

# STOWUPLAND PARISH COUNCIL

## Minutes of the Virtual Meeting of the Parish Council held on 14 May 2020 via VIDEOCONFERENCE

Present (by video): Laura Beeson, John Hayward, Laura Johnson, Paula Murton, Sally Reeves (Chair), Ray Studd, Jerry Voden, and Keith Welham, District Councillor Rachel Eburne, Claire Pizzey (Clerk) and X member of the public

1. **To receive written reports for information only from the District and County Councillors:** The Clerk reported that no reports had been received. District Councillors Rachel Eburne and Keith Welham's report would be distributed to the member's after the meeting. The District Councillors highlighted:
  - COVID 19 meetings: Due to the COVID-19 emergency all Council meetings were cancelled and staff began working from home where possible. MSDC have so far received £1.069M in grants from Central Government.
  - Decision Making: Delegated powers have been given to the Chief Executive. Approval of Section 106 conditions regarding the Snoasis development.
  - Small Business Grants: Encouraging businesses and other organisations to apply for the grant in these difficult times.
  - Emerging Needs Grants: MSDC have funds to support organisations providing help to vulnerable residents.
  - Planning: Reduce the amount of publicity on planning applicationsNo report had been received from County Councillor Gary Green.
2. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act (1972):** Apologies were received from Cllr Deal. 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:** None.
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 March 12 2020 as a true record:** All Councillor's confirmed receipt of the minutes. Cllr Johnson proposed to accept the minutes of 12 March 2020 as a true record of the meeting and decisions made and that delegated authority is given to the Chair to sign outside of the meeting. Seconded by Cllr Beeson with all in favour.
6. **Matters of report:** The members confirmed receipt of all matters of report from the previous meeting:
  - **Ditch along Columbyne Close:** Contractor has advised that he is currently unable to work due to COVID-19.
  - **Sandbags:** The Chairman has contact County Councillor Gary Green who has reported that this will be dealt with after the COVID-19 issue.

- **Track at Hunters Moon:** Contractor has advised that he is no longer able to carry out the work due to his liability insurance. The Clerk is currently seeking further quotes for the work.
- **Track at Mill Cottages:** Will be looked at after the Safer Route to School completion at the end of May 2020.
- **Meeting with Suffolk Highways regarding traffic safety on A1120 at the Co-op Service Station:** Agenda item.
- **Traffic Count B1115/A1120 junction:** The Clerk has reported on the SCC portal still no response from Highways. Report reference number is: 00264431 – 02.01.2020. The Chairman has contacted County Councillor Gary Green on 16 April. To date no response.
- **Digital compliant:** The Clerk and Chairman were due to attend a training which was cancelled due to COVID-19.
- **The Green by Butchers:** Awaiting a Green inspection.
- **SID Device:** The Clerk has contacted the manufacturer and they need some information relating to the size of the posts.
- **Incorrect markings for bus stop along Thorney Green:** The Chairman escalated this to County Councillor Gary Green who has advised that he has received correspondence apologising for the position of the markings and this will be rectified once the COVID-19 measures have been lifted
- **Jubilee Bench:** No further action has been taken following the removal of the slates.
- **Letter to PCC re closed Churchyard:** Signed copy of the letter has been received.
- **Annual Parish Meeting:** It was agreed to cancel the meeting following the advice from SALC.
- **Track at Trinity Walk:** No further action due to COVID-19.
- **New gate at Cemetery:** No further action due to COVID-19.
- **Quotes for removal of ash tree and ranch style fencing:** No further action due to COVID-19.
- **Trial of Wooden Posts on Thorney Green:** The Clerk and Chairman met, within the Government guidelines, with the Contractor working on the footpath project, and they have agreed to quote for the work as they are SCC approved.
- **Cycle Prohibited Signs:** The Chairman has contact County Councillor Gary Green who has reported that this will be dealt with after the COVID-19 issue.
- **Meeting with County Councillor Cabinet member:** Not actioned.
- **Footpath 3:** The Clerk has received a response from the PROW team. They have advised that the contractor is aware of the need to tidy the site up and complete any outstanding works. He will return once the current restrictions on 'essential only' works are relaxed.

- **Footpath beside Gipping Road:** The Clerk has reported on the SCC portal. Still no response to date. The Clerk to escalate this to the Councillor Green to escalate.
- **Meeting With Bloor Homes:** No action due to COVID-19.
- **Den building:** A date is still to be set.

7. **Public Forum:** Nothing to report.

8. **To agree a quote for the Rights of Way Annual Surface Clearance Programme 2020:** The members discussed the quotes received. Cllr Studd proposed that the Parish Council accepts the quote from Tim Gaddis for £475.00 per cut. Cllr Hayward seconded with all in favour.

9. **To discuss and agree any action in relation to the pedestrian crossing feasibility A1120:** The members discussed the information received from Suffolk Highways. Concerns were had around the positioning of the 3 potential sites that the preliminary investigations identified and were not minded to make any comment until the findings from the full feasibility study are received.

The Chairman suspended the meeting to allow members to respect the clap for the NHS.

Members felt that they were not in a position to comment on pedestrian movement. They would need to carry out their own survey to enable figures to be sought and this should be included in the work to complete the feasibility survey. Cllr Studd proposed that the Chairman and the Clerk should form a suitable response to Suffolk Highways. Cllr Welham seconded with all in favour was agreed that the Chairman and Clerk would form a response to reply to Suffolk Highways.

10. **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/201429 – Proposal:** Householder Planning Application – Erection of single storey rear extension (following demolition of existing) Location: 5-7 Devon Road, Stowupland, IP14 4BZ: Cllr Johnson recommended supporting the application. Cllr Voden seconded with all in favour.

**DC/20/01435 – Proposal:** Outline Planning Application (All matters reserved) Erection of up to 80 dwellings. **Location:** Land to the South of, Gipping Road, Stowupland, IP14 4AX: Cllr Welham proposed that the Parish Council would be recommending an objection for the following reason:-

- This site is not an allocated site for development in the current Mid Suffolk 5 year housing plan. Nor in the Stowupland Neighbourhood Development Plan 2019. Mid Suffolk currently have in excess of 8000 approved planning applications for new homes as yet to be delivered.

- The proposal is not small scale development and lies outside the settlement boundaries of the Stowupland Neighbourhood Development Plan 2019. The proposal would fail to deliver safe and suitable access for all persons to village services and facilities given its separation from those and its poor service by public transport failing to provide good access for wheelchair users. The proposal would be contrary to policies SNP1 and SNP14 of the Stowupland Neighbourhood Development Plan 2019.
- The proposal would fail to preserve and enhance the quality of the Local Green Space and its setting and would be contrary to policies SNP6 and SNP12 of the Stowupland Neighbourhood Development Plan 2019.
- 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.

- The Council cannot comment at this time about on the suitability of the informal crossing point at Coop PFS Church Road proposed by Gladman. This is because the Parish Council have employed Suffolk Highways to conduct a feasibility report and recommendation of location and crossing type somewhere in the location of the Coop PFS. We have not as yet received this report.

Cllr Voden seconded with all in favour.

**DC/20/01731 - Proposal:** Householder Application – Erection of single storey front extension.

**Location:** 42 Sycamore Road, Stowupland, IP14 4DR: Cllr Studd proposed that the Parish Council would be recommending supporting the application with a comment to advise that there seems to be an error with the red line drawing. Cllr Welham seconded with all in favour.

**11. Finance:** The members all confirmed receipt of the finance papers.

1. To review the effectiveness of the Internal Auditor and agree a fee of £100: The Councillors reviewed the effectiveness of the Internal Auditor. The members were satisfied that Jon Wray is suitably independent of Stowupland Parish Council, holding no role within the council and having no connection with any current member. The Parish Council also felt that his professional qualification showed that he is competent to carry out the internal audit for a parish council the size of Stowupland. The Clerk reported that she had contacted Jon and he is willing to carry out the 2019-20 internal audit. Cllr Studd proposed that the Clerk purchases a £100 voucher as payment to Jon Wray for undertaking the 2019-20 audit. Cllr Welham seconded and all were in favour.
2. To receive and approve the budget to actual for the year ending 31<sup>st</sup> March 2020: The Council noted the position at the end of the year. Cllr Welham proposed that the budget to actual is approved. Cllr Johnson seconded with all in favour.
3. To note the Bank Reconciliation for the year ending March 2020: The Council noted the Bank reconciliation at the end of the year.
4. To consider and approve the movement of reserves for the Year ending 31<sup>st</sup> March 2020 and agree any action: The Council noted and approved the movement of the Council's reserves as per the paper submitted. It was agreed that the reserves held by the Parish Council at the year-end were appropriate to its needs and would need to be reviewed at the first budget review of 2020-21. Cllr Johnson proposed that the reserves are agreed. Cllr Studd seconded and all were in favour.

5. To consider and approve the asset register for the year ending March 2020: The Council noted and approved the asset register for the end of the year. Cllr Hayward proposed that the asset register for the year ending 31 March 2020 is approved. Cllr Beeson seconded with all in favour.
6. To consider and approve the Statement of Accounts for Stowupland Parish Council for the year ending March 31<sup>st</sup> 2020: The accounts for the year ending 31<sup>st</sup> March 2020 was presented to the Council. Cllr Murton proposed acceptance of the Statement of accounts for the year ending 31 March 2020 and that delegated authority is given to the Chair and RFO to sign outside of the meeting. Cllr Studd seconded with all in favour.
7. To consider and approve the annual return figures for the year ending March 31<sup>st</sup> 2020: The annual return was discussed. Cllr Welham proposed that the annual return is approved at the July Parish Council meeting following the completion of the internal audit. Cllr Studd seconded and all were in favour.
8. To consider and approve the Risk Assessment and Management (Financial) risk assessment for the period 1 April 2020 – 31 March 2021: The Council noted the Risk Assessment and Management (Financial) Risk assessment as amended to include the introduction of CIL. Cllr Beeson proposed that following the changes made to include on-line banking in the Direct Costs and overheads cost the document is adopted for the period April 2020 – March 2021. Cllr Johnson seconded with all in favour.

**12. To note a summary of correspondence received before the meeting and consider any action:**

1. To note correspondence from MSDC Parish Council Neighbourhood CIL Payment: No action
2. To note correspondence from Suffolk Highways A1120 Speed Data: No action
3. To note correspondence from Historic England regarding war memorial at cemetery: No action
4. To note correspondence of thanks from Mid Suffolk Citizen Advice: No action
5. To note correspondence from Highways England A14 junction 50 Stowmarket to junction 52, Claydon in both directions resurfacing: No action.
6. To note correspondence from a resident wildflowers on The Green: The members discussed the suggestion. It was agreed to respond to the resident to advise that the Parish Council will be looking at potential wildflower areas within the village in the future.
7. To note correspondence from Linden Homes regarding a marketing name for the development: Cllr Welham advised the members that the development was part of Oak Farm Holding. The Chairman suggested that keeping the wording Meadow in the name of the development would reflect all the other new developments in the village. Cllr Johnson proposed that Oak Farm Meadow is presented to Linden Homes as a marketing name for the development. Cllr Murton seconded with all in favour.

**13. To note the payments (BACS, DD and cheque payments) made since the last meeting:**

| Expenditure  | Cheque / BACS / SO |           | Net £    | VAT £  | Total £  |
|--------------|--------------------|-----------|----------|--------|----------|
| Salaries     | BACS               | M Hawkins | 249.04   |        | 249.04   |
| Salaries     | BACS               | C Pizzey  | 927.50   |        | 927.50   |
| Expenses     | BACS               | C Pizzey  | 42.11    |        | 42.11    |
| Subscription | BACS               | SALC      | 763.97   |        | 763.97   |
| Tree Surgery | BACS               | P&H Trees | 130.00   |        | 130.00   |
| Tree Surgery | BACS               | REWTS     | 2,600.00 | 520.00 | 3,120.00 |
|              |                    |           | 4,712.62 | 520.00 | 5,232.62 |

The members noted the payments made since the last meeting.

**14. To approve and authorise May payments (BACS, DD and cheque payments):**

| Expenditure   | Cheque / BACS / SO |                    | Net £    | VAT £  | Total £  |
|---------------|--------------------|--------------------|----------|--------|----------|
| Salaries      | BACS               | M Hawkins          | 249.04   |        | 249.04   |
| Salaries      | BACS               | C Pizzey           | 984.91   |        | 984.91   |
| Expenses      | BACS               | C Pizzey           | 34.19    |        | 34.19    |
| MISC          | BACS               | JRB Enterprise     | 52.95    | 10.59  | 63.54    |
| Litter & Dog  | BACS               | MSDC               | 505.73   | 101.15 | 606.88   |
| Cemetery      | DD                 | WAVE               | 5.50     |        | 5.50     |
| Grass Cutting | BACS               | Top Garden         | 840.00   | 168.00 | 1,008.00 |
| Allotment     | BACS               | Environment Agency | 22.79    |        | 22.79    |
|               |                    |                    | 2,695.11 | 279.74 | 2,974.85 |

Cllr Beeson proposed that the payments be made and Cllr Murton seconded and all were in favour.

The Chairman thanked the Clerk for her work over the last few months.

**15. Dates of next meetings:** Members are asked to note that the next Parish Council meeting is scheduled 11th June 2020 via Video Conference commencing at 7.30pm

Meeting closed 20.39