

# STOWUPLAND PARISH COUNCIL

Windmill Lodge, Mill Road, Buxhall Stowmarket, Suffolk, IP14 3DS

Email: [parishclerk@stowuplandpc.co.uk](mailto:parishclerk@stowuplandpc.co.uk)

Chairman: Councillor: Donna Bridges

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STOWUPLAND PARISH COUNCIL are summoned to attend the  
Parish Council Meeting of STOWUPLAND PARISH COUNCIL  
to be held in Stowupland URC Church Hall on Thursday 6<sup>th</sup> November 2025 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 (07704 701095 or email [parishclerk@stowuplandpc.co.uk](mailto: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**

To receive any requests for dispensations

### **4. Minutes**

Councillors to review and approve the minutes of the Parish Council meeting of 2<sup>nd</sup> October 2025

### **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 Janet Pearson and Agnes Watson**

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/25/03344

Columbyne Hall, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4AT

Householder Application - Installation of driveway gates

DC/25/04049

Stowupland Hall, Church Road, Stowupland, Stowmarket Suffolk IP14 4BE

Full Planning Application - Erection of single storey extension to workshop facility  
(materials store)

2. Councillors to note the decisions issued by Mid Suffolk District Council:

DC/25/02268

Elm House, Stowmarket Road, Stowupland, Stowmarket Suffolk IP14 4DS

Householder Application - Insertion of windows to existing outbuilding, addition of bay to  
Cartlodge

Planning permission was GRANTED

DC/25/03415

Elm House, Stowmarket Road, Stowupland, Stowmarket Suffolk IP14 4DS

Listed Building Consent - Insertion of windows to existing outbuilding, addition of bay to  
Cartlodge

Consent was GRANTED

DC/25/04209

Acorn Place, Saxham Street, Stowupland, Stowmarket Suffolk IP14 5DA

Notification of works subject to a Tree Preservation Order (MS132/A1) - T1 - Oak - reduce north  
easterly aspect overhanging property to approx. 1-1.5m back from the gutter line (edge of  
patio). Creating a vertical visual line. Works to be undertaken to remove the overhang from the  
property, to improve airflow and create future pruning points for maintenance purposes

Consent has been GRANTED

## 10. Finance

1. Councillors to note receipts received since the last meeting

2. Councillors to approve the November payments (BACS, DD, and cheque payments)

3. Councillors to receive Q2 financial reports:

i. Bank Reconciliation

ii. Budget to Actual

iii. Reserves

4. Councillors to note a VAT return has been filed for Q2 of 2024-25 – 1/7/25-30/09/24 – at  
£4,676.26, which was received on the 6<sup>th</sup> October

**11. Governance – External Audit**

1. Councillors to receive the External Audit Report (AGAR Section 3) / completion of the limited assurance review for the year ending 31st March 2025 from the external auditors PKF Littlejohn LLP
2. To note confirmation that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31 March 2025

**12. Governance – Risk Assessment**

1. Councillors to review and approve/reject the amended Parish Risk Assessment

**13. NSIP**

1. Councillors to note receipt of approval of the Norwich to Tilbury line
2. Councillors to decide a response to the consultation

**14. Joint Local Plan**

1. Councillors to note that the Call for Sites has been issued for 2025
2. Councillors to decide any comment on the Draft Five Year Land Supply Document

**15. Biodiversity Group**

1. Councillors to receive the minutes of the Biodiversity Group meeting on the 14<sup>th</sup> October 2025
2. Councillors to note the report received from the Biodiversity Group regarding No Mow May
3. Councillors to receive the notes of the meeting between the Biodiversity Group and the Parish Council on the 23<sup>rd</sup> October 2025
4. Councillors to decide any resulting actions

**16. Telstar Reporting**

1. Councillors to note the intended resignation of the current Telstar reporter
2. Councillors to decide how best to report Parish Council meetings to Telstar

**17. Play Park**

1. Councillors to note MSDC will be carrying out the annual play park inspection in January 2026
2. Councillors to discuss actions arising from the latest play park inspection and any remedies to be carried out

**18. Village Hall Occupational Licenses**

1. Councillors to approve/reject the licence agreement for the Play Park
2. Councillors to approve/reject the licence agreement for the storage cupboard

**19. Footpaths**

1. Councillors to note receipt of the updated cutting schedule from Suffolk County Council
2. Councillors to consider any amendments needed based on footpath use and resident feedback

**20. Clerk's Report**

Councillors to note the report from the Clerk and make any comments/decide any actions

**21. Councillor's Reports**

Councillors to report any issues

**22. Correspondence**

Councillors to note correspondence circulated and consider any action

**23. 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. Planning enforcement

**24. Dates of next meetings**

1. Parish Council Meeting Thursday 4<sup>th</sup> December 2025 7.30pm at the URC Church Hall



Rachel Belcher-Nairn, Clerk to the Council

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