

**STOWUPLAND PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on 14<sup>th</sup> October 2021**

Present: Cllrs Laura Beeson, John Hayward, Paula Murton, Sally Reeves (Chairman), Kevin Stevens, Ray Studd and Jerry Voden

In attendance: Claire Pizzey (Clerk) District Councillor Rachel Eburne and Keith Welham and 2 members 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.

**1. Apologies for Absence**

- a) Apologies were received from Cllrs Johnson and Melhuish.
- b) Councillors voted to accept these apologies.

**2. Declarations of Interest**

Cllr Voden declared an interest in item 15a and 15b as a member of the village hall committee

**3. Dispensations**

No requests for dispensations were received.

**4. Minutes**

All Councillor's confirmed receipt of the minutes. Cllr Beeson proposed to accept the minutes of September 9<sup>th</sup> 2021 as a true record of the meeting and decisions made. Seconded by Cllr Studd with all in favour the Chairman signed and dated all pages.

**5. Matters of report**

MATTER OF REPORT	COMMENT
Sandbags	Awaiting date from SCC Highways
Track at Mill Cottages	In light of SRS. Green Committee to look at the track at their next meeting
Compulsory Purchase Order	Planned for later 2021
Quotations for the construction of a 1.5 meter footpath from The Green opposite Willow Wood to Willow Croft Thorney Green Road	Quotes to be sought
Safer Route to School (SRS)	Continuing to chase

No Parking on The Green Signs	Awaiting delivery of the completed signs
Quotes for posts	Agenda item
Queens Platinum Jubilee Celebration 2022	See Chairman's report
Clearance of plot 1 & 2 allotments	Contractor has advised a date of December 2021
SCC PROW complaints about footpaths	Letter sent - no response to date
Bus Stop Markings	Awaiting date from SCC Highways
A1120 Co-op Crossing	Chairman continues to chase the Chief Executive of MSDC for information
Letter to High School regarding FP32	See correspondence
Community Litter Picker	Agenda item
Ditch Clearance Allotments	Contractor has advised a date of December 2021
Cemetery Work	Contractor has advised a date of late November 2021
Landex Developers ditch at Cemetery	A second email has been sent requesting a site meeting
Bowls Club Hedge	Proludic have forwarded all the information onto their contractor for comment.
Quote for footpath Thorney Green	Awaiting Quote
Allotment letters to tenants	Letters have been sent
Maintenance Agreement	A copy has been sent to the PCC for signature
Broken and Misplaced Fire Hydrants	This have all been reported to the Water Authority
Quote to clear ditch at Birch Close	Awaiting quotes
Quotes for cutting back the trees along the side of The Green up to Corner Farm	Awaiting quotes
Network Power to report the ivy growing on the substation outside Corner Farm	Report raised. Clerk met with Network Power and work programmed asap
Dates for Volunteer mornings 2022	Awaiting dates from The Greens Sub-Committee
Letter to owner of Retreat	Second letter sent
MSDC Welcome back fund application	Application completed

## 6. Co-option

The Clerk reported that she had received a nomination for Kevin Stevens to join the Parish Council. Cllr Voden proposed that Kevin Stevens was co-opted onto the Council. Cllr Beeson seconded and all agreed. The declaration form was signed and Kevin Stevens joined the meeting.

## 7. Public Forum

A residents reported that the County Councillor had advised that he would be asking the High School about the broken pipe between the Paddocks and the High School and the cutting of the hedge by their

property when he meets with them this week. A resident reported a damaged footpath sign from Gipping Road to Thradestone Meadow.

#### **8. To receive reports from the County & District Councillors**

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

The County Councillor highlighted:

- Has received a response from Officers over the closure of Gipping Road following the Anglian Water road works. The County Council are using his evidence to make a claim against Anglian Water.
- A further road closure at Thorney Green Road is expected for the widening of the footpath and street light columns work. This is likely to start in January/February 2022. The electric poles that were fitted need to be replaced as they should have been taller.

The District Councillors highlighted:

- The Council meeting adjourned on the 23 September due to the time of the meeting will readjourn on Monday 18 October.
- The members are having a rethink over the Pay Policy that was discussed at a meeting in September.
- They have been advised that an Officer from MSDC will be contacting the Parish Council to discuss the link between Bloor Homes and Trinity Walk.

#### **9. Taylor Wimpey**

The members confirmed receipt of the report by the Chairman. The members discussed the concept masterplan and it was agreed to make comments to Taylor Wimpey at the meeting on Thursday 21 October on the following:

- The point of entry into the development
- Consider making the circular route a bridle way
- Street lighting
- Safety of the ponds on the site
- Future maintenance of the old and new orchard on the development
- B1115/A1120 junction – concerns over the delivery of a roundabout
- Allotments
- Parish room

#### **10. Planning**

- a) Councillors reviewed and approved responses to the current planning consultations:

**DC/21/05483** - Proposal: Householder Application - Erection of two storey rear extension.

Location: 2 Mill Cottages, The Green, Stowupland, Stowmarket Suffolk IP14 4AH: Cllr Studd

proposed that the Parish Council SUPPORTS the Application. Cllr Hayward seconded with all in favour.

**DC/21/05432** - Proposal: Application for Listed Building Consent - Replace chimney pots.

Location: Grange Farm Cottage, Saxham Street, Stowupland, Suffolk IP14 5DA: Cllr Studd proposed that the Parish Council SUPPORTS the application. Cllr Hayward seconded with all in favour.

**DC/21/05431** - Proposal: Householder Application - Erection of Victorian style greenhouse in the rear garden and replacement chimney pots. Location: Grange Farm Cottage, Saxham Street, Stowupland, Suffolk IP14 5DA: Cllr Studd proposed that the Parish Council SUPPORTS the application. Cllr Hayward seconded with all in favour.

- b) Councillors noted the decisions issued by Mid Suffolk District Council:  
None received.

## 9. Finance and Policy Committee

Councillors confirmed receipt of the draft minutes from the meeting of 23 September:

- a) Cllr Hayward proposed that the Parish Council accepts the amendment to the Financial Regulations

*Note: 4.5 In cases of extreme risk to the delivery of council services, the clerk in conjunction with the Chairman or Vice Chairman may authorise revenue expenditure on behalf of the council which in their judgement is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Chairman/Vice Chairman shall report such action to the full Parish Council as soon as practicable thereafter.*

Cllr Beeson seconded with all in favour.

- b) Cllr Hayward proposed that the Parish Council approves the review made of the Risk Assessments:

- Cemetery Caretaker and General Maintenance Worker Risk Assessment
- Clerk Risk Assessment Risk Assessment
- Community Litter Picker
- Parish Risk Assessment
- Volunteer Risk Assessment

Cllr Beeson seconded with all in favour.

- c) Cllr Hayward proposed that the allotment fees are increased by 25% for the next 3 years commencing October 2022. Cllr Murton seconded with all in favour.

*Note: current fees for a whole plot currently £9.60*

- d) Cllr Murton proposed that the Parish Council agreed a new deposit scheme of £20 at the allotments. Cllr Hayward seconded with all in favour
- e) Cllr Murton proposed that that Parish Council accepts the amendments to the Tenancy Agreement. Cllr Hayward seconded with all in favour.
- f) Cllr Murton proposed the increase in the cemetery fees.
  - Residents fees by £25
  - Non-resident fees to increase by £15
  - Effective from 1<sup>st</sup> January 2022

Cllr Studd seconded with all in favour.

- g) Cllr Hayward proposed that the Parish Council opens a second Business Bank Account with TSB. Cllr Murton seconded with all in favour.
- h) Cllr Murton proposed that the Parish Council applies for a Barclays Business Credit Card. Cllr Beeson seconded with all in favour.

#### **10. Environment and Greens Sub-Committee**

Cllr Studd proposed that the Parish Council accepts the quote from AE White Surfacing Ltd of £14,103.00 for the post project and that contact is made with them to review the quote. If the quote received is below that of the most expensive quote of £21,000 then the Chairman and Clerk are given delegated authority to proceed with the project.. Cllr Hayward seconded and all were in favour.

#### **11. Bio-Diversity and Wildlife Working Group**

Councillors confirmed receipt of the report.

- a) Cllr Hayward proposed that the Parish Council agree that the Land, including the side of the ditch and alongside the ditch, within the High School Grounds which is 'Village Green' is approved for bulb planting. Cllr Beeson seconded with all in favour.
- b) Cllr Voden proposed that the Parish Council agree that that the strip of land on The Green along the edge of Birch close ditch is approved for bulb planting. Cllr Hayward seconded with all in favour.
- c) Cllr Hayward proposed that the Parish Council agree that the Working Group liaise direct with Taylor Wimpey and assist during the public consultation event. Cllr Murton seconded with all in favour.

#### **12. Play Park**

Councillors confirmed receipt of the report

- a) The Chairman proposed that the Play Park Officer investigates the cost for 2 new springies and surfacing to the area and supports funding from the Parish CIL Fund. Cllr Hayward seconded with all in favour.

### **13. Community Events Sub-Committee**

- a) The Chairman proposed that the Parish Council accepts the licence to occupy storage at Stowupland Village Hall once the following amendments have been made and delegated authority is given to the Clerk to sign the document:
  - 1. The Licence to occupy is between Stowupland Village Hall and Stowupland Parish Council (2)
  - 2. Parties to be Stowupland Parish Council, 2 Broomspath Road, Stowupland, IP14 4DB
  - 3. Page 11 to read Stowupland Parish CouncilCllr Beeson seconded with all in favour.
- b) The Chairman proposed that the Parish Council agrees the fee of £10 for the licence. Cllr Beeson seconded with all in favour.

### **14. Chairman's report**

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

- a) It was agreed that County Councillor Keith Welham and Cllr Voden make some further enquiries on the logistics of moving the device and report back to the Parish Council at the November meeting before a decision is made to consider having the correct posts installed at the 3 locations in the village, purchase the solar SID device and necessary accessories and apply for a Parish CIL Project.
- b) The Chairman proposed that the Parish Council purchases Thradstone Meadow at a cost of £1.00 and delegated authority is given to the Chairman and Clerk to continue negotiations for the transfer of the land. Cllr Studd seconded with all in favour.
- c) Cllr Studd proposed that Bloor Homes provide and install the trim trail equipment and it is installed at the time of their landscaping of the area. Cllr Murton seconded with all in favour. The trim trail working group to agree the equipment that would be suitable for the area.

The Chairman reported that she had been contact by Holy Trinity Church for a representative from the Parish Council to attend the Armistice day service. Cllr Voden offered to attend the service on behalf of the Parish Council.

### **15. Clerks report**

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

### **16. Councillor's report**

Cllr Voden thanked all those that had helped with the Walkers Cup and advised that approximately £1,250 had been raised for the East Anglian Children's Hospice by both villages. He also reported that he had completed the update of the emergency plan pack in the Village Hall.

## 17. Finance

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

Receipts	Cheque / BACS / SO		Value £
Cemetery	BACS	Andrew Bingham	125.00
Precept	BACS	MSDC	19,916.00
Interest	Credit	00099082	.01
Interest	Credit	50035440	.26
			20,041.27

- b) Cllr Laura proposed to authorise the October payments. Cllr Murton seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Salaries	BACS	M HAWKINS	£ 269.27		£ 269.27
Salaries	BACS	C PIZZEY	£ 1044.99		£ 1,044.99
Expenses	BACS	C PIZZEY	£ 136.17	£ 2.40	£ 138.57
Grant	BACS	Stowupland Parish Magazine	£ 1,500.00		£ 1,500.00
Bi-Diversity	BACS	Keith Welham	£ 223.50		£ 223.50
Cemetery	BACS	Sally Reeves	£ 115.80		£ 115.80
Asset - Speed Gun	BACS	Sally Reeves	£ 178.50		£ 178.50
Cemetery	BACS	The Social Gardener	£ 125.00		£ 125.00
Cemetery	BACS	SP Trees	£ 625.00		£ 625.00
Footpaths	BACS	SP Trees	£ 375.00		£ 375.00
Play Park	BACS	SP Trees	£ 150.00		£ 150.00
Salaries	BACS	HMRC	£ 292.10		£ 292.10
Communication	BACS	Suffolk.cloud	£ 100.00		£ 100.00
Hall Hire	BACS	Bowls Club	£ 30.00		£ 30.00
Grass Cutting	BACS	Top Garden	£ 630.00	£ 126.00	£ 756.00
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£ 6,425.33	£ 254.40	£ 6,679.73
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- c) Councillors noted a VAT return submission of £4,798.43 for the period from 01.06.21-31.08.21

## 18. Correspondence

Councillors to note correspondence already circulated and consider any action.

- a) Suffolk Police – Criminal damage at Play Park: Information only.
- b) MSDC CEO – Update following meeting with PC: Still awaiting a response.
- c) Stowupland High School – Footpath 32: Information only.
- d) Resident – Planning application DC/21/04396: The article had been written by County Councillor Keith Welham and the information sent to the Parish Council by the resident will be forwarded to him to reply. Councillors also agreed that the Chairman and Cllr Studd, Planning Officer, formulate a response from the Parish Council to the resident.
- e) Resident – Stowupland over-development: Information only.
- f) Openreach – Wayleave agreement Chapel Lane Stowupland: Councillors agreed that the Clerk could sign the Wayleave agreement and accept the offer of £189.64 as a one off payment.
- g) Constables County – October newsletter: Information only.
- h) John Milton Academy - Invitation to 6<sup>th</sup> Form Opening: The Chairman and Clerk to attend the event.
- i) MSDC – Parish CIL payment October 2021: Information only.

## 19. Dates of next meeting

- a) Full Parish Council is scheduled for Thursday 4 November 2021 at 7.30pm at URC Church Hall Club
- b) Finance and Policy is scheduled for Thursday 18 November 2021 at 7.30pm at the URC Church Hall

## 20. 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

- a) Employment issues



Meeting closed 21.40