

# 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

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STOWUPLAND PARISH COUNCIL are summoned to attend the  
Annual Council Meeting of STOWUPLAND PARISH COUNCIL  
to be held in Stowupland Holy Trinity Church Hall on Thursday 9<sup>th</sup> May 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. 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 4<sup>th</sup> April 2024

### 7. Matters of report

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

### 8. 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

**9. To receive a report from the County Councillor Keith Welham**

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

**10. 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

**11. Planning**

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

**12. National Grid Consultation**

Councillors to consider if a response is to be made to the consultation that National Grid Electricity Transmission plc (“National Grid”) intends to apply to the Secretary of State for a Development Consent Order (“DCO”) under Section 37 of the Planning Act 2008 (as amended) to authorise the construction of Norwich to Tilbury

**13. Bio-Diversity and Wildflower Working Group**

Councillors to note the report from the Working Group and make comments

**14. Play Park**

Councillors to note the report

1. Councillors to agree that a meeting is arranged with representatives from the Village Hall to discuss the future of the play park
2. Councillors to agree that quotes are sought for the repair of all findings from the latest play inspection report
3. Councillors to agree that Parish CIL is used for the purchase of the new toddler unit and swings at a total cost of £28,602.27

**15. New Footpath Chip Shop to Birch Close**

Councillors to consider and agree a quote for the new footpath from the Chip Shop to Birch Close

**16. Replacement fence at Retreat Pond**

Councillors to consider and agree a quote for the replacement fence at the Retreat Pond

**17. 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 for 2024-25: 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 for 2024-25: Village Hall Management Committee
4. Councillors to confirm the following Parish Appointed Positions for 2024-25: 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 for the financial year 2024-25
6. Councillors to approve the revised meeting timetable for 2024-25

#### **18. Accounts 2023-24**

1. Councillors to approve the budget to actual figures for the year ending 31<sup>st</sup> March 2024
2. Councillors to approve the Statement of account for the year ending 31<sup>st</sup> March 2024
3. Councillors to approve the Statement of Reserve for the year ending 31<sup>st</sup> March 2024
4. Councillors to approve the asset register for the year ending 31<sup>st</sup> March 2024
5. Councillors to approve the Bank Reconciliation for the year ending 31<sup>st</sup> March 2024
6. Councillors to approve the annual return figures for the year ending 31<sup>st</sup> March 2024 and explanation of variances
7. Councillors to approve the Neighbourhood CIL Expenditure Report 2023-24
8. Councillors to review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the year ending 31<sup>st</sup> March 2024
9. Councillors to note that the Bank Mandate has been reviewed and to approve unchanged for 2023-24

#### **19. Finance**

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

#### **20. Clerks Report**

Councillors to note the Clerks report and make any comments.

1. Councillors to agree a budget of £150.00 for the D-Day tribute event

#### **21. Councillors Reports**

Councillors to report any issues

#### **22. Correspondence**

Councillors to note correspondence circulated and consider any action

#### **23. Dates of next meetings**

1. Bio-Diversity and Wildlife Working Group Monday 13<sup>th</sup> May 2023 7.30pm at URC Church Hall
2. Parish Council Meeting Thursday 13<sup>th</sup> June 2024 7.30pm at Holy Trinity Church Hall

#### **24. 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. Cemetery extension

*Claire Pizzey*

Claire Pizzey | Clerk & RFO to the Council

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