

STOWUPLAND PARISH COUNCIL
Minutes of the Virtual Meeting of the Parish Council held on 20 August 2020 via VIDEOCONFERENCE

Present (by video): Laura Beeson, Phil Deal, John Hayward, Laura Johnson, Paula Murton, Sally Reeves (Chair), Ray Studd, Jerry Voden, Keith Welham, District Councillor Rachel Eburne, Claire Pizzey (Clerk) and 2 members of the public

1. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act (1972):** County Councillor Gary Green. The members noted the apologies.
2. **To receive written reports for information only from the District and County Councillors:** The members confirmed receipt of the District Council Report.
 - The Chairman reported that she had received several complaints about the new build at 4 Columbyne Close and asked the District Council if they would contact the planning enforcement officer.
 - The Chairman also asked if the District Council could look at the house on Trinity Walk who have taken the kerb wall down meaning the place in the layby cannot be used to. This is a Suffolk Highways issue and should be referred to Cllr Gary Green.
3. **To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** Cllr Murton declared an interest in item 14.2 as friends of the application and 20.5 as a resident of Hunters Moon. Cllrs Voden and Welham declared an interest in item 20.15 as members of the Telstar 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 July 9th 2020 as a true record:** All Councillor's confirmed receipt of the minutes. Cllr Welham proposed to accept the minutes of July 9th 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 Deal 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:** The Chairman has spoken to the Contractor to ask them to complete this work now they are back working.
 - **Sandbags:** County Councillor Gary Green advised that this would be addressed after the COVID-19 issue. Following a Zoom meeting Gary Green would be advising when SCC would be starting work on outstanding issues.
 - **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. It was agreed that the information can be obtained from the Ashes Farm application was sufficient for the Parish Council to use.
- **The Green by Butchers:** Awaiting a Green inspection.
- **SID Device:** The Clerk has contacted the manufacturer with the dimensions of the posts no response to date. It was agreed to contact the manufacturers and see if the solar device is viable. Contact will be made to find out information on the ANPR VAS sign trial for Suffolk. Cllr Welham agreed to try to find some more information.
- **Incorrect markings for bus stop along Thorney Green:** County Council Gary Green has been contacted with reference to the miss painted bus stop. He has been advised that the issue with this is that the keep clear has been painted where the bus stop markings need to be. He asks that the Parish Council discusses for an opinion. The Parish Council suggest that a hard standing is laid so that residents using the buses can exit the bus and access the new footpath without standing on the sand bags or grass. The Clerk to contact Cllr Gary Green.
- **Jubilee Bench:** No further action has been taken following the removal of the slates.
- **Link at Trinity Walk:** Agenda item
- **New gates at Cemetery:** Agenda item.
- **Quotes for removal of ash tree and ranch style fencing:** Agenda item.
- **Trial of Wooden Posts on Thorney Green:** Following the authorisation of the work and ordering of the materials the cost of the hardwood posts have increased due to the COVID19 pandemic and America buying up all the supplies of wood from Europe. Agenda item with amended quote for the work.
- **Cycle Prohibited Signs:** Awaiting further update from SCC Gary Green
- **Meeting with County Councillor Cabinet member:** Not actioned.
- **Footpath beside Gipping Road:** No further update.
- **Den building:** A date is still to be set.
- **Submission of PIIP list to MSDC:** Cllr Welham has submitted this to MSDC.
- **Half-a-Mow:** Work complete.
- **Churchyard Maintenance Schedule:** Agenda item
- **Quotes for maintenance of Churchyard:** Agenda item
- **Churchyard Hedge:** Work complete.

- **Compulsory Purchase Order:** Contact was made with SALC who forwarded a Legal Topic Note. The Parish Council will need to get the District Council to CPO on our behalf. It was agreed to add this to the September agenda for discussion.
- **Trinity Walk Link Quotes:** Agenda item
- **Siting for bench for the Cemetery:** Cllrs Reeves and Welham have looked at the site and propose the bench is sited at the rear of the area where the most recent graves are and outside of the tree canopy. A quote has been received for £225.00 from LE Fencing which the Clerk and Chairman have authorised.
- **Dog poo bin Trinity meadows:** This had been erected by Bloor Homes and MSDC have added it to the schedule.
- **Noticeboards:** The joint noticeboard at the Village Hall is in place and the notice board at Trinity Meadows has also been put up free of charge by the Bloor contractors.
- **Ditch Maintenance at the Cemetery:** Suffolk Highways confirmed that they were happy to wait for the work to be carried out at the cemetery. Once completed they would inspect the work and contact the Parish Council should the need arise.
- **Horse Signs:** An email was sent to Paul Gant our Suffolk Highways Community Engineer. He advised that he has put a request on a customer report. They have advised the following: *The Police would be responsible for any such enforcement, therefore, I would suggest contacting the Police directly and enquire directly to what is required to carry out such enforcement.* Refer back to Cllr Gary Green.
- **Letter to resident regarding overgrown hedge on footpath from Birch Close to Thorney Green Road:** Letter sent no response to date,
- **Linden Homes:** It was agreed to include a discussion on the management of the community Orchard on the September agenda.

7. **Public Forum:** No

8. **To consider the Feasibility Survey for the safe pedestrian crossing on the A1120 and consider any action and to discuss actions required in light of the success of the recent Gladman planning application:** The members confirmed receipt of the feasibility survey. The District Councillors reported on the MSDC planning committee approval of the Gladman application that included a condition of approval that included a safe pedestrian crossing. Cllr Johnson proposed that Cllrs Reeves and Studd along with the District Councillors write a letter to MSDC Planning Officer to include:

1. A request that the Parish Council are informed on all planning condition changes made under this application

2. To request an answer on why the Stowupland Neighbourhood Plan had been overruled at the planning committee

3. A copy of the feasibility Study is sent to the MSDC Planning Officers and portfolio holders With a letter to be sent to Suffolk Highways asking for an explanation on how the planning application was approved to include a safe pedestrian crossing when this contradicts the feasibility study written. Cllr Beeson seconded and all were in favour.

9. To agree to re-form The Green Sub-Committee: It was agreed that Cllrs Deal, Beeson, Welham and Murton would reform The Green Sub-Committee. The Clerk to organise a meeting as soon as possible.

10. To discuss any member's issues relating to The Green and consider any action: The Clerk reported that she had been contacted by Stowupland Falcons Football Club. They have rolled The Green opposite the butchers with the intention of using it for this coming football season on a Saturday afternoon. They are adhering to all Suffolk FA Covid-19 rules and restrictions and following guidelines to enable the play of football. They will have a QR code at The Green on match days to enable everyone scans themselves in and out when spectators are allowed. Cllr Johnson reported on cars from properties on Thorney Green parking on The Green. It was agreed that The Green committee would report all the issues following the first meeting.

11. To note report from meeting with the Grass Contractor: The members confirmed receipt of the report. Cllr Welham reported that the grass contractor had carried out the work by the Retreat pond as requested and they have done a good job.

12. To consider the quote for the Post trial at Thorney Green: The Chairman reported that there is a problem with the cost of the hardwood posts since the quote was received and the order being placed. The cost per hardwood post had nearly doubled. Cllr Johnson proposed that the Parish Council looks at some cheaper alternatives to continue the trail. Cllr Studd seconded and all were in favour. The Clerk and Chairman to action.

13. To consider the quotes received for the Trinity Walk Link: The Chairman requested that correspondence 16.8 and 16.16 were dealt with at this item. It was agreed. The members noted the correspondence at 16.8 and Chairman's response regarding the residents concern over the removal of the Oak tree and no further comments were made. This was the only comment received by the Chairman following the article in Telstar. Cllr Welham reported that he had contacted MSDC following concerns from residents over the removal of the oak tree. The Clerk and Chairman will respond to the correspondence that had been received from Andy Graham, MSDC Assistant Arboricultural Officer. Cllr Johnson felt that it was difficult to make a decision when only one quote had been received from the two contractors approached. Cllr Welham suggested the name of a contractor he had contacted in the

past in relation to Trinity Walk track project. It was agreed that a further this contractor would be contacted to seek another quote for comparison. A decision will be made at the September meeting.

14. 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/20/03330:** APPLICATION FOR PLANNING PERMISSION - Proposal: Householder Planning Application - Erection of single storey side/rear extensions, construction of pitched roof over existing flat roof (following removal of existing single storey extension). **Location:** 12 Thorney Green Road, Stowupland, Stowmarket, Suffolk IP14 4BY: The members discussed the application: The members discussed the application. Cllr Studd proposed that the Parish Council supports the application. Cllr Johnson seconded and all were in favour.
2. **DC/20/03262:** APPLICATION FOR PLANNING PERMISSION - Proposal: Householder Planning Application - Render all elevations. Changes to and insertion of windows on side and rear elevations and insertion of 2no lantern lights to front elevation. Erection of single storey rear and side extensions. Erection of boundary wall (following removal of existing). Conversion of dairy to annexe and erection of cartlodge. Erection of pergola and 2no outbuildings (following demolition of 2no existing outbuildings) (re-submission of DC/19/05864) **Location:** Elm House, Stowmarket Road, Stowupland, Stowmarket Suffolk IP14 4DS: The members discussed the application. Cllr Studd proposed that the Parish Council supports the application. Cllr Hayward seconded and all were in favour. Cllr Murton abstained.

15. To note the Cemetery and Churchyard report: The members confirmed receipt of the report. The Chairman reported that Cllr Hayward would be assisting her with the work at the Cemetery and Churchyard.

1. Cllr Reeves proposed that the quote from S & P Trees for £4,840.00 is accepted for the work to the front of the cemetery as per the specification agreed. Cllr Studd seconded with all in favour.
2. Cllr Reeves proposed that the quote from Barking Forge of £3,300 is accepted for the set of new cemetery gates. Cllr Welham seconded with all in favour.
3. A change was made to the 4yr specification to reflect that the owner of Cherry Tree Cottage is responsible for his side and the top of the hedge between Cherry Tree Cottage and the churchyard. The Chairman to negotiate a reduction in cost to reflect this. Cllr Welham proposed that the draft specification for the 4 year maintenance of Holy Trinity Churchyard is adopted. Cllr Murton seconded with all in favour. The Clerk to send to the Chairman for signature by the PCC

4. Cllr Welham proposed that the quote from S&P Trees of £625.00 is accepted for the 4 year maintenance contract at the churchyard from 2021 subject to changes made in item 3 above to the specification. Cllr Voden seconded with all in favour.
5. It was agreed that the hedge between the churchyard and Cherrytree Tree Cottage is only required to be cut on the churchyard side. Cllr Reeves proposed that the quote from S&P Trees for £275.00 would be accepted, for the work to the 3 yew trees, the back ditch and side hedge at the churchyard which would be reduced following the change to the work to the hedge. Cllr Welham seconded with all in favour.
6. The members discussed the report on the creation of a labyrinth on The Green. The Parish Council voted against the creation of a Labyrinth.
7. Cllr Hayward proposed that the quote from Topgarden for £560 is accepted for the stump removal and seeding work. Cllr Welham seconded with all in favour.

16. To note minutes from the Finance and Policy meeting of 30 July 2020 and agree the following

recommendations: Members confirmed receipt of the minutes.

1. Cllr Johnson proposed that V1.6 of the Model Standing Orders is adopted. Cllr Beeson seconded with all in favour.
2. Cllr Johnson proposed that V1.3 of the model Financial Regulations is adopted. Cllr Murton seconded with all in favour.
3. Cllr Studd proposed that the Social Media Policy is adopted. Cllr Voden seconded with all in favour.
4. Cllr Johnson proposed to transfer £100,000 from the Barclays Current Account to the Barclays Deposit Account. Cllr Studd seconded with all in favour.

17. To note the report from the meeting between the Chairman and Glen Cashford, The Estate and

Facilities Manager at the John Milton Academy Trust: The members confirmed receipt of the report. The Chairman expressed her concerns over the parking of the buses at the start of the school year as the build will not be complete. This was a question for Suffolk County Council and would be referred to County Councillor Gary Green. The Clerk reported that work had been completed around the school to the hedges but the contractors had not cut the hedges or trees that were overhanging the footpaths. Contact will be made to the Estate Facilities Manager to report this.

18. To receive the Clerks report and any consider any action: The members confirmed receipt of the report. It was agreed to purchase a new dog bin and site it at the end of footpath 3 and remove the old poo bin at the bus shelter on Trinity Walk. It was also agreed that the Clerk could purchase plastic boxes and archive paperwork in the cemetery shed.

19. To agree that Suffolk.cloud provides a website for the Parish Council at a cost of £210 for the first year and agree a budget of up to £200 to allow for any training needed for the Clerk: Cllr Johnson proposed that the Parish Council agrees the cost of £210 for Suffolk.cloud to provide a website and a budget of up to £200 to allow for any training needed for the Clerk. Cllr Beeson seconded with all in favour. Cllr Studd offered to support The Clerk.

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

1. To note correspondence from resident regarding the new notice board at Trinity Meadows:
No action.
2. To note correspondence from Stowupland Village Hall regarding the re-opening of the hall:
No action.
3. To note correspondence from Age UK Suffolk regarding their closure: No action.
4. To note correspondence from Suffolk Trading Standards regarding fixing notices on lampposts: It was agreed that the notice could be erected.
5. To note correspondence from the residents of Hunters Moon Track regarding the track entrance: The members discussed the issue. It was agreed that the Councillors who had been involved in the initial meeting prior to the approval of the work would meet on site and an agenda item for September to discuss.
6. To note correspondence from a Stowupland Local History Group regarding road names: No action.
7. To note correspondence from resident sent to Cllr Welham regarding Environmental Concerns at Saxham Street: It was agreed that a letter would be sent from Cllr Welham.
8. To note correspondence from a resident regarding the removal of the Oak tree at the Trinity Walk link and the response made to resident by the Chairman: See item 13.
9. & 19. To note correspondence regarding planting a memorial tree:
The members discussed the correspondence. It was agreed to give permission for the trees to be planted on Half-a-mow. It was agreed this would be the last tree planting on The Green. A rose memorial garden to be established in the cemetery for any further requests. Specification of the position and the type of tree to be provided to the residents.
10. To note correspondence from a resident regarding the highway signs at the layby at the Primary School: No action.
11. To note the August edition of Constable Country: Information only.
12. To note correspondence from resident regarding the development at Church Road: It was agreed to respond to the resident to advise that no information on the development has been received to date.

13. To note correspondence received from resident of Green View: No action.
14. To note correspondence from a resident regarding the emergency access at Bloor Homes on Gipping Road: It was agreed to raise the issue with Gary Green.
15. To note correspondence from the Telstar committee regarding a donation towards the Christmas tree festival: Cllr Studd proposed that the £50 donation could be made. Cllr Johnson seconded with all in favour.
16. To note correspondence from Andy Graham, MSDC Assistant Arboricultural Officer regarding the Trinity Walk Link: See item 13.
17. To note correspondence from Babergh/Mid Suffolk regarding the consultation draft housing land supply statements: No action.
18. To note correspondence from BMSDC regarding faulty litter bin: It was agreed to look at the disposal of the concrete bin when the post trail is completed.
19. To note correspondence regarding a memorial tree: Taken at item 20.9
20. To note correspondence from SALC regarding Planning Webinars: It was agreed that the clerk would attend the webinars and the cost would be split with Haughley Parish Council
21. To note correspondence from Wherstead Parish Council regarding meeting to discuss the implications of taking ownership of land from an approved development: It was agreed to send them the BMSC Public Realm Officer Cathy Aubertin details.

21. To approve and authorise August payments (BACS, DD and cheque payments:

| Expenditure | Cheque / BACS / SO | | Net £ | VAT £ | Total £ |
|---------------------|--------------------|---------------------|----------|--------|----------|
| Salaries | BACS | M Hawkins | 310.99 | | 310.99 |
| Salaries | BACS | C Pizzey | 977.74 | | 977.74 |
| Expenses | BACS | C Pizzey | 51.73 | 2.40 | 54.13 |
| Maintenance | BACS | S Reeves | 21.00 | | 21.00 |
| Cemetery | BACS | J Wright Stonemason | 410.00 | | 410.00 |
| Asset | BACS | JRB Enterprise Ltd | 171.00 | 34.20 | 205.20 |
| General Expense | BACS | JRB Enterprise Ltd | 52.95 | 10.59 | 63.54 |
| Cemetery | BACS | Mini Waste | 145.00 | 29.00 | 174.00 |
| Grass Cutting | BACS | Top Garden | 630.00 | 176.00 | 756.00 |
| Play Park | BACS | D Signs | 60.00 | 12.00 | 72.00 |
| Asset | BACS | NJS Joinery | 685.50 | 137.10 | 822.60 |
| Churchyard | BACS | SP Trees | 200.00 | | 200.00 |
| Training | BACS | SALC | 12.50 | 2.50 | 15.00 |
| Village Maintenance | BACS | L E Fencing | 250.00 | | 250.00 |
| Cemetery | BACS | Joe Herne | 40.00 | | 40.00 |
| Grass Cutting | BACS | Top Garden | 630.00 | 176.00 | 756.00 |
| Footpath | BACS | Tim Gaddis | 475.00 | | 475.00 |
| | | | 5,143.21 | 479.79 | 5,603.20 |

Cllr Welham proposed that the payments be made and Cllr Hayward seconded and all were in favour.

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

1. Full Parish Council is scheduled 10th September 2020 via zoom commencing at 7.30pm
2. Finance and Policy is scheduled 17th September 2020 via zoom commencing at 7.30pm

Meeting closed 21.48 pm