

**STOWUPLAND PARISH COUNCIL**  
**Minutes of the Annual Council Meeting held on 6<sup>th</sup> April 2023 at URC Church Hall**

Present: Cllrs John Hayward, Laura Johnson, Debra Melhuish, Paula Murton, Sally Reeves  
 (Chairman), Ray Studd and Jerry Voden

In attendance: Claire Pizzey (Clerk), District Councillors Rachel Eburne and Keith Welham and 3  
 members of the public

**1. Apologies for Absence**

1. Apologies were received from Cllrs Laura Beeson and Donna Bridges.
2. Councillors voted to accept the apologies.

**2. Declarations of Interest**

Cllr Voden declared an interest in item. 20.3 as secretary for Stowupland Village Hall management Committee.

**3. Dispensations**

No requests for dispensations were received.

**4. Minutes**

All Councillor's confirmed receipt of the minutes. Cllr Johnson proposed to accept the minutes of 2<sup>nd</sup> March 2023 as a true record of the meeting and decisions made. Cllr Voden seconded and all were in favour. Cllr Johnson proposed to accept the minutes of the extra Ordinary Meeting held on 23<sup>rd</sup> March 2023 as a true record of the meeting and decisions made. Cllr Voden seconded and all were in favour.

**5. Matters of report**

MATTER OF REPORT	COMMENT
Network Power to report the ivy growing on the substation outside Corner Farm	Completed
Bloor Homes: Purchase of Thradstone Meadow	On going
Bloor Homes: Landscaping	<b>05.01.22:</b> Email from Bloor Homes to advise they are progressing well with landscaping on site.
47 Trinity Walk - Lamp in garden	Ongoing
Village Walk Leaflet	Completed
Permanent SID Devices - investigate sites and approval from SCC	Sites agreed and application sent to SCC
Den area	Agenda item
Investigate battery operated sound system	Completed
30mph Extension Gipping Road	Awaiting factual report

Tree Surgeon to look at trees in Play Park	Awaiting quotes
Write a procedure for Solar SID Device	
Trip hazard in Churchyard	Contractor chased as work not completed as advised
Quotes for reduction lime trees in cemetery	Awaiting quote
Footpath at Primary School	Clerk and CC Keith Welham to follow up
Litter Bin Project	Contractor chased as work not completed as advised
Quote - wooden gazebo around bench in cemetery	Completed
Retreat Pond Project - obtain quotes	Ongoing
Posters for dog fouling	Completed and up on noticeboards
Grit Bin - Chestnut Close	Grit bin ordered
Bus Shelter - Thorney Green Road	Linden Homes confirmed completion by end of March
Bruno Peak D-Day beacon	May 2023 - Once new Council is formed
Play Park Volunteer Day	Ongoing
Trim Trail - Bloor Homes commuted sum gym equipment	Email sent to Bloor Homes
Annual Parish Meeting - Ladybirds	Email sent to Ladybirds
Pond Liability report	Ongoing
Litter Picks	Awaiting dates form Environment and The Green Committee

## 6. Public Forum

A resident reported that they had been woken at 3.45am one morning a few weeks ago by cars on the High School site. A resident thanked the Chairman for all her work with the Parish Council over the years.

## 7. To receive reports from the County & District Councillors

Members confirmed receipt of the County Council report. County Councillor Welham highlighted: **Trinity Walk and FP39 and FP46:** SCC have provided details of the process to be followed if the Parish Council wish to carry out the works. This could be time-consuming but will give certainty of the work being carried out. I suggest that an assessment of what might be involved is carried out with a view to reporting back to the next Council meeting after the Pre-election period.

Cllr Voden reported that another resident had fallen at FP62. County Councillor Keith Welham advised that he had reported this to Suffolk County Council. The Chairman reported that yellow markings have

been drawn around potholes along Devon Road and other potholes of a smaller size haven't been marked for repair. County Councillor Keith Welham advised that these should also be repaired. Members confirmed receipt of the District Council report. The Chairman thanked District Councillor Keith Welham for his help with working with the Parish Council as he steps down at this election. Janet Pearson who is standing for the District Councillor at the election was introduced to the Council. District Councillor Rachel Eburne highlighted:

**Pre-election Period:** There will be no Cabinet or Full Council meetings until after the elections on 4 May. Regulatory Committee meetings, such as Development Control, will be held.

**Local Planning Issues:** DC/22/03761 – reserved matters application for the erection of 18 dwellings on land opposite the church. Revised drawings have been submitted with the area for the car park removed from the application site. The application is now provisionally programmed to be determined at the meeting to be held on 26 April although the District Councillors are not sure this will make the agenda. DC/22/06200 – application for a new factory in land off Rendalls Lane. A site meeting has been arranged for 24 April to enable the Planning Case Officer to hear the concerns of the Parish Council and our concerns.

#### **Babergh and Mid Suffolk Joint Local Plan Modifications Consultation Meeting - Neighbourhood Plan**

**Group:** The council ran an online briefing for Neighbourhood plan groups and District Councillor Rachel Eburne had attended as a volunteer on the Haughley Working Group. This consultation is Part 1 of the plan and Part 2 is expected to be adopted by the end of 2025.

Cllr R Studd reported that the signs have been fitted at the Co-op before the planning permission has been approved.

### **8. Planning**

1. Councillors to review and approve a response to the following planning applications:  
**DC/23/01313** - Proposal: Householder Application - Erection of extension to existing garage/carport to form double garage Location: 2 Fairfield Cottages, The Green, Stowupland, Stowmarket Suffolk IP14 4AD. Cllr Studd proposed that the Parish Council SUPPORTS the application. Cllr Voden seconded with all in favour.
2. Councillors noted the decisions issued by Mid Suffolk District Council:  
**DC/23/00168** - Proposal & Location of Development: Application for Listed Building Consent - Replacement of existing concrete tiles with clay pantiles Poplar Farm, Saxham Street, Stowupland, Stowmarket Suffolk IP14 5DF. Listed building Consent was GRANTED.
3. Cllr Studd proposed that the Parish Council makes no response to the public consultation of the proposed Main Modifications to the JLP and Policies Map Changes. Cllr Voden seconded with all in favour.

## **9. Biodiversity and Wildflower Working Group**

Councillors noted the report from the meeting of 6<sup>th</sup> March 2023

1. Cllr Melhuish proposed that when the Parish Council has taken responsibility for the land, a Tawny Owl box be fixed to a suitable tree within Thradstones Meadow. Cllr Johnson seconded with all in favour.

## **10. Cemetery and Churchyard**

Councillors noted the report from the meeting of 25<sup>th</sup> March 2023

1. The Chairman proposed that the Parish Council agrees that a quote is sought for the installation of 2 more rows of slabs for Ashes Internments. Cllr Studd seconded with all in favour.
2. The Chairman proposed that the Parish Council agrees to purchase a tree to commemorate the coronation of King Charles III from the cemetery reserve to be planted in the gap in the central belt of trees in the cemetery. Cllr Hayward seconded with all in favour.

## **11. Environment and The Green Sub-Committee**

Councillors noted the report from the meeting of 11<sup>th</sup> March 2023

1. Councillors were content that the work carried out to the front of Green View was within the property's boundary.
2. Cllr Murton proposed that the Parish Council makes contact with both BT and Cadent who carried work out on The Green to ask them to return to make good areas of The Green. Cllr Melhuish seconded with all in favour.
3. Councillors discussed the issue of vehicles parking on The Green outside Mill Cottages. Since the agenda had been published the property has become vacant. It was agreed that a letter and a copy of The Green policy is delivered to the property once new residents have moved in.
4. Cllr Murton proposed that the Parish Council seeks a quote to install posts and make good the track at Mill Cottages. Cllr Melhuish seconded with all in favour.
5. Cllr Murton proposed that no further work is carried out to the den area. Cllr Melhuish seconded with all in favour.
6. Cllr Murton proposed that the Parish Council makes no comment about closing the den area. Cllr Melhuish seconded with all in favour.
7. Cllr Murton proposed that the Parish Council removed the 3 side panels on the bus shelter by Birch Close following further graffiti. Cllr Melhuish seconded with all in favour. District Councillor Rachel Eburne suggested the Parish Council reports this to the MSDC Anti-Social Behaviour team who are monitoring issues county wide.

8. Cllr Murton proposed that the Parish Council obtains a quote to grass seed and fill in gaps on the boundary area of the new footpaths over The Green and for the work on the trees at Ford Cottage and The Green. Cllr Melhuish seconded with all in favour. Members discussed the new footpaths and comments that have been made from residents regarding the loose stones and not using them due to this. It was agreed to contact the Contractor who carried out the work and ask them to look at this.

## **12. Finance and Policy Committee**

Councillors noted the draft minutes from the meeting of 2 March 2023

1. Cllr Johnson proposed that the Parish Council agreed to use Heelis and Lodge to carry out the Internal Audit for 2022-23 at a cost of £450.00 + vat. Cllr Studd seconded with all in favour.

## **13. Kings Coronation Working Group**

Councillors noted the report from the meeting of 9 March 2023.

## **14. Village Walk Leaflet**

Councillors noted the report from the Chairman in relation to the village Walk Leaflet.

## **15. End of Year reports**

Councillors noted receipt of the year end reports that will be made available at the Annual Parish meeting from:

- Allotment Officer
- Cemetery and Churchyard Officer
- Biodiversity and Wildflower Working Group
- Planning Officer
- Play Park Officer
- The Green Sub-Committee
- Traffic Officer

## **16. Clerk**

Councillors noted the clerk's report.

## **17. Statutory Business**

Cllr Johnson proposed that the Parish Council dissolves the Finance and Policy Committee from May 2023 and that business in future be conducted at the full Parish Council meetings. Cllr Voden seconded with all in favour. The Chairman proposed that the Parish Council renames the Parish Infrastructure Improvement Plan Sub-Committee as a working group. Cllr Studd seconded with all in favour.

## **18. Finance**

1. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Transfer	BACS	Barclays	£ 50,000.00
Cleansing Grant	BACS	MSDC	£ 1,235.00
Cemetery	BACS	Spencer Wix	£ 50.00
			£ 51,285.00

2. Cllr Hayward proposed to authorise the March payments. Cllr Melhuish seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 288.17		£ 288.17
Wages	BACS	D Long	£ 205.83		£ 205.83
Wages	BACS	C PIZZEY	£ 1,072.00		£ 1,072.00
Expenses	BACS	C PIZZEY	£ 32.99	£ 2.60	£ 35.59
Expenses	DD	Barclaycard	£ 44.22	£ 8.84	£ 53.06
Cemetery	BACS	Social Gardener	£ 99.00		£ 99.00
NP Review	BACS	Places4People	£ 853.50	£ 170.70	£ 1,024.20
Street Lighting	BACS	Suffolk CC	£ 1,823.62	£ 364.72	£ 2,188.34
Village Walk	BACS	Gipping Press	£ 384.00	£ 76.80	£ 460.80
Play Park Inspection	BACS	MSDC	£ 52.06	£ 10.41	£ 62.47
Maintenance	BACS	AJP Services	£ 95.00		£ 95.00
Pest Control	BACS	RSA Pest Management	£ 250.00	£ 50.00	£ 300.00
CIL	BACS	Stowupland CC	£ 5,840.00	£1,168.00	£ 7,008.00
Printing	BACS	Gipping Press	£ 121.00	£ 24.20	£ 145.20
Printing	BACS	Gipping Press	£ 70.00		£ 70.00
Licence	BACS	Stowupland Village Hall	£ 20.00		£ 20.00
B&W	BACS	Kay Easter	£ 32.93		£ 32.93
			£11,284.32	£ 1,876.27	£13,160.59

## 19. Councillors Reports

Cllr Hayward reported that he had spoken to Network power regarding the power cuts that were regularly happening around the village and the issue had been resolved. Cllr Murton reported a broken marker on footpath 56. The Chairman reported that the hedge needs cutting back at the entrance of the High School and manhole covers on the pavement along the A1120 are standing proud after work has been carried out by BT.

## 20. Correspondence

Councillors to note correspondence already circulated and consider any action.

1. Stowupland Falcons – Tournament 3-4 June 2023.

2. Low Carbon – Introduction to proposal for a new Solar Farm at Middlewood Green:  
It was agreed that a meeting would be arranged to discuss proposals.
3. Stowupland Village Hall – Request for CIL funding. It was agreed to refer this to the PIIP Working Group.
4. MSDC – National Living Wage increase.
5. Resident - Request to use The Green for football on Friday evenings and permission to hold a charity football match on The Green to include mini games, refreshments and music:  
Councillors agreed that permission should be given for the Friday football and to remind the group that no parking is allowed on The Green or the track and to clear up any rubbish.  
Councillors agreed that the charity football match could be played on The Green on Saturday 20<sup>th</sup> May, but they would not give permission for any of the other activities.

#### **21. Dates of next meetings**

1. Finance and Policy Meeting Thursday 20<sup>th</sup> April 2023 7.30pm at URC Church Hall
2. Parish Council Meeting Thursday 11<sup>th</sup> May 2023 7.30pm at Holy Trinity Church Hall
3. Biodiversity and Wildlife Working Group Monday 22<sup>nd</sup> May 2023 7.30pm at URC Church Hall

#### **22. 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. Community Litter Picker Salary Review

Meeting closed 20.51.