

STOWUPLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on November 14 2019 in the URC Church Hall

Councillors Present: Laura Johnson, Sally Reeves (Chair), Ray Studd, Jerry Voden, Keith Welham

In Attendance: Claire Pizzey (Clerk) and 4 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 and County Councillors: The District Council report had been received prior to the meeting. District Councillor Keith Welham highlighted:

- The Planning application for the 70 homes on the Gladman site will be heard on 11 December and asked that a representative from the Parish Council and resident could speak at the committee meeting.
- He has been consulted by the John Milton Academy on the proposed Sixth Form Centre and would like to arrange a meeting with himself, the school, County Councillor and Parish Council to understand what it is they are doing in relation to the new Sixth Form Centre.

The Chairman read out a report from County Councillor Gary Green.

- Passenger transport are still in talks with local companies on the future of the bus service in Stowupland and has asked that the Parish are kept informed of what's happening.
- The High School were granted permission for their new build which was disappointing in that no regard was made to the genuine concerns raised. They are now seeking CIL bid for up to £2.5M to build. I have objected to this as the academy is a private business making profits so in my opinion they should use their own funds and not public monies

2. To receive and consider apologies for absence (in accordance with Schedule 12 of the Local

Government Act (1972): Cllrs Deal, Murton, District Councillor Rachel Eburne and County Councillor Gary Green. The Council 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 in item 9.1 as a member of the Stowupland Sports and Social Club Committee and Cllr Voden in item 9.1 as licensee for the Village Hall bar.

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 October 10 2019 as a true

record: All Councillor's confirmed receipt of the minutes. Cllr Welham proposed to accept the minutes of 10 October as a true record of the meeting and decisions made. Seconded by Cllr Johnson 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:

- **Ditch along Columbyne Close:** Ditch has been strimmed contractor still to remove the rubbish.
- **Sandbags:** Awaiting update from Councillor Gary Green.
- **Track at Hunters Moon:** Contractor to advise when the work will be completed.
- **Track at Mill Cottages:** Still ongoing.
- **Letter to Highways regarding traffic safety on A1120 at the Co-op Service Station:** See Clerks report.
- **Traffic Count B1115/A1120 junction:** No further update.
- **Digital compliant:** See Clerks report.
- **Interpretation board:** Clerk has collected the board and awaiting a quote for the frame to be made.
- **TPO:** I contacted the TPO Officer at MSDC again and he advised that he looked in to this and it was a Suffolk County Council application determined by themselves, he did not get consulted as an MSDC response came direct from planning without his involvement.
- **Cemetery Fencing:** Completed by the end of November
- **Lime Trees at Cemetery:** PIIP application submitted.
- **Development at Stonebridge Lane:** Email sent to the MSDC Enforcement Department.
- **Lorries at Co-op Store:** Email has been sent to the MSDC Enforcement Department.
- **Trim Trail:** No further update.
- **Thorney Green Road Junction:** An email has been sent to Cllr Green and a discussion was had around this at the A1120 safety meeting with SCC and the school. It may be advisable to contact Sam Harvey to discuss this as part of the Thorney Green Road development.
- **Footpath 19:** No action to date.
- **Meeting at Thradstone Meadow:** Agenda item.
- **Tenders for tree work on The Green:** The specification has been sent to Contractors for tenders to be received by the end of November.
- **Creation Agreement:** Map 2 has now been received from the Academy and Mid Suffolk District Council have confirmed they have no objections to the proposed creation agreement. Cllr Studd noted that the VG68 register had not been updated to show the land

swap. The Legal Services Team at SCC have been made aware of this and the relevant VG Register entry for Thorney Green, has been amended. The Clerk has since received an update from Steve Keer on the safer route to school. As follows: I recently attended an internal meeting to discuss progress on this case and the associated timings for the path construction work on both the Thorney Green and Academy sites. Whilst the paths across the Green and part of the route through the school site can be constructed in early 2020, it has been decided to delay the construction of the remaining sections of the route through the Academy site. There are two main reasons for this:

1. Because the construction area for the 6th form building expansion project conflicts with a section of the proposed footpath, Suffolk County Council (SCC) would not want to see a situation where the footpath is constructed, only for it to be subsequently damaged by works associated with the new building.
2. The alterations to the access road into the Academy from Church Road will also need to tie in with a school holiday period, as this is the primary vehicular access onto site, and it would be highly impractical for these works to be undertaken whilst the access road is in regular use.

Due to the need to commit the Highways budget in the 2019/20 financial year, it is proposed that the works to Thorney Green and within the school site (up to the 6th form building construction area) commence as soon as possible in 2020 (probably January), with the remaining footpath construction taking place after the main contractor for the school expansion has completed the building works, and for this to tie in with the associated external works. However this does not, in any way, prevent the creation agreement from being entered into. Indeed, SCC would like to proceed to have the document signed over the next few weeks, thereby allowing time for the statutory press notice to be advertised before the Christmas break.

The clerk to ask SCC for a confirmed completion date and a copy of the detailed plan through the school before the agreement is signed.

- **Bench at Allotment:** Still awaiting quotes for the work.
- **Replacement noticeboard at Allotments:** Still awaiting quotes for the work.
- **Letters to allotment tenants following inspection:** Letters have been sent
- **Cemetery Keys:** Keys have been cut and provided to the caretaker.
- **Letter to property adjacent to cemetery:** Chairman has written to the resident twice and he will be advised before the work starts.

- **Neighbourhood Plan Thank you:** Event has been arranged for Thursday 21 November.
- **Linden Homes Meeting:** See Clerks report
- **Social Media Report:** No report to date.

7. Public Forum: A resident asked when the rubbish would be cleared from the cemetery following work to the trees and requested a dropped kerb on the track at Church Road as vehicles fail to slow down when cars are turning onto the track and concerns are had around accidents that may happen due to this

8. To agree the response to MSDC relating to Thranstones Meadow in relation to planning application DC/18/04357 - Outline Planning Application (All matters reserved) Erection of up to 70 dwellings.

Land to the South of Gipping Road, Stowupland IP14 4AX: The members discussed the response. Cllr Johnson proposed that the following response is made:

The Council recognise that there are benefits for residents of Stowupland which would be very welcome should the Council have full control of Thradstones Meadow. You asked that the Council set out suggested conditions under which the Council would accept the freehold transfer in the event of planning permission being granted. These would be as follows:-

- Thradstones Meadow, including the existing natural pond and boundary hedges to be gifted to the Parish Council;
- All legal costs in respect of the transfer to be met by Gladman;
- Meadow to be mown and hedges cut prior to transfer;
- Tree surgery to be carried out prior to transfer of the land to remedy concerns set out in the arboricultural report and larger trees reduced in height and reshaped where required;
- Debris to be cleared from the existing pond and branches overhanging the pond to be removed;
- Payment to the Parish Council of a commuted sum of £75,000 for future maintenance;
- Provision of a dog waste bin and bag dispenser at the Gipping Road end of the access track and payment of an additional commuted sum of £3000 to cover future costs of emptying and maintenance;
- Provision of a gate and stile – details to be agreed – at the entrance to the Meadow;
- Provision of 2 no. benches, set upon concrete bases, at locations to be agreed, to a design acceptable to the Council;
- A right to use the track for future maintenance of the Meadow and occasional use by vehicles requiring access in connection with leisure activities on the Meadow. The track is to be retained at its current width and maintained under a maintenance agreement arranged by the developer of the application site;
- No public utility services or similar pipes, ducts, drains or cables to laid in or under the transferred land.

However, having regard to policies contained within the adopted Stowupland Neighbourhood Plan and to the NPPF, the Council must **re-iterate its objection** to this application for the following reasons:-

- This site is not an allocated site for development in the current Mid Suffolk 5 year housing plan. Nor in the adopted Stowupland Neighbourhood Plan. Policies SNP6 Rural Exception Sites and SNP12 Local Green Spaces are particularly relevant;
- The cumulative impact of recent and yet to be commenced developments and this application will have a detrimental impact on the village character and landscape setting. As a primary village within an Ancient Plateau Claylands landscape character type, it would be expected that any emerging development should preserve or enhance these landscape characteristics. However, a proposal in this location will negatively impact the rural settlement fringe character.
- It is further development outside of the village settlement boundary in the countryside and using high quality agricultural land.
- This development will further erode the setting of listed building Columbine Hall.
- Concerns that unless the ancient Thradstones Meadow which is part of this application is transferred on suitable terms to the Parish Council, it will lose its character by being over managed which would cause loss of the wildlife and nesting place of skylarks. This Meadow is highlighted in the Neighbourhood Plan as being an important feature that should be protected.
- Whilst the single access onto the A1120 may be considered by the applicant's highway consultant to be adequate for up to 300 homes, the Parish Council has great concerns that there will be long tail backs through the estate at busy times of the day as the A1120 is a very busy road, also most of the vehicles leaving the site will be turning right across a traffic flow. This could lead to a highway hazard as impatient drivers chance getting into a small gap in the traffic. Congestion on A1120 may result in drivers avoiding use of that road by turning left and finding rat runs through unsuitable country lanes.
- Shortage of school places and lack of capacity at Health Centres to accept new patients. Whilst the developers would put money into CIL for further improvements to these facilities, lack of capacity is not being addressed fast enough to keep up with the demand that all the current new housing in the area is placing on the education and health services.

Cllr Welham seconded with all in favour.

9. Parish Infrastructure Improvement Plan (PIIP): Members confirmed receipt of the report.

1. Cllr Johnson proposed that £1,734.00 of CIL funds is used towards the cost of a dishwasher for the Stowupland Village Hall bar. Cllr Welham seconded with all in favour.
2. Cllr Johnson proposed that £7,250 of CIL funds is used towards the cost of the tree surgery work to trees in the Cemetery. Cllr Welham seconded with all in favour.

3. Cllr Johnson proposed that £810.80 of CIL funds is used towards the cost of folding tables and trolley for Holy Trinity Church Hall. Cllr Welham seconded with all in favour.
4. Cllr Johnson proposed that the Parish Council, via the PIIP committee, produce a list of projects with suggested timescales and estimated costs. Cllr Welham seconded with all in favour.
5. Cllr Johnson proposed that, subject to Parish Council agreeing the process set out in the report, the committee recommend that the following projects be placed in a programme for implementation and funding released from the Parish CIL fund by the dates given:

Tree Surgery to trees on The Green January 2020

Cemetery: new gate and fencing April 2020

Cllr Welham seconded and all agreed.

10. To agree the quote for a joint Parish Council and Village Hall Noticeboard and to agree half the cost from Stowupland Parish Council Environment Reserve and the other half from Stowupland Village Hall via a locality budget application:

The members confirmed receipt of the quote received from NJS Joinery the suppliers of the noticeboards already erected in the village. Cllr Studd proposed that the contractors are contacted to ask if a different backing could be used other than the cork board previously supplied and that the joint noticeboard project is accepted with half the cost taken from the Environment Reserve and Stowupland Village Hall to apply for a locality budget to fund the other half. Cllr Johnson seconded with all in favour.

11. To adopt The Green Policy: The members confirmed receipt of the draft policy. Cllr Welham proposed that The Green Policy is adopted. Cllr Johnson seconded with all in favour. The Chairman confirmed with members that the Council would not be allowing parking on The Green. Cllr Studd advised that the Parish Council have not been biding by The Green law. It was agreed to put an article in Telstar to advise residents of the new policy.

12. To note a report from the Cemetery Officer and agree recommendations made: Members confirmed receipt of the report.

1. Cllr Johnson proposed that quotes are sought for cutting the rear hedge, field side of the church and clearing the ditch behind the church for the bridge to the school footpath. Cllr Welham seconded with all in favour.

13. Planning Application: To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body): DC/19/05084: Proposal: Notification for Prior Approval for a Proposed Change of use of Agricultural Building to Dwelling House (Class C3), and for Associated Operational Development Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q. Location: Pooles Farm, Thorney Green Road,

Stowupland, IP14 4AJ: The members discussed the application. Cllr Studd proposed that Stowupland Parish Council would like to make the following comments:-

- The application is not in line with the Neighbourhood Plan Policy SMP 15.
- There will be a loss of employment opportunity if the application went ahead.
- There is no vehicular access for domestic use to the public highway.
- The land ownership shown is incorrect on the site drawing.
- The application falls outside the village settlement boundary.

Cllr Welham seconded and all were in favour.

14. To note minutes from the Community Events meeting from the 15 October 2019: Members confirmed receipt of the minutes.

15. To note Chairman's report on the Suffolk County Council Development & Regulation Committee for the Sixth form centre at Stowupland High School: Members noted receipt of the report.

16. Clerks report and recommendations made: Members confirmed receipt of the clerks report.

1. Cllr Welham proposed that following the meeting with the Webmaster the following is agreed:-
 - The webmaster will provide the relevant background folders to enable the Clerk to start using the website as required. Parish Council needs to consider what comes under the Parish Council umbrella. We believe that both the Neighbourhood Plan and Community Events need to sit with the Parish Council and as such the web master needs to reflect this on the website. All advertising for events linked to either the Community Events, Neighbourhood Plan or the Parish can only be done so under the Parish Council website.
 - Agendas, draft minutes and approved minutes will be available on the website from 1 December 2019. A note will be added to the website to advise that any supporting documents will be available via the clerk. This prevents any unnecessary work for the Clerk.
 - An Electronic Communication and Social Media Policy will be written and approved as soon as possible. This will give guidelines for the Council in this area.
 - The webmaster advised the need to check that stowuplandpc domain had a SSL certificate. Awaiting confirmation.
 - The following needs to be included in the Telstar after the Parish Council report. "Copies of Parish Council Minutes are available at www.stowuplandpc.co.uk"

- Consideration needs to be had when designing documents for the website e.g., pictures that might need further description. This will be included in the Accessibility Statement once completed by the Clerk and adopted by the Parish Council.
- The Clerk and Chairman to research websites and meet with the webmaster once ideas have been formed on the full content and design of the website. Updates will be provided to the council.
- To agree to operate with the existing domain for three months to see if the Parish Council are compliant and the website requirements are met. Councillors need to be aware that this will incur extra working hours for the Clerk.

Cllr Johnson seconded with all in favour.

2. Cllr Studd proposed that a contribution of up to £1,000 is used towards the feasibility study of the A11120 in connection with pedestrian safety in connection with access to and from the Co-op. Cllr Voden seconded with all in favour.

17. Councillors Reports: Cllr Studd reported that the verge of The Green near the butchers is eroding where vehicles are parking. It was agreed to look at this at the next Green inspection. Cllr Johnson reported that a vehicle has damaged some sand bags along Thorney Green, she had contacted the Clerk after this had happened and this had been reported on the SCC portal. Cllr Welham reported that he would arrange a meeting with Tony Bass at MSDC along with Cllr Voden to discuss the Trim Trail Project.

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

1. **To note correspondence from MSDC CIL Bid for the Stowupland High School Expansion:** It was agreed to send a response to advise that the Parish Council do not have enough information about the proposal to make a comment and have the following concerns:-
 - What the community use is for the building
 - Parking issues
 - Detailed plans of the Safer Route to School scheme showing the entrance to the A1120
 - Confirmation from SCC that the Safer Route to school will be completed alongside the build by September.
2. **To note correspondence from Stowupland Village Hall regarding the Parish Notice Board:** It was agreed that the Village Hall could take over the responsibility of the noticeboard.
3. **To note Correspondence from SCC "Our consultation on division boundaries for Suffolk County Council":** It was agreed that all members would look at the consultation and an agenda item for a response would be at the December meeting. Cllr Welham asked members to look at the ward details of where Stowupland lies in the new consultation.

19. It was resolved to make the following payments:

Expenditure	Cheque / BACS / SO		Net	VAT	Total	Notes
Salaries	BACS	M Hawkins	246.84		246.84	November Wages
Salaries	BACS	C Pizzey	1,138.33		1,138.33	November Wages
Expenses	BACS	C Pizzey	130.75		130.75	
Hall Hire	BACS	URC Church	275.00		275.00	
Hall Hire	BACS	Stowupland VH	54.00		54.00	
Community Events	BACS	Sally Reeves	96.80		96.80	
Litter Bins	BACS	MSDC	71.00	14.20	85.20	
Donation	BACS	RBL	25.00		25.00	
Misc.	BACS	JRB	52.95	10.59	63.54	
Cemetery	DD	WAVE	14.90		14.90	
SOAP	BACS	P Murton	15.94		15.94	
			2,161.48	24.79	2,186.30	

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

20. Date of next meetings Members are asked to note that the next Parish Council meeting is scheduled for 12 December 2019, Community Events for 20 November 2019 and Finance and Policy for 28 November 2019

Meeting closed 20.55