

STOWUPLAND PARISH COUNCIL

2 Broomspath Road, Stowupland, Suffolk, IP14 4DB
Tel: 01449 677005 Email: parishclerk@stowuplandpc.co.uk
Chairman: Councillor: Sally Reeves Clerk: Mrs Claire Pizzey

Annual General Meeting of STOWUPLAND PARISH COUNCIL
to be held in Stowupland **Church Hall** on Thursday 11 May 2023 at 7.30pm.

The meeting will consider the items set out below. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (01449 677005 or email parishclerk@stowuplandpc.co.uk) at least 24 hours before the meeting so that every effort may be made to provide access.

All Parish Council Meetings are open to the Public and Press Photographing, recording, and broadcasting or transmitting the proceedings of a meeting by any means is permitted. It is our policy that anyone who wishes to do so must speak with the Clerk prior to the meeting.

AGENDA

1. Chairman

To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office

2. Vice Chairman

To elect a Vice Chairman of the Council

3. Apologies for Absence

1. Councillors to note any apologies for absence
2. Councillors to vote on acceptance of apologies for absence

4. Declarations of Interest

To receive any Councillors' Declarations of Local Non-Pecuniary Interests

5. Dispensations

To receive any requests for dispensations

6. Minutes

Councillors to review and approve the minutes of the Parish Council meetings of 6th April 2023

7. Matters of report

To review the matters arising from previous meetings and agree further action

8. Co-option

To fill the casual vacancies for a Parish Councillor by co-option

9. Public Forum

The public will be invited to address the Parish Council. Each member of the public will be allowed a maximum of 3 minutes to address the council with their questions

10. To receive reports from the County & District Councillors

To respond to any questions on reports previously submitted to the Parish Council

11. Planning

1. Councillors to note no planning applications have been received.
DC/23/01313 - Proposal: Householder Application - Erection of extension to existing garage/carport to form double garage Location: 2 Fairfield Cottages, The Green, Stowupland, Stowmarket Suffolk IP14 4AD
2. Councillors to note 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 to note the report from the meeting with the Planning officer and to note an extension to comment until the Parish Council are re-consulted.

12. Statutory Business

1. Councillors to review the terms of reference for committees
2. Councillors to confirm the appointment of Parish Councillors on the following Committees:, Community Events Sub-Committee, Environment & The Green Sub-Committee, PIIP Working Group, Trim Trail Working Group
3. Councillors to confirm the appointment of Parish Council Representatives on the following Bodies: Village Hall Management Committee
4. Councillors to confirm the following Parish Appointed Positions: Allotment Officer, Cemetery & Churchyard Officer, Emergency Planning Offer, Footpath Officer, Play Park Officer, Planning Officer, Speed Watch Officer, SALC Representative, School Liaison Representative, Telstar Representative and Tree Warden
5. Councillors to confirm the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer
6. Councillors to review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

- Councillors to approve the revised meeting timetable for 2023-24

13. Accounts 2022-23

- Councillors to approve the budget to actual figures for the year ending 31st March 2023
- Councillors to approve the Statement of account for the year ending 31st March 2023
- Councillors to approve the Statement of Reserve for the year ending 31st March 2023
- Councillors to agree to dissolve the following earmarked reserves
 - Operation London Bridge £130
 - Queens Platinum Jubilee £123.01
 - Village Maintenance £110.00
- Councillors to approve the asset register for the year ending 31st March 2023
- Councillors to approve the Bank Reconciliation for the year ending 31st March 2023
- Councillors to approve the annual return figures for the year ending 31st March 2023
- Councillors to approve the Neighbourhood CIL Expenditure Report 2022-23
- Councillors to note that the Bank Mandate has been reviewed and to approve unchanged for 2022-23

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:		

14. Policies and Procedure Review 2023

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

	Version	Adopted	Reviewed	
Governance: 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
Employment Policies:				
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
Policies:				
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
GDPR:				
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
Other:				
PIIP Procedure	1.1			

2. Councillors to agree to adopt the following amendments to policies

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

15. General Data Protection Regulation Audit

Councillors to note the completion of the 2022-23 audit

16. Neighbourhood Plan Working Group

Councillors to note the report from the working group

17. Gipping Road

Councillors to consider the finalised factual report and make any changes before submission for a formal decision

18. Vehicle Activated Devices

Councillors to agree 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

19. Finance

1. Councillors to note receipts received since the last meeting
2. Councillors to approve the May payments (BACS, DD, and cheque payments)
3. Councillors to agree the quote from A E White for the work to the track at Mill Cottages
4. Councillors to consider the quote from W J Jarvis for the following work:
 - a) Tree surgery at the Play Park
 - b) Maple Road Bridge
 - c) Lime trees in cemetery
5. Councillors to consider the quote from AJP Services for the following work:
 - a) Trip hazard on path outside The Retreat
 - b) Seed and backfill near butchers
 - c) Seed and backfill near chip shop
 - d) Remove and dispose of panels at bus stop
 - e) 2x rows of slabs at cemetery

20. Councillors Reports

Councillors to report any issues

21. Correspondence

Councillors to note correspondence circulated and consider any action

22. Dates of next meetings

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

Claire Pizzey

Claire Pizzey | Clerk & RFO to the Council

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