

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 7th March 2024 at URC Church Hall

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

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

1. Apologies for Absence

1. Councillors noted the resignation of Gemma Whitehouse from the Council
2. Apologies were received from Cllr Ray Studd and District Councillor Rachel Eburne
3. Councillors voted to accept the apologies.

2. Declarations of Interest

There were no declarations of interest received.

3. Dispensation

There were no dispensations received.

4. Minutes

All Councillor's confirmed receipt of the minutes from the meetings of the 1st February 2024. Cllr Johnson proposed to accept the minutes of the meeting of the 1st February 2024 as a true record of the meeting and decisions made. Cllr Melhuish seconded and all were in favour.

5. Matters of reports

MATTER OF REPORT	COMMENT
Bloor Homes: Purchase of Thradstone Meadow	On going
Retreat Pond Project	Tree and fencing work started on 28.02.24
Bus Shelter - Thorney Green Road	on going
Enforcement Trinity Meadows EN/23/00526	Planning Officer reported that the they have been in touch with the landowner today who has advised that he will install a garage door in the next 6-8 weeks or as soon as practicably possible after sourcing quotes

	and booking the work with a contractor.
Look at grant funding for play equipment - play equipment agreed	Investigating grants
Order and plant oak tree at cemetery	
Report pot holes Broomspath Road	Completed
Remove dog bag dispensers	
Repair post Thorney Green	Completed
Send photos of Devon Road verge to SCC for advise	Photos sent
Tree - Birch Close - removal of branches on resident property	Work completed
Ditch - Linden Homes	Agenda item
Cemetery - arrange meeting with grass cutting contractor and grave digger	Agenda item
Receive display boards and check if adequate	
Advertise Litter Picks	Completed
Add SID section to Parish Website	Completed
Policies Review	Agenda item
Investigate Defibrillator	On going
Contact Aspen Grange regarding sign	Sign removed
Arrange CPR training	On going
Include Financial Transparency to Parish Website	Completed

6. Public Forum

A resident would like the Parish Council to consider the verge opposite the layby at Barn Cottages on Church Road for the position of the extra SID device and raised concerns over the state of the first grass cut around the village. A resident reported on the state of the track on Chapel Road. It was agreed to look at this at the next Green meeting.

7. To receive report from the County Councillor Keith Welham

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

- **Safer Route to School:** A meeting of stakeholders to discuss progress has been arranged at the High School Bungalow at 2.00 on Monday 25 March. Cllrs Beeston and Easter to represent the Parish Council.

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

Members confirmed receipt of the District Council report. District Councillor Janet Pearson highlighted:

- **UK Council of the Year:** Babergh and Mid Suffolk District Councils have taken the top honour at the iESE Public Sector Transformation Awards in London on Wednesday, 6 March.

9. Planning

1. Councillors noted that no planning applications have been received.
2. Councillors noted that no decisions have been issued by Mid Suffolk District Council.

10. Cemetery

1. Cllr Johnson proposed that the Parish Council obtains a quote for the grass to be collected and removed from the cemetery. Cllr Melhuish seconded with all in favour.
2. Cllr Johnson proposed that permission is given to the Grass Contractor to cut down flowers that are growing on graves and move anything that is obstructing the cutting of graves which is contrary to the cemetery policy. Cllr Beeson seconded and all were in favour.
3. Cllr Johnson proposed that the Parish Council obtains a quote for the cost of levelling graves 6 months after the burial. Cllr Voden seconded and all were in favour.

11. Meeting Dates

1. Cllr Voden proposed the change of date for the May and June Parish Council meetings to the second Thursday of the month at the Church Hall. Cllr Easter seconded with all in favour.
2. Councillors noted the Annual Parish Meeting date of Wednesday 10th April 2024 and consider the format of the meeting.

12. Policies and Procedure Review

Councillors noted that the following policies have been reviewed and to approve unchanged as no updates are required:

	Version	Adopted	Reviewed by	Date of Review
Governance:				
Code of Conduct	1.0	05.05.2022	Clerk	06.02.24
Financial Regulations	1.4	20.08.2021	Clerk	06.02.24
Standing Orders	1.6	20.08.2020	Clerk	06.02.24
Employment Policies:				

Dignity at Work	1.0	12.06.2014	DM	23.02.24
Disciplinary policy	1.0	08.10.2015	DM	23.02.24
Employee Privacy Notice	1.0	14.08.2018	DM	23.02.24
Grievance Policy	1.0	12.06.2014	DM	23.02.24
Health & Safety Policy	1.0	10.04.2014	TE	09.02.24
Sickness Absence Policy	1.0	10.04.2014	TE	09.02.24
Training and Development	1.1	08.03.2018	TE	09.02.24
Policies:				
Banking Policy	1.2	04.08.22	TE	09.02.24
Cemetery Policy	1.4	Under Review		
Equality Opportunities Statement	1.0	10.04.2014	LJ	22.02.24
Grant Policy	1.0	12.04.2018	LJ	22.02.24
Green Policy	1.0	14.11.2019	LJ	22.02.24
Media Policy	1.0	13.08.2015	LJ	22.02.24
Noticeboard Policy	1.1	15.05.2023	JV	01.03.24
Reserves Policy	1.0	04.08.23	JV	01.03.24
Safeguarding Policy	1.0	13.12.2018	JV	01.03.24
Social Media Policy	1.0	20.08.2020	JV	01.03.24
Volunteer Policy	1.0	08.03.2018	PM	15.02.24
GDPR:				
Consent Form	1.0	14.08.2018	PM	15.02.24
Data Protection Policy	1.1	14.06.2018	PM	15.02.24
Document and Electronic data policy	1.0	09.08.2018	PM	15.02.24
Lawful basis for processing Data	1.0	08.04.2021	DB	29.02.24
Privacy Notice	1.0	14.08.2018	DB	29.04.24
Security Incident Response Policy	1.0	18.08.2019	DB	29.04.24
Subject Access Request Procedure	1.0	11.10.2018	DB	29.04.24
Subject Access Request Policy	1.0	11.10.2018	RS	22.02.24
Other:				
PIIP Procedure	1.1	08.03.2018	RS	22.02.24

Pre-Planning Protocol	1.0	08.06.2017	RS	22.02.24
Reporting at meetings <i>amended word Chairman to Chair</i>	1.0	11.12.2015	RS	22.02.24

13. Internal Control Statement

Councillors noted that the Internal Control Statement for the year ending March 2024 has been completed.

14. Fidelity Guarantee

The Clerk reported that the Parish Council currently has £1,000,000 of fidelity Guarantee cover. It was agreed that given the current Bank balance this cover is sufficient.

15. General Data Protection Regulation Audit

Councillors noted the GDPR Audit for 2023-24 was completed.

16. Finance

1. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Allotment	BACS	VARIOUS	£ 15.00
Cemetery	BACS	Spencer Wix Stone	£ 50.00
Cemetery	BACS	East of England Co-op	£ 850.00
			£ 915.00

2. Cllr Melhuish proposed to authorise the March payments. Cllr Murton 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	£ 1,114.50		£ 1,114.50
Expenses	BACS	C PIZZEY	£ 32.99	£ 2.60	£ 35.59
General Expense	DD	Barclaycard	£ 63.21	£ 7.64	£ 70.85
Cemetery	BACS	Social Gardener	£ 181.50		£ 181.50
CIL	BACS	SDW Services (Suffolk) Ltd	£ 2,000.00	£ 400.00	£ 2,400.00
Cemetery	DD	Wave	£ 18.34		£ 18.34
Tree Surgery	BACS	W Jarvis	£ 400.00	£ 80.00	£ 480.00

£ 4,346.78	£ 490.24	£ 4,837.02
------------	----------	------------

17. Clerks Report

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

18. Councillors Reports

Cllr Voden reported that commercial adverts are being put on the Parish Noticeboards. It was agreed to get new “no commercial advert” notices for all the Parish noticeboards. Cllr Voden also reported that he had met the new Community Police Team in Stowmarket and the new Support Officer, PC Andrew Ferguson. They would be very pleased to receive the data from the Parish Council SID devices. The Community Speed Watch Scheme for Stowupland has been closed due to the lack of activity. Unfortunately Cllr Voden is the only volunteer. An advert to recruit additional members will be written later in the year. A resident had also contacted Cllr Voden about the state of The Green at Grays Close and the consideration to install posts. It was agreed that the Greens Committee would look at this at their next meeting. Cllr Beeson reported on the speeding of traffic through Trinity Meadows that had resulted in a resident getting knocked over last month. Cllr Murton reported on the state of the grass cutting of The Green and it was agreed that the Clerk contacts the grass cutting contractor and report the issues. Cllr Easter reported that he had attended the Gateway 14 and Suffolk County Council Devolution meetings representing the Parish Council. The Chairman reported that the dog poo bin handle on the corner of Thorney Green Road is broken. It was agreed to consider the cost of a new bin at the April meeting.

19. Correspondence

1. Hedgehogs r Us - Hedgehog Highway Project: It was agreed to refer this to the Bio-Diversity Working Group.
2. Resident – Ducks crossing Trinity Meadows: It was agreed to contact Bloor Homes to ask permission to erect a sign.
3. Mid Suffolk Citizen Advice – Thanks for donation: Information only.
4. Resident – Hedge Maintenance The Green: Information only.
5. Resident – Footpath 32: It was agreed to respond to the resident and advise that the Parish Council would report this on the Suffolk County Council website and refer them to this for future issues.
6. Suffolk County Council Flood and Water Team – Watercourse at Stowupland Cemetery: It was agreed the Cllr Voden and County Councillor Keith Welham would inspect the culvert and advise Suffolk County Council Flood Team when this had been completed.

7. Grave Owner – request for memorial stone at Stowupland cemetery: It was agreed that the grave owner could put the memorial stone on the grave.
8. Telstar – Thanks for grant funding 2024-25: Information only.
9. Valuation Office – Request for information cemetery: The Clerk to complete and return.
10. Resident – Neighbours parking on verge: It was agreed to send a letter to the resident to advise that the Parish Council are unable to assist with this issue and County Councillor Kieth Welham had reported on the Councils reporting portal and they advised that this was a matter for the police and if he felt threatened at any time he would need to make contact with them.

20. Dates of next meetings

1. Biodiversity and Wildflower Working Group Monday 11th March 2024 7.30pm at URC Church Hall
2. Parish Council Meeting Thursday 4th April 2024 7.30pm at URC Church Hall

21. 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
2. Parish SID devices
3. Burial in the cemetery
4. Clerk Appraisal

Meeting closed 20.37