

STOWUPLAND PARISH COUNCIL  
Minutes of the Virtual Annual Council Meeting of the Parish Council held on 6<sup>th</sup> May 2021  
via VIDEOCONFERENCE

Present (by video): Cllrs Laura Beeson, Philip Deal, John Hayward, Laura Johnson, Debra Melhuish, Paula Murton, Sally Reeves (Chairman), and Ray Studd, Jerry Voden, Claire Pizzey (Clerk)  
District Councillor Rachel Eburne and Keith Welham and 3 member of the public

**1. To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office:**

Cllr Murton proposed that S Reeves be elected as Chairman of the Council. Cllr Johnson seconded with all in favour. S Reeves signed the declaration of acceptance of office.

**2. To elect a Vice-Chairman of the Council:** There were no nominations from the Council so the Chairman proposed that Cllr Studd be elected as Vice-Chairman of the Council on the understanding that he does not want to have the Chairman role in the future. Cllr Johnson seconded with all in favour.

**3. Apologies for Absence:**

Cllr Hayward. The members noted the apologies.

**4. To note resignation letter received:** The Chairman read out a resignation letter from Keith Welham. The Chairman thanked him from both present and past council's for what he has done for the village over his 20 years' service and is pleased that he will continue to be involved in the Parish as District Councillor.

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

**6. Dispensations:** No requests for dispensations were received.

**7. Minutes:**

All Councillor's confirmed receipt of the minutes. Cllr Beeson proposed to accept the minutes of April 8<sup>th</sup> 2021 as a true record of the meeting and decisions made and that delegated authority is given to the Chair to sign the minutes outside of the meeting. Seconded by Cllr Deal with all in favour.

**8. Matters of report:**

- **Sandbags:** Email has been sent to County Councillor Gary Green to request that the sandbags are removed and a contribution is made to the Parish Council to erect posts.
- **Track at Mill Cottages:** This will be looked at after the Safer Route to School completion.
- **SID Device:** Contact to be made with Old Newton Parish Council once the road works have been completed on the B1115.
- **Incorrect markings for bus stop along Thorney Green:** Following an email from Paul Horne it has been advised that this work will be included in the completion of the SRS.
- **Jubilee Bench:** New bench has been ordered awaiting delivery.

- **New gates at Cemetery:** Contractors have confirmed a start date of 7<sup>th</sup> May.
- **Cycle Prohibited Signs:** Suffolk Highways have recommended sites to purchase the signs.
- **Footpath beside Gipping Road:** The Chairman and Clerk have sent an email to Sam Harvey at Suffolk County Council. No response to date.
- **Compulsory Purchase Order:** Planned for June agenda.
- **Bench opposite Willow Wood:** Bench has been fitted.
- **Tree surgery in Play Park:** Work completed.
- **Cleaning of bus shelters:** Work completed.
- **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.
- **Meeting with PROW officer at footpath 32:** See Clerks report.
- **Posts at Gipping Road:** Work completed. The Chairman reported that the work has not been completed as per the original specification. Councillors were happy with the work carried out and agreed to accept the work as completed.
- **Meeting with Community Caretaker:** This will be scheduled once government guidelines allow.
- **Letter to owner of Chip Shop:** Agenda item.
- **Signage for reopening of Play Park:** Signs have been put up.
- **Safer Route to School:** No update to date.
- **Resurfacing of FP62 – FP34:** Work complete.
- **Enforcement Application (4697/16) dwelling on Gipping Road:** The Clerk has advised MSDC that property is up for sale. It was agreed that the District Council will chase this up.
- **Old slabs Cemetery Internment:** Payment has been received and the slabs removed.
- **New slabs Cemetery Internment:** Awaiting a date form the Contractor.
- **Work to trees in Cemetery:** Awaiting a date form the Contractor.
- **New equipment in Play Park:** Agenda item.
- **MSDC Leisure, Sport and Physical Activity Strategy survey:** The survey has been completed.
- **Extension of 30mph along Gipping Road:** Advice from Suffolk Highways Safety and Speed Management is that any request for a speed limit must meet the requisite criteria in their speed limit policy. All the costs associated with changing the speed limit would have to come from a local funding source as this would not be one of their spending priorities. If the section of the road doesn't meet all the criteria for a change of speed limit, a report may need to be written for adjudication by the Cabinet Member for Highways and Head of Transport Policy.

- **APNR Trial:** A response has been received from the SCC APNR Officer. The Parish Council need to complete the proforma to apply for an APNR device. The project has only just launched and it may be some time before the request is dealt with

[https://www.suffolkroadsafe.com/uploads/ANPR\\_guidance\\_note\\_-\\_24\\_3\\_21.pdf](https://www.suffolkroadsafe.com/uploads/ANPR_guidance_note_-_24_3_21.pdf)

- **Bin at High School:** See correspondence.
- **Dog Bin at Oxlip Way:** Bloor homes have agreed to lower the bin as requested by MSDC.

**9. Public Forum:** A resident raised concerns on application DC/21/02368 regarding the sewer and the TPO on the tree shown on the plans. A second resident raised concerns over several anomalies with the planning application DC/21/02368. A resident made a comment about the work that is being undertaken on phase 3 of the development at Trinity Meadows. Workers are accessing the site via Gripping Road and parking and blocking the footpath. Lorries are also blocking the road when delivering machinery to site. A resident raised concerns over moles hills on The Green, enquired if the Parish Council would consider a footpath from FP32 to the fish shop and when the memorial plaque will be put back on the new bench opposite Willow Wood.

**10. To receive reports from the County & District Councillors:** Members confirmed receipt of the District Council Report. District Councillor Rachel Eburne and Keith Welham highlighted:

- Concerns were raised at the planning meeting over the status of the controlled crossing scheme and queried the state of the design. During the meeting the applicants representative stated that the safety audit had been checked and the design approved.
- We continue to ask for the safety audit and design that has been approved and will advise the Parish Council once we have sight of this.

No report had been received from the County Councillor.

#### **11. Planning:**

Councillors reviewed and approved responses to the current planning consultations:

**DC/21/02368:** Full Planning Application - Erection of 1No. Detached dwelling (amended scheme and re-submission of DC/20/00771) **Location:** Land Adjacent Oak View, Saxham Street, Stowupland, Suffolk.

Cllr Studd proposed that the Parish Council **OBJECTS** to the application on the grounds of possible significant damage to the root system of an oak tree which has a tree preservation order. The Parish Council note that the Arboriculture assessment plan of position and design of house is not for that proposed by the application. Cllr Voden seconded with all in favour.

**DC/21/02028: Proposal:** Listed Building Consent Application - Erection of single storey side and rear, and front porch extensions. Removal of existing cement render to main farmhouse, carry out timber frame repairs where required, re-render using a lime render system. Replace rear window to lounge. **Location:**

Owls Farm, Debenham Lane, Stowupland, Suffolk IP14 5DE: Cllr Deal Proposed that the Parish Council SUPPORTS the application. Cllr Murton seconded with all in favour.

**DC/21/02544:** Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/19/01133 dated 13/05/19 - Erection of 3no. dwellings with garages (Existing grain store to be demolished). To allow amendments to dwellings and site layout. **Location:** Grain Store, Rendall Lane, Stowupland, Suffolk: Cllr Studd proposed that the Parish Council SUPPORTS the application. Cllr Beeson seconded with all in favour.

## 12. Statutory Business:

- 1) Cllr Voden proposed that V1.4 of the Terms of reference is adopted subject to the addition of the Emergency Planning and Planning Officer. Cllr Beeson seconded with all in favour.
- 2) Councillors confirmed the appointment of Environment & The Green Sub-Committee
- 3) Councillors confirmed the appointment of Parish Councillors on the following Committees:

Finance and Policy Committee	Cllrs, Laura Beeson, Phil Deal, John Hayward, Laura Johnson (Chair) and Ray Studd
Community Events Sub-Committee	Cllr, Jerry Voden and Laura Beeson
Environment & The Green Sub-Committee	Cllrs, Laura Beeson, Phil Deal (Chair) and Paula Murton and Debra Melhuish
Parish Infrastructure Improvement Plan (PIIP) Sub-committee	Cllrs, Laura Johnson, Sally Reeves and Ray Studd
Trim Trail Working Group	Cllrs, Laura Beeson and Jerry Voden

- 4) Councillors to confirm the appointment of Parish Council Representatives on the following Bodies:

Village Hall Representative	Cllr Jerry Voden
SALC Representative	Cllr Jerry Voden
School Liaison Representative	Cllr Reeves
Telstar Representative	Cllr Jerry Voden

- 5) Councillors to confirm the following Parish Appointed Positions:

Allotments Officer	Cllr Jerry Voden
Cemetery and Churchyard Officer (s)	Cllr Sally Reeves and John Hayward
Emergency Planning Officer	Cllr Jerry Voden
Footpath Officer (s)	Cllrs Debra Melhuish and Sally Reeves
Play Park Officer	Cllr Sally Reeves
Planning Officer (s)	Cllr Ray Studd and Phil Deal
Speed Watch Officer	Cllr Jerry Voden
Tree Officer (s)	Cllr Ray Studd and John Hayward


- 6) In accordance with Section 151 of the Local Government Act 1972(d) (financial administration), the Council confirmed that the Clerk was to be the appointed person who would be responsible for the administration of the financial affairs of the Parish Council.
- 7) The Councillors noted the review of the expenditure incurred under s.137 of the Local Government Act 1972:
  - £3,000 to Telstar for a grant donation towards the running costs of the magazine
  - £50 to Telstar for a donation towards the Stowmarket Christmas Tree Festival \*

£26.55 was returned to the Parish Council as not used
- 8) Councillors approved the revised meeting timetable for 2021-22.

### 13. The Green

Parking: The Green Sub-Committee had met to discuss ideas to bring forward to the Parish Council. A proposal was put forward to extend the post-trial from the Butchers round to include both side of Thorney Green to A1120. With access given to all tracks. Discussions were also had around the lack of “no parking” signage on The Green. Councillors agreed to split the trial project into two phases. Phase one from the Butchers to the sand bags on Thorney Green and phase two from the sand bags to the A1120. The Green Sub-Committee to draw up a specification for the project and bring back to the June meeting.

Litter: The Chairman reported that the problem was heightened over the Easter weekend. The Parish Council has contacted the owner of the Fish and Chip shop on a number of occasions and no response has been made to date. Cllr Johnson proposed that the Parish Council meets with the owner of the Fish and Chip shop to discuss the issue. Cllr Deal seconded with all in favour.

### 14. Finance and Policy Committee

Councillors noted receipt of the draft minutes.

- 1) Councillors noted there were no matters to review from the year end actual vs budget accounts as all variances were fully explained
- 2) Cllr Johnson proposed that the Council approves the Statement of Account for Stowupland Parish Council for the year ending 31<sup>st</sup> March 2021. Cllr Deal seconded with all in favour.
- 3) Cllr Johnson proposed that the Council approves the reserves for the year ending 31<sup>st</sup> March 2021. Cllr Deal seconded with all in favour.
- 4) Cllr Johnson proposed that the Council approves the asset register for the year ending 31<sup>st</sup> March 2021. Cllr Deal seconded with all in favour.

- 5) Cllr Johnson proposed that the Council approves the Bank Reconciliation for the year ending March 2021. Cllr Deal seconded with all in favour.
- 6) Cllr Johnson proposed that the Council approves the annual return figures for the year ending 31<sup>st</sup> March 2021. Cllr Deal seconded with all in favour.
- 7) Cllr Johnson proposed that the Council approves the CIL report for 2020-2. Cllr Deal seconded with all in favour.

#### **15. Cemetery and Churchyard Officer**

Councillors noted receipt of the report.

- 1) The Chairman proposed that the Council approves 10 additional hours work per year in the Churchyard and the work is offered to the current Cemetery Caretaker. Cllr Johnson seconded with all in favour.

#### **16. Play Park Officer**

Councillors noted receipt of the report.

- 1) The Chairman proposed that the Council accepts the quote from Proludic for £19,709 for the supply and installation of a new piece of play equipment. Cllr Voden seconded with all in favour.
- 2) The Chairman proposed that the Council applies for PIIP funding of £19,709 for the play equipment. Cllr Voden seconded with all in favour.

#### **17. Facebook**

Cllr Deal proposed that the Council agrees that the Facebook page should be free for anyone to join and it is activated. Cllr Johnson seconded with all in favour.

#### **18. Chairman's report**

Councillors noted receipt of the report.

#### **19. Clerks report**

Councillors noted receipt of the report. Councillors agreed that a cost could be sought to remove the rubbish behind plots 1 & 2 and the termination of plot 49/50a. District Councillor Rachel Eburne has 10 new litter grabbers that the Parish can borrow for the next community litter pick.

#### **20. Correspondence**

Councillors to note correspondence already circulated and consider any action.

- 1) Stowupland High School - requesting dog bin: Councillors agreed that the Parish Council would not be provided an additional dog bin.
- 2) MSDC Public Realm Team - offering free trees and hedgerow plant to all parishes: Councillors agreed that this would be an agenda item for June.

- 3) Valuation Office Agency – Request for information Cemetery: Councillors agreed that the Chairman and Clerk would complete the form.
- 4) MSDC – Notice of submission of Joint Local Plan: Information only.
- 5) Resident – Molehills in Cemetery: Councillors agreed that the Chairman discusses the issue with the grass contractor.
- 6) MSDC Infrastructure Team – April Neighbourhood CIL payment April 2021: Information only.
- 7) Barclays Bank – Closure of Stowmarket Branch: Information only.
- 8) Allotment Tennant – Rubbish at boundary: Agreed at item 19.
- 9) Pegasus Group – Update on queries submitted in response to Reserved matters submission land South of Gipping Road: Information only.
- 10) Resident – Saxham Street. Gritting in freezing weather and volume of traffic: Councillors agreed to advise that the resident that the Parish Council will escalate their concerns to Suffolk Highways.
- 11) Community Speed Watch – Update on community speed watch: Information only
- 12) Resident – Bloor Homes and Mill Street: Councillors agreed that the concerns around the drainage pond would be taken up with Bloor Homes and a report will be made on the Suffolk Highways Portal regarding the signage at Mill Street.
- 13) Gateway 14 – Response planning response to application: Information only.
- 14) MSDC – Spring Clean Suffolk: Councillors agreed that the Clerk would share the Volunteer Litter pick days with MSDC Public Realm Team.

## 21. Monthly Finance

- 1) Cllr Beeson proposed that the quote received from Top Garden for the Footpath Annual Clearance Programme 2021 of £387.60 is accepted. Cllr Voden second with all in favour.
- 2) Cllr Voden proposed that the £100 application fee for the installation of bollards at Trinity Walk is completed. Cllr Johnson seconded with all in favour.
- 3) Councillors noted the receipts received since the last meeting.

Expenditure	Cheque / BACS / SO		Value £
Precept	BACS	MSDC	19,916.00
CIL	BACS	MSDC	80,511.78
Allotment	BACS	Taylor	8.17
Allotment	BACS	Chapman	6.40
Allotment	BACS	Clarke	4.00
COVID Grant	BACS	MSDC	870.00
Cemetery	BACS	Reeves	25.00

Allotments	BACS	Bridges	4.00
			101,345.35

- 4) Cllr Beeson proposed to authorise the May payments. Cllr Voden seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net £	VAT £	Total £
Salaries	BACS	M HAWKINS	269.27		269.27
Salaries	BACS	C PIZZEY	1002.08		1002.08
Expenses	BACS	C PIZZEY	51.18	2.40	53.58
Cemetery	BACS	Joe Herne	140.00		140.00
Misc.	BACS	JRB Enterprise	53.30	10.66	63.96
Asset	BACS	Realise Futures	621.02	124.20	745.22
Grass Cutting	BACS	Top Garden	315.00	63.00	378.00
Grass Cutting	BACS	Top Garden	630.00	126.00	756.00
Grant	BACS	Stowupland Village Magazine	1,500.00		1,500.00
Misc.	BACS	S Reeves	37.81		37.81
			4,619.66	326.26	4,945.92

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

- 1) Full Parish Council is scheduled for Tuesday 8<sup>th</sup> June 2021 at 7.30pm at the Village Hall
- 2) Trim Trial Working Group is scheduled Wednesday 16<sup>th</sup> June 2021 via Zoom
- 3) Finance and Policy is scheduled for Thursday 29<sup>th</sup> July 2021 at URC Church Hall

Meeting closed 21.39 pm