

**STOWUPLAND PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on 7<sup>th</sup> September 2023 at URC Church Hall**

Present: Cllrs Donna Bridges (Chairman), Debra Melhuish, Paula Murton, R Studd, Jerry Voden and Gemma Whitehouse

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

**1. Apologies for Absence**

1. Apologies were received from Cllrs, Laura Beeson, Laura Johnson, District Councillor Janet Pearson and County Councillor Keith Welham
2. Councillors voted to accept the apologies.

**2. Declarations of Interest**

Cllr Voden declared an interest in planning application DC/23/03992 as a member of the Village Hall Management Committee.

**3. Dispensation**

No dispensations were received.

**4. Minutes**

All Councillor's confirmed receipt of the minutes. Cllr Melhuish proposed to accept the minutes of 3<sup>rd</sup> August 2023 as a true record of the meeting and decisions made. Cllr Studd seconded and all were in favour.

**5. Matters of report**

<b>MATTER OF REPORT</b>	<b>COMMENT</b>
Bloor Homes: Purchase of Thradstone Meadow	On going
Permanent SID Devices -	SID posts have been ordered and it has been advised that they will be installed by the end of September
30mph Extension Gipping Road	Response to the Factual Report made
Tree Surgeon to look at trees in Play Park	Agenda item
Write a procedure for Solar SID Device (Risk Assessment)	Agenda item
Litter Bin Project - Barriers at Maple Road	Agenda item
Retreat Pond Project	Await a start date from contractor
Bus Shelter - Thorney Green Road	Clerk report
Trim Trail - Bloor Homes commuted sum gym equipment	Clerk report

Linden Homes - contact regarding construction signs	
Grass seed - cemetery	
Report cars using School car park	The High School advised that they have reported this to the Police. I also made a report and a response was made to advise that essentially, the cars are using the car park to sit up with their lights on. They don't appear to be doing much else, and whilst there is a 'No Trespassing' sign, this would not be enforced by them, and the school should look at better access etc.
Report uncut footpath Bloor Homes - Gipping Road	Footpath has been cut
Quote for tree on FP34	Work completed
Check grass area by Corner Farm	
Make response to National Grid Consultation	Response made
Village Hall redevelopment - send concerns to Management Committee	An email was received to advise that the Parish Councils comments had been noted at the meeting of 14th August. Planners at MSDC have reduced the planning time scale from 12 weeks to 8, the business plan was agreed by the committee and will be forwarded to the planning committee with the planning application. It was agreed that a meeting to discuss the Safer route to Schools would be the best course of action to take.

## 6. Public Forum

A resident reported on the condition of the grass cutting in the cemetery.

## 7. To receive report from the County Councillor Keith Welham

Members confirmed receipt of the County Council report. The members discussed the complaints from residents about a skip in the front garden of a property in Highfield Road. This appears to be part of a business which may well need planning permission, an operator's licence and permission from the Environment Agency. District Councillor Rachel Eburne advised that this had been investigated by the District Council who felt no further action was required. The members agreed not to take this any further.

## 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:

- Pride in you place funding: Encourage the Parish Council to apply for the full £400 eligible to the village.
- Trinity Meadows Link to Trinity Walk: There is a delay with the completion of this work.
- DC/22/03761: (18 dwellings – Landex) has been granted but there are outstanding issues regarding the community carpark and cemetery land.
- Parish CIL Applications: Would like to discuss the Parish CIL applications that have been made to Stowupland Cricket Club and Stowupland Falcons

## 9. Planning

1. Councillors to review and approve a response to the following planning applications:

### **DC/23/03993 APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF**

**CONDITION(S)** - Proposal: Application under S73a for Remove or Variation of a Condition following grant of DC/21/02368 dated 18.06.2021 Town and Country Planning Act 1990 (as amended) - Erection of 1No dwelling - To vary Condition 2( Approved Plans and Documents) to include erection of detached garage. Location: Acorn Place, Saxham Street, Stowupland, Stowmarket Suffolk IP14 5DA. Cllr Studd proposed the Parish Council SUPPORTS the application. Cllr Melhuish seconded with all in favour.

**APPLICATION FOR DISCHARGE OF CONDITION(S) - DC/23/04017 - Proposal:** Discharge of Conditions Application for DC/22/03761 - Condition 9 (Construction Management Plan) Location: Land On The South East Side Of, Church Road, Stowupland, Suffolk IP14 4BQ. Cllr Studd proposed that the Parish Council SUPPORTS the application as the CMP has taken on board all the suggestions that were made on the draft document that Landex consulted with the Council. Cllr Voden seconded with all in favour.

**DC/23/03992 Proposal:** Full Planning Application - Extensions and alterations to existing Village Hall, construction of storage compound, associated external and landscaping works (following demolition of Bowls Pavilion) Location: Stowupland Village Hall, Church Road, Stowupland,

Stowmarket Suffolk IP14 4BG. Cllr Studd proposed that the Parish Council SUPPORTS the application if the access visibility splay is improved as currently it is poor especially viewing traffic from the left when exiting the site. The proposed additional hedge planting either side of the access would reduce the visibility splay and should not be allowed. The Parish Council also notes that the planning statement includes a Parish Office, this does not seem to be consistent with the plans or the business statement which includes a Trustees Office. Cllr Murton seconded with all in favour.

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

**DC/22/03761** - Proposal & Location of Development: Application for approval of Reserved Matters following Outline Planning Approval 1884/16 dated 24/12/2019 - Erection of 18 dwellings, parking for primary school and extension to cemetery. Submission of details for Appearance, Layout, Landscaping and Scale. Land On The South East Side Of, Church Road, Stowupland, Suffolk. Planning permission has been GRANTED.

The members discussed condition 2 of this approval that states:

*ACTION REQUIRED IN ACCORDANCE WITH A SPECIFIC TIMETABLE: CEMETERY EXTENSION*

*Prior to first occupation of any dwelling the cemetery extension (car park and soft landscaping) as shown on drawing LSDP 1911.02 Revision F shall be laid out in full and shall then be made available for use and retained for vehicular parking as an extension to the cemetery. It shall remain free from obstruction and used for no other purpose.*

*Reason: In the interest of securing the delivery of a comprehensive well-landscaped site in line with the description of development.*

*Note: For avoidance of doubt condition 6 on Outline Planning Permission 1884/16 includes the landscape management details for the cemetery extension car park and soft landscaping.*

It was agreed that the Parish Council leaves this and see if this means that the Parish Council does not have to pay for the construction of the cemetery extension car park and road.

3. **Trinity Meadows - DC/21/00946 & DC/20/00925:** Cllr Studd proposed that the Parish Council raises an enforcement against 110 Oxlip Way to reinstate the office as a garage as this is one of the dedicated parking spaces for the property and evidence the option to purchase solar panels on any property in phase 3 of the development. Cllr Whitehouse seconded with all in favour.

4. **New Development at Land On The South East Side Of Church Road Stowupland Suffolk**

It was agreed to ask the History Group to come up with 3 names with a connection to the area to forward on to Mid Suffolk District Council.

## **10. Bio-Diversity & Wildflower Working Group**

Councillors noted the report from the Bio-Diversity & Wildflower Working Group.

1. Cllr Murton proposed that the Parish Council agrees that the Parish Clerk submit the application forms to MSDC for the provision of trees and seeds, fully funded by MSDC for the project at the John Milton Academy and The Green. Cllr Voden seconded with all in favour.
2. Cllr Murton proposed that the Green Committee will meet with the working group to enter into discussions regarding a revised long-term grass and open space maintenance regime that will be part of the Council's commitment to reducing the effects of climate change and loss of biodiversity. Cllr Voden seconded with all in favour.
3. Cllr Murton proposed that The Green committee will meet with the working group to agree areas to be designated for No Mow May 2024, and to make recommendations to the October 2023 meeting of the Council. Cllr Voden seconded with all in favour.

#### **11. Allotment Officer**

Councillors noted the report and no comments were made.

#### **12. Audit**

1. Councillors noted the completion of the limited assurance review on the end 31 March 2023 for Stowupland Parish Council and accepted the Except for Matters as reported:
  - Information received from the smaller authority indicates that assets purchased during the prior year have not been included in the 2021/22 figure box for section 2, box 9.
  - The figure stated on section 2, box 9 contains gifted assets, however the Practitioner's' Guide states that where assets are gifted at zero cost to the authority, they should be recorded as a nominal value of a £1. Due to this section 2, Box 9 for the current year should read £293,584.
2. Councillors noted that the Clerk has advertised the conclusion of audit for the year ending 31 March 2023 in accordance with the legislation.

#### **13. Risk Assessments**

1. Councillors reviewed the following Risk Assessments and no changes were made.
  - a. Cemetery Caretaker and General Maintenance Worker Risk Assessment
  - b. Clerk Risk Assessment Risk Assessment
  - c. Community Litter Picker Risk Assessment
  - d. Parish Risk Assessment
  - e. Volunteer Risk Assessment
  - f. Financial Risk Assessment

2. Cllr Studd proposed that the Parish Council adopts the Vehicle Activated Sign Risk Assessment. Cllr Murton seconded with all in favour.

#### 14. Insurance

Cllr Studd proposed that the Parish Council enters in to a Long Term Agreement with Zurich Insurance to reduce the price of the policy over the life of the agreement in return for the Council's commitment to stay with them, for 3 Years at a cost of £1,519.93 a year. Cllr Murton seconded with all in favour.

#### 15. Finance

1. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Cemetery	BACS	E of E Co-op	£ 25.00
Cemetery	CREDIT	Various	£ 175.00
			£ 200.00

2. Cllr Voden proposed to authorise the September payments. Cllr Studd 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	£ 1,071.80		£ 1,071.80
Expenses	BACS	C PIZZEY	£ 43.79	£ 2.60	£ 46.39
Wages	BACS	HMRC	£ 184.55		£ 184.55
Expenses	DD	Barclaycard	£ 217.61	£ 33.53	£ 251.14
Allotment	BACS	The Forge Workshop	£ 22.50		£ 22.50
Pest Control	BACS	RSA Pest Management Services	£ 250.00	£ 50.00	£ 300.00
Cemetery	BACS	Mini Waste Services	£ 165.00	£ 33.00	£ 198.00
Cemetery	DD	Wave	£ 16.56		£ 16.56
Cemetery	BACS	The Social Gardener	£ 66.00		£ 66.00
Election	BACS	MSDC	£ 190.90		£ 190.90
Audit	BACS	PKF Littlejohn	£ 840.00	£ 168.00	£ 1,008.00
			£ 3,604.95	£ 287.13	£ 3,892.08

3. Cllr Voden proposed that the Parish Council accepts the quote from Glasdon to purchase a new dog bin for Oxlip Way at a cost of £252.19 + VAT. Cllr Melhuish seconded with all in favour.
4. Cllr Melhuish proposed that the Parish Council accepts the quote from W J Jarvis to fell multi stem prunus tree on the allotments to ground level and take all debris from site would be at a cost of £300 + VAT. Cllr Voden seconded with all in favour.
5. Cllr Studd proposed that the Parish Council accepts the quote from AE White to carry out the work to the barrier at Maple Road at a cost of £2,618.00 +VAT. Cllr Voden seconded with all in favour.
6. Cllr Studd proposed that the Parish Council agrees the quote from MSDC for the Annual Play Park Inspection at a cost of £53.15 +VAT. Cllr Murton seconded with all in favour.
7. Cllr Melhuish proposed that the Parish Council accepts the quote from W J Jarvis for the work to the trees at the Play Park at a cost of up to £600.00 +VAT. Cllr Studd seconded and all were in favour.

#### **16. Clerks Report**

Councillors noted the clerks report and the members accepted the offer from the resident to replace the dead tree on The Green in the autumn with a sweet chestnut.

#### **17. Councillors Reports**

Cllr Voden reminded members that the Walkers Cup is scheduled to take place on Sunday 10<sup>th</sup> September starting from the Sports and Social Club.

#### **18. Correspondence**

1. Stowupland Falcons – CIL Funding Grant: It was agreed to send a copy of the relevant sections of the CIL application to both the Cricket Club and Stowupland Falcons.
2. Stowupland Falcons – Permission to use village green football pitch: It was agreed to give permission for the use of The Green.
3. MSDC – Free trees, hedgerows and wildflower scheme: This had already been forwarded to the Bio-Diversity Working Group.
4. MSDC – Pride in your place funding: The Clerk to make an application.
5. National Grid – Electricity System Operator update on study of infrastructure in East Anglia
6. MSDC – Fixing of taxi fares for Hackney Carriages under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 consultation. Information only.
7. Suffolk Highways – Grit Bins. Information only.
8. PC Stefan Henriksen – Transfer to Halesworth: Information only.
9. MSDC – Planning public access website – Online measuring Tool: Information only.

**19. Dates of next meetings**

1. Bio-Diversity and Wildlife Working Group Monday 2<sup>nd</sup> October 2023 7.30pm at URC Church Hall
2. Parish Council Meeting Thursday 5<sup>th</sup> October 2023 7.30pm at URC Church Hall

**20. 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. Future Parish CIL expenditure

Meeting closed 20.23