

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 1st December 2022 at URC Church Hall

Present: Cllrs Laura Beeson, Donna Bridges, John Hayward, Sally Reeves (Chairman), Ray Studd and Jerry Voden

In attendance: Claire Pizzey (Clerk), District Councillor Keith Welham, District Councillor Rachel Eburne and 1 member of the public

1. Apologies for Absence

1. Apologies were received from Cllrs Johnson, Melhuish, Murton and Stevens
2. Councillors voted to accept the apologies.

2. Declarations of Interest

Cllr Voden in item 9i and 15 as Secretary of Stowupland Local History Group and Stowupland Village Hall.

3. Dispensations

No requests for dispensations were received.

4. Minutes

All Councillor's confirmed receipt of the minutes. Cllr Studd proposed to accept the minutes of 3rd November 2022 as a true record of the meeting and decisions made. Cllr Bridges seconded and all were in favour.

5. Matters of report

MATTER OF REPORT	COMMENT
Construction of a 1.2 meter footpath from The Green opposite Willow Wood to Willow Croft Thorney Green Road	Work complete
Cutting back the trees along the side of The Green up to Corner Farm	Contractor to confirm date when Network Power have completed their work
Network Power to report the ivy growing on the substation outside Corner Farm	Report raised Clerk met with Network Power and work programmed 15.02.22: Chased Network Power 19.04.22 chased Chased again 21.09.22
Bloor Homes: Purchase of Thradstone Meadow	District Council have chased and the transfer should take place before the 60th dwelling is occupied
Bloor Homes: Landscaping	District Council have chased and no response has been received in respect of the tree planting but Bloor have acknowledged that they have work to do.
LED Up-grade	Clerk has chased for confirmation that the project is complete and awaits a response
Village Walk Leaflet	Agenda Item
Permanent SID Devices - investigate sites and approval from SCC	Awaiting quotes

Den area	Green Sub-Committee to report
Repair noticeboards	Work complete
Cut grass at Allotments	Awaiting date from contractor
Investigate battery operated sound system	Awaiting quotes
Purchase litter bins	Work complete
Enforcement - Green View	Letter written to Arthur Charvonia - copy sent to all members
Reflectors phase one post project	Awaiting date from contractor
30mph Extension Gipping Road	The traffic survey has been arranged for 7th December for one week
Tree Surgeon to look at trees in Play Park	Awaiting quotes
Write a procedure for Solar SID Device	
Contact SCC regarding sites for Solar Device	
Quotes for trip hazard in Churchyard	Agenda Item
Quotes for Painting cemetery gates	Agenda Item
Quotes for reduction lime trees in cemetery	Awaiting quote
Write letter to Church Charity regarding allotments	Church Charity have agreed that one of the allotment plots can be used as a communal area with the erection of a building
Quote skip at allotments	Quote to be sought in Spring 2023 when volunteer day will be arranged
Dog bin Saxham Street	Work complete
Replace barriers at Columbyne Close	Work complete
Fence at Columbyne Close ditch	Work complete
Footpath (46) beside Primary School	The SCC Officer didn't think there would be a problem with the Parish Council resurfacing FP46. In order to get the permission to make the footpath wider confirmation of the land ownership was required.
Play Park - Contact SNT	A report was made to the SNT Team. They confirmed that the graffiti tags weren't anything they were aware of, circulation was being made to the rest of the station in case someone recognises them. Although evidence may be thin on the ground in terms of witnesses etc at this stage, resident need to report all the incidents online at www.suffolk.police.uk/contact-us , this will enable the team to be able to target the area, with patrols, including undercover
Neighbourhood Plan Review	Contact has been made with Places4people
Queens Canopy - order trees	Trees ordered and planted

Litter Bin Proposal	MSDC have given permission for the housing to be placed in the areas requested and will provide the bins FOC. The bins have been ordered with a deliver date of the middle of January 2023 and will be delivered to the Contractor who is installing the concrete bases and they will fix the housings.
Arrange meeting with High School	Contact has been made with the High School and we are awaiting dates for a meeting.
Quote - wooden gazebo around bench in cemetery	Awaiting quote

6. Public Forum

A resident reported on moles and the loose goals on the five a side pitch on The Green.

7. To receive reports from the County & District Councillors

Members confirmed receipt of the District Council report. District Councillor Rachel Eburne highlighted:

- CIL Parish Briefings: Town and Parish representatives are invited to join district councillors for one of a series of Community Infrastructure Levy briefing sessions during December.
- Wayfinding Stowmarket: District Councillor Welham attended a meeting where MSDC were looking to encourage residents, business owners and community groups to come together and share their views on the vision for Stowmarket. The event took place at the John Peel Centre. Only 10 people attended the event.
- The Boundary Commission Review: The Boundary Commission for England has published revised constituency boundaries for review. The latest version puts the Haughley, Stowupland and Wetherden Ward in a new constituency of Waveney Valley – with some of south Norfolk, Bungay and Halesworth. Stowmarket would remain in the Bury St Edmunds constituency. If agreed, these will come into effect for the next general election. Comments on the proposals need to be made by 5th December. Boundary commission consultation ends on the 5th December.
- Buses: Woolpit Parish Council arranged a meeting of Parishes effected by the reduced bus service of the 384 & 385 service. The meeting was well attended and discussions were had about what the Parishes could jointly do as a group. MSDC had been tasked to look at data and a further meeting was scheduled for the end of January 2023.
- DC/22/03761: The reserved matters application for the erection of 18 dwellings on land opposite the church. A number of new documents have been added to the planning portal in recent weeks, including landscaping proposals and elevation drawings. The application is provisionally programmed for determination by committee on 21 December and a meeting is planned with the Parish Council for 12th December to discuss the representation that will be made.

- Trinity Meadows: No further update regarding the tree planting and although the surfacing of Oxlip Way in Phase 2 was completed without any disruption on Gipping Road and the Parish will need to be ready to react should Bloor Homes wish to use Gipping Road for access during surfacing works in Phase 3.

Members confirmed receipt of the County Council Report. The members asked for updates on the following:

- Full Council meeting: Reported that he had proposed a motion which was debated. The motion calls on the Council to scrutinise the failed bid for bus improvement grants and make recommendations on how to improve future bids. It was rejected. There was also a motion calling for improved recruitment, retention and pay for care workers with one aim of the proposal was to ensure that carers were paid for travelling time between clients.
- Public Rights of Way: Has asked for information on the maintenance on Public Rights of Way as Officers are being seconded to other divisions of the Council.

8. Planning

1. Councillors noted there were no planning application to review.

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

DC/22/04461 - Proposal & Location of Development: Householder Planning Application - Erection of one and half storey rear extension including insertion of new side ground floor window and rooflight in conjunction with part loft conversion. 16 Birch Close, Stowupland, Stowmarket, Suffolk IP14 4DW. Planning permission was GRANTED

DC/22/04721 - Proposal & Location of Development: Householder Application - Erection of two storey rear extension and attached side garage (following removal of part of existing single storey rear extension). The Hedgerows, Church Road, Stowupland, Stowmarket Suffolk IP14 4BG. Planning permission was GRANTED.

DC/22/04592 - Proposal & Location of Development: Application for Outline Permission (all matters reserved) Town and Country Planning Act 1990 (as amended) - Severance of garden and erection of 1No single storey dwelling and garage. 38 Columbyne Close, Stowupland, Stowmarket, Suffolk IP14 4AP. Outline planning permission was GRANTED.

DC/22/04852 - Proposal & Location of Development: Householder Application - Installation of a 5m wind turbine. Mill Green Farmhouse, Mill Street, Stowupland, Stowmarket Suffolk IP14 5BJ. Planning permission was GRANTED.

DC/22/04699 - Proposal & Location of Development: Householder Application - Erection of two storey extension and front porch (following removal of existing porch, rear lean to and wrap around extension) including replacement render, external alterations as per schedule of works.

(re-submission of DC/22/02798). Poplar Farm, Saxham Street, Stowupland, Stowmarket Suffolk IP14 5DF. Planning permission was GRANTED

9. Finance and Policy

Councillors confirmed receipt of the Parish Infrastructure Improvement Plan (PIIP) report

1. Cllr Beeson proposed that the Parish Council agrees the amendments to the PIIP and the following applications.
 - i. Parish CIL application of £750 was approved for Stowupland History Group for the funding of a laptop and accessories
 - ii. Parish CIL application of £14,800 was approved for Freeman County School and Mighty Oaks Pre-School for the funding of an all-weather track around the school field.
 - iii. Parish CIL application of £30,000 was approved for the Stowupland Cricket & Sports and Social Clubs for the funding of a replacement mower and cricket site screens.

Cllr Bridges seconded with all in favour.

10. Bio-Diversity and Wildlife Working Group

Councillors confirmed receipt of the notes from the meeting held on 14th November 2022

1. Cllr Beeson proposed that the Parish Council agrees to the creation of a section on the Parish Council website and Facebook page for matters relating to the Wildflower and Biodiversity Group. Cllr Studd seconded with all in favour.
2. Cllr Beeson proposed that the Parish Council agrees the design of information signs to be placed around the Wildflower Meadow. Cllr Hayward seconded with all in favour.
3. Cllr Studd advised members that tawny and barn owl boxes should not be placed together. Cllr Beeson proposed that the Parish Council agrees that two barn owl boxes are erected in the cemetery and two tawny owl boxes are erected on The Green and that members agree the site proposed for the tawny owl box on The Green and a further suitable location for a second box is considered at a later date. Cllr Studd seconded with all in favour.
4. Cllr Beeson proposed that the Parish Council agrees to the planting of yellow rattle plugs within the Wildflower Meadow. Cllr Studd seconded with all in favour.

11. Churchyard and Cemetery

Councillors confirmed receipt of the report from the Churchyard and Cemetery Officer

1. The Chairman proposed that the Parish Council agrees that permission is granted to the PCC to plant a tree in the Cemetery. Cllr Hayward seconded with all in favour.

2. The Chairman proposed that the Parish Council accepts the quote of £470.00 from Town and Village Landscapes to repaint the gates and returns at the cemetery. Cllr Bridges seconded with all in favour.
3. The Chairman proposed that the Parish Council accepts the quote of £1,000 from Town and Village Landscapes to repair the trip hazard in the churchyard by the entrance to the Church Hall. Cllr Studd seconded with all in favour.

12. Kings Coronation

Councillors confirmed receipt of the notes from the meeting held on 23rd November 2022

1. Cllr Beeson proposed that the Parish Council agree a budget of up to £2,500 for the event to be used from the Community Events reserve. Cllr Studd seconded with all in favour.

13. Village walk leaflet

Councillors confirmed receipt of the report on the revised leaflet walk.

1. The Chairman proposed that the Parish Council agrees the revised content for the leaflet. Cllr Beeson seconded with all in favour.
2. Councillors discussed how the leaflet is to be distributed. Copies will be made available to business and organisation in the village. The Chairman proposed that 1300 leaflets are printed. Cllr Beeson seconded with all in favour.
3. The Chairman proposed that the Parish Council accepts the quote form Gipping Press of £384.00 for the printing of the leaflet. Cllr Hayward seconded with all in favour.

14. Retreat Pond Project

Councillors confirmed receipt of the report on the retreat Pond Project

1. The Chairman proposed that the Parish Council agrees the specification and quotes are sought for the work. Cllr Bridges seconded with all in favour.
2. The Chairman proposed that the project is funded by Parish CIL. Cllr Beeson seconded with all in favour.

15. Village Hall Redevelopment

Councillors confirmed receipt of the report on the redevelopment of the Village Hall and no comments were made.

16. Chairman

Councillors confirmed receipt of the report and no comments were made.

1. The Chairman proposed that the Parish Council designs a poster for the Parish Noticeboards to highlight the dog fouling issue in the village. Cllr seconded with all in favour. It was agreed to contact the Primary School to invite them to design some posters for the Parish and in the meantime the members will source some posters to use.

17. Clerk

Councillors confirmed receipt of the report and no comments were made.

18. Finance

1. Councillors to noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Allotment	BACS	Various	£ 1,680.45
Cemetery	Credit	Various	£ 150.00
Cleaning Grant	BACS	MSDC	£ 1,235.00
Cemetery	BACS	Spencer Wix	£ 75.00
Cemetery	BACS	Bingham	£ 50.00
			£ 3,190.45

2. Cllr Bridges proposed to authorise the December payments. Cllr Studd seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 284.57		£ 284.57
Wages	BACS	D Long	£ 205.83		£ 205.83
Wages	BACS	C PIZZEY	£ 1,348.84		£ 1,348.84
Wages	BACS	HMRC	£ 524.47		£ 524.47
Expenses	BACS	C PIZZEY	£ 271.99	£ 2.40	£ 274.39
Expenses	DD	Barclaycard	£ 176.43	£ 32.22	£ 208.65
Grass Cutting	BACS	Top Garden Services	£ 810.00	£ 162.00	£ 972.00
B&WC	BACS	Keith Welham	£ 125.99		£ 125.99
Cemetery	BACS	The Social Gardener	£ 66.00		£ 66.00
Cemetery	DD	Wave	£ 14.47		£ 14.47
Dog Bin	BACS	Town and Village	£ 150.00		£ 150.00
CIL (Barrier Columyne Close)	BACS	Town and Village	£ 790.00		£ 790.00
CIL (Bin Project)	BACS	Town and Village	£ 3,515.00		£ 3,515.00
CIL (Noticeboard Project)	BACS	NJS Joinery	£ 923.72	£ 184.74	£ 1,108.46
Cemetery	BACS	Mini Waste	£ 155.00	£ 31.00	£ 186.00
Dog bin	BACS	JRB	£ 196.00	£ 39.20	£ 235.20

Subscription	BACS	SLCC	£ 111.60		£ 111.60
Misc.	BACS	Laura Johnson	£ 5.20		£ 5.20
CIL	BACS	AE White	£33,353.53	£6,670.71	£40,024.24
			£43,028.64	£7,122.27	£50,150.91

19. Councillors Reports

Cllr Bridges reported that she was in possession of a piece of the bus shelter from Thorney Green and it will be put back as soon as possible. Cllr Voden thanked the contractors for the work to repair the noticeboards, advised that the Landlord of the Retreat would like to work with the Parish Council on the event for the Kings Coronation and had been approached by a resident over the condition of the Commonwealth graves. Cllr Hayward reported on a letter that he had received from a resident regarding the gas contractors work on Oak Road. Cllr Studd reported that he had witnessed a runner having to move off the new footpath as this was being used by the spectators watching the football.

20. Correspondence

Councillors to note correspondence already circulated and consider any action.

1. Suffolk County Council: Street lighting information on increases in electricity costs since the beginning of the financial year and the impact this could have on the parish.
2. The Pension Regulator: Re-enrolment declaration. Refer to the Finance and Policy Committee.
3. Stowmarket Church Charity: Response to permission request to erect wooden communal building on allotment land.
4. Resident: Thanks to the Contractors working on the footpath for repairing damaged green
5. Citizen Advice Stowmarket: Request for a donation. Refer to the Finance and Policy Committee.

21. Dates of next meetings

1. Finance and Policy Meeting Thursday 15th December at 7.30pm 2022 at URC Church Hall
2. Parish Council Meeting Thursday 5th January 2022 at 7.30pm at URC Church Hall
3. Bio-Diversity and Wildlife Working Group Monday 9th January 2022 at 7.30pm at URC Church Hall
4. Kings Coronation Working Group Thursday 12th January at 7.30pm via Zoom

22. Councillors resolved 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. NALC National Salary Award – Clerks Salary

Meeting closed 21.08