

# 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> September 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. Apologies for Absence**

1. Councillors to note any apologies for absence
2. 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 of 3<sup>rd</sup> August 2023

### **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 review and approve a response to the following planning applications:  
**DC/23/03993 APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S)** - Proposal: Application under S73a for Remove or Variation of a Condition following grant of DC/21/02368 dated 18.06.2021 Town and Country Planning Act 1990 (as amended) - Erection of 1No dwelling - To vary Condition 2( Approved Plans and Documents) to include erection of detached garage. Location: Acorn Place, Saxham Street, Stowupland, Stowmarket Suffolk IP14 5DA  
**APPLICATION FOR DISCHARGE OF CONDITION(S) - DC/23/04017 - Proposal:** Discharge of Conditions Application for DC/22/03761 - Condition 9 (Construction Management Plan) Location: Land On The South East Side Of, Church Road, Stowupland, Suffolk IP14 4BQ  
**DC/23/03992 Proposal:** Full Planning Application - Extensions and alterations to existing Village Hall, construction of storage compound, associated external and landscaping works (following demolition of Bowls Pavilion) Location: Stowupland Village Hall, Church Road, Stowupland, Stowmarket Suffolk IP14 4BG
2. Councillors to note the decisions issued by Mid Suffolk District Council:  
**DC/22/03761** - Proposal & Location of Development: Application for approval of Reserved Matters following Outline Planning Approval 1884/16 dated 24/12/2019 - Erection of 18 dwellings, parking for primary school and extension to cemetery. Submission of details for Appearance, Layout, Landscaping and Scale. Land On The South East Side Of, Church Road, Stowupland, Suffolk
3. **Trinity Meadows - DC/21/00946 & DC/20/00925:** Councillors to consider raising an enforcement against 110 Oxlip Way to reinstate the office as a garage as this is one of the dedicated parking spaces for the property and evidence the option to purchase solar panels on any property in phase 3 of the development.
4. **New Development at Land On The South East Side Of Church Road Stowupland Suffolk:**  
Councillors to suggest 3 new road names for the development

## 10. Bio-Diversity & Wildflower Working Group

Councillors to note the report from the Bio-Diversity & Wildflower Working Group

1. Councillors to agree that the Parish Clerk submit the attached application forms to MSDC for the provision of trees and seeds, fully funded by MSDC.
2. That the Council will enter into discussions regarding a revised long-term grass and open space maintenance regime with the Wildflower and Biodiversity Group to be part of the Council's commitment to reducing the effects of climate change and loss of biodiversity.
3. Representatives of the Council will meet with the Wildflower and Biodiversity Group to agree areas to be designated for No Mow May 2024, and to make recommendations to the October 2023 meeting of the Council.

## **11. Allotment Officer**

Councillors to note the report from the Allotment Officer

## **12. Audit**

1. To receive and note the completion of the limited assurance review for the year ended 31 March 2023 for Stowupland Parish Council
2. To note confirmation that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31 March 2023

## **13. Risk Assessments**

1. To review the following Risk Assessments: <https://stowupland.suffolk.cloud/governance-and-policy/>
  - a) Cemetery Caretaker and General Maintenance Worker Risk Assessment
  - b) Clerk Risk Assessment Risk Assessment
  - c) Community Litter Picker
  - d) Parish Risk Assessment
  - e) Volunteer Risk Assessment
  - f) Financial Risk Assessment
2. Councillors to agree to adopt the Vehicle Activated Sign Risk Assessment

## **14. Insurance**

Councillors to consider the quotes for the insurance renewal due on 1<sup>st</sup> October 2023

## **15. Finance**

1. Councillors to note receipts received since the last meeting
2. Councillors to approve the September payments (BACS, DD, and cheque payments)
3. Councillors to approve the quote from Glasdon to purchase a new dog bin for Oxlip Way at a cost of £252.19 + VAT
4. Councillors to approve the quote from W J Jarvis to fell multi stem prunus tree to ground level and take all debris from site would be at a cost of £300 + VAT
5. Councillors to approve the quote from AE White to carry out the work to the barrier at Maple Road at a cost of £2,618.00 +VAT
6. Councillors to agree the quote from MSDC for the Annual Play Park Inspection at a cost of £53.15 +VAT
7. Councillors to agree the quote from W J Jarvis for the work to the trees at the Play Park at a cost of up to £600.00 +VAT

## **16. Clerks Report**

Councillors to note the Clerks report

## **17. Councillors Reports**

Councillors to report any issues

## **18. Correspondence**

Councillors to note correspondence circulated and consider any action

**19. Dates of next meetings**

1. Bio-Diversity and Wildlife Working Group Monday 2<sup>nd</sup> October 2023 7.30pm at URC Church Hall
2. Parish Council Meeting Thursday 5<sup>th</sup> October 2023 7.30pm at URC Church Hall

**20. 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. Future Parish CIL expenditure

*Claire Pizzey*

Claire Pizzey | Clerk & RFO to the Council

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