

# STOWUPLAND PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held on May 9 2019 in the URC Church Hall

Councillor's Present: Phil Deal, Laura Johnson, Paula Murton, Sally Reeves (Chair), Ray Studd, Jerry Voden and Keith Welham

In Attendance: Claire Pizzey (Clerk), District Councillor Keith Welham and 8 members of the public

The Chairman declared the meeting open at 7.30 pm and thanked all for attending. A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media to report on the proceedings of the meeting. A full transcript is available from the Clerk.

Declarations of acceptance of office had been received from the councillors prior to the meeting.

**1. To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of**

**office:** Cllr Welham proposed that Cllr Reeves be elected as chairman of the Council. Cllr Studd seconded and all were in favour. Cllr Reeves signed the declaration of acceptance of office.

Cllr Reeves would like to record her thanks to Cllr Voden for all his hard work as Chairman to the Council for the last year.

**2. To elect a Vice-Chairman of the Council:** Cllr Voden proposed that Cllr Welham be elected as vice-chairman of the Council. Cllr Johnson seconded and all were in favour.

**3. To receive reports from the District, County Councillors and the Police:** Cllr Welham thanked everyone for voting himself and Rachel Eburne in as District Councillors for the Haughley, Stowupland and Wetherden Ward. It has been agreed that District Councillor Eburne will attend the Stowupland Parish Council meetings and they will also be arranging meetings with the Chairman and clerks in their ward outside of full council meetings. The result of the Election meant that Mid Suffolk District Council moved from being a majority Conservative run Council to one with no overall control. There have been reports of drug dealings on Stowupland village Green and District Councillor Welham asked the members if they would like some training on county lines. It was agreed that that District Councillor Welham would arrange some training and the clerk would contact local parish councils to find out their interest in this. No reports were made available from the County Councillor or the Police.

**4. To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972:** County Councillor Gary Green. The members noted the apologies.

5. **To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** Cllr Murton in Item 12 as a resident of the track at Hunters Moon.
6. **To consider any written requests for dispensations relating to disclosable interests:** None received.
7. **To consider and approve the minutes of the Parish Council meetings of April 11 2019 as a true record:** All Councillor's confirmed receipt of the minutes. Cllr Welham proposed to accept the minutes of 11 April 2019 as a true record of the meetings and decisions made after the following amendments, item 16 should read "will be held." Seconded by Cllr Voden with all in favour the Chairman signed and dated all pages.
8. **Matters of report:** The members confirmed receipt of all matters of report from the previous meeting:
  - Drainage Investigations along Thorney Green Road:** No response to date has been made by the County Councillor Gary Green.
  - Playpark Quote for works to remove shrubbery in basketball area:** Awaiting Quote.
  - Fencing at basketball court in Play Park:** CIL application has been submitted by Village Hall to SPC.
  - Drains along A1120:** Ongoing.
  - Steeple View Hedges:** School to action after nesting season.
  - Register of Land at Cemetery:** Quote received for the conveyancing to register the land. Deeds and value of the land required. Forwarded to F&P for consideration.
  - Actions from meeting with Rights of Way Officer Charlotte Ditchburn:** Still waiting for the quotes for the hogging and the anti-slip strips to be installed.
  - Pedestrian safety along Church Road:** Not action to date.
  - Ditch along Columbyne Close:** Awaiting quote for the removal of the debris.
  - Welcome folders:** Awaiting art work for front cover to be completed.
  - Work to fill ruts on Thorney Green:** Completed.
  - Signs at Hunters Moon:** Awaiting quote.
  - Tree on footpath through High School:** School to action.
  - Trinity Meadows Notice Board CIL 123 Money:** MSDC advised that they would only release funds for the project that was proposed and if the PC are no longer planning to purchase the same notice board as per the bid and quote on which the application was based, then we can no longer claim the allocated funds.
  - Half-a-Mow:** Contact has been made with MSDC awaiting date for a site meeting.
  - Payment of invoices in between meetings:** Advice was taken from SALC. They advised that the financial Regulations paragraph 6.6 states that cheques or orders for payment will normally be paid

at meetings, but there is some latitude for payments between meetings, in a more urgent circumstance. A 30-day payment basis for a council contract would be the norm.

**Exercising of horses:** Still to be investigated.

**Dog Fouling:** Article has been sent to Telstar.

**Road Safety Letter:** Letter sent no response to date.

**Sandbags:** Email sent to Suffolk County Council no response to date.

9. **Public Forum:** A resident reported that the track from Green Farm to Thorney Green Road was in need of repair and cars were parking at the junction of the A1120 at the end of Thorney Green. A resident reported parking on Thorney Green opposite the track to Hunters Moon and highlighted the difficulty of accessing the track. A resident reported that footpath 50/51 was in need of cutting.

*It was agreed to bring item 12 forward.*

10. **To review and appoint committees/Officers and to review the draft Terms of Reference prior to approval at Finance and Policy:** The members confirmed receipt of the report. Following the addition to the Tree Officer Terms of Reference and Cllr Deal offering to be the Environment Officer Cllr Voden proposed that the Parish Council accepts the appointment of committees, sub-committees, Working Groups and Officers for 2019-20 and adopt the Terms of Reference. Cllr Welham seconded and all were in favour.
11. **To agree that the council employs a financial advisor at a cost of £195 to produce a pension report to look at the pension providers available to the Parish Council and to remit to the Finance and Policy committee to action:** Cllr Welham proposed that the council employs Work Place Pensions direct to provide a pension report at a cost of £195+vat. Cllr Murton seconded and all were in favour.
12. **To agree any action to be taken on works to the tracks at Hunters Moon and Mill Cottages:** Cllr Reeves reported that a site meeting had been held. The members discussed works at the tracks.
- Hunters Moon: Cllr Studd proposed that the Parish Council contacts Suffolk County Highways to look at the entrance, sandbagging to be put round the edge of the track, after sandbagging work the track entrance is back filled with top soil and laid to grass seed, 2 posts are erected either side of the track entrance and the no parking signs are reinstated. Cllr Deal seconded and all were in favour. Cllr Murton abstained.
- Mill Cottages: Cllr Reeves reported a pot hole at the back track leading to Mill House. The clerk to report on the SCC portal. No further action to be taken with this track. Cllr Johnson proposed that the Parish Council contacts Suffolk County Highways to look at the entrance of the track leading to Mill Cottages, sandbagging to be put round the edge of this track, after sandbagging work this track

entrance is back filled with top soil and laid to grass seed, 2 posts are erected either side of the track entrance. Cllr Welham seconded and all were in favour.

**13. To agree that a member of the council and the clerk has delegated responsibility to move monies when required to comply with the FSCS scheme to protect £85K of the parish money in any one**

**Bank:** Cllr Murton proposed that Cllrs Studd and Johnson along with the clerk have delegated responsibility to move monies to comply with the FSCS scheme to protect £85k of parish money in any one Bank. Cllr Welham seconded and all were in favour.

**14. To accept the quote received for the Rights of Way Cutting Schedule 2019:** Cllr Welham proposed that the quote for £475 is accepted for the Rights of Way Cutting Schedule. Cllr Murton seconded and all were in favour.

**15. To agree to apply to MSDC for CIL 123 money for an Oak Notice Board for Trinity Meadows:** Cllr Studd proposed that a CIL 123 application is applied for to MSDC for an oak notice board at Trinity Meadows. Cllr Murton seconded and all were in favour.

**16. Allotment Sub-committee:** Nothing to report.

**17. Cemetery and Churchyard Sub-committee:** Members confirmed receipt of the report:

- 1) Cllr Welham proposed that quotes are sought for the painting of the doors, air grills, windows and replacement pane of glass for the cemetery building. Cllr Studd seconded and all were in favour.
- 2) Cllr Welham proposed that quotes are sought for tree work on the dividing line of trees and shrubs. Cllr Studd seconded and all were in favour.
- 3) Cllr Murton proposed that the area where the laurels were removed are sprayed before the weeds set seed and propose that the grass contractor carries out the work, Cllr Welham seconded and all were in favour.
- 4) Cllr Murton proposed that 3 permanent signs are erected saying “no glass or ceramics to be placed in the cemetery.” Cllr Johnson seconded and all were in favour.
- 5) Cllr Welham proposed that an advert is placed in the Telstar for a cemetery caretaker. It was agreed that it would be 2 hours per fortnight. Cllr Studd seconded and all were in favour.
- 6) Cllr Welham proposed that a letter is written to the owner of a grave to remind them of the Parish’s policy on items being left at the cemetery and to write an article in Telstar to remind residents. Cllr Studd seconded and all were in favour.
- 7) Cllr Welham proposed that quotes are sought for the work to fill and seed the sunken graves. Cllr Deal seconded and all were in favour.

Cllr Reeves reported that the war graves sign has been erected.

- 18. Community Events Sub-committee:** Members confirmed receipt of the minutes from the meeting held 4 April.
- 19. Environment Committee:** Nothing to report.
- 20. Finance and Policy Committee:** Nothing to report.
- 21. Fitness Trail Working Group:** Nothing to report.
- 22. Footpath Advisory Sub-committee:** Members confirmed receipt of the minutes from the meeting held on 9 April 2019.
- 23. Neighbourhood Planning Advisory Sub-committee:** Cllr Welham proposed that a budget of up to £200 is agreed to promote the referendum. Cllr Voden seconded and all were in favour.
- 24. Parish Infrastructure Improvement Plan (PIIP) Sub-committee:** Nothing to report.
- 25. Planning Committee:** Members confirmed receipt of the minutes from meeting of 11 and 30 April:
1. **DC/19/01947: Proposal** Planning Application - Erection of 53no. dwellings with associated parking, landscaping and access arrangements (Amendment to scheme approved under Outline 3112/15 and Reserved Matters DC/18/00097) **Location:** Land At Church Road And Gipping Road, Stowupland, Stowmarket, IP14 4BG: The members discussed the application. Cllr Studd proposed that the Parish Council OBJECTS to the application on the following reasons:
    - The application is contrary to condition 5 placed on the development by the Government Planning Inspector when he allowed the appeal. (Condition 5 “The development hereby permitted shall comprise no more than 175 dwellings.”) The Inspector states that the reason for the condition is “A restriction is placed on the total number of dwellings in the interests of maintaining a reasonable density similar to other parts of Stowupland.”
    - These additional 19 dwellings are not included the Mid Suffolk 5 year housing supply. Delete and replace by – MSDC now has a 5 year supply of housing land and these additional 19 dwellings are not needed.
    - This is contrary to the Stowupland Neighbourhood Plan which is at an advanced stage and goes to referendum on 6<sup>th</sup> June 2019.
    - The Parish objects to the number of bungalows being reduced from 40 to 33. We feel it is necessary to have new bungalows in the village for older people to downsize to or move to somewhere with no stairs.

Cllr Deal seconded and all were in favour.
  2. Cllr Studd proposed that the clerk looks for correspondence relating to the easement across The Green at Pooles Farm and a letter be written to the applicant who has obtained

planning permission for change of use from barn to residential use that there is no right of access for residential use across The Green between the application site and Thorney Green Road. Cllr Welham seconded and all were in favour.

**26. Play Park Working Group:** Nothing to report.

**27. Transport, Traffic and Safety Advisory Sub-committee:** Members confirmed receipt of the report. Cllr Voden thanked everyone who turned out for the traffic count.

**28. SALC:** Nothing to report.

**29. Councillors Reports:** Cllr Studd reported that the police have been in the village more over the past month targeting speeding vehicles. Cllr Welham asked if the clerk could contact SALC for clarification on reading the opening statement at the start of every meeting. He reported that the new anti-slip strips have been put over the top of the existing wire netting on the footbridge at the end of the High School footpath. The clerk to report this to SCC footpath officer to action. He enquired about the VAS sign that had been ordered. The clerk advised that the Council had agreed to purchase the device without the data element following advice from Suffolk Police. He spoke about an adopt a sign scheme, where residents adopt a street sign and are responsible for keeping it clean and free of foliage. It was agreed to write something for Telstar. He asked if the Parish Council would agree to him contacting Peter Garratt from the MSDC Public Realm Team, for advice on the cost of maintaining Thrandestone Meadow and following receipt of this information he makes contact with the Planning Officer.

Cllr Johnson reported that footpath 32 is being used by cyclist and is causing a problem for pedestrians. It was agreed that the District Councillor would enquire about having a PCSO come and look at this problem and the parking at the junction of the A1120 and Thorney Green.

Cllr Murton reported that the new bench on half-a mow needed some attention as trees have started to grow over the area. It was agreed to get the trees cut back.

Cllr Reeves reported that before the footbridge behind Holy Trinity church is replaced the trees either side of the area need to be cut back. It was thought that the ditch was on village hall land and the clerk is to write a letter to the Management Committee to ask if they would carry out this work.

**30. Chairman's Report:** Nothing to report.

**31. Clerks report:** Nothing to report.

**32. To note a summary of correspondence and consider any action:**

1. To note correspondence from Holy Trinity Church regarding an invitation to the civic service and the request for a representative to read at the celebration: Cllr Voden volunteered to represent the Parish Council and read the passage from the bible.

2. To note correspondence from Suffolk County Highways Community Self Help Scheme event: Cllr Reeves agreed to attend the event.
3. To note correspondence from Suffolk Local History Council regarding the new village recorder: It was agreed that the Clerk contacts the volunteer.
4. To note the request form the Civic Officer for the Town Mayor to be granted permission to wear her chains of office to the Stowmarket Concert Band Showcase at the Village Hall on 12 May 2019: It was agreed.
5. To note correspondence from the PCC regarding the registering of the church land: No action.
6. To note correspondence from a resident regarding the state of the footpath beside the church: Cllr Reeves agreed to clear the footpath.
7. To note correspondence from resident following the dog poo article in Telstar: It was agreed to reply to the resident to advise that the village has plenty of places to walk and a footpath map is available should they like one and anyone is welcome to walk anywhere on The Green as long as they clear up behind their dogs. Advice that the issue with the dog bins has been addressed as has the wire netting on the Retreat footbridge.

**33. It was resolved to make the following payments:**

| Expenditure        | Cheque / BACS / SO |               | Net     | VAT   | Total   | Notes                           |
|--------------------|--------------------|---------------|---------|-------|---------|---------------------------------|
| SALARIES           | BACS               | M Hawkins     | 246.84  |       | 246.84  | May wages                       |
| SALARIES           | BACS               | C Pizzey      | 933.20  |       | 933.20  | May wages                       |
| EXPENSES           | BACS               | C Pizzey      | 137.89  | 11.46 | 149.35  |                                 |
| Underpayment       | BACS               | C Pizzey      | 21.38   |       | 21.38   |                                 |
| Cemetery           | BACS               | Colne Roofing | 1070.00 |       | 1070.00 | Cemetery building               |
| Community Events   | BACS               | Steve Kemp    | 50.00   |       | 50.00   | Children's Entertainer          |
| Grass Contractor   | BACS               | Tim Gaddis    | 600.00  |       | 600.00  | The Green                       |
| Grass Contractor   | BACS               | Tim Gaddis    | 327.75  |       | 327.75  | The Green                       |
| Grass Contractor   | BACS               | Tim Gaddis    | 222.50  |       | 222.50  | Cemetery & Churchyard           |
| Grass Contractor   | BACS               | Tim Gaddis    | 370.00  |       | 370.00  | The Green                       |
| Grass Contractor   | BACS               | Tim Gaddis    | 267.50  |       | 267.50  | Cemetery, Churchyard & Playpark |
| Neighbourhood Plan | BACS               | Groundworks   | 878.61  |       | 878.61  | Unused grant                    |
| Community Events   | BACS               | Keith Welham  | 33.62   | 6.13  | 39.75   | Draw Prizes                     |

|           |      |                         |          |        |          |
|-----------|------|-------------------------|----------|--------|----------|
| Hall Hire | BACS | Stowupland Village Hall | 141.00   |        | 141.00   |
|           |      |                         | 5,700.90 | 203.59 | 5,904.49 |

Cllr Deal proposed that the payments be made and Cllr Voden seconded and all were in favour.

**34. Date of next meetings** Members are asked to note that the next Parish Council meeting is scheduled for 13 June 2019, Finance and Policy for 30 May 2019, PIIP meeting for 30 May 2019, Planning meeting for 30 May 2019 and Community Events 21 May

Meeting closed 21.16