

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 4th January 2024 at URC Church Hall

Present: Cllrs Donna Bridges (Chairman), Terry Easter, Laura Johnson, Paula Murton and Jerry Voden

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

1. Apologies for Absence

1. Apologies were received from Cllrs Melhuish and Studd
2. Councillors voted to accept the apologies.

2. Declarations of Interest

Cllr Voden declared interest in item 17.7 as secretary of the Village Hall Management Committee.

3. Dispensation

No dispensations were received.

4. Minutes

All Councillor's confirmed receipt of the minutes from the meetings of the 7th December 2023. Cllr Murton proposed to accept the minutes of the meeting of the 7th December 2023 as a true record of the meeting and decisions made. Cllr Voden seconded and all were in favour.

5. Matters of reports

MATTER OF REPORT	COMMENT
Bloor Homes: Purchase of Thradstone Meadow	See Clerk report
Retreat Pond Project	Awaiting start date
Bus Shelter - Thorney Green Road	on going
Enforcement Trinity Meadows DC/21/00946 & DC20/00925	On going
Applications to MSDC for free trees and Hedgerows	Applications made
Order Dog bin for Oxlip Way	Bin Installed
Investigate the cemetery grass cutting	Meeting arranged for Jan 2024

Look at grant funding for play equipment - play equipment agreed	On going
Dog Bin Gipping Road	Bin Installed
Order and plant oak tree at cemetery	
Report pot holes Broomspath Road	<p>SCC have agreed to repair the pot hole outside number 4 Broomspath Road but are unable to, at this time take further action on the other pot holes that were reported as this does not meet their intervention criteria or consider resurfacing the road.</p>
Write letter to Anglian Water requesting information on Pumping Station	<p>Anglian Water have provided a response to the request for information on the pumping station. The pumping station was overwhelmed with rain water and in the event of heavy rain, the surface water drains become full which then causes the surface water to enter the foul system. The foul system is not designed to take large amounts of surface water and this then causes the pumping station to become overwhelmed. When this happens the pumps will be working at full capacity and it can take a while for the station to recover. Their technicians attended, the foul system was working with no blockages so they arranged for the technicians to attend the pumping station. They attended later the same day and found the pumps working</p>

	with the levels going down. There are no plans to upgrade the pumping station.
Instruct Pest Control - rats at allotment	Work started on 9 December
Play park - repair hip hop	Repaired 13.12.23
Order Solar device	
Advice from Birkett Solicitors Linden Homes trim trail	See Clerks report
Remove dog bag dispensers	
Repair post Thorney Green	Quote received from AE White for £100. Clerk and Chairman given authorisation to carry out the work.
Send photos of Devon Road verge to SCC for advise	Photos sent to CC Welham and Josh White

6. Public Forum

A resident asked if the data from the new SID devices could be made available to the Parish. A resident felt that the five bar gate would be better placed at Thradstone Meadow rather than the suggested replacement of 2 wooden bollards and would like the Council to consider referring the correspondence from the Woodland Trust to the Biodiversity and Wildflower Working Group for discussion.

7. To receive report from the County Councillor Keith Welham

Members confirmed receipt of the County Council report. County Councillor Keith Welham highlighted:

- Budget: Grants for all arts and culture have ceased with effect from April 2025. There will be a shortfall in funding for Suffolk Libraries which the County will meet in 2024-25 but this will cease in 2025.
- Bins at Oxlip Way: Further correspondence had been received from the resident on Oxlip Way complaining about the waste bins and refuse being left out on the road adjacent to bin collection point.

Cllr Voden raised his concerns over the funding for Suffolk libraries after 2024-25 and The Chairman reported that the Chairman of Mendlesham Parish Council had approached her regarding supporting their grant funding application for bus network improvements.

8. To receive a report from & District Councillors Rachel Eburne and Janet Pearson

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

- Empty Homes Council Tax: To incentivise bringing more homes back into use, MSDC is proposing to increase the amount of Council Tax payable on long-term empty homes. Currently these attract a levy of 50% on the Council Tax payable. The new policy will be levies of 100% for empty homes being left for one (to five) years, 200% for five (to ten) years and 300% for ten years or more. Exceptions will apply – such as property under probate or properties undergoing major repairs. If approved, this will be from April 2024.
- Fees & Charges for 2024-25: For the annual review process of setting fees or charges MSDC has to consider factors such as inflation and the hours involved. The Council cannot charge for some statutory services and national Government sets others. Discretionary charges, such as vehicle licensing, litter bin emptying and pavement licensing, can be set locally and for these MSDC aims to cover costs.
- Stowmarket Sports Facilities: MSDC Cabinet is proposing approval of the full business case of the Stowmarket Sports Health and Leisure Project to allow the first stage, covering new and updated sports facilities, to go ahead. This includes a 3G pitch, special athletics track, multi-games area (MUGA), improving existing pitches and other facilities. If Council approves this, it is hoped work can start in 2024.
- Link from Trinity Walk to Trinity Meadows: The footpath link between the Trinity Walk bus shelter (by Gipping Road) and Trinity Meadows is finally expected to be done in January.

9. Planning

1. Councillors to review and approve a response to the following planning applications:
Appeal Reference: APP/W3520/W/23/3325598 - **Proposal:** Application for Outline Planning Permission (Access points to be considered, Appearance, Layout, Landscaping and Scale to be reserved) Town and Country Planning Act 1990 - Erection of 14 No dwellings (including 5 affordable homes and 4 self-builds). **Location:** Land On The South East Side Of, Church Road, Stowupland, Suffolk. The Chairman proposed that the Parish Council resends the original objection letter submitted for the planning application. Cllr Voden seconded with all in favour.
2. Councillors noted the following decisions have been issued by Mid Suffolk District Council:
DC/23/03476 - Proposal & Location of Development: Full Planning Application - Conversion of timber and Brick Barn to create 4 Bedroom Holiday Let; insulating externally and exposing timber frame internally. Repairs to timber posts and the removal and change of the roof material to the Tractor Shed Barn. Creation of Brick Walled Garden using existing barn brick wall. Replacement Vehicular Bridge to restore historic layout to Moat around Farmhouse. Erection of

Timber Footbridge creating a link from the existing Gardens to the land North of the Moat. Columbyne Hall, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4AT. Planning permission has been GRANTED.

DC/23/03477 - Proposal & Location of Development: Application for Listed Building Consent - Conversion of timber and Brick Barn to create 4 Bedroom Holiday Let; insulating externally and exposing timber frame internally. Repairs to timber posts and the removal and change of the roof material to the Tractor Shed Barn. Creation of Brick Walled Garden using existing barn brick wall. Replacement Vehicular Bridge to restore historic layout to Moat around Farmhouse. Erection of Timber Footbridge creating a link from the existing Gardens to the land North of the Moat. Columbyne Hall, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4AT. Listed building consent has been GRANTED.

10. Cemetery

Cllr Johnson proposed that the Parish Council rejects the request for the interment of ashes into an existing grave of a non-resident as it is contrary to the new policy. Cllr Murton seconded and all were in favour. Terry Easter abstained.

11. Trim Trail

1. Cllr Johnson proposed that the Parish Council agrees a budget of up to £1,250 for the licence to install the trim trail equipment on the Linden Homes Development and the money to be taken from the Trim Trail Reserve. Cllr Easter seconded with all in favour.
2. Cllr Johnson proposed that the Parish Council agrees the cost of £500 for Birketts Solicitors to review the licence agreement for the trim trail equipment and the money to be taken from the Trim Trail Reserve. Cllr Murton seconded with all in favour.

12. Thradstone Meadow

1. Cllr Murton proposed that the Parish Council rejects the revised plan change on site to 2no removable timber bollards in place of the 5-bar gate and request the gate. Cllr Voden seconded with all in favour.

13. Precept 2024-25

Following the acceptance of the budget at the December meeting. Cllr Voden proposed that the Chairman and Clerk signs the precept form for 2024-25 following confirmation that the final tax base figures are not amended once received from MSDC later this month. Cllr Murton seconded with all in favour.

14. Finance

1. Councillors accepted receipt of the Quarter 3 finance reports to 18.12.23 and no comments were made

a. Bank Reconciliation

Stowupland Parish Council Bank Reconciliation at end of March 2024

18.12.23

Barclays Current - 20850365	£ 157,366.35
Barclays Deposit - 00099082	£ 455,201.42
Barclays Comm Events - 50035440	£ 10,456.40
Nationwide - 90133848	£ 82,846.83
Plus Uncleared Deposits	
Less Unpresented Cheques	
	£ 705,871.00
Balance as per books	
Balance at 01.04.23	£ 596,783.58
Receipts	£ 194,351.74
Payments	£ 85,264.32
	£ 705,871.00

b. Budget to actual

Budget to Actual 2023-24

Receipts	2023-24	18.12.23
Allotment income	£2,583.00	£ 2,072.06
Barclaycard Cashback		£ 14.00
Cemetery Reserve		£ 6,655.00
CIL		123,333.07
Interest		£ 3,818.83
Grant		£ 400.00
Misc.		£ 59.00
Precept	£50,564.00	£ 50,564.00
Street Cleaning	£ 5,336	£ 2,709.20

VAT		£ 4,726.58
Total income	£58,483.40	£194,351.74

Payments	2023-24	18.12.23
Allotments	£ 1,300.00	£ 1,300.00
Allotment Reserve	£	£ 413.51
Audit costs	£ 1,290.00	£ 1,330.00
Bio-Diversity & Wildlife Reserve	£ 775.00	£ 150.24
Cemetery & Churchyard Maintenance	£ 2,607.00	£ 874.50
Cemetery - Expenses	£ 1,221.00	£ 525.13
Cemetery - Reserve expenditure		£ 3,540.00
CIL		£ 36,438.23
Depreciation & replacement of Assets Reserve	£ 591.00	£ 707.16
Donations	£ 300.00	£ 50.00
Election Reserve	£ 1,700.00	£ 190.90
Expenses	£ 1,110.00	£ 848.73
Footpaths ditches and tree surgery	£ 2,000.00	£ 937.75
General Village Maintenance	£ 2,000.00	£ 350.00
Grant	£ 5,179.00	£ 5,179.00
Grass cutting	£ 5,670.00	£ 5,040.00
Hall hire	£ 671.00	£ 292.50
Insurance	£ 1,774.00	£ 1,519.93
Misc	£ 1,000.00	£ 215.20
NP Review Reserve		£ 100.50
Kings Coronation		£ 709.22
Pest Control	£ 900.00	£ 750.00
Play park		£ 73.72
Play Park Reserve		£ 500.00
Salaries	£21,721.68	£ 15,956.17
Street Cleaning - emptying & consumables	£ 802.50	£ 799.10
Street Lighting - maintenance & power	£ 3,997.50	£ -

Subscriptions	£ 955.00	£ 947.09
Training	£ 500.00	£ -
Trim Trail Reserve		£ 460.80
Website - Hosting and Domain	£ 600.00	£ 120.00
VAT		£ 4,944.94
Sub-Total	£ 58,665	£ 85,264.32

c. Reserves

Stowupland Parish Council	
Reserves	18.12.23

	Balance at 31.3.23	Receipts 18.12.23	Transfer	Payments 18.12.23	Transfer	18.12.23
Allotment Reserve	£ 2,434.60	£ 2,072.06		£ 413.51		£ 4,093.15
Bio-Diversity & Wildlife Reserve	£ 236.60	£ 775.00		£ 150.24		£ 861.36
Cemetery Reserve	£ 5,920.66	£ 6,655.00		£ 3,540.00		£ 9,035.66
CIL - separate document	£ 534,603.60	£123,333.07		£ 36,438.23		£621,498.44
Community Projects	£ 1,850.00					£ 1,850.00
Community Events	£ 3,373.27					£ 3,373.27
Community Speed Watch	£ 364.70					£ 364.70
Depreciation, replacement and purchase of assets	£ 27,194.53	£ 591.00		£ 707.16		£ 27,078.37
Election	£ 1,661.72			£ 190.90		£ 1,470.82
Environment Project (The Green)	£ 3,702.10					£ 3,702.10
General Reserve	£ 1,853.29	£ 60,525.61	£363.01	£ 42,053.76		£ 20,688.15
Kings Coronation	£ 2,750.00			£ 709.22		£ 2,040.78
Neighbourhood Plan Review	£ 50.50			£ 100.50		-£ 50.00
Operation London Bridge	£ 130.00				£130.00	£ -

Pride in my Place Grant		£ 400.00				£ 400.00
Playpark	£ 2,490.00			£ 500.00		£ 1,990.00
Queens Jubilee Reserve	£ 123.01				123.01	£ -
Sandbag Removal	£ 800.00					£ 800.00
Strategic reserves	£ 4,000.00					£ 4,000.00
Trim Trail Project	£ 3,135.00			£ 460.80		£ 2,674.20
Village Maintenance reserve	£ 110.00				110.00	£ -
	£ 596,783.58	£194,351.74	£363.01	£ 85,264.32	£363.01	£705,871.00

2. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Allotment	BACS	VARIOUS	£ 15.00
Allotment	BACS	VARIOUS	£ 423.46
Cemetery	BACS	Bingham	£ 150.00
Cemetery	BACS	Bingham	£ 150.00
Interest	BACS	50035440	£ 36.28
Interest	BACS	99082	£ 1,579.60
			£ 2,354.34

3. Cllr Voden proposed to authorise the January payments. Cllr Johnson seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 310.47		£ 310.47
Wages	BACS	D Long	£ 225.77		£ 225.77
Wages	BACS	C PIZZEY	£ 1,112.80		£ 1,112.80
Expenses	BACS	C PIZZEY	£ 32.99	£ 2.60	£ 35.59
Village Maintenance	BACS	AJP Services	£ 515.00		£ 515.00
Pest Control	BACS	RSA Pest Management	£ 250.00	£ 50.00	£ 300.00
Pride in my Place reserve	BACS	Proludic	£ 375.00	£ 75.00	£ 450.00
Cemetery	BACS	Social Gardener	£ 82.50		£ 82.50

CIL	BACS	Stowupland Pre-School	£ 1,823.11		£ 1,823.11
Bio-Diversity	BACS	Stowupland PCC	£ 15.00		£ 15.00
Donation	BACS	Citizen Advice	£ 400.00		£ 400.00
Grass Cutting	BACS	Top Garden	£ 870.00	£ 174.00	£ 1,044.00
Grass Cutting	BACS	Top Garden	£ 870.00	£ 174.00	£ 1,044.00
			£ 6,882.64	£ 475.60	£ 7,358.24

15. Clerks Report

Councillors noted receipt of the Clerks and no comments were made.

16. Councillors Reports

Cllr Voden reported that residents of Trinity Meadows have approached him regarding the flooding of one of the footpaths that runs through the estate between Cranesbill Way and Comfrey Road. It was agreed that this needed to be reported to the Developments Management Company. The Chairman reported that residents have approached her regarding children playing in the ditch at Thorney Green Road on the Oak Farm development. It was agreed to highlight this with Linden Homes Site Manager at the next liaison meeting and a resident had reported a tree over hanging their property on Birch Close. It was agreed to get the Tree Surgeon to look at this.

17. Correspondence

1. Resident – Traffic Calming Measure Trinity Meadows: The County Councillor reported that until the road is an adopted highway then the Parish Council are unable to assist.
2. Woodland Trust – Media release for call for land to support nature recovery: It was agreed to refer this to the Bio-Diversity Working Group.
3. Resident – Footpath 62: For information only.
4. MSDC – Call for land Nature Recovery: It was agreed to refer to the Bio-Diversity Working Group.
5. Resident – Buttercups on The Green: For information only.
6. Resident – Bin collection trinity Meadows: For information only.
7. Stowupland Village Hall – Request for CIL money: The Chairman reported that the Parish Council have ring fenced money for the original application and this cannot be used to fund additional architect fees.

18. Dates of next meetings

1. Bio-diversity and Wildflower Working Group Monday 8th January 7.30pm at URC Church Hall
2. Churchyard and Cemetery Meeting Saturday 13th January 2023 at Holy Trinity Church
3. Neighbourhood Plan Review Working Group Wednesday 10th January 7.00pm at URC Church Hall

4. Parish Council Meeting Thursday 1st February 2024 7.30pm at URC Church Hall

19. It was 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. Parish CIL expenditure

Meeting closed 20.48