

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 12th August 2021

Present: Cllrs Laura Beeson Philip Deal, John Hayward, Laura Johnson, Paula Murton, Debra Melhuish, Sally Reeves (Chairman), Ray Studd and Jerry Voden

In attendance: Claire Pizzey (Clerk) District Councillor Rachel Eburne and Keith Welham and 2 member of the public

The Chairman declared the meeting open at 7.30pm 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.

The Chairman reported that Cllr Deal had tendered his resignation after the August meeting. Thanks were given to him for all his work for the Parish Council.

1. Apologies for Absence

No apologies for absence were received.

2. Declarations of Interest

There were no Councillors' Declarations of Local Non-Pecuniary Interests in subsequent agenda items.

3. Dispensations

No requests for dispensations were received.

4. Minutes

All Councillor's confirmed receipt of the minutes. Cllr Voden proposed to accept the minutes of July 9th 2021 as a true record of the meeting and decisions made. Seconded by Cllr Deal with all in favour the Chairman signed and dated all pages.

5. Matters of report

- **Sandbags:** Awaiting quote from SCC for the removal of the Sandbags.
- **Track at Mill Cottages:** In light of the SRS. Green Committee to look at in their August meeting.
- **Cycle Prohibited Signs:** Cycle signs have been received and await erection.
- **Compulsory Purchase Order:** Planned for later in the year.
- **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 and will presented to the PC before they are included in any grant applications for the Trim Trial Project.

- **Safer Route to School:** Email was sent to Paul Horne advising that the Parish Council will not be prepared to abandon the phase one of the scheme and asked for a contact at the Academy. See Chairman's report. It was decided to have a meeting at the beginning of the autumn term.
- **Enforcement Application (4697/16) dwelling on Gipping Road:** The Clerk has emailed the Enforcement Team (12th July) at MSDC following the report made to them in March 2021. No further update has been received.
- **New slabs Cemetery Internment:** Work has been completed.
- **Work to trees in Cemetery:** Work has been completed.
- **New equipment in Play Park:** Work has been completed.
- **Confirmation of additional hours at Churchyard:** See Cemetery report.
- **No Parking on The Green signs:** Agenda item.
- **Quotes for post:** Agenda item.
- **Allotment clearance:** Allotment has been cleared.
- **Plot 38:** A meeting was held with the tenant and it was agreed that he would level the allotment path side of the plot within a month.
- **Quotes for ditch and hedge work at allotments:** Agenda item.
- **Speedgun quotes:** Agenda item.
- **Queens Platinum Jubilee Celebration June 2022:** Advert slipped through the August Telstar and will be put in the September edition. Posters will be put on the village noticeboards.
- **Clearance of plot 1 & 2 allotments:** Contractor unable to complete work agenda item for resolution.
- **Bus Stop Markings:** An email has been sent to SCC to confirm acceptance of the proposal if they can advise that the materials from the asphalt path will match those of the Parish footpaths.
- **A1120 Co-op Crossing:** Chairman contacted the Monitoring Office. See Chairman's report
- **Meeting with Village Hall and Academy to discuss the Safer Route to School:** See Chairman's report.
- **Licence for posts at Thorney Green:** The Clerk sent the licence to SCC.
- **Quote to complete the Rights of Way Cutting Programme 2021:** Grass Contractor has failed to provide the Parish Council with a quote. The Clerk has contacted SCC PROW Team to ask for details on contractors they use.
- **Letter to SCC regarding handing back the Rights of Way Cutting Programme:** Letter sent.
- **Letter of complaint to SCC regarding footpaths:** Letter sent.
- **Enforcement reports Co-op lorries:** A report was made to the Enforcement Team at MSDC. They advised that this was investigated in 2020 under case reference: EN/20/00049, which is showing as Closed. The manager of the Co-op wrote to all suppliers for the company to remind them of the

correct procedure. I responded following contact with Cllr Studd to ask that a new case is open as there is still a safety issue as the lorries are not complying. It is not good enough for the Manager to write to suppliers he should be making sure himself that they comply. The Manager may be responsible if there is an accident.

- **Letter to High School regarding FP 32:** A letter has been sent to the Headmaster of the High School to ask for his assistance.
- **Playpark Springy:** A quote had been received for £275 for the removal of the Springy. The Clerk has accepted this and it has been removed from the play park.
- **Advert for Community Litter Picker:** An advert has been sent for the August edition of Telstar.

6. Public Forum: A resident enquired about the broken pipe at the ditch between the Paddocks and the High School and asked about the newspaper recycling bins have been removed. A resident reported on vegetation that has been dumped on FP38 and highlighted that the grass contractor had not been strimming the area between FP38 and ditch from The Green to school playing field. A resident as a member of the Bio-Diversity Working Group updated the members on the meeting that had been held earlier in the week.

7. To receive reports from the County & District Councillors

Members confirmed receipt of the District Council and County Council Reports.

The County Councillor highlighted:

- A quote of approximately £2,500 had been received from Suffolk Highways for the removal of the sandbags. Money maybe be available from the County Councillor Highways Budget. Councillors agreed that the Parish Council would make a contribution once confirmation of the exact costing was made available.
- Had raised his concerns over the road closures on the A1120 and B1115 during August.
- Following the meeting with the Estates Manager he is still awaiting a response over the problem with the broken pipe in the ditch between the Paddocks and High School land.

The District Councillors highlighted:

- MSDC have agreed to look into replacements following the removal of the Bolton Brother paper waste bins. Delivery of the new bins is due into MSDC and contact will be made with the land owners to enquire if they are happy to take a replacement bin.
- A meeting had been held with the Chief Executive of MSDC and the head of Planning. The Chief Executive has agreed to a site meeting on 31 August to look at the sites and meeting after to discuss the issues with an agreement to attend a meeting of the Parish Council. It was agreed to book the URC Church Hall for the meeting.

8. Planning

- a) Councillors reviewed and approved responses to the current planning consultations:
- DC/21/03837:** Proposal: Householder Application - Erection of two storey rear glazed linked extension (basement and ground floor), single storey side extension. Insertion of new door and repair/replacement of windows (following demolition of existing extensions) (resubmission of DC/21/01731). Location: 17 Mill Street, Stowupland, Suffolk, IP14 5BL: Cllr Studd proposed that the Parish Council Objects under heritage grounds. Cllr Deal seconded and all were in favour.
- DC/21/03838:** Proposal: Application for Listed Building Consent - Erection of two storey rear glazed linked extension (basement and ground floor), single storey side extension. Insertion of new door and repair/replacement of windows (following demolition of existing extensions) works as per Heritage and Design and Access Statements (re-submission of DC/21/01732). Location: 17 Mill Street, Stowupland, Suffolk, IP14 5BL: Cllr Studd proposed that the Parish Council OBJECTS to the on heritage grounds, although they do not object to the principle of the application. Cllr Deal seconded with all in favour.
- DC/21/03923:** Proposal: Householder application - Demolition of existing flat and perspex roofs to the rear elevation and replace with a pitched tiled roof. Removal of chimney. New window to side elevation and bi-fold doors to rear elevation. Location: 39 Sycamore Road, Stowupland, Suffolk, IP14 4DR: Cllr Studd proposed that the Parish Council SUPPORTS the application. Cllr Deal seconded with all in favour.
- b) Councillors noted the decisions issued by Mid Suffolk District Council:
- DC/21/03036:** Proposal & Location of Development: Householder Application - Erection of a single storey side extension 48 Oxlip Way, Stowupland, Suffolk, IP14 4DT: Planning permission has been GRANTED

9. Finance and Policy Committee

The members confirmed receipt of the minutes from the meeting of 29th July 2021:

- a) Cllr Johnson proposed that the Parish Council agrees and approves the amendments to the Financial Regulations. Cllr Studd seconded with all in favour.
- b) Cllr Johnson proposed that the Parish Council agrees approves the amendments to the Internal Control Statement. Cllr Studd seconded with all in favour.
- c) Cllr Johnson proposed that the Parish Council approves the updated Parish Infrastructure Improvement Plan (PIIP). Cllr Studd seconded with all in favour.
- d) Cllr Johnson proposed that the Parish Council agrees to accept the insurance quote from BHIB with Aviva for £1,161.25 effective from 1st October 2021. Cllr Beeson seconded with all in favour.

10. Allotment

Councillors confirmed receipt of the report from the Allotment Officer:

- a) Cllr Voden proposed that approval is given for the Allotment Officer to complete a MSDC Tree and Hedge planting Application for the improvement to the front hedge at the allotment's. Cllr Johnson seconded with all in favour.
- b) Cllr Voden proposed that the quote from S & P Trees of £4,150 is accepted to clear the ditch and cut back the hedge that runs along the B1115. Cllr Hayward seconded with all in favour.

11. Cemetery and Churchyard

Councillors confirmed receipt of the report from the Cemetery and Churchyard Officers:

- a) The Chairman proposed that the Parish Council agrees the specification for the Autumn works to the Cemetery and Churchyard. Cllr Beeson seconded with all in favour
- b) The Chairman proposed that the Parish Council accepts quotes 1 - 6 from S&P Trees:

Quote 1: Churchyard

Annual work to Elderberry £75.00 per year

Extra cut to front hedge £75.00 per year

2 Box Tree to be reduced to 3ft stem to allow it to reshoot at lower height £75.00

Quote 2: Cemetery

For works to the central tree and shrub belt as viewed from the road end £1,450.00

Quote 3: Cemetery

For works to Cupressus either side of 2nd bench and to Build/supply and install 2 x arbours with roof, diamond trellis sides and back for the 2 benches in the central belt £2,300.00

Quote 4: Cemetery

Various works to rear hedge, cherry tree, clearance of brambles around fence at memorial wall, crown lift conifers, clear ditch £2,300.00

Quote 5: Cemetery

To cut hedge, top and sides at boundary with Inglewood, To remove all suckers at base and trunk of all Lime trees £450.00

Quote 6: Cemetery

Annual contract to clear base and trunks of Lime Trees every autumn, To cut Box bush around Malus Golden Hornet 2 times a year, To cut the boundary hedge at Inglewood 2 times per year and Trim remaining rear hedge and any replanting as necessary 2 times per year £750.00

Cllr Hayward seconded with all in favour.

It was agreed to contact Landex Ltd the Church Road Developers to ask if they would be in a position to dig out the ditch on behalf of the Parish Council in view of the siting of the attenuation pond on their development.

- c) The Chairman proposed that a Parish CIL applications is completed for quotes 3 and 4. Quote 4 will be amended to show the cost of the removal to clear the ditch clearance and this will not form part of the CIL bid. Cllr Studd seconded with all in favour.
- d) The Chairman proposed that permission is given for the Cemetery Officer to complete a MSDC Tree and Hedge Planting application to include the reinstatement of the hedge at the back of the Cemetery as part of their Biodiversity initiative. Cllr Hayward seconded with all in favour.
- e) The Chairman proposed that the quote of £40 an hour from S&P Trees for planting and a twin line hedge from existing hedge to fencing and any infilling of existing hedge as required is held on file pending the Bio-diversity group being up and running and thus an idea of how many volunteers there may be for future planting. Cllr Johnson seconded with all in favour.

12. Footpaths Working Group

Councillors confirmed receipt of the report and no comments were made.

- a) The Chairman proposed that the Chairman and Clerk are given delegated powers to appoint a Contractor to complete the first cut of the Rights of Way Programme 2021 with a budget of up to £400. Cllr Studd seconded with all in favour.

13. Environment and Greens Sub-Committee

Councillors confirmed receipt of the report and no comments were made.

- a) It was agreed that the Parish Council waits for a further quote for the post trial project on Thorney Green and Gipping Road before a decision is made.. It was agreed that the Parish Council pays the £150 for the licence for the post project.
- b) The Chairman proposed that the Parish Council accepts the quote from NJS Joinery for the cost of £1,146.18 + VAT to construct the no parking signs subject to them fitting the signs on the boards. Cllr Johnson seconded with all in favour.
- c) Cllr Voden proposed that the Parish Council agrees a Parish CIL application of £2,500 is completed for the printing, construction and erection of the no parking signs. Cllr Deal seconded with all in favour.

14. Community Events Sub-Committee

Councillors confirmed receipt of the report and no comments were made.

- a) The Chairman proposed that the Parish Council gives delegated authority to the Community Events Sub-Committee to decide on a date for an event in memory of those to who have died and to recognise and give thanks to all those that have assisted during the pandemic.

15. Speed Watch

Councillors confirmed receipt of the report from the Speed Watch officer and no comments were made.

- a) Cllr Voden proposed that the Parish Council accepts the quote from Pic Click for the Bushnell Speed gun and case at a total cost of £243.86. Cllr Johnson seconded with all in favour.
- b) Cllr Voden proposed that the Parish Council agrees that the SID device on Church Road by the Primary School is removed and the pole left in situ. Cllr Studd seconded and all were in favour.

16. Chairman's report

Councillors confirmed receipt of the report and no comment.

- a) The Chairman proposed that the Parish Council accepts the quote from S&P Trees of £150 for a cut to the Playpark hedge and agree to repeat the cut at the same price in October 2021. The Contractor has advised that the cut in October may not be needed. Cllr Beeson Seconded with all in favour.
- b) The Chairman proposed that the Parish Council accepts the quote from S & P Trees of £225 for the annual contract for the playpark hedge cutting for 3 years from 2022 to run concurrent with the churchyard contract. Cllr Melhuish seconded with all in favour.
- c) The Chairman proposed that the Parish Council approves the actions and spend made for the new Parish laptop. Cllr Hayward seconded with all in favour.
- d) The Chairman proposed that the Parish Council agrees to an amendment in the Standing Orders to give the Chair, Vice Chair and Clerk authority to make decisions regarding spend in the event of an emergency. Cllr Johnson seconded with all in favour.

17. Councillor's report

Cllr Studd reported that a resident had contacted him regarding overgrown trees on the B1115 by the village sign and a report had been made to MSDC. Cllr Murton reported on a missing marker at the kissing gates on FP35. Cllr Voden reported that the Bowls Club had advised at the Village Hall meeting that the hedge at the corner of the road coming out by the village hall had been damaged by a contractor delivering materials to the playpark. They are concerned that there is a hole in the hedge that allows access to the bowls club. It was agreed that details of the accident should be provided to the Clerk. He has also reported that he had been contacted by a resident over concerns over the parking outside the Crown and of double parking along Broomspath and Oak Road. Cllr Beeson agreed to advertise for new Councillors on the Facebook page and it was agreed that this platform should be advertised. Cllr Deal reported that the Jubilee bench had been replaced. Cllr Johnson reported that the new footpath outside Kelvedon House was uneven and difficult for those using mobility scooters and pushchairs. It was agreed to get a quote. Cllr Johnson also inquired if the meetings would be changed back to the URC Church Hall. The members agreed to the change of venue and the Chairman to write to thank the Bowls Club.

18. Finance

- a) Councillors noted the receipts received since the last meeting

| Expenditure | Cheque / BACS / SO | | Value £ |
|------------------|--------------------|--------------|----------|
| Donation (Posts) | BACS | M&M Butchers | 300.00 |
| VAT | BACS | HMRC | 1,752.54 |
| Cemetery/Misc | BACS | Various | 80.75 |
| | | | 2,133.29 |

- b) Cllr Johnson proposed to authorise the August payments. Cllr Hayward seconded with all in favour

| Expenditure | Cheque / BACS / SO | | Net | VAT | Total |
|---------------|--------------------|---------------------|------------|-----------|------------|
| Salaries | BACS | M HAWKINS | £ 269.27 | | £ 269.27 |
| Salaries | BACS | C PIZZEY | £ 1,002.32 | | £ 1,002.32 |
| Expenses | BACS | C PIZZEY | £ 106.68 | | £ 106.68 |
| Misc. | BACS | S Reeves | £ 39.52 | | £ 39.52 |
| Computer | BACS | Faxbase | £ 130.00 | £ 26.00 | £ 156.00 |
| Asset | BACS | MPM | £ 519.97 | | £ 519.97 |
| Misc. | BACS | MPM | £ 91.87 | | £ 91.87 |
| Cemetery | BACS | The Social Gardener | £ 37.50 | | £ 37.50 |
| CIL | BACS | D Signs | £ 206.50 | £ 41.30 | £ 247.80 |
| Asset | BACS | Realise Futures | £ 576.02 | £ 115.20 | £ 691.22 |
| Grass Cutting | BACS | Top Garden | £ 630.00 | £ 126.00 | £ 756.00 |
| CIL | BACS | Proludic | £19,709.99 | £3,942.00 | £23,651.99 |
| Misc. | BACS | JRB Enterprise | £ 53.30 | £ 10.66 | £ 63.96 |
| Hall Hire | BACS | Bowls Club | £ 30.00 | | £ 30.00 |
| Allotment | BACS | SP Trees | £ 125.00 | | £ 125.00 |
| Cemetery | BACS | Mini Waste | £ 145.00 | £ 29.00 | £ 174.00 |
| Cemetery | DD | Wave | £ 12.58 | | £ 12.58 |
| Cemetery | BACS | SP Trees | £ 650.00 | | £ 650.00 |
| Cemetery | BACS | SP Trees | £ 675.00 | | £ 675.00 |
| | | | £25,010.52 | £4,290.16 | £29,300.68 |

19. Correspondence

Councillors to note correspondence already circulated and consider any action.

- BMSDC – Consultation Mendlesham Neighbourhood Plan: No action.
- Old Newton Under Fives Pre-School – Donation: it was agreed that no donation would be made.
- Resident – Traffic concerns: No action.
- MSDC – Address Management Land South of Church Road: No action.

- e. MSDC – Address Management Land South of Gipping Road: It was agreed that the Parish Council accepts Daffodil and Dewberry.
- f. MSDC – Survey from Graduate: No action.
- g. MSDC – Babergh and Mid Suffolk Examination Programme update: No action.

20. Dates of next meeting

- a) Full Parish Council is scheduled for Thursday 9th September 2021 at 7.30pm at URC Church Hall
- b) Finance and Policy is scheduled for Thursday 23rd September 2021 at URC Church Hall

21. Councillors 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:

Meeting closed 21.30 pm