

# STOWUPLAND PARISH COUNCIL

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

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STOWUPLAND PARISH COUNCIL are summoned to attend the  
Council Meeting of STOWUPLAND PARISH COUNCIL  
to be held in Stowupland URC Church Hall on Thursday 7<sup>th</sup> March 2024 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. Apologies for Absence

1. Councillors to note the resignation of Gemma Whitehouse from the Council
2. Councillors to note any apologies for absence
3. Councillors to vote on acceptance of apologies for absence

### 2. Declarations of Interest

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

### 3. Dispensations

Councillors to consider the following dispensations:

### 4. Minutes

Councillors to review and approve the minutes of the Parish Council meetings

- 1<sup>st</sup> February 2024

### 5. Matters of report

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

### 6. 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

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

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

## 8. To receive a report from the District Councillors Rachel Eburne and Janet Pearson

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

## 9. Planning

1. Councillors to note that no planning applications have been received
2. Councillors to note that no decisions have been issued by Mid Suffolk District Council

## 10. Cemetery

1. Councillors to consider obtaining a quote for the grass to be collected and removed from the cemetery
2. Councillors to agree that permission is given to the Grass Contractor to cut down flowers that are growing on graves and move anything that is obstructing the cutting of graves which is contrary to the cemetery policy
3. Councillors to discuss and consider obtaining a quote for the cost of levelling graves 6 months after the burial

## 11. Meeting Dates

1. Councillors to agree to change the date for the May and June Parish Council meetings to the second Thursday of the month
2. Councillors to note the Annual Parish Meeting date of Wednesday 10<sup>th</sup> April 2024 and consider the format of the meeting

## 12. Policies and Procedure Review

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

	Version	Adopted	Reviewed by	Date of Review
<b>Governance:</b>				
Code of Conduct	1.0	05.05.2022	Clerk	06.02.24
Financial Regulations	1.4	20.08.2021	Clerk	06.02.24
Standing Orders	1.6	20.08.2020	Clerk	06.02.24
<b>Employment Policies:</b>				
Dignity at Work	1.0	12.06.2014	DM	23.02.24
Disciplinary policy	1.0	08.10.2015	DM	23.02.24
Employee Privacy Notice	1.0	14.08.2018	DM	23.02.24
Grievance Policy	1.0	12.06.2014	DM	23.02.24
Health & Safety Policy	1.0	10.04.2014	TE	09.02.24
Sickness Absence Policy	1.0	10.04.2014	TE	09.02.24

Training and Development	1.1	08.03.2018	TE	09.02.24
<b>Policies:</b>				
Banking Policy	1.2	04.08.22	TE	09.02.24
Cemetery Policy	1.4	Under Review		
Equality Opportunities Statement	1.0	10.04.2014	LJ	22.02.24
Grant Policy	1.0	12.04.2018	LJ	22.02.24
Green Policy	1.0	14.11.2019	LJ	22.02.24
Media Policy	1.0	13.08.2015	LJ	22.02.24
Noticeboard Policy	1.1	15.05.2023	JV	
Reserves Policy	1.0	04.08.23	JV	
Safeguarding Policy	1.0	13.12.2018	JV	
Social Media Policy	1.0	20.08.2020	JV	
Volunteer Policy	1.0	08.03.2018	PM	15.02.24
<b>GDPR:</b>				
Consent Form	1.0	14.08.2018	PM	15.02.24
Data Protection Policy	1.1	14.06.2018	PM	15.02.24
Document and Electronic data policy	1.0	09.08.2018	PM	15.02.24
Lawful basis for processing Data	1.0	08.04.2021	DB	29.02.24
Privacy Notice	1.0	14.08.2018	DB	29.04.24
Security Incident Response Policy	1.0	18.08.2019	DB	29.04.24
Subject Access Request Procedure	1.0	11.10.2018	DB	29.04.24
Subject Access Request Policy	1.0	11.10.2018	RS	22.02.24
<b>Other:</b>				
PIIP Procedure	1.1	08.03.2018	RS	22.02.24
Pre-Planning Protocol	1.0	08.06.2017	RS	22.02.24
Reporting at meetings <i>amended word Chairman to Chair</i>	1.0	11.12.2015	RS	22.02.24

### **13. Internal Control Statement**

Councillors to note that the Internal Control Statement for the year ending March 2024 has been completed

### **14. Fidelity Guarantee**

To check the level of fidelity guarantee cover

### **15. General Data Protection Regulation Audit**

To note that the 2023-24 audit was completed

### **16. Finance**

1. Councillors to note receipts received since the last meeting
2. Councillors to approve the March payments (BACS, DD, and cheque payments)

### **17. Clerks Report**

Councillors to note the Clerks report and make any comments

### **18. Councillors Reports**

Councillors to report any issues

### **19. Correspondence**

Councillors to note correspondence circulated and consider any action

### **20. Dates of next meetings**

1. Biodiversity and Wildflower Working Group Monday 11<sup>th</sup> March 2024 7.30pm at URC Church Hall
2. Parish Council Meeting Thursday 4<sup>th</sup> April 2024 7.30pm at URC Church Hall

### **21. To resolve 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**

1. Parish CIL expenditure
2. Parish SID devices
3. Request in Cemetery
4. Clerk Appraisal

*Claire Pizzey*

Claire Pizzey | Clerk & RFO to the Council

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