

STOWUPLAND PARISH COUNCIL  
Minutes of the Virtual Meeting of the Parish Council held on 8<sup>th</sup> April 2021 via VIDEOCONFERENCE

Present (by video): Cllrs Laura Beeson, Philip Deal, John Hayward, Laura Johnson, Debra Melhuish, Sally Reeves (Chairman), and Ray Studd, Jerry Voden, Keith Welham, Claire Pizzey (Clerk)  
District Councillor Rachel Eburne and 1 member of the public

The Chairman reported that Mary Bloom an ex Councillor had passed away and asked the members to take a minutes silence in memory of the 48 years that Mary had served on the Council and to give thanks to the contribution that she made to the village

**1. To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act (1972):** Cllr Paula Murton. 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 District Councillor Rachel Eburne highlighted:

- Reminded the Parish Council to complete the Survey for the Babergh & Mid Suffolk Councils Leisure, Sport and Physical Activity Strategy.
- Contact has been made with the Linden Homes Site Manager following continuous concerns from residents.
- An update on the Safety Audit for the proposed controlled crossing on the A1120 has been requested.
- Confirmation has been received from MSDC on the footpath link from Bloor Homes to the Trinity Walk bus shelter. Bloor Homes will construct the length on their land and over the ditch and a response has been made to the Planning Offer to find out who will be constructing the section from the ditch to the bus shelter.
- The Joint Local Plan has been submitted.
- An action plan to improve and strengthen biodiversity in the area has been rolled out. MSDC are offering free trees and hedgerow plants until the end of June. The District Councillors will promote this to resident through an article in Telstar.

No report had been received from the County Councillor.

**3. To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** Cllr Voden declared an interest in item 11.4 as a close friend of the Cemetery Caretaker.

**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 March 11<sup>th</sup> 2021 as a true record:** All Councillor's confirmed receipt of the minutes. Cllr Beeson proposed to accept the minutes of March 11<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 Melhuish with all in favour.

6. **Matters of report:** The members confirmed receipt of all matters of report from the previous meeting:
- **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. No further update has been received.
  - **Track at Mill Cottages:** This will be looked at after the Safer Route to School completion.
  - **SID Device:** It has been agreed to delay the use of the SID device until after the latest lockdown.
  - **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:** Bench has been removed. Agenda item for the new bench.
  - **New gates at Cemetery:** Contractors have confirmed a start date of 21 April 2021.
  - **Cycle Prohibited Signs:** County Councillor Gary Green has contacted Suffolk Highways for a price for 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:** No further update.
  - **Stump Grinding work in cemetery:** Stump grinding done and contractor will weed spray and then seed area ASAP.
  - **New dog Bin at footpath 3:** Work Complete.
  - **Bench opposite Willow Wood:** Awaiting bench to be delivered to contractor.
  - **Removal of the wooden junior multi play equipment:** Work complete.
  - **Quote for tree surgery in Play Park:** Awaiting date from contractor.
  - **Quotes for the cleaning of bus shelters:** Awaiting date from contractor.
  - **Quote for the work to the dog bins:** Work complete.
  - **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.
  - **Investigation of Fit Villages and Most Active County Projects:** The Clerk has made contact and is waiting for information from the organisations.
  - **Quotation and costs for the extension of the Trim trail route with fitness equipment:** Future work.
  - **Heritage leaflets:** Locality grant has been received. Cllr Welham and Clerk to seek draft leaflet for PC to approve.
  - **Meeting with PROW officer at footpath 32:** This had been put on hold until after lockdown 3.0

- **Posts at Gipping Road:** Contractor has agreed a start date of 27 April.
- **Meeting with Community Caretaker:** This will be scheduled once government guidelines allow.
- **Letter to owner of Chip Shop:** Letter sent.
- **Signage for reopening of Play Park:** Signs have been printed. Awaiting collection.
- **Safer Route to School:** No update to date.
- **Resurfacing of FP62 – FP34:** Work is being carried out in the Easter Holidays.
- **Enforcement Application (4697/16) dwelling on Gipping Road:** See correspondence.

7. **Public Forum:** None.

8. **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/21/01382:** Proposal: Householder Application - Erection of two storey side/rear extension. **Location:** Ivy Cottage, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4AX:
- 2) **DC/21/01732: Proposal:** Listed Building Consent -Erection of lean to pitched roof extension to North East gable (following demolition of existing gabled extension), erection of gabled single storey extension and basement with glazed link to the South-East elevation (following demolition of existing flat roof extension), insertion of new doorway to front elevation, replacement/repair of existing windows and associated works as detailed within the design and access statement. **Location:** 17 Mill Street, Stowupland, Stowmarket, Suffolk IP14 5BL: Cllr Welham proposed that the Parish Council Objects to the planning application shown on current application drawings on heritage grounds, although they do not object to the principle of the application. Cllr Studd seconded and all were in favour.
- 3) **DC/21/01731: Proposal:** Householder application - Erection of lean to pitched roof extension to North East gable (following demolition of existing gabled extension), erection of gabled single storey extension and basement with glazed link to the South-East elevation (following demolition of existing flat roof extension), insertion of new doorway to front elevation, replacement/repair of existing windows and associated works as detailed within the design and access statement. **Location:** 17 Mill Street, Stowupland, Stowmarket, Suffolk IP14 5BL: Cllr Welham proposed that the Parish Council Objects to the planning application shown on current application drawings on heritage grounds, although they do not object to the principle of the application. Cllr Studd seconded and all were in favour.
- 4) **DC/21/01751: Proposal:** Planning Application. Change of use of land from agricultural to tourism - siting of 3no camping pods. **Location:** Park Farm, Church Road, Stowupland,

Stowmarket, Suffolk, IP14 4BN: Cllr Studd proposed that the Parish Council supports the application. Cllr Melhuish seconded with all in favour.

**9. Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council:**

- 1) DC/21/00568: Proposal & Location of Development: Householder Application - Erection of single storey rear extension with roof lanterns and insertion of new door and window to west elevation (following removal of existing conservatory. 5 Hawthorn Close, Stowupland, Stowmarket, Suffolk IP14 4DQ. Planning permission has been GRANTED.
- 2) DC/21/01050 Proposal & Location of Development: Householder Application - Erection of detached single bay cart lodge. Colne Cottage, Thorney Green, Stowupland, Stowmarket Suffolk IP14 4AE. Planning permission has been GRANTED.
- 3) DC/21/00513 Proposal & Location of Development: Householder Application - Erection of 1.5 storey side extension to form attached double garage with bedroom over (following removal of existing outbuilding). 2 Gipping Cottages, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4BB. Planning permission has been GRANTED.

**10. To receive the minutes from the Finance and Policy Committee from 18<sup>th</sup> March 2021 and agree the following recommendations:** The members confirmed receipt of the minutes:

- 1) Cllr Johnson proposed that the Parish Council adopts the Lawful Basis for Processing Data Document. Cllr Deal seconded with all in favour.
- 2) Cllr Johnson proposed that a £100 voucher is purchased for the Internal Auditor to carry out the 2020-21 audit. Cllr Deal seconded with all in favour.

**11. To receive a report from the Cemetery and Churchyard Officer and agree the following recommendations:** The members confirmed receipt of the report.

- 1) The Chairman proposed that the quote from S P Trees of £675 for the laying of a new line of slabs at the ashes internment is accepted. Cllr Hayward seconded with all in favour
- 2) The Chairman proposed that the quote from S P Trees of £650 for the work to the trees in the cemetery is accepted. Cllr Beeson seconded with all in favour.
- 3) The Chairman proposed that the offer of £25 is accepted for the 30 used slabs behind the memorial wall. Cllr Johnson seconded with all in favour.
- 4) The Chairman proposed that the hourly rate for the Cemetery Caretaker is increased to £12.50 from 1<sup>st</sup> April 2021. Cllr Hayward seconded with all in favour. Cllr Voden abstained.

**12. To receive a report from the Trim Trial Working Group:** Cllr Welham reported that the Working Group are looking to consult with residents via a questionnaire in Telstar.

**13. To receive an update from Speed Watch:** Members confirmed receipt of the report. The Chairman reported that the speed gun doesn't need to be sent away for calibration as there has been a rule

change. The gun has been checked by the Police during the first Speed Watch session. Cllr Voden agreed to liaise with Old Newton to trial their VAS device in the village. Cllr Welham reported on the Automatic Number plate recognition Project (APNR). Suffolk County Council in partnership with the Police will be trialling the use of ANPR cameras. The cameras will be installed at sites where it has been identified by the parish, with support from their County Councillor at sites that there is a problem with speeding. It was agreed to put the Parish forward for the trial.

- 14. To discuss ideas for celebrating the end of lockdown:** Cllr Welham put forward an idea to light the beacon in memory of those who have died and to recognise and give thanks to all those that have assisted during the pandemic. Cllr Johnson suggested a family picnic to go alongside the event. It was agreed to readdress this at the June meeting once the government has lifted the roadmap to allow gatherings.
- 15. To receive an update on the Parish Council Facebook Page:** Cllr Deal reported that the Face Book page has been set up although not yet live. Cllrs Beeson, Johnson and himself will be administrators for the Face Book page. They will be arranging a meeting to discuss the administration of the page and report back at the May meeting.
- 16. To agree a budget of up to £10,000 for a new piece of play equipment and an application to be made to the Parish CIL fund:** The Chairman proposed a budget of up to £10,000 for a new piece of play equipment and an application is made to the Parish CIL fund. Cllr Melhuish seconded with all in favour.
- 17. To agree a budget of up to £600.00 for a replacement bench following the removal of the Jubilee bench:** The Chairman proposed a budget of £600.00 for a replacement bench. Cllr Beeson seconded with all in favour.
- 18. To note the Clerks report:** Members confirmed receipt of the Clerks report. The Clerk reported on new guidance that had been received from SALC regarding physical meetings. The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 came into force on 29<sup>th</sup> March. The Regulations will permit the return to face-to-face meetings when Step 3 of the Government's Roadmap out of Lockdown is implemented, which the Roadmap states will not be before 17<sup>th</sup> May. Meetings of local councils will be 'permitted organised gatherings', which means face-to-face meetings will be able to take place providing the organiser conducts the appropriate risk assessment and follows the relevant Government guidance for the type of venue. It was agreed to provisionally book the Village Hall for the 8<sup>th</sup> June 2021. Visors to be purchased for all Council members, District and County Councillors and members of staff. Lateral flow testing to be carried out on the day of the meeting.
- 19. To note summary of correspondence received before the meeting and consider any action:**
- 1) To note correspondence from MSDC regarding a Leisure, Sport and Physical Activity Strategy survey: The Chairman and Clerk agreed to complete the survey.

- 2) To note Purchase Order from Suffolk County Council Rights of Way grass cutting programme:  
The Clerk reported that she was seeking quotes for the May meeting.
- 3) To note correspondence from Planning Enforcement regarding land adjacent to The Willows:  
The Clerk to contact Planning Enforcement and advise that the house is in the process of being sold and would recommend action is taken as soon as possible.
- 4) To note correspondence from MSDC Business Rates 2021-22 regarding the Cemetery: No action.
- 5) To note correspondence from Suffolk Highways regarding the extension of a 30mph limit at Fishponds Way Haughley: It was agreed to contact Suffolk Highways to enquiry about extending the 30mph limit along Gipping Road.
- 6) To note correspondence form a resident of Trinity Meadows regarding phase 3 planning application: The Chairman reported that a response has been made to the resident. Cllr Welham reported that he has also received correspondence from residents as District Councillor and these have been forwarded to the Planning Officer.
- 7) To note correspondence from High School requesting litter bin: The Chairman and Clerk to respond to the High School to advise that the Parish Council will not be providing an additional bin.
- 8) To note correspondence from MSDC regarding dog bin on Oxlip: It was agreed that the Parish Council contacts Bloor Homes to ask is they will lower the bin.

**20. To note receipts allocated since the last meeting:** The members confirmed receipt of monies since the last meeting:

Expenditure	Cheque / BACS / SO		Value £
Street Cleansing Grant	BACS	MSDC	793.52
VAT	BACS	HMRC	3,386.95
Misc.	BACS	Haughley Parish Council	35.97
Interest	BACS	A/C50035440	0.26
Interest	BACS	A/C 00099082	0.01
Refund Donation	Credit	Telstar	26.55
Cemetery	Credit	Various	275.00
Allotments	BACS	Bird	11.20
			4,529.46

**21. To approve and authorise April payments (BACS, DD and cheque payments):**

Expenditure	Cheque / BACS / SO		Net £	VAT £	Total £
Salaries	BACS	M HAWKINS	269.27		269.27
Salaries	BACS	C PIZZEY	1,005.21		1,005.21
Expenses	BACS	C PIZZEY	36.09	2.40	38.49

Cemetery	BACS	Sally Reeves	55.24		55.24
Misc.	BACS	Sally Reeves	55.00		55.00
Misc.	BACS	JRB Enterprises	53.30	10.66	63.96
Training	BACS	SALC	12.50	2.50	15.00
Play Park	BACS	Town & Village Maintenance	660.00		660.00
Hall Hire	BACS	Stowupland Village Hall	12.00		12.00
Play Park	BACS	Wickstead	72.73	14.55	87.28
Village Maintenance	BACS	Town & Village Maintenance	880.00		880.00
Play Park	BACS	D-Signs	80.00	16.00	96.00
Subscription	BACS	Parish Online	100.00	20.00	120.00
Allotment	BACS	Environment Agency	23.33		23.33
Subscription	BACS	SALC	787.25		787.25
			4,101.92	66.11	4,168.03

Cllr Beeson proposed that the payments be made. Cllr Voden seconded and all were in favour.

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

- 1) Finance and Policy is scheduled 22<sup>nd</sup> April 2021 via zoom commencing at 7.30pm
- 2) Trim Trial Working Group is scheduled for 27<sup>th</sup> April 2021 via zoom commencing at 2.00pm
- 3) Full Parish Annual Council is scheduled 6<sup>th</sup> May 2021 via zoom commencing at 7.30pm

**23. Members 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:**

See confidential paper.

Meeting closed 21.16 pm