cars on the footpath at The Crown is a police issue and not a Highways issue and the police will need to be contacted to resolve this issue.
- The A14 road works starts this weekend. Highways England are carrying out the work and the road closure will have an impact on traffic coming into the village.

2. To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972: Councillor Paula Murton. The members noted the apologies.

3. **To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** Cllrs Reeves and Voden declared an interest in items 15.1 and 15.2 as members of the Village Hall Management Committee.
4. **To consider any written requests for dispensations relating to disclosable interests:** None received.
5. **To consider and approve the minutes of the Parish Council meeting of May 9 2019 as a true record:** All Councillor's confirmed receipt of the minutes. Cllr Welham proposed to accept the minutes of 9 May 2019 as a true record of the meeting and decisions made. Seconded by Cllr Studd with all in favour the Chairman signed and dated all pages.

6. **Matters of report:** The members confirmed receipt of all matters of report from the previous meeting:

Playpark Quote for works to remove shrubbery in basketball area: Quote has been received and will be discussed during the meeting.

Fencing at basketball court in Play Park: A CIL application has been submitted by Village Hall to SPC.

Drains along A1120: The work is complete.

Steeple View Hedges: To be reviewed in September liaison meeting with the school.

Grays Close: Following a quote for £80 the Clerk instructed this work to be carried out. Residents from Grays Close have agreed to keep the area watered once the work has been completed.

Register of Land at Cemetery: The Finance & Policy committee agreed to defer this until further information is made available.

Actions from meeting with Rights of Way Officer Charlotte Ditchburn: Still waiting for the quotes for the hogging. It was agreed to ask the contractor who is doing work for the village to forward a quote for this.

Pedestrian safety along Church Road: Cllr Reeves and the Clerk had met with County Councillor Green. It was agreed that he would make enquires about the footpath safety and report back.

Ditch along Columbyne Close: Upon inspection with contractor it was agreed to look at the ownership of the ditch. The Chairman reported that the ditch did belong to the Parish and the contractor has agreed to quote for the work.

Welcome folders: Folders ordered and letter circulated to organisations.

Signs at Hunters Moon: Quote has been received and will be discussed during the meeting.

Trinity Meadows Oak notice board CIL 123 application: New application submitted to MSDC for the oak notice board.

Tree on footpath through High School: Tree has been removed.

Half-a-Mow: Report attached from Dave Hughes, Countryside and Public Realm Officer following a site meeting with the Clerk and Chairman. The Chairman reported that she had met with Roger

Carter and he is happy to continue to cut the meadow twice a year. It was agreed to check his insurance.

Exercising of horses: Still to be actioned.

Road Safety Letter: The letter was sent to Mike Motteram who advised to contact Cllr Gordon Jones who had attended the site visit. An email was sent to Cllr Gordon Jones and a response from his PA has been received: *I've been in touch with the Schools Infrastructure team and they've advised they are keeping the parish council updated; they sent through some external plans through last week, and have a meeting this week with the parish council and Highways.* Cllr Welham agreed to follow this up.

Sandbags: Cllr Reeves and the Clerk met with County Councillor Green. It was agreed that he would highlight this to Highways and report back to the council.

County Lines Training: Positive responses from other Parishes to be included in any training. District Council to action.

Committees/Officers: Following the new appointments last month. An advert for the litter pick on 1 June was placed in Telstar. Decision was made to cancel the litter pick as there is no longer an Environment committee. Clerk posted cancellation notices on the cemetery gates. Cllr Deal agreed to take on organising the litter picks for the village.

Track at Hunters Moon: Cllr Reeves and the Clerk had met with County Councillor Green. It was agreed that he would make enquires with Highways to cost for sandbagging to be put round the edge of the track.

Track at Mill Cottages: Cllr Reeves and the Clerk had met with County Councillor Green. It was agreed that he would make enquires with Highways to cost for sandbagging to be put round the edge of the track.

Pot hole at Mill House: Completed.

Cemetery Spraying: Still awaiting grass contractor to complete the work.

Poole's farm planning: Not actioned.

Opening Statement: Cllr Reeves has indicated that she wishes to continue this.

Adopt a Sign: Please see Cllr Reeves report on Suffolk Highways Community Self Help Scheme.

Thrandeston Meadow: Report attached from Dave Hughes, Countryside and Public Realm Officer following a site meeting with the Clerk and Chairman. District Councillor to make contact with MSDC Planning Officer following receipt of the report.

Half-a-Mow Bench: Following the quote received from contractor for £40 the clerk has instructed that this work was carried out.

PCSO footpath 32 & junction of A1120 at Thorney Green: District Councillor has actioned.

Trees at footbridge behind Holy Trinity Church: A letter has been sent to the Village Hall Management Committee. They have agreed to carry out the work to the trees.

Village Recorder: The Clerk contacted the new village recorder and their details have been forwarded to the Telstar Committee.

Footpath beside Holy Trinity Church: This is ongoing.

7. **Public Forum:** A resident asked if phase 3 of the Bloor Development was going ahead following talks about Thrandeston meadow. A resident commented on how lovely half-a-mow is looking and noticed that cottages along Thorney Green have started to park on The Green. A resident commented on the overgrown hedges on the bridge by the High School and houses beside the Butchers. A resident commented on the overgrown footpath along Gipping Road that leads to the farm shop.
8. **To consider and approve the completion of the Statement of Assurance for the year ending 31 March 2019 as per the Annual Governance and Accountability Return (AGAR):** Section 1 of the AGAR was read out to the Council and agreement was forthcoming for all the statements to be answered in the affirmative. The Chairman and Clerk were authorised to sign Section 1 of the Annual Return.
9. **To consider and approve the Accounting Statements for the for the year ending 31 March 2019 as transposed onto the AGAR:** The Accounting Statements made up of the Council's accounts for the year ending 31 March 2019 was presented to the Council and approved by all as a true reflection of the Council's transactions for the year under review. The Clerk and Chairman were duly authorised to sign Section 2 of the AGAR. It was noted that the Internal Auditor had signed the Internal Audit Report. It was also noted that the commencement of the period which allowed electors the opportunity to inspect the council's accounts would commence on 17 June 2018 and last for a period of 30 working days. Council noted that the AGAR along with relevant paperwork should be submitted to the external auditors by 30 June 2019.
10. **To agree a process for Co-option:** The members discussed the draft document. After amendments were made the council agreed a co-option process. The Clerk to circulate to all members.
11. **To agree the quote for various works around the village:**
 1. Cllr Johnson proposed that the quote of £360 is accepted for the work to clear the shrubs and grass from the Basketball area of playground. Cllr Voden seconded and all were in favour.
 2. Cllr Studd proposed that the quote of £100 to supply top soil to the sunken graves is accepted. Cllr Johnson seconded and all were in favour.

3. Cllr Johnson proposed that the quote for £100 per sign is accepted for any new signs required for tracks around The Green is accepted. Cllr Studd seconded and all were in favour.
4. Cllr Welham proposed that the quote for £75 to fit new steps to climbing frame in Play Park is accepted. Cllr Studd seconded and all were in favour.

12.Cemetery and Churchyard: Members confirmed receipt of the report. Cllr Studd proposed that all machinery is removed from the asset register. Cllr Welham seconded and all were in favour.

13.Community Events: Members confirmed receipt of the minutes from the meeting of 21 May 2019.

Cllr Welham highlighted:

- The Jubilee Court afternoon tea had been a success
- The Quiz night is scheduled for Friday 14 June
- Summer Solstice Lighting of the Beacon will go ahead on 21 June

14. Finance and Policy: Members confirmed receipt of the minutes from the meeting of 30 May 2019.

Cllr Johnson proposed that the Parish Council sets up the NEST pension scheme. Cllr Studd seconded and all were in favour.

15. Parish Infrastructure Improvement Plan (PIIP):

1. Cllr Welham proposed that £2,000 of Parish Council CIL money is allocated to Stowupland Village Hall to replace the fence and install a gate on the basketball court. Cllr Studd seconded and all were in favour. Cllrs Reeves and Voden abstained.
2. Cllr Welham proposed that £1,222.80 of Parish Council CIL money is allocated to Stowupland Sports and Social Club for one new glass washer. Cllr Studd seconded and all were in favour. Cllrs Reeves and Voden abstained.
3. Cllr Welham proposed that £2,155 of the Parish Council CIL money is allocated for the replacement footbridge behind Holy Trinity Church. Cllr Studd seconded and all were in favour.

16. Planning: Members confirmed receipt of the minutes from the meeting of 30 May 2019. Cllr Studd reported that a listed building consent had been received for Pendle Cottage, Stowupland. He and the Clerk felt that the Parish Council were not in a position to comment on this application and no meeting was necessary.

17. Councillors Reports: Cllr Studd reported that footpath 26 was impassable on Park Farm side of the A1120. The Clerk to report on the portal. He also reported the confusion over footpath 17a through Park Farm. The Chairman advised that she had contacted Cllr Murton who was going to look at this. Cllr Johnson reported that the bus shelter at Birch Close had been vandalised again. The Chairman advised that it would be repaired later this week. She also reported that the verges along The

Green are overgrowing and need to be strimmed. It was agreed to ask the grass contractor to add this to the schedule. Cllr Deal reported on the difficulty of parking and traffic build up on the A1120 now the Co-op has reopened. It was agreed to keep an eye on this. Cllr Voden reported on the pedestrian safety crossing the A1120 to the Co-op. It was agreed that The Clerk writes to Suffolk Highways to ask for an open response that can be published in Telstar on their views on the road safety of crossing the A1120. Cllr Welham reported the traffic survey results, these were showing an increase of 22% in school related journeys, 40% increase in through traffic, 32% increase in traffic movements on Church Road at the High School entrance. It was agreed that the Parish Council would contact Steve Merry at Suffolk County Highways to ask that a traffic count is carried out on the junction of the A1120/B1115. Cllr Welham also reported on the overhanging nettles on the footpath along Thorney Green Road. The clerk to report on the SCC portal.

18. Chairman's Report: Members confirmed receipt of the report on Suffolk Highways Community Self Help Scheme. The Chairman also highlighted:

- Next year there will be a change to the May Bank Holiday due to the 75 years celebration of VE Day and the Chairman asked that the Community Events looks at this for a possible village event.
- Following the SALC meeting she would encourage members to look at the new SALC website.
- Roger Carter had met with the Chairman to hand over the Tree Warden role. Cllr Studd agreed to take on the role of Tree Warden for the parish.
- A number of residents have asked about a footpath link along Thorney Green. It had been discussed at an Environment meeting last year. It was agreed for a few members to get together and readdress this issue.
- There are new regulations on digital accessibility. The Clerk to contact the Webmaster to find out if the Parish Council complies with the new standard.
- Requested that the Finance and Policy Committee looks at the grant award for Telstar 2019-20 now there has been a change to the number of issues produced.

19. Clerks report: Members confirmed receipt of the clerks report on the Safer Route to School. The Clerk highlighted:-

- The noticeboards are close to completion. They will be stored in the cemetery building until a decision has been made to where they are to be sited. It was agreed that members email the Clerk prior to the before the end of the month with any suggestions. The Clerk and Chairman to propose 3 sites prior to the meeting for discussion. Cllr Deal offered to oil the noticeboards once they have been delivered.

- She and the Chairman had visited D-Signs to discuss the interpretation board that had been agreed to be put up in the churchyard, following the erection of the bird and bat boxes.
More pictures are needed from the children of the school before the board can be finalised.

20. To note a summary of correspondence and consider any action:

1. To note correspondence from a resident requesting permission to park on The Green on 22 June 2019: Permission was granted.
2. To note invitation to a 'Lunch and Learn' event: No action.
3. To note correspondence from Jo Churchill following the launch of the Suffolk County Council Community Volunteer Scheme: No action.
4. To note correspondence from a resident requesting permission to park on The Green on 7 July 2019: Permission was granted.
5. To note correspondence from a contractor carrying out TPO tree work at Stowupland Hall: No action.
6. To note correspondence from a resident asking about the cones that have been placed outside Mill House entrance: No action the problem had been resolved following receipt of the correspondence.

21. It was resolved to make the following payments:

Expenditure	Cheque / BACS / SO		Net	VAT	Total	Notes
Salaries	BACS	M Hawkins	246.84		246.84	June wages
Salaries	BACS	C Pizzey	866.48		866.48	June wages
Expenses	BACS	C Pizzey	99.07		99.07	
PAYE	BACS	HMRC	238.23		238.23	
Consultation	BACS	Workplace Pension	195.00	39.00	234.00	
Community Events	BACS	Keith Welham	377.75		377.75	Jubilee Court Afternoon tea
Printing	BACS	Gipping Press	53.00		53.00	NP Flyers
Water	BACS	WAVE	14.45		14.45	Cemetery
Grass Contractor	BACS	Tim Gaddis	267.50		267.50	Cemetery, Churchyard and playpark
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Grass Contractor	BACS	Tim Gaddis	842.75		872.75	Footpath and The Green
Printing	BACS	Chapple Signs	100.00	20.00	120.00	NP Banner
Skip	BACS	Mini Waste Ltd	141.67	28.33	170.00	Cemetery

Grant	BACS	Freeman CP School	100.00		100.00	
Grant	BACS	Stowmarket Men's Shed	150.00		150.00	
Grant	BACS	Telstar	2000.00		2000.00	
Community Events	BACS	J Hyland	65.65		65.65	Draw prizes Bingo
			6025.89	87.33	6113.22	

Cllr Johnson proposed that the payments be made and Cllr Voden seconded and all were in favour.

22. Date of next meetings Members are asked to note that the next Parish Council meeting is scheduled for 11 July 2019, Finance and Policy for 25 July 2019, Planning Meeting 11 July 2019 and Community Events 1 August

Meeting closed 21.07