

STOWUPLAND PARISH COUNCIL
Minutes of the Virtual Meeting of the Parish Council held on 11th March 2021 via VIDEOCONFERENCE

Present (by video): Laura Beeson, Philip Deal, John Hayward, Laura Johnson, Debra Melhuish, Paula Murton, Sally Reeves (Chairman), Ray Studd, Jerry Voden, Keith Welham, Claire Pizzey (Clerk) District Councillor Rachel Eburne and 3 members of the public

- 1. To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act (1972):** None received.
- 2. To receive written reports for information only from the District and County Councillors:** The members confirmed receipt of the District Council Report District Councillor Rachel Eburne highlighted:
 - They have opened a discussion with the Infrastructure team at MSDC to discuss the needs of the village with all the developments that are currently going on. More information and a meeting will follow.
 - District Councillor Welham has spoken to Landex and to MSDC Planning Officers regarding the development opposite The Chapel. There are a number of issues which are not covered in the draft Construction Management Plan, including use of the bridleway, timescale for completion of the site access direct from A1120, and restriction of deliveries to outside school start and finish times. If members want any further information on this then contact can be made with the District Councillors outside of the meeting.
 - District Councillor Welham continues to receive complaints on the Linden Homes development. The County Council have acknowledged that the new entrance onto the B1115 is unacceptable and needs to be re-addressed.
- 3. To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** Cllr Johnsons in item 16.2 as applicant of planning application DC/20/01050 and Cllr Voden in item 28.3 as Secretary of the Village Hall.
- 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 February 11th 2021 as a true record:** All Councillor's confirmed receipt of the minutes. Cllr Welham proposed to accept the minutes of February 11th 2021 as a true record of the meeting and decisions made and that delegated authority is given to the Chair to sign the minutes outside of the meeting. Seconded by Cllr Voden with all in favour.
- 6. Matters of report:** The members confirmed receipt of all matters of report from the previous meeting:
 - **Sandbags:** County Councillor Green has agreed to speak to Highways and ask that the sandbags are removed and a contribution is made to the post project. He has also agreed to allocate some of his Locality budget towards this.
 - **Track at Mill Cottages:** This will be looked at after the Safer Route to School completion.

- **SID Device:** It has been agreed to delay the use of the SID device until after the latest lockdown.
- **Incorrect markings for bus stop along Thorney Green:** Following an email from Paul Horne it has been advised that this work will be included in the completion of the SRS.
- **Jubilee Bench:** Contractor to advise date for removal and Council to agree new bench.
- **New gates at Cemetery:** The Chairman has met with Barking Forge in February. They have yet to make the gates and will confirm a date for installation.
- **Cycle Prohibited Signs:** County Councillor Gary Green has contacted Suffolk Highways for a price for the signs.
- **Footpath beside Gipping Road:** County Councillor Green advised that this surface is of a nationally approved material. The Parish Council were not content with this response and it was agreed that this is escalated to Samantha Harvey, Senior Development Management Engineer, Growth, Highways and Infrastructure at Suffolk County Council. The issue is the surface layer that is put over the base.
- **Compulsory Purchase Order:** No further action has been taken.
- **Stump Grinding work in cemetery:** Contractor has advised that the work has been completed a meeting to be held with him to discuss in March.
- **New dog Bin at footpath 3:** Awaiting date from contractor.
- **Bench opposite Willow Wood:** Awaiting date from contractor.
- **Quote for headstone repairs:** To be actioned.
- **Complaint Sixth Form Centre High School:** See item 27.
- **Quote for the repair to the wooden junior multi play equipment:** See item 10.
- **Signage for Basketball area:** Signage has been put up in the basketball area.
- **Quote for tree surgery in Play Park:** See item 9.
- **Quotes for the cleaning of bus shelters:** Awaiting date from contractor.
- **Quote for the work to the dog bins:** Awaiting date from contractor.
- **Retreat Pond and footpath:** Quotes to be sought and a CIL bid made for Parish PIIP.
- **Quotations for the construction of a 1.5 meter footpath from The Green opposite Willow Wood to Willowcroft Thorney Green Road:** Quotes to be sought by the end of March 2021.
- **Investigation of Fit Villages and Most Active County Projects:** The Clerk has made contact and is waiting for information from the organisations.
- **Quotation and costs for the extension of the Trim trail route with fitness equipment:** Future work.
- **Heritage leaflets:** Locality grant has been received. Cllr Welham and Clerk to seek draft leaflet for PC to approve.
- **Meeting with PROW officer at footpath 32:** This had been put on hold until after lockdown 3.0

- **Posts at Gipping Road:** Agenda item.
 - **Meeting with Community Caretaker:** This will be scheduled once government guidelines allow.
 - **Letter to owner of Chip Shop:** Letter sent.
 - **WI Plant a tree request:** It has been agreed with the Chairman and the WI that the tree will be planted in October/November.
7. **Public Forum:** A resident from Trinity Meadows commented on application DC/21/00946. Concerns were had around the vehicle entrance and exit points, that there is one entrance point adjacent to the A1120 and the safety perspective around this issue, traffic congestion, traffic calming, pedestrian crossings, provision of a play park for younger children, construction site location and the drainage system.
 8. **To receive the Internal Control Statement for Year ending 31 March 2021:** The member's confirmed receipt of the statement. Cllr Welham proposed that the Internal Control Statement for year ending 31 March 2021 is accepted. Cllr Beeson seconded with all in favour.
 9. **To agree the quote for the tree surgery work at the Play Park:** Cllr Welham proposed that the quote for £250.00 from S P Tree and Hedge Care is accepted for the tree surgery work at the Play Park. Cllr Hayward seconded with all in favour.
 10. **To agree the quote for the work to removal of a piece of play equipment at the Play Park:** Cllr Welham proposed that the quote for £660.00 from Town & Village Landscapes Ltd is accepted to remove the piece of play equipment at the Play Park. Cllr Voden seconded with all in favour.
 11. **To agree the formal opening of the Play Park with relevant signage:** The Chairman proposed that once relevant signage is in place and the piece of damaged equipment removed then the playpark can be formally opened. Cllr Hayward seconded with all in favour. It was agreed that 3 signs are ordered one for each gate.
 12. **To agree the quotes for the post project at Gipping Road:** Cllr Studd proposed that the quote from S P Trees for £2,368.00 is accepted following a site meeting with them to confirm what work is required. Cllr Hayward seconded and all were in favour.
 13. **To agree the renewal of the Parish On-line Subscription at £100+VAT:** Cllr Deal proposed that the Parish Council renews the Parish on-line subscription at a cost of £100 + vat. Cllr Beeson seconded with all in favour.
 14. **To consider and agree the next steps for the Safer Route to School Project:** The Chairman reported that Suffolk Highways had advised that the Schools Infrastructure Programme Officer is still dealing with the Department for Education in an attempt to resolve a number of conditions that have been set before full consent will finally be given to allow to work to continue on the school site. Cllr Studd proposed that a response is made to Suffolk Highways to request that the route across The Green is completed as

soon as the weather allows, to ask them to consider surfacing the route from The Green though to the front of the school and a time frame for the project to be completed. Cllr Hayward seconded with all in favour

15. To consider and agree the proposal made by SCC Rights of Way regarding footpath 62: The Chairman reported that Suffolk Highways Rights of Way are planning to resurface footpath 62. The proposal is to extend the footpath where footpath 62 (B) crosses footpath 34 (C) or further up to Thorney Green (D). Cllr Murton proposed that the Parish Council accepts the extension at section B to C. Cllr Studd seconded with all in favour with one voting against.

16. 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):

1. **DC/21/00682:** Proposal: Householder Application - Erection of cartlodge/workshop (following demolition of existing outbuilding/s). Location: Water Run Cottage, Gipping Road, Stowupland, Stowmarket, Suffolk, IP14 4BA: Cllrs agreed to support the application.
2. **DC/21/01050: Proposal:** Householder Application - Erection of detached single bay cartlodge. **Location:** Colne Cottage, Thorney Green, Stowupland, Stowmarket, Suffolk, IP14 4AE: Cllrs agreed to support the application. Cllr Johnson abstained.
3. **DC/21/00946: Proposal:** Submission of Details (Reserved Matters) and Discharge of Conditions 8, 9, 10, 11, 12, 13, 14 and 15 under Outline Planning Permission DC/20/01435. Access, Appearance, Layout, Landscaping and Scale for the erection of 80 dwellings with estate roads, footpaths, parking, open space, landscaping and ancillary works. **Location:** Land South East Of, Gipping Road, Stowupland, Stowmarket, Suffolk, IP14 4AX: The members discussed the application. It was agreed that the Parish Council accepts the proposal for the pedestrian crossing on the A1120 and they would be guided by the Safety Assessment from Suffolk County Council but would like to understand why this proposal is different from the feasibility study that the Parish paid for in 2020. Cllr Studd proposed that the Parish Council acknowledges that a number of the items have been taken into consideration by the developer prior to the planning application submission and the Parish Council “supports” the application but have the following concerns:-
 - Concerns over the use of Chamomile Close for the construction access to phase three. Could temporary bollards be used during construction to close the far end of the close?

- Drainage issues for phase 3. Current residents complain of drains being regular blocked and residents having them unblocked by Bloor Homes. Some comment on this would be appreciated.
- To consider different surfacing of material for the footpaths in phase 3. The problem of phase 2 is that the sand topping gets regularly blown away and exposing the subbase.
- Formal delineation e.g. ranch fence between phase 3 and footpath 54. We note a wildflower meadow beside the footpath but footpath 52 beside phase 1 causes problems as walkers encroach on the open space which is maintained by payment from residents.

Cllr Johnson seconded with 6 for and 2 against.

17. Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council:

1. DC/20/05867 **Proposal & Location of Development:** Householder Planning Application - Erection of a detached outbuilding and store. Talpa View, Thorney Green, Stowupland, Stowmarket Suffolk IP14 4AE: Planning permission has been GRANTED

18. Planning Decisions: To note determinations by the Local Planning Authority (Suffolk County) Council:

1. SCC/0107/20MS: Construction of a new standalone block to provide 18 KS2 SEND places, with associated car and cycle parking. Location: Stowupland High School, Church Road, Stowupland, IP14 4BQ: Planning permission has been APPROVED

19. To consider the action to be taken on the access of the new dwelling on Gipping Road: Cllr Studd

reported concerns that this access would be problematic as stated in the objection made at planning permission stage. Application (4697/16) was approved with conditions. Conditions 3 to 6 relate to the access and these conditions do not appear to have been met. There is not the required access visibility splay as laid out in Suffolk Highways drawing. There are obstructions over 0.6m high within what would be the visibility splay. These are hedges, fencing, telegraph pole, utilities box and gates. A pair of gates has been erected near the edge of the highway to comply with access to DM01 these should be at least 5m from the highway. There is nothing to stop surface water discharge from the drive into the highway and this is a gross breach of the Planning Permission. Cllr Studd proposed that the Parish Council makes a complaint to the MSDC Planning Enforcement Officer. Cllr Hayward seconded and all were in favour.

20. To receive a report from the Churchyard Officer and agree the following recommendations: The

Chairman proposed that the Parish Council contacts Barking Forge to ask them to repair/rehang the front gates at the same time as they are fitting the new gates at the Cemetery. Cllr Murton seconded with all in favour.

21. To receive a report from the Trim Trial Working Group: No report was received.

22. To agree action for resuming Speed watch: Cllr Voden reported that once restrictions allow the Speed watch team will resume. The speed gun is currently out of calibration and contact has been made with the Police to ask for a dispensation to use the equipment.

23. To agree to resume a Footpath Sub-Committee: Cllr Murton reported that she is unable to commit as Chair of this Sub-committee. The Chairman asked the members to consider taking on this role.

24. To agree a date for a Volunteer Community litter pick: It was agreed that a community litter pick would take place on Saturday 24 June 2021 and a Volunteer day on Saturday 24 July 2021.

25. To note the Clerks report: No comments were made.

26. To discuss the Annual Parish Meeting and Annual General Meeting 2021: The Chairman reported that the regulation that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7th May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7th May.

Annual Meeting (AGM): The Chairman reported that an AGM of the Parish Council needs to be held on such day in May as the Parish Council may determine. It was agreed that the Parish Council brings the AGM of Stowupland Parish Council forward to Thursday 6th May 2021 so that it can take place remotely. The Clerk to write an article for Telstar to advise residents of the change of date.

Face to Face Meetings: It was agreed that the Clerk books the Village Hall for every 2nd Tuesday in the month from July 2021 to accommodate the return to face-to-face meetings.

Annual Parish Meeting: The Chairman reported that an Annual Parish Meeting HAS to be held between 1 March and 1 June. The Chairman of the Parish Council MAY call the meeting If he/she doesn't call the meeting, 2 other Parish Councillors MAY call the meeting. If they don't, 6 registered electors MAY call the meeting. It was agreed that as there has not been any advice from the government regarding remote meetings then neither the Chairman nor any other Members will call an Annual Parish Meeting in 2021. An advert will be placed in Telstar to advise residents of this.

27. To discuss if any further action is taken following the complaint made to The Local Government and Social Care Ombudsman in relation to the car park at the High School: The Chairman reported that she and the Clerk had started the on-line complaint form as per the instructions provided by Suffolk County Council. The Ombudsman's office advised that Parish Councils cannot make complaints nor can individual councillors. The only way forward is for the Parish Council to help and support individual residents in a formal complaint. Although the Chairman and County Councillor attended the Planning Committee meeting neither of them can make the complaint. It was agreed that the Chairman to contacts the residents of The Pippins and advise accordingly.

28. To note summary of correspondence received before the meeting and consider any action:

1. To note correspondence from applicants of planning application DC/19/05084 regarding access: It was agreed that the Parish Council doesn't have any further information for the applicant and a response to that effect will be made.
2. To note correspondence from Volunteer Litter Picker to MSDC: It was agreed that the Parish Council contacts the volunteer litter picker and ask him to use the bin at Maple Road. The District Councillors advised that MSDC will provide orange bags for volunteers to use if they register with them. The Clerk to action.
3. To note correspondence from the VH regarding a dog poo bin: It was agreed that if the Village Hall purchases the bin and it is situated at the entrance of the car park the Parish Council will pay the annual charge for it to be emptied.
4. To note correspondence from Suffolk County Council Street Lighting Inventory: No action.
5. To note correspondence from a resident regarding dog poo on footpath that leads from the Village Hall to the Primary School: It was agreed to respond to the resident to advise that the village hall have enquired about an additional bin.

29. To approve and authorise March payments (BACS, DD and cheque payments:

Expenditure	Cheque / BACS / SO		Net £	VAT £	Total £
Salaries	BACS	M Hawkins	261.31		261.31
Salaries	BACS	C Pizzey	1,016.30		1,016.30
Expenses	BACS	C Pizzey	111.97	2.40	115.07
Asset	BACS	C Pizzey	219.99		219.99
Salaries	BACS	HMRC	161.89		161.89
Asset	BACS	JRB Enterprises	171.00	34.20	205.20
Play Park	BACS	Topgarden	120.00	24.00	144.00
Cemetery	BACS	J Wright Stonemason	150.00	30.00	180.00
Hunters Moon	BACS	S P Trees	350.00		350.00
Street Lighting	BACS	Suffolk County Council	2,264.57	452.91	2,717.48
Cemetery	DD	WAVE	16.15		16.15
Community Events	BACS	MSDC	20.00		20.00
			4,863.18	543.51	5,407.39

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

30. Dates of next meetings: Members are asked to note that the next Parish Council meeting:

1. Trim Trial Working Group is scheduled for 17th March 2021 via zoom commencing at 7.30pm
2. Finance and Policy is scheduled 18th March 2021 via zoom commencing at 7.30pm
3. Full Parish Council is scheduled 8th April 2021 via zoom commencing at 7.30pm

31. Members resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be discussed:

See confidential paper.

Meeting closed 21.43 pm