

**STOWUPLAND PARISH COUNCIL**  
**Minutes of the Annual Council Meeting held on 15<sup>th</sup> May 2023 at URC Church Hall**

Present: Cllrs Laura Beeson, Donna Bridges (Chairman), Laura Johnson, Debra Melhuish, Paula Murton, R Studd and Jerry Voden

In attendance: Claire Pizzey (Clerk), District Councillors Rachel Eburne and Janet Pearson, County Councillor Keith Welham and 1 member of the public

**1. Chairman**

Cllr Johnson proposed that D Bridges be elected as Chairman of the Council. Cllr Melhuish seconded with all in favour. D Bridges signed the declaration of acceptance of office.

**2. Vice Chairman**

Cllr Johnson proposed that R Studd be elected as Vice Chairman of the Council. Cllr Melhuish seconded with all in favour.

The Chairman reported that a resignation had been received by John Hayward.

**3. Apologies for Absence**

4. None received

**5. Declarations of Interest**

No declarations of interest were received.

**6. Dispensations**

No requests for dispensations were received.

**7. Minutes**

All Councillor's confirmed receipt of the minutes. Cllr Melhuish proposed to accept the minutes of 6<sup>th</sup> April 2023 as a true record of the meeting and decisions made. Cllr Voden seconded and all were in favour.

**8. Matters of report**

MATTER OF REPORT	COMMENT
Cutting back the trees along the side of The Green up to Corner Farm	Agenda item
Bloor Homes: Purchase of Thradstone Meadow	On going
Bloor Homes: Landscaping	<b>05.01.22:</b> Email from Bloor Homes to advise they are progressing well with landscaping on site.

47 Trinity Walk - Lamp in garden	The Clerk reported that correspondence had been received from MSDC to confirm that the post was in the ownership of Network Power. It was agreed to not pursue this issue any further.
Permanent SID Devices - investigate sites and approval from SCC	Agenda item
30mph Extension Gipping Road	Agenda item
Tree Surgeon to look at trees in Play Park	Agenda item
Write a procedure for Solar SID Device	On going
Trip hazard in Churchyard	Work completed
Quotes for reduction lime trees in cemetery	Agenda item
Footpath at Primary School	Clerk and CC Keith Welham to follow up
Litter Bin Project	Contractor chased as work not completed as advised
Retreat Pond Project - obtain quotes	On going
Grit Bin - Chestnut Close	Grit bin ordered
Bus Shelter - Thorney Green Road	The Clerk reported that the site manager had advised that they are unable to source a match for the roof of the existing bus shelter but they would use a different material.
Bruno Peak D-Day beacon	May 2023 - Once new Council is formed
Play Park Volunteer Day	A volunteer day has been arranged for 8 July
Trim Trail - Bloor Homes commuted sum gym equipment	Email sent to Bloor Homes
Pond Liability report	On going
Litter Picks	On going
Quote for slabs at cemetery	Agenda item
Contact BT regarding making good work on The Green	Email sent
Contact Cadent regarding making good work on The Green	Email sent
Quote for posts and repair to track at Mill Cottages	Agenda item
Remove 3 panels at Birch Close bus shelter and report to MSDC Anti-Social behaviour team	Agenda item

Quote to grass seed and fill in gaps of new footpaths	Agenda item
Contact contractor who completed the footpaths to discuss the loose stones	Work has been completed to rectify this issue
Footpath 56 broken marker	Reported on the SCC portal
Arrange meeting with Low Carbon Contractor - Middlewood Green solar Farm proposal	The Clerk reported that she had attended the public Consultation at Stonham Village Hall and Cllr Studd had taken part in the webinar

#### 9. Co-option

Cllr Johnson proposed that Paula Murton and Laura Beeson are co-opted onto the Council. Cllr Voden seconded and all agreed. The declaration form was signed and Paula Murton and Laura Beeson joined the meeting.

#### 10. Public Forum

A resident presented a proposal to implement measures conducive to a hedgehog friendly environment at the development on Church Road.

#### 11. To receive reports from the County & District Councillors

Members confirmed receipt of the County Council report. County Councillor Welham highlighted:

**Cabinet Meeting:** An Energy Infrastructure Policy was adopted in February 2021 and, following a review, a number of changes are being recommended to Cabinet. The policy will be renamed the Energy and Climate Adaptive Infrastructure Policy. SCC will be looking for full cost recovery in respect of the Council's engagement with the developers of Nationally Significant Infrastructure Projects, (NSIPs).

**Library Service:** A potential deficit of £60k per month was identified in November 2022. This is largely due to increased costs, including staff and energy costs, and loss of income due to reduction in meeting room hiring. Currently, the total cost of providing the Library Service is £5.9 million.

**Oak Farm Meadow – Street Lighting:** SCC Street Lighting were contacted to find out if the lighting along the Thorney Green Road frontage of the site could be re-timed. They replied to say that the Oak Farm Meadow development highways have not yet been adopted and therefore any issues with the lighting need to be referred to the developer. The lighting along the B1115 and Thorney Green Road that borders the development is also not yet being maintained by SCC, so is currently still the responsibility of the developer.

**Saxham Street nameplate:** A resident has reported that a street nameplate in Saxham Street, near the A1120 junction, was taken down and has not been replaced. Street nameplates are a MSDC responsibility.

Members confirmed receipt of the District Council report. District Councillor Rachel Eburne highlighted:

**Solar Farm:** An application for a solar farm in Middlewood Green is expected to be submitted in June or July. The solar farm will impact the areas of Mendlesham, Earl Stonham and Stowupland. A public consultation was held by the applicant on Tuesday 9<sup>th</sup> May in Earl Stonham Village Hall. We noted that the closest housing to the proposed solar farm will be the houses on the east side of Saxham Street which will be approximately 500 metres from the site.

**Planning application Factory site Plan English:** The application is scheduled for the planning committee for 21<sup>st</sup> June 2023. The Clerk was concerned that following the site meeting with the Planning Officer no contact has been made from him regarding an extension for the Parish Council to comment. District Councillor Rachel Eburne agreed to follow this up.

**Trinity Walk and Trinity Meadows Link:** No further update has been received regarding the link from Trinity Walk through to Trinity Meadows. The District Council will follow this up.

**Election:** A full review of the process of nominations and the organisation of the elections will be conducted by Mid Suffolk following mistakes that were made prior to the election.

### Planning

1. Councillors noted that no planning applications had been received.
2. Councillors noted the decisions issued by Mid Suffolk District Council:
  - DC/23/00867** - Proposal & Location of Development: Application for Advertisement Consent - Construction of 3no Halo illuminated Co-op logos, folded tray panels with wooden effect vinyl applied with folded tray fret cut logo panel for petrol canopy and new digitally printed graphics applied to petrol pricing totem. The Cooperative Food And Petrol, Church Road, Stowupland, Stowmarket Suffolk IP14 4BJ. Advertisement consent was GRANTED
  - DC/23/00327** - Proposal & Location of Development: Householder Application - Erection of a rear single storey flat roof extension. 30 Highfield Road, Stowupland, Stowmarket, Suffolk IP14 4DA. Planning permission was GRANTED.
3. **Planning application DC/22/06200** - Erection of a Factory (B2 - General Industrial) with offices Location: Land South West Of, Rendall Lane, Stowupland, Suffolk: Councillors noted receipt of the report from the meeting with the Planning officer and an extension to comment until the Parish Council are re-consulted.

## 12. Statutory Business

1. The Council discussed the need for the Community Events Sub-Committee. Cllr Murton proposed to dissolve the committee. Cllr Voden seconded with all in favour. Councillors reviewed the terms of reference for Committees, Sub-committees, Working Groups and Officers and agreed to approve V1.5 following the removal of the Community Events sub-committee from the document.

2. Councillors confirmed the appointment of Parish Councillors on the following Committees:

<b>Group</b>	<b>Councillor</b>
Bio-Diversity Working Group	Cllr Beeson
Environment & The Green Sub-Committee	Cllrs, Beeson, Melhuish & Murton
Parish Infrastructure Improvement Plan (PIIP) Sub- committee	Cllrs, Bridges, Johnson & Studd (Chair)
Neighbourhood Plan Review Working Group	Cllrs, Bridges and Melhuish

3. Councillors confirmed the appointment of Parish Council Representatives on the following Bodies:

Village Hall Representative	Cllr Voden
SALC Representative (s)	Cllr Bridges & Voden
School Liaison Representative	Cllr Bridges
Telstar Representative	Cllr Voden

4. Councillors confirmed the following Parish Appointed Positions:

Allotments Officer	Cllr Bridges
Cemetery and Churchyard Officer (s)	Cllr Voden & Johnson
Emergency Planning Officer	Cllr Jerry Voden
Footpath Officer	Cllrs Bridges & Melhuish
Play Park Officer	Cllr Murton & Melhuish
Planning Officer	Cllr Studd
Speed Watch Officer	Cllr Voden
Tree Officer (s)	Cllr Studd

5. 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.
6. The Councillors noted the review of the expenditure incurred under s.137 of the Local Government Act 1972:
  - £3,750 to Telstar for a grant donation towards the running costs of the magazine
  - £350 to Mid Suffolk Citizen Advice
  - £50 to Royal British Legion Poppy Appeal
  - £40 to Ladybirds for cake making for the Annual Parish meetings
7. Councillors approved the meeting timetable for 2023-24

### 13. Accounts 2022-23

1. Cllr Studd proposed that the Parish Council approves the budget to actual figures for the year ending 31<sup>st</sup> March 2023. Cllr Johnson seconded with all in favour.

#### Budget v Actual 2021-22

Receipts	Budget 2022-23	31.03.23	Variance
Allotment income	£ 2,043.67	£ 2,130.18	87
Barclaycard Cashback		£ 29.40	29
Cemetery Reserve		£ 4,364.50	4,365
CIL		£ 96,230.75	296,231
Donation		£ -	
Community Events		£ 500.00	500
Footpaths (Rights of way surface cutting)		£ -	0
Grant		£ 1,154.00	1,154
Queens Jubilee		£ 616.00	616
Interest		£ 2,417.85	2,418
Misc.		£ -	0
Precept	£ 46,137.00	£ 46,137.00	0
Street Cleaning	£ 4,940.00	£ 4,940.00	0
VAT		£ 18,269.79	18,270
<b>Total income</b>	<b>£ 53,120.67</b>	<b>£376,789.47</b>	<b>323,669</b>

over

Payments	Budget 2022-23	31.03.23	Variance
Allotments	1,560	1,420	140
Allotment Reserve	500	196	304
Audit costs	1,050	1,040	10
Bio-Diversity & Wildlife Reserve	600	484	116

Cemetery & Churchyard Maintenance	1,500	2,437	(937)	
Cemetery - Expenses	959	925	35	
Cemetery - Reserve expenditure		3,423	(3,423)	
CIL		147,858	(147,858)	
Clerk - salary	14,148	13,209	939	
Clerk - expenses	884	1,150	(266)	
Community Events		520	(520)	
Depreciation & replacement of Assets Reserve	533	1,048	(515)	
Donations	300	440	(140)	
Environment Reserve	1,800	1,950	(150)	
Footpaths ditches and tree surgery	2,000	1,765	235	
General Village Maintenance	2,000	1,113	887	
General Village Maintenance 2020-21		960	(960)	
Grant	3,750	3,750	0	
Grass cutting	5,040	5,310	(270)	
Hall hire	624	592	32	
Insurance	1,255	1,612	(357)	
Misc	1,500	450	1,050	
NP Review Reserve		854	(854)	
Operation London Bridge Reserve		120	(120)	
PAYE		1,432	(1,432)	
Pest Control	900	1,640	(740)	
Play park	500	225	275	
PlayPark Reserve		350	(350)	
Professional Fees		0	0	
Queens Jubilee		2,377	(2,377)	
Speed Watch Reserve		0	0	
Street Cleaning - emptying & consumables	750	682	68	
Street Cleaning - salary	6,249	5,884	365	
Street Lighting - maintenance & power	3,198	1,824	1,374	
Subscriptions	1,092	950	142	
Training	500	257	243	
Trim Trail Reserve		0	0	
Website - Hosting and Domain	500	220	280	
VAT		24,713	(24,713)	
<b>Sub-Total</b>	<b>53,692</b>	<b>233,177</b>	<b>(179,485)</b>	<i>over</i>
<b>Grand Total</b>	<b>(572)</b>	<b>143,613</b>	<b>144,184</b>	<i>over</i>

2. Cllr Studd proposed that the Parish Council approves the Statement of account for the year ending 31<sup>st</sup> March 2023. Cllr Johnson seconded with all in favour.

STOWUPLAND PARISH COUNCIL

## STATEMENT OF ACCOUNTS 31.03.2023

2021-22		2022-23
£2,022.26	Allotments	£2,130.18
	Barclaycard Cashback	£29.40
£2,285.00	Cemetery Reserve	£4,364.50
£299,610.42	CIL	£296,230.75
£624.50	Community Events	£500.00
£800.00	Donation	£0.00
£395.78	Footpath	£0.00
£2,680.00	Grants	£1,154.00
£345.30	Interest received	£2,417.85
£452.02	Misc.	£0.00
£39,832.00	Precept	£46,137.00
	Queens Jubilee	£616.00
£3,243.24	Steet Cleaning	£4,940.00
£7,526.90	VAT	£18,269.79
<b>£359,817.42</b>	<b>TOTAL RECEIPTS</b>	<b>£376,789.47</b>
	<b>PAYMENTS</b>	
£1,448.33	Allotments	£1,420.00
	Allotment Reserve	£195.58
£400.00	Audit costs	£1,040.00
£702.72	Bio Diversity & Wildflower Reserve	£483.98
£572.50	Cemetery & Churchyard Maintenance	£2,436.50
£885.29	Cemetery Expenses	£924.76
£4,908.30	Cemetery Reserve	£3,423.33
£35,725.67	CIL	£147,857.59
£12,851.32	Clerk Salary	£13,208.56
£882.62	Clerk Expenses	£1,149.51
£624.50	Community Events	£520.00
£178.50	Community Speed Watch	£0.00
£1,955.76	Depreciation and Replacement of Assets	£1,047.74
£325.00	Donations	£440.00
	Environment and The Green Reserve	£1,950.00
£375.00	Footpath	£0.00
	Footpath, Tree and Ditch	£1,765.00
£1,860.00	General Village Maintenance	£1,113.35
	General Village Maintenance 2020-21	£960.00
£3,000.00	Grants	£3,750.00
£4,725.00	Grass cutting	£5,310.00
£341.00	Hall Hire	£592.00
£1,206.27	Insurance	£1,612.44
£1,006.23	Miscellaneous	£449.65
	NP Review Reserve	£853.50
	Operation London Bridge Reserve	£120.00
	PAYE	£1,432.37

	Pest Control	£1,640.00
£761.77	Play park	£225.00
£935.00	Playpark Reserve	£350.00
£500.00	Professional Fee	£0.00
	Queens Jubilee Reserve	£2,376.67
£4,009.04	Street Cleaning Salary	£5,884.04
£617.67	Street Cleaning	£682.00
£2,310.00	Street Lighting	£1,823.62
£1,038.85	Subscription	£949.62
£62.50	Training	£257.00
£165.00	Trim Trail Reserve	£0.00
£364.19	Website - Hosting and Domain	£220.00
<u>£7,451.43</u>	VAT	<u>£24,713.14</u>
<b>£92,189.46</b>	<b>TOTAL PAYMENTS</b>	<b>£233,176.95</b>
<b>£ 185,543.10</b>	<b>Balance b/fwd. from 01.04.22</b>	<b>£ 453,171.06</b>
<b>£ 359,817.42</b>	<b>Add Total income</b>	<b>£ 376,789.47</b>
<b>£ 637,549.98</b>	<b>Sub total</b>	<b>£ 1,063,137.48</b>
<b>£ 92,189.46</b>	<b>Less total expenditure</b>	<b>£ 233,176.95</b>
<b>£ 453,171.06</b>	<b>NETT</b>	<b>£ 596,783.58</b>

3. Cllr Studd proposed that the Parish Council approves the Statement of Reserve for the year ending 31<sup>st</sup> March 2023. Cllr Johnson seconded with all in favour.

<b>Statement of Reserves</b>	<b>31.03.23</b>
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	<b>Balance at 31.3.22</b>	<b>Receipts 31.03.23</b>	<b>Transfer</b>	<b>Payments 31.03.23</b>	<b>Transfer</b>	<b>31.03.23</b>
Allotment Reserve		£ 2,630.18		£ 195.58		£ 2,434.60
Bio-Diversity & Wildlife Reserve	£ 122.28	£ 600.00		£ 483.98		£ 238.30
Cemetery Reserve	£ 4,979.49	£ 4,364.50		£ 3,423.33		£ 5,920.66
CIL - separate document	£386,230.44	£296,230.75		£147,857.59		£ 534,603.60
Community Projects	£ 1,850.00					£ 1,850.00
Community Events	£ 7,276.95	£ 500.00	£1,116.32	£ 520.00	£5,000.00	£ 3,373.27
Community Speed Watch	£ 364.70					£ 364.70

Depreciation, replacement and purchase of assets	£ 27,709.27	£ 533.00		£ 1,047.74		£ 27,194.53
Election	£ 1,661.72					£ 1,661.72
Environment Project (The Green)	£ 3,852.10	£ 1,800.00		£ 1,950.00		£ 3,702.10
General Reserve	£ 6,529.11	£ 68,361.04		£ 73,038.56		£ 1,851.59
Kings Coronation		£ 250.00	2,500.00			£ 2,750.00
Neighbourhood Plan Review		£ 904.00		£ 853.50		£ 50.50
Operation London Bridge	£ 250.00			£ 120.00		£ 130.00
Playpark	£ 2,840.00			£ 350.00		£ 2,490.00
Queens Jubilee Reserve	£ 500.00	£ 616.00	£2,500.00	£ 2,376.67	1,116.32	£ 123.01
Sandbag Removal	£ 800.00					£ 800.00
Strategic reserves	£ 4,000.00					£ 4,000.00
Trim Trail Project	£ 3,135.00					£ 3,135.00
Village Maintenance reserve	£ 1,070.00			£ 960.00		£ 110.00
	<b>£453,171.06</b>	<b>£376,789.47</b>	<b>£6,116.32</b>	<b>£233,176.95</b>	<b>£6,116.32</b>	<b>£ 596,783.58</b>

4. Cllr Studd proposed that the Parish Council dissolves the following earmarked reserves

- Operation London Bridge £130
- Queens Platinum Jubilee £123.01
- Village Maintenance £110.00

Cllr Johnson seconded with all in favour.

5. Cllr Studd proposed that the Parish Council approves the asset register for the year ending 31<sup>st</sup> March 2023. Cllr Johnson seconded with all in favour.

6. Cllr Studd proposed that the Parish Council approves the Bank Reconciliation for the year ending 31<sup>st</sup> March 2023. Cllr Johnson seconded with all in favour.

**Stowupland Parish Council Bank Reconciliation at end of March 2023**

**31.03.23**

Barclays Current - 20850365

£ 52,097.76

Barclays Deposit - 00099082	£ 451,468.33
Barclays Comm Events - 50035440	£ 10,370.66
Nationwide - 90133848	£ 82,846.83
Plus Uncleared Deposits	
Less Unpresented Cheques	
	£ 596,783.58
Balance as per books	
Balance at 01.04.22	£ 453,171.06
Receipts	£ 376,789.47
Payments	£ 233,176.95
	£ 596,783.58

7. Cllr Studd proposed that the Parish Council approves the annual return figures for the year ending 31<sup>st</sup> March 2023. Cllr Johnson seconded with all in favour.

## Section 2 – Accounting Statements 2022/23 for

Stowupland Parish Council				
	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	185,543	453,171	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	39,832	46,137	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	319,985	330,652	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	17,042	20,525	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	75,147	212,652	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	453,171	596,783	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	453,171	596,783	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	231,661	294,352	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

8. Cllr Studd proposed that the Parish Council approves the Neighbourhood CIL Expenditure Report 2022-23. Cllr Johnson seconded with all in favour.

## Neighbourhood CIL Expenditure Report

Town or Parish Council: STOWUPLAND

1 April 2022 to 31 March 2023

A	Total CIL income balance carried over from previous year	£386,229.74
B	Total CIL income received in reporting year (receipts)	£296,230.75
C	Total CIL spent within reporting year (expenditure, net amount if VAT recoverable)	£147,857.59
	Total CIL allocated but not yet spent to an agreed project (expenditure, net amount if VAT recoverable)	£64,147.04
	Total CIL requested to be repaid in the year	£NIL
	Total value of CIL receipts subject to a Repayment Notice served in <u>any year</u> that has not been repaid	£NIL
D	Total CIL repaid in the year following a Repayment Notice	£NIL
E	Total CIL retained at year end (A+B-C-D) – <u>Do not include allocated funds within this balance only spent funds.</u>	£534,602.90

### CIL Expenditure – Spent Funds

Items to which CIL funds have been spent:	Amount spent £147,857.59( Net amount if VAT recoverable)
No Parking Signs (final payment)	£830.00
Wooden Post Project	£14,633.00
Air Conditioning Unit URC Church Hall	£2,000.00
Play Equipment	£5,681.86
LED Light Upgrade	£21,835.00
Concrete Base – Queens Jubilee Bench	£686.00
Replacement Windows Church Hall	£14,136.80
Oak Noticeboards	£1,847.44
New Footpaths (Village Green)	£55,853.53
Bin Project (Part payment)	£5,444.75
30mph Extension Gipping Road (Payment for factual report)	£750.00
Laptop for Stowupland Local History Group	£686.02
Stowupland Cricket Club mower and cricket site signs (part payment)	£18,000.00
Outdoor Sound System	£4,683.19
Barrier Columbyne Close	£790.00
<b>Total spent</b>	<b>£147,857.59</b>

### CIL Expenditure – Allocated Funds (not yet spent)

Items to which CIL funds have been allocated but not yet spent:	Amount allocated £64,147.04 (Net amount if VAT recoverable)
Bin Project (Final payment)	£3,055.25
30mph Extension Gipping Road	£9,250.00

Stowupland Cricket Club mower and cricket site signs (Final payment)	£12,000.00
Trim Trail Equipment	£18,841.79
Contribution Phase 1 VH Hall Improvements	£1,200.00
Stowupland Primary School All Weather Track	£14,000.00
Solicitors Fees for Transfer of Cemetery Land	£5,000.00

9. Councillors reviewed the Bank Mandate and approved it as unchanged for 2023-24

Bank Mandate - 31.03.2023		
Barclays		
Signatories on Account:	On-line Authorise:	Transfer funds between Bank Accounts:
Claire Pizzey	Claire Pizzey	Claire Pizzey
Laura Beeson	Laura Beeson	Laura Johnson
Ray Studd	Laura Johnson	Ray Studd
Laura Johnson	Ray Studd	
Nationwide		
Signatories on Account:	Claire Pizzey, Ray Studd and Laura Johnson	

#### 14. Policies and Procedure Review 2023

- 1 Councillors noted the following policies have been reviewed and to approve unchanged as no updates are required:

	Version	Adopted	Reviewed	
<b>Governance:</b> These are only amended when guidance come from NALC				
Code of Conduct	1.0	05.05.2022	CP	15.03.23
Financial Regulations	1.4			
Standing Orders	1.6	20.08.2020	CP	15.03.23
<b>Employment Policies:</b>				
Dignity at Work	1.0	12.06.2014	LJ	06.04.23
Disciplinary policy	1.0	08.10.2015	LJ	06.04.23
Employee Privacy Notice	1.0	14.08.2018	LJ	06.04.23
Grievance Policy	1.0	12.06.2014	LJ	06.04.23
Health & Safety Policy	1.0	10.04.2014	LJ	06.04.23
Sickness Absence Policy	1.0	10.04.2014	LJ	06.04.23
Training and Development	1.1	08.03.2018	LJ	06.04.23
<b>Policies:</b>				
Banking Policy	1.2	04.08.22	RS	03.03.23
Cemetery Policy	1.4	05.01.23	RS	03.03.23
Equality Statement	1.0	10.04.2014	RS	03.03.23

Grant Policy	1.1	12.04.2018	RS	03.03.23
Green Policy	1.0	14.11.2019	RS	03.03.23
Media Policy	1.0	13.08.2015	RS	03.03.23
Noticeboard Policy	1.1			
Safeguarding Policy	1.0	13.12.2018	RS	03.03.23
Social Media Policy	1.0	20.08.2020	RS	03.03.23
Volunteer Policy	1.0	08.03.2018	RS	03.03.23
<b>GDPR:</b>				
Consent Form	1.0	14.08.2018	JH	06.04.23
Data Protection Policy	1.0	14.06.2018	JH	06.04.23
Document and Electronic data policy	1.0	09.08.2018	JH	06.04.23
Lawful basis for processing Data	1.0	08.04.2021	JH	06.04.23
Privacy Notice	1.0	14.08.2018	JH	06.04.23
Security Incident Response Policy	1.0	18.08.2019	JH	06.04.23
Subject Access Request Procedure	1.0	11.10.2018	JH	06.04.23
Subject Access Request Policy	1.0	11.10.2018	JH	06.04.23
<b>Other:</b>				
PIIP Procedure	1.1			

2. Cllr Johnson proposed to adopt the following amendments to policies

- a. Financial Regulations V1.5
- b. Noticeboard Policy V1.1
- c. PIIP Procedure V1.1

Cllr Studd seconded with all in favour.

#### 15. General Data Protection Regulation Audit

Councillors noted the completion of the 2022-23 audit.

#### 16. Neighbourhood Plan Working Group

Councillors noted the report from the working group and no comments were made.

#### 17. Gipping Road

Cllr Studd proposed that the factual report is agreed following the removal of the reference to the Nutshell and additional comments to be made regarding the emergency accesses from the development onto Gipping Road. Cllr Voden seconded with all in favour. The Clerk and County Councillor Welham to draft a response to the consultation.

#### 18. Vehicle Activated Devices

CLlr Voden proposed that the Parish Council agrees the cost of £1,710 for the contribution towards the installation of the 3 Solar posts and that this will be added to a Parish CIL application to include solar devices at the June meeting. Cllr Johnson seconded with all in favour.

## 19. Finance

1. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Precept	BACS	MSDC	£ 25,282.00
CIL	BACS	MSDC	£ 80,419.68
			£ 105,701.68

2. Cllr Beeson proposed to authorise the May payments. Cllr Voden seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 331.23		£ 331.23
Wages	BACS	D Long	£ 244.17		£ 244.17
Wages	BACS	C PIZZEY	£ 1,262.01		£ 1,262.01
Expenses	BACS	C PIZZEY	£ 36.99	£ 2.60	£ 39.59
Expenses	DD	Barclaycard	£ 266.28	£ 48.48	£ 314.76
Kings Coronation	BACS	D&D Bouncy Castle Hire	£ 160.00		£ 160.00
Cemetery	BACS	Social Gardener	£ 99.00		£ 99.00
Cemetery reserve	BACS	AJP Services	£ 895.00		£ 895.00
Allotment	BACS	Environment Agency	£ 23.51		£ 23.51
Subscription	BACS	SALC	£ 752.59		£ 752.59
Kings Coronation	BACS	L Johnson	£ 60.00		£ 60.00
Kings Coronation	BACS	Nags Shed	£ 21.00		£ 21.00
Grant	BACS	Good Neighbour	£ 264.00		£ 264.00
Grant	BACS	Telstar	£ 4,915.00		£ 4,915.00
Cemetery reserve	BACS	Town & Village	£ 1,000.00		£ 1,000.00
CIL	BACS	Freeman Primary School	£14,800.00		£14,800.00
Hall Hire	BACS	Stowupland Village Hall	£ 27.00		£ 27.00
Litter & Dog Empty	BACS	MSDC	£ 789.94	£ 157.99	£ 947.93
NP Grant Review	BACS	Groundworks	£ 50.50		£ 50.50

£25,998.22	£ 209.07	£26,207.29
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3. Cllr Studd proposed that the Parish Council accepts the quote from A E White of £695.00 for the work to the track at Mill Cottages to be funded from Parish CIL. Cllr Voden seconded with all in favour.
4. Cllr Melhuish proposed that the Parish Council accepts the following quotes from W J Jarvis for the following work:
  - a) The quote for the tree surgery at the Play Park was rejected. Councillors agreed that this is forwarded to the Village Hall Management Committee to action following the signing of the Occupational Licence.
  - b) Maple Road Bridge at a cost of £450 + VAT
  - c) Lime trees in cemetery at a cost of £4,550 +VAT and this will be a Parish CIL application.
  - d) Tree surgery The Green opposite Butchers at a cost of £300 +VAT

Cllr Murton seconded with all in favour.

5. Cllr Johnson proposed that the Parish Council accepts the quotes from AJP Services for the following work:
  - a) Trip hazard on path outside The Retreat at a cost of £95.00.
  - b) The quote to seed and backfill near butchers at a cost of £195.00 was rejected.
  - c) The quote to seed and backfill near chip shop at a cost of £795.00 was rejected. Cllr Johnson reported that grass seed had been sown in this area.
  - d) The quote to remove and dispose of panels at bus stop at a cost of £145.00 was rejected and the Volunteers would carry out this work.
  - e) 2 x rows of slabs at cemetery at a cost of £995.00.

Cllr Studd seconded with all in favour.

## 20. Councillors Reports

Cllr Murton reported that the no construction signs that Linden Homes put up around the village need to be removed. It was agreed to contact Linden Homes and ask them to action this. Cllr Johnson reported on the state of the last Green cut. The Clerk also reported that she had received calls from some upset residents about the state the cemetery had been left after the cut last week. The cut had been so short that it had left the graves bare of grass. It was agreed to purchase some grass seed for the cemetery and take photos and send to the contractor. The Chairman requested that a letter of thanks is sent to the residents of Green View who have left The Green as it was found following work to the front of the property. Members agreed.

## **21. Correspondence**

Councillors to note correspondence already circulated and consider any action.

1. Resident – Proposal to implement measures conducive to a hedgehog friendly environment at the development on Church Road. It was agreed to incorporate this into the NP Review Bio-Diversity Policy.
2. Resident – Graffiti around the village: It was agreed to respond to the resident to advise the work the Parish Council has done to eradicate the graffiti and invite them along to the volunteer day.
3. NALC – Legal update April 2023: Update only

## **22. Dates of next meetings**

1. Bio-Diversity and Wildlife Working Group Monday 22<sup>nd</sup> May 2023 7.30pm at URC Church Hall
2. Parish Council Meeting Thursday 1 June 2023 7.30pm at URC Church Hall

Meeting closed 20.35