

# STOWUPLAND PARISH COUNCIL

## Minutes of the Virtual Meeting of the Parish Council held on 9 July 2020 via VIDEOCONFERENCE

Present (by video): Laura Beeson, Phil Deal, John Hayward, Laura Johnson, Paula Murton, Sally Reeves (Chair), Ray Studd, Jerry Voden, and Keith Welham, District Councillor Rachel Eburne, Claire Pizzey (Clerk) and 4 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 Keith Welham highlighted
  - The District Councillors have been liaising with the Planning Officers regarding the planning application for 80 dwellings at land on Gipping Road.
  - Reminded members that there are a number of grants available and encourages organisations to contact them to discuss further.
3. **To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** None received.
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 June 11 2020 as a true record:** All Councillor's confirmed receipt of the minutes. Cllr Welham proposed to accept the minutes of June 11 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:** The Chairman agreed to contact the Contractor to ask if he was able to complete this work now they were 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 Hunters Moon:** Work completed.
  - **Track at Mill Cottages:** Will be looked at after the Safer Route to School which has been delayed due to COVID-19.
  - **Meeting with Suffolk Highways regarding traffic safety on A1120 at the Co-op Service Station:** No further update.

- **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:** See Clerks report.
- **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 slats.
- **Link at Trinity Walk:** See PIIP report.
- **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:** Agenda item.
- **Cycle Prohibited Signs:** See Clerk report.
- **Meeting with County Councillor Cabinet member:** Not actioned.
- **Footpath beside Gipping Road:** See Clerk report.
- **Meeting With Bloor Homes:** See Clerk report.
- **Den building:** A date is still to be set.
- **CIL Grant Church:** MSDC Infrastructure Department have advised that the Parish Council are able to use funds from the Neighbourhood CIL for a new carpet for the church. The Clerk has advised the PCC accordingly.
- **Submission of PIIP list to MSDC:** It was agreed that Cllr Welham would action before the next Parish Council meeting.
- **Allotment Letters:** Letters have been written to the allotment holders.
- **Half-a-Mow:** The Chairman has contacted Roger Carter who has agreed to cut half-a-mow during July.

**7. Public Forum:** A resident asked about the installation of a new dog poo bin at the track leading to Thrandston Meadow from Gipping Road.

**8. To consider and approve the completion of the Annual Governance Statement for the year ending 31 March 2020 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. Cllr Johnson proposed that section 1 of the statement is signed by the Chairman and The Clerk outside of the meeting. Cllr Murton seconded with all in favour.

**9. To consider and approve the Accounting Statements for the for the year ending 31 March 2020 as transposed onto the AGAR:** The Accounting Statements made up of the Council's accounts for the year ending 31 March 2020 was presented to the Council and approved by all as a true reflection of the Council's transactions for the year under review. Cllr Studd proposed that the Chairman and The Clerk are duly authorised to sign Section 2 of the AGAR outside of the meeting. Cllr Welham seconded with all in favour. 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 4 August 2020 and last for a period of 30 working days.

**10. To agree the quotes for the Post-Trial Project at Thorney Green:** The members confirmed receipt of the quotes. Cllr Welham proposed that the quote from Garrod Construction for £7,420.00 to excavate and install approximately 98 hardwood posts with shamford tops and reflective strips using 200x200x1100 posts, bed and surround in ST1 concrete is accepted following conformation that a water supply is not on site but water is available at the cemetery needed, should traffic management be required they would be responsible for arranging and the cost, confirmation if the posts are made from a sustainable material and request that a basic services scan is carried out prior to work to ensure no service lines are damaged. Cllr Deal seconded 6 were in favour and Cllr Studd objected.

**11. To note the Cemetery and Churchyard Report and agree the following recommendations made:** Members confirmed receipt of the report.

1. Cllr Welham proposed that a Churchyard Maintenance schedule is agreed and from 2021 the brown bins are no longer the responsibility of the Parish Council. Cllr Studd seconded with all in favour.
2. Cllr Welham proposed that quotes are sought for the maintenance of the hedges, ditch and 3 yew trees at the Churchyard on a 4 year contract. Cllr Studd seconded with all in favour.
3. The Clerk read out the quotes that had been received for the cutting of the churchyard hedge. Cllr Reeves proposed that the quote from S P Trees of £200 is accepted for the cutting of the churchyard hedge. Cllr Welham seconded with all in favour.

The Chairman reported that the landowner who had been approached to ask if they would enter in a preliminary discussion with the Parish Council about the purchase of the land for the cemetery extension had advised that the trustees are not willing to sell at this present time. Cllr Welham suggested that the Parish Clerk contacts SALC to ask about action for a compulsory purchase order.

**12. To receive a report from the PIIP committee and agree the following recommendations:** Members confirmed receipt of the report. Cllr Johnson proposed that option 2 to construct a separate 1.2 metre

wide footway between the existing track and the High School playing field with no improvement to the existing track. The footway would need kerbing to prevent overrun by vehicles and timber edging. Removal of scrub vegetation and a mature oak tree, roots and soil would also be required. The footway would be for pedestrian use only. Vehicles and cyclists could use the unimproved track. Councillor Johnson proposed that option 2 is accepted and quotations are sought for the work. Cllr Studd seconded, with 5 supporting and 3 objecting. The Clerk to put an article in the next Telstar advising residents of the work. Cllr Murton suggested making a pledge to plant some trees in other parts of the village due to the loss of the oak tree in this project.

**13. To note report from Community Speedwatch:** Members confirmed receipt of the report.

**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):**

**DC/20/01435 APPLICATION FOR OUTLINE PLANNING PERMISSION: Proposal:** Outline Planning Application (All matters reserved) Erection of up to 80 dwellings. **Location:** Land To The South Of, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4AX **Reason(s) for re-consultation:** In respect of an amended S106 offer which now includes:

1. Provision of a Toucan crossing on Church Road close to the Co-Op
2. Provision of a £50,000 contribution to improve the B1115 / A1120 junction and/or other connectivity enhancements in that vicinity. SCC has advised me that this should be enough to create a [protected right turn land from the A1120 into the B1115.
3. A commitment to replace stranded pockets of grass/dirt verge on the northwest side of Church Road where these are within the 'highway' with suitable hard surfacing to reduce pinch points in these locations.

In addition to all the components included in the previous proposal and that includes transfer of Thradstone's Meadow and the maintenance dowry (£70,000): The members discussed the application. Cllr Studd proposed that the Parish Council makes the following comment:

The Parish Council have considered the expanded S106 offer that you have put forward. The Council still stand by their previous objections. They were surprised SCC were supporting a Toucan crossing as the Parish have not as yet had the feasibility study report that they commissioned on a suitable crossing type and location from SCC. It is also believed that a Toucan crossing is not suitable as this type of crossing is not only for pedestrians but also cycles where cycle routes are connected, there is no cycle route at the COOP. The Parish wish to reiterate that the Neighbourhood Plan should take priority and this application should be refused.

Cllr Deal seconded and all were in favour

**15. To note minutes form the Finance and Policy meeting of 18 June 2020 and agree the following**

**recommendations:** Members confirmed receipt of the minutes. Cllr Murton proposed that V1.3 of the Risk Assessment and Guidance for the Community Litter Picker is adopted. Cllr Hayward seconded with all in favour.

**16. To receive the Clerks report:** Members confirmed receipt of the report. No comments were made.

**17. To agree the siting of the renovated bench and a budget of up to £100 for a concrete base and**

**installation:** Cllr Reeves proposed that the renovated bench would be sited in the newest burial section of the cemetery and a budget of up to £100 is allowed for a concrete base. Cllr Murton seconded with all in favour.

**18. To agree to purchase dog poo bin for Trinity Meadows at a cost of £157+vat and ask MSDC to add to the Stowupland schedule at a cost of £42.23/annum:** Cllr Beeson proposed that a dog bin at a cost of £157 +vat is purchased for Trinity Meadows with a schedule empty cost to MSDC of £42.23 per annum. Cllr Johnson seconded with all in favour.

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

1. To note correspondence from Suffolk Highways regarding ditch maintenance at the cemetery:  
It was agreed to respond to Suffolk Highways and advise what works were scheduled for the cemetery prior to COVID-19 and ask for a site meeting so they can explain why the work is needed.
2. To note correspondence from Elmswell Hall regarding purchasing land for the cemetery extension: Information only no action.
3. To note correspondence from MSDC Street naming department regarding names for the development West of Thorney Green Road: It was agreed to suggest Acorn Way as the main road through the development and Oak Apple Close, Burr Close, and Holme Close as suggestions for the other roads.
4. To note correspondence from a resident regarding access from Thorney Green to Green View Cottage: The members discussed the correspondence. It was agreed to send the resident a copy of the Green Policy and advise that the Parish Council cannot provide a new access across the green and are unable to give permission for use of the access for the neighbour's property. The vehicular access to their property is on the A1120.
5. To note correspondence from a resident regarding footpaths and horse riders: Cllr Studd suggested looking into the legality of erecting horse signs at Birch Close and Chapel Lane. The Clerk to action. It was agreed to write to the property owner of the encroaching hedge and ask them to cut this back as soon as the nesting season is over. The Clerk has already reported the brambles on the SCC portal.

6. To note correspondence from Highways England regarding resurfacing on the A14: No action.
7. To note correspondence from SALC regarding the Code of Conduct consultation: No action.
8. To note correspondence form SCC regarding the consultation event on joint Fire and Police Station in Stowmarket: No action.
9. To note correspondence from Linden Homes regarding name of the development at Thorney Green Road: No action
10. To note correspondence from Linden Homes and agree the location of the site office and material storage: It was agreed to make the following response:
  - Whilst the Parish Council would not object to a delay in the delivery of the Community Orchard we feel it more important that the Skylark mitigation site is brought forward before major works begin. There have been a number of sightings of skylark in the area this year and with the coming loss of nesting area from the main site this should be considered an ecological urgency.
  - The Parish could consider taking on the management of the orchard but further discussion would be needed which would need to include a commuted sum to the Parish.
  - Whilst writing to yourselves we would also like to bring up the proposed Temporary Construction Access and Storage Compound which is needed whilst the B1115 access is being constructed (DC/20/02688/9 Discharge of Conditions). There seems to be a difference in what your Construction Environmental & Management Plan states and that of its associated drawing (Construction management plan lhe138\_cmp001\_e). The plan states that the temporary access would be that of the existing farm access (this is currently being used by the archaeologists) which is somewhat further north than that shown on the drawing. If the new access on the drawing is to be created and used this would cause a highway hazard as the vision splay to traffic from the north is greatly reduced from that of the existing farm access. This traffic from the north is usually quite fast as it comes across the open green. The drawing and plan also does not show where the construction workers cars will park on the site during this temporary period.

The response to be sent back to Linden Homes with a copy to Harry Bailey, Case Officer and the District Councillors.

11. To note speeding campaign results: Information only no action.
12. To note update received from SCC regarding Climate Emergency: Information only no action.

**20. To approve and authorise July payments (BACS, DD and cheque payments):**

Expenditure	Cheque / BACS / SO	Net £	VAT £	Total £
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Salaries	BACS	M Hawkins	249.04		249.04
Salaries	BACS	C Pizzey	1,056.68		1,056.68
Expenses	BACS	C Pizzey	128.63	2.40	131.03
PAYE	BACS	HMRC	148.24		148.24
Computer	BACS	MPM	31.50		31.50
CIL Grant	CHQ104540	Garrod Construction	44,819.00	8,963.80	53,782.80
Street Cleaning	BACS	MSDC	28.90	5.78	34.68
Street Cleaning	BACS	Sally Reeves	34.17		34.17
CIL	BACS	Garrod Construction	2,726.00	545.20	3,271.20
Cemetery Expense	BACS	MSDC	88.20		88.20
Cemetery Expense	BACS	Joe Herne	172.48		172.48
			49,482.84	9,517.18	59,000.02

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

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

- Finance and Policy is scheduled 30<sup>th</sup> July 2020 via zoom commencing at 7.30pm
- Full Parish Council is scheduled 20<sup>th</sup> August 2020 via zoom commencing at 7.30pm

**22. Resolution to exclude the public:** The Chairman reported that there was a typo on the agenda with regards to the numbering. The Council agreed to accept the error. Cllr Johnson proposed that under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for item 23 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act. Cllr Beeston seconded and all were in favour.

**23. To exclude the public to discuss business of a confidential nature:** The members discussed the increase in payment for working at home for the Clerk and the new living wage increase for the Litter Picker. Cllr Reeves proposed that the payment for working from home was increased to £20 and this is reviewed as part of the Clerks Annual review. The figure to be paid from 1<sup>st</sup> August 2020. Cllr Murton seconded with all in favour. Cllr Reeves proposed that the Community Litter Pickers wages are increased to £8.72 and backdated to 1<sup>st</sup> April 2020, in line with the current voluntary living wage following confirmation from Mid Suffolk District Council. Cllr Welham seconded and all were in favour. The Chairman reported on a letter that had been received by Cllr Welham as Vice Chair regarding lack of “due diligence” regarding a planning application, DC/20/00771. Cllr Welham, in his role as District Councillor, had informed MSDC planning department of the letter and they too are happy that they followed due process.

Meeting closed 9.35pm

