

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 3rd October 2024 at URC Church Hall

Present: Cllrs Laura Beeson, Donna Bridges (Chair), Terry Easter, Laura Johnson, Paula Murton, Hayden Power. Ray Studd

In attendance: Claire Pizzev (Clerk), District Councillor Rachel Eburne, District Councillor Janet Pearson (arrived at item 9), County Councillor Keith Welham and 3 members of the public

1. Apologies for Absence

1. Apologies were received from Cllrs Melhuish and Voden.
2. Councillors voted to accept the apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Dispensation

There were no dispensations received.

4. Minutes

All Councillor's confirmed receipt of the minutes from the meetings of the 5th & 18th September 2024. Cllr Studd proposed to accept the minutes of the meeting of the 5th September 2024 as a true record of the meeting and decisions made. Cllr Easter seconded and all were in favour. Cllr Studd proposed to accept the minutes of the Extra Ordinary meeting of the 18th September 2024 as a true record of the meeting and decisions made. Cllr Easter seconded with all in favour.

5. Matters of reports

MATTER OF REPORT	COMMENT
Bloor Homes: Purchase of Thradstone Meadow	On going
Retreat Pond Project	On going
Bus Shelter - Thorney Green Road	Completion by end of October
Order and plant oak tree at cemetery	
Investigate Defibrillator	Equipment has been received and will be installed on the 21 st & 22 nd October
Arrange CPR training	On going
Duck crossing Signs	It was agreed to purchase some signs and put up as Management Company have not responded to the Councils request

Contact Linden Homes regarding repair of Track at Thorney Green Road	On going
Bio-Diversity questionnaire	November agenda
Play Park inspection quotes for work	Awaiting quotes
Churchyard Gates	Order placed - 8 week lead time
Additional Housing and Bin Cemetery	Awaiting quotes
Quotes for Grass cutting - October meeting	Awaiting quotes
Quotes Tree work on The Green	Agenda item
Quote no turning signs	
Investigate permanent solar SID for Church Road	On going
Hornbeam Road Sign - reposition	Contact made with Address Management to re-instate the sign
Linden Homes - Ditch	Reported to Linden Homes - No response
Bollards at Trinity Walk	Work being carried out week commencing 8 October
Investigate Scribe - Accounts package	Agenda item

6. Public Forum

A resident expressed gratitude to the Parish Council for their ongoing efforts in addressing the installation of bollards at Trinity Walk, the widening of footpath FP46 (beside the Primary School), and the upgrade of FP35 near The Crown on Church Road. They also requested that both Parish and County Councillors monitor the hedge at the entrance of the High School, as it poses a visibility issue for pedestrians crossing. As a former Councillor and Chair of the Council, the resident expressed gratitude to the clerk for her dedicated work with the Parish. Another resident thanked the clerk for her contribution to the village over the past 10 years. County Councillor Keith Welham, also a resident of the village, also expressed his appreciation for the Clerk's work with the Parish. As a former Chair, he noted his involvement in some of the changes implemented during the Clerk's time with the village.

7. To receive a report from the County Councillor Keith Welham

Members confirmed receipt of the County Council report. County Councillor Keith Highlighted: Stowupland High School Sixth Form: Cllr Studd raised concerns about the High School not offering Sixth Form places for the 2025/26 academic year. The members agreed that this issue needs to be addressed, as students have to travel to Ipswich or Bury St Edmunds for Sixth Form after September

2025. County Councillor Keith Welham agreed to relay these concerns to Suffolk County Council for further comment.

Highways Maintenance Operational Plan: A motion requesting the Council to amend their Highways Maintenance Operational Plan will be discussed at the October Council meeting. The proposal urges the County Council to review the current criteria and lower the threshold, allowing potholes that currently don't qualify for repair to meet the new standards.

8. To receive a report from the District Councillors Rachel Eburne & Janet Pearson:

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

District Councillor Rachel Eburne stated that it has been a pleasure working with a clerk who is so capable, efficient, and always willing to assist and engage in all aspects of the parish.

Rural housing event: Babergh and Mid Suffolk District Councils are hosting a Rural Housing Event on Wednesday, 6 November 2024 at Lavenham Village Hall, from 9am to 1pm. Where you can hear about the benefits and advantages of community led rural housing schemes.

Connecting Communities Rural Transport Event: Drop in events are being held by Suffolk County Council the event in Stowmarket is being held on 6th November from 2.00pm-3.30pm at Hillside Community Centre.

Simpler Recycling: The proposed Simpler recycling scheme approved by Cabinet was agreed by Council at the September meeting. The proposals include weekly food waste collections from 2026 as well as accepting more recyclable waste with the addition of a second recycling bin for every household. This will mean that the general waste black bin will not fill up as quickly, and any changes to the collection cycle will be explained to residents as part of a Suffolk-wide communication ahead of the 2026 roll-out. 58% of what homeowners put in their black bin could be recycled.

Locality funding: Applications for this year's Locality Awards grants are now open and the District Councillors are looking for applications from Stowupland clubs and organisations.

Enforcement: Cllr Studd asked the District Councillors to report on the planning application at Church Road. According to the Landex construction management plan, the temporary road was supposed to be closed once the access road was completed, but it remains in use.

9. Planning

1. Councillors reviewed and agreed a response to the following planning applications:

DC/24/04056 - Proposal: Householder Application - Erection of single storey rear extension and double garage (following demolition of existing side extension and garage). Location: 20 Saxham Street, Stowupland, Stowmarket, Suffolk IP14 5DA. Cllr Studd proposed that the Parish Council SUPPORTS the application. Cllr Easter seconded with all in favour.

2. Councillors noted that no that no decisions were issued by Mid Suffolk District Council planning decision were

10. Bio-Diversity & Wildlife Conservation Working Group

Councillors noted the report from the Working Group and no comments were made.

11. Tree Surgery The Green

Cllr Studd proposed that the Parish Council accepts the quote received from W J Jarvis for £3,775.00 for the following tree surgery needed on The Green and the money is taken from The Environment (The Green) Reserve.

1. Birch Close - Removing any major deadwood from all the trees, cutting ivy at base and cutting back any low over hanging growth over footpath side.
2. Birch Close - There is two large multi stem field maple tree (30% crown reduction due to the low down fork unions)
3. Birch Close - Re-pollarding three willow trees back to previous cuts and cutting back low epicormic growth.
4. Tree over hanging path at butchers, cut back off path
5. Felling dead hawthorn tree by Maple road/foot bridge
6. Trees over hanging path, opposite the retreat pub - Two large lime trees, small willow and prunus (reducing all by up to 30%)

Cllr Beeson seconded with all in favour.

12. Scribe

The Chairman proposed that the Parish Council agrees to the implementation of Scribe Accounting at a cost of £299 + Vat for the initial set up and £35 +vat a month for the software package. Cllr Studd seconded with all in favour. Cllrs Bridges, Johnson & Studd to train on the scribe package.

13. Risk Assessments

Councillors reviewed the Risk Assessments and no changes were made.

1. Cemetery Caretaker and General Maintenance Worker Risk Assessment
2. Clerk Risk Assessment Risk Assessment
3. Community Litter Picker
4. Parish Risk Assessment
5. Volunteer Risk Assessment
6. Financial Risk Assessment
7. Vehicle Activated Sign Risk Assessment

14. Finance

1. Members confirmed receipt of quarter 2 accounts

- a. Councillors noted the Bank reconciliation to 26.09.24 and the Clerk confirmed that Cllr Studd had signed this off prior to the meeting.

<p>Stowupland Parish Council Bank Reconciliation to the end of March 2025</p>
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26.09.24

Barclays Current - 20850365	£	147,290.12
Barlcays Deposit - 00099082	£	460,327.53
Barclays Comm Events - 50035440	£	10,574.15
Nationwide - 90133848	£	85,754.07
Plus Uncleared Deposits		
Less Unpresented Cheques		
	£	<u>703,945.87</u>

Balance as per books

Balance at 01.04.24	£	697,658.08
Receipts	£	90,744.25
Payments	£	<u>84,456.46</u>
	£	<u>703,945.87</u>

- b. Councillors reviewed and approved the budget to actual accounts for quarter 2 and no comments were made.

Budget to Actual 2024-25

Receipts	2024-25	26.09.24
Allotment income		£ 95.00
Barclaycard Cashback		£ 10.00
Cemetery Reserve		£ 1,485.00
CIL		£ 14,485.23
Interest	£ 500.00	£ 3,502.43
Grant		£ 500.00
Misc.		£ 27.80
Precept	£55,925.00	£ 55,925.00

Street Cleaning Grant 2023/24		£ 2,709.20
Street Cleaning	£ 5,949	£ 4,164.16
VAT		£ 7,840.43
Total income	£62,373.80	£ 90,744.25

Payments	2024-25	26.09.24
Allotments	£ 1,300.00	£ 731.71
Allotment Reserve		£ 1,425.00
Audit costs	£ 1,330.00	£ 1,050.00
Bio-Diversity & Wildlife Reserve	£ 700.00	£ 113.49
Cemetery & Churchyard Maintenance	£ 2,607.00	£ 2,222.00
Cemetery - Expenses	£ 1,200.00	£ 708.40
CIL		£ 43,875.99
Community Events		£ 137.91
Depreciation & replacement of Assets Reserve	£ 591.00	£ 350.33
Donations	£ 400.00	£ -
Expenses	£ 1,110.00	£ 1,059.99
Footpaths ditches and tree surgery	£ 2,000.00	£ 250.00
General Village Maintenance	£ 2,000.00	£ 240.00
General Reserve	£ 5,500.00	
Grant	£ 2,995.00	£ 2,995.00
Grass cutting	£ 5,910.00	£ 4,350.00
Hall hire	£ 671.00	£ 56.00
Insurance	£ 1,519.93	£ 1,579.48
Misc	£ 1,000.00	£ -
Pest Control	£ 1,000.00	£ 740.00
Play park	£ 500.00	£ 53.15
Play Park Reserve	£ 500.00	£ -
Salaries	£22,584.00	£ 11,011.51
Street Cleaning - emptying & consumables	£ 888.00	£ 1,045.54

Street Lighting - maintenance & power	£ 3,997.50	£ -
Subscriptions	£ 980.00	£ 823.35
Training	£ 500.00	£ -
Trim Trail Reserve		£ 1,473.60
Website - Hosting and Domain	£ 600.00	£ -
VAT		£ 8,164.01
Sub-Total	£ 62,383	£ 84,456.46

- c. Councillors reviewed and approved the reserves for quarter 2 and no comments were made.

Stowupland Parish Council	
Reserves	26.09.24

	Balance at 31.3.24	Receipts 26.09.24	Payments 26.09.24	26.09.24
Allotment Reserve	£ 4,177.65	£ 95.00	£ 1,425.00	£ 2,847.65
Bio-Diversity & Wildlife Reserve	£ 721.38	£ 775.00	£ 113.49	£ 1,382.89
Cemetery Reserve	£ 11,705.66	£ 1,485.00		£ 13,190.66
CIL - separate document	£ 616,475.33	£14,485.23	£43,875.99	£587,084.57
Community Projects	£ 1,850.00			£ 1,850.00
Community Events	£ 5,414.05		£ 137.91	£ 5,276.14
Community Speed Watch	£ 364.70			£ 364.70
Depreciation, replacement and purchase of assets	£ 27,078.37	£ 591.00		£ 27,669.37
Election	£ 1,470.82			£ 1,470.82
Environment (The Green)	£ 3,702.10			£ 3,702.10
General Reserve	£ 15,258.82	£67,313.02 £ 5,500.00	£37,430.47	£ 50,641.37
Neighbourhood Plan Review	-£ 50.00			-£ 50.00
Pride in my Place Grant	£ 25.00			£ 25.00
Playpark	£ 1,990.00	£ 500.00		£ 2,490.00
Sandbag Removal	£ 800.00			£ 800.00

Strategic reserves	£ 4,000.00			£ 4,000.00
Trim Trail Project	£ 2,674.20		£ 1,473.60	£ 1,200.60
	£ 697,658.08	£ 90,744.25	£84,456.46	£703,945.87

2. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Cleansing Grant	BACS	MSDC	£ 1,354.60
Grant	BACS	Suffolk CC	£ 500.00
Precept	BACS	MSDC	£ 27,962.50
VAT	BACS	HMRC	£ 7,840.43
			£ 37,657.53

3. Cllr Johnson proposed to authorise the October payments. Cllr Murton seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 324.61		£ 324.61
Wages	BACS	D Long	£ 247.87		£ 247.87
Wages	BACS	C PIZZEY	£ 1,378.34		£ 1,378.34
Expenses	BACS	C PIZZEY	£ 39.00		£ 39.00
CIL	BACS	St Johns Ambulance	£ 2,996.00	£ 599.20	£ 3,595.20
Various	DD	Barclaycard	£ 56.49	£ 11.30	£ 67.79
Village Maintenance	BACS	MSDC	£ 315.14	£ 63.03	£ 378.17
Grass Cutting	BACS	Top Garden	£ 870.00	£ 174.00	£ 1,044.00
Bio-Diversity	BACS	Keith Welham	£ 33.73		£ 33.73
Bio-Diversity	BACS	Hudson Group	£ 55.80	£ 11.16	£ 66.96
CIL	BACS	Stowupland Bowls Club	£10,459.08		£10,459.08
Expenses	BACS	Donna Bridges	£ 32.50		£ 32.50
Hall Hire	BACS	Stowupland URC Church	£ 330.00		£ 330.00

	BACS	Taydal Surfacing Ltd	£19,768.93	£3,953.79	£23,722.72
			£36,907.49	£4,812.48	£41,719.97

4. Councillors noted the VAT refund claim of £7,840.43 for the period from 01.02.24-30.06.24

15. Clerks Report

Councillors noted receipt of the Clerks report and no comments were made.

16. Councillors Reports

The Chair reported that there are barriers in a pile that still need removing from FP46 and thanked the Clerk on behalf of the Parish Council for her hard work and dedication to the Council over the past 10 years, as well as for the support she has provided since she took on the role of Chair for the Council.

17. Correspondence

Stowmarket Mayor - Invitation to civic celebration and reception 20th October 2024: Information.

Suffolk County Council - Letter confirming locality funding for Defibrillator: Information.

Resident - Lending Library: The members agreed that this was a good idea for the village and agreed to discuss ideas on a location for the lending library at the November meeting.

MSDC - Confirmation of CIL funding for footpath 35 adjacent Church Road: Information

Suffolk Police & Crime Commissioner 2024/25 leaflet: Information

Offton & Wallisham Group ESN Pylons – Meetings re National Grid Pylons Proposal: Information.

18. Dates of next meetings

1. Cemetery and Churchyard Working Group Saturday 5th October 2024 10.00am at Holy Trinity Churchyard
2. Bio-Diversity and Wildlife Working Group Monday 14th October 2024 7.30pm at URC Church Hall
3. Parish Council Meeting Thursday 7th November 2024 7.30pm at URC Church Hall

Meeting closed 20.12

A copy of any reports or correspondence cited in the minutes can be made available from the clerk:

parishclerk@stowuplandpc.co.uk