

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

Present: Cllrs Donna Bridges (Chairman), Laura Beeson (arrived at item 6), Laura Johnson, Debra Melhuish and Ray Studd

In attendance: Claire Pizzey (Clerk), District Councillors Rachel Eburne and County Councillor Keith Welham and 2 members of the public

**1. Apologies for Absence**

1. Apologies were received from Cllr Murton, Voden and District Councillor Janet Pearson
2. Councillors voted to accept the apologies.

**2. Declarations of Interest**

No declarations of interest were received.

**3. Dispensation**

No dispensations were received.

**4. Minutes**

All Councillor's confirmed receipt of the minutes. Cllr Johnson proposed to accept the minutes of 1<sup>st</sup> June 2023 as a true record of the meeting and decisions made. Cllr Studd seconded and all were in favour.

**5. Matters of report**

PC DATE	MATTER OF REPORT	COMMENT
10-Sep-21	Cutting back the trees along the side of The Green up to Corner Farm	Work completed
14-Oct-21	Bloor Homes: Purchase of Thradstone Meadow	On going
14-Oct-21	Bloor Homes: Landscaping	<b>05.01.22:</b> Email from Bloor Homes to advise they are progressing well with landscaping on site.
03-Mar-22	Permanent SID Devices -	Sites agreed and application sent to SCC
04-Aug-22	30mph Extension Gipping Road	Response to the Factual Report made
01-Sep-22	Tree Surgeon to look at trees in Play Park	Referred to the Village Hall Management Committee
01-Sep-22	Write a procedure for Solar SID Device	On going
06-Oct-22	Quotes for reduction lime trees in cemetery	Work completed.
03-Nov-22	Litter Bin Project	Contractor chased as work not completed as advised
01-Dec-22	Retreat Pond Project - obtain quotes	Agenda item – Clerks report
05-Jan-23	Bus Shelter - Thorney Green Road	Message left with Site Manager
05-Jan-23	Bruno Peak D-Day beacon	Agenda item
02-Mar-23	Play Park Volunteer Day	Volunteer day agreed for 8 July 2023

02-Mar-23	Trim Trail - Bloor Homes commuted sum gym equipment	Email sent to Bloor Homes
02-Mar-23	Litter Picks	
06-Apr-23	Quote for slabs at cemetery	Work Completed
06-Apr-23	Quote for posts and repair to track at Mill Cottages	Work Completed
06-Apr-23	Remove 3 panels at Birch Close bus shelter and report to MSDC Anti-Social behaviour team	Work Completed
15-May-23	Linden Homes - contact regarding construction signs	Message left with Site Manager
15-May-23	Grass seed - cemetery	
01-Jun-23	Send accounts to PKF Little John Auditors	Accounts sent
01-Jun-23	Notice board at Trinity Meadows - Assess and discuss at July meeting	Agenda item
01-Jun-23	Report recent Graffiti to SNT	
01-Jun-23	Quote to refurbish footpath sign at VH	Agenda item

## 6. Public Forum

A resident reported on the state of the grass cutting at the cemetery and problems with cars using the school car park outside of the allocated hours of use. A resident reported on the state of the footpath along Gipping Road and another resident reported that the grass cutting around the pond at the Retreat and the area around the no mow section on The Green had been missed.

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

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

- Safer Route to School: A meeting had been held with Julie Proctor and Peter Munford who had confirmed that they aim to construct the next stage of the route as soon as possible. With new Contractors starting with Suffolk County Council this is unlikely to be until after October. The next stage will take the route through to the front of the High School. Contact is being made with the Academy Trust to obtain permission to carry the link down the side of the play park to the Church.
- Gipping Road white lines: Advice was sought from Suffolk Highways following correspondence from a resident of Gipping Road asking why the recent edge lining works did not include their property. The white lines were reinstated as they had originally been marked as part of a traffic calming scheme. The County Council have no problem with the resident having white lines outside their property if they were minded to pay for them.

## 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:

- National Grid Pylons: National Grid has launched its latest public consultation on plans for a new high-voltage power line across East Anglia, including Mid Suffolk and Babergh. The Norwich to Tilbury project has previously been opposed by both councils amid significant concerns, particularly over the impact on the environment. The public consultation event in our area is on Tuesday 11<sup>th</sup> July, 11am-4pm at Blackbourne Community Centre in Elmswell. We will be lobbying Government, again, to review this process and ask National Grid to re-consider their current approach.
- Land Between, Gipping Road And Church Road, Stowupland, Suffolk, IP14 4BG: An enforcement has been made for the unauthorised use of emergency exit from the site onto Gipping Road.
- Landex planning permission: The Planning Committee granted application DC/22/03761 (18 dwellings – Landex) at the meeting on 21<sup>st</sup> June. We were pleased that the Committee recommended the Parish Council sees the Construction Management Plan.

## 9. Planning

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

**DC/23/01259** - Proposal & Location of Development: Planning Application - Change of use of Clock Tower to 1 bed holiday let with associated internal and external works, internal insulation, additional windows, and minor alterations to appearance and fabric. Replace East Store Barn roof from asbestos to metal clad and install PV panels to south facing slope. Columbyne Hall, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4AT. Planning permission was GRANTED.

**DC/23/01260** - Proposal & Location of Development: Application for Listed Building Consent - Change of use of Clock Tower to 1 bed holiday let with associated internal and external works, internal insulation, additional windows, and minor alterations to appearance and fabric. Replace East Store Barn roof from asbestos to metal clad and install PV panels to south facing slope. Columbyne Hall, Gipping Road, Stowupland, Stowmarket Suffolk IP14 4AT. Listed Building Consent was GRANTED
3. Members discussed the Management Construction Plan at the Landex Site on Church Road. Cllr Studd proposed that he Parish Council Comments on Construction & Deliveries Management Plan (Ref 4342-CMP-A) as follows:
 

In the interests of highway and pedestrian safety.

  - Request a Banksman in place when HGV's enter or exit the site by Access A on plan 4342-CMP01A.

- Access A is ONLY used for the enabling of Access B as per condition 12 in 1884/16 approval. It is then closed and only Access B used.
- Ensure the footpath East of the Pumping Station on the A1120 is accessible to pedestrians at all times.
- Request that the delivery hours are changed for the afternoon to 15.00 – 16.00.

Other comments

- Operatives travel to and from the site statement is amended as there is no sustainable bus route situated close to the site.
- That the storage/unloading and site office/car parking areas B are left in a condition agreed between Landex and the Parish Council before transfer of the Cemetery Extension land is completed.

Cllr Johnson seconded with all in favour.

4. Cllr Beeson proposed that the Chairman along with Ray Studd, Planning Officer and The Clerk attends a meeting with Landex to finalise the arrangements relating to the cemetery extension land. Cllr Johnson seconded with all in favour.

#### **10. Parish Infrastructure Improvement Plan Working Group**

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

Cllr Studd proposed that the Parish Council agrees the amendments to the PIIP and the following applications:

- i. Village Hall Committee: Improvement Total cost around £1,000,000 request for CIL ring fenced money of £250,000 to £300,000 - Ring fence up to £300,000 for 2 years to allow time for the VH to submit an application.
- ii. Stowupland Falcons: Mower, Mower attachments, storage Container and 5-a-side goals request for 50% of cost £35,370. Refusing tractor and attachments as mower was purchased with CIL money for Cricket Club in 2022 which was for use of Falcon pitch as well as village hall land. Container refused as they do not have permission to site this on the Village Hall land and also this would only be a temporary as storage to be provided within Village Hall reconstruction. Granting new 5-a-side goals at £14,500 approximately 50% of the total cost.

Cllr Beeson seconded with all in favour.

#### **11. Trinity Meadows Notice Board**

Councillors confirmed receipt of the report from Cllrs Beeson and Voden regarding the complaint made in June by a resident that drawing pins from the noticeboard had been found to be causing damage to

car tyres. All Councillors were content that the issue had been investigated and nothing more could be done.

## 12. Statutory Business

Councillors noted the change of form for the annual CIL report for Mid Suffolk District Council.

## 13. 80th Anniversary D-Day

The Chairman proposed that a working group is set up for the 80<sup>th</sup> Anniversary D-Day event. Cllrs Beeson, Bridges Johnson, Melhuish and The Clerk agreed to be on the working group.

## 14. Finance

1. Members confirmed receipt of quarter 1 accounts
  - a. Councillors noted the Bank reconciliation to 23.06.23 and the Clerk confirmed that Cllr Studd had signed this off prior to the meeting.

<b>Stowupland Parish Council Bank Reconciliation at end of March 2024</b>
---

Unpresented cheques
---------------------

**23.06.23**

Barclays Current - 20850365	£	119,459.37	Donna	Expenses - Kings	£
Barlcays Deposit - 00099082	£	452,409.61	Bridges	Coronation	19.02
Barclays Comm Events - 50035440	£	10,392.28			
Nationwide - 90133848	£	82,846.83			
Plus Uncleared Deposits					
Less Unpresented Cheques	£	19.02			
		<u>£ 665,089.07</u>			
Balance as per books					
Balance at 01.04.23	£	596,783.58			
Receipts	£	111,172.68			
Payments	£	42,867.19			
		<u>£ 665,089.07</u>			<u>£ 19.02</u>

- b. Councillors reviewed and approved the 1<sup>st</sup> Quarter budget to actual accounts. No comments were made.

**Stowupland Parish Council**

**Budget 2023-24**

<b>Receipts</b>	<b>2023-24</b>	<b>23.06.23</b>	<b>Variance</b>
Allotment income	£ 2,583.00	£ -	(2,583)
Barclaycard Cashback		£ 6.00	
Cemetery Reserve		£ 2,335.00	2,335
CIL		£ 80,419.68	80,420
Donation		£ -	
Community Events		£ -	0
Grant		£ -	0
Queens Jubilee		£ -	
Interest		£ 962.90	963
Misc.		£ -	0
Precept	£50,564.00	£ 25,282.00	(25,282)
Street Cleaning	£ 5,336	£ -	(5,336)
VAT		£ 2,167.10	2,167
<b>Total income</b>	<b>£58,483.40</b>	<b>£111,172.68</b>	<b>52,689</b>

<b>Payments</b>	<b>2023-24</b>	<b>23.06.23</b>	<b>Variance</b>
Allotments	£ 1,300.00	£ 650.00	650
Allotment Reserve	£ -	£ 23.51	
Audit costs	£ 1,290.00	£ 490.00	800
Bio-Diversity & Wildlife Reserve	£ 775.00	£ 32.93	742
Cemetery & Churchyard Maintenance	£ 2,607.00	£ 264.00	2,343
Cemetery - Expenses	£ 1,221.00	£ 181.08	1,040
Cemetery - Reserve expenditure		£ 1,895.00	(1,895)
CIL		£ 21,808.00	(21,808)
Clerk - salary	£ 13,645.00	£ 3,405.81	10,239
Clerk - expenses	£ 1,110.00	£ 248.14	862
Community Events		£ -	0
Depreciation & replacement of Assets Reserve	£ 591.00	£ -	591
Donations	£ 300.00	£ -	300
Election	£ 1,700.00		
Environment Reserve	£ -	£ -	
Footpaths ditches and tree surgery	£ 2,000.00	£ -	2,000
General Village Maintenance	£ 2,000.00	£ 95.00	1,905
General Village Maintenance 2020-21		£ -	0
Grant	£ 5,179.00	£ 5,179.00	0
Grass cutting	£ 5,670.00	£ 2,490.00	3,180
Hall hire	£ 671.00	£ 27.00	644
Insurance	£ 1,774.00	£ -	1,774
Misc	£ 1,000.00	£ 215.20	785
NP Review Reserve		£ 50.50	
Operation London Bridge Reserve		£ 709.22	
PAYE	£ 1,637.00	£ 312.33	

Pest Control	£ 900.00	£ 250.00	650
Play park	£ -	£ 52.06	(52)
PlayPark Reserve		£ -	0
Professional Fees		£ -	0
Speed Watch Reserve		£ -	0
Street Cleaning - emptying & consumables	£ 802.50	£ 799.10	3
Street Cleaning - salary	£ 6,439.68	£ 1,605.64	4,834
Street Lighting - maintenance & power	£ 3,997.50	£ -	3,998
Subscriptions	£ 955.00	£ 772.59	182
Training	£ 500.00	£ -	500
Trim Trail Reserve		£ 460.80	(461)
Website - Hosting and Domain	£ 600.00	£ -	600
VAT		£ 850.28	(850)
<b>Sub-Total</b>	<b>£ 58,665</b>	<b>£ 42,867.19</b>	<b>15,797</b>

c. Councillors reviewed and approved the 1<sup>st</sup> quarter reserves. No comments were made.

Stowupland Parish Council Reserves		23.06.23				
	Balance at 31.3.23	Receipts 23.06.23	Transfer	Payments 23.06.23	Transfer	23.06.23
Allotment Reserve	£ 2,434.60			£ 23.51		£ 2,411.09
Bio-Diversity & Wildlife Reserve	£ 236.60	£ 775.00		£ 32.93		£ 978.67
Cemetery Reserve	£ 5,920.66	£ 2,335.00		£ 1,895.00		£ 6,360.66
CIL - separate document	£ 534,603.60	£ 80,419.68		£ 21,808.00		£ 593,215.28
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				£ 27,785.53
Election	£ 1,661.72					£ 1,661.72
Environment Project (The Green)	£ 3,702.10					£ 3,702.10
General Reserve	£ 1,853.29	£ 27,052.00	£ 363.01	£ 17,887.23		£ 11,381.07
Kings Coronation	£ 2,750.00			£ 709.22		£ 2,040.78
Neighbourhood Plan Review	£ 50.50			£ 50.50		£ -
Operation London Bridge	£ 130.00				£ 130.00	£ -
Playpark	£ 2,490.00					£ 2,490.00
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	£ -
	<b>£ 596,783.58</b>	<b>£ 111,172.68</b>	<b>£ 363.01</b>	<b>£ 42,867.19</b>	<b>£ 363.01</b>	<b>£ 665,089.07</b>

2. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Interest	BACS	Barclays	£ 941.28
Cemetery	BACS	Bingham	£ 300.00
Interest	BACS	Barclays	£ 21.62
			£ 1,262.90

3. Cllr Johnson proposed to authorise the July payments. Cllr Melhuish seconded with all in favour.

Cheque / BACS / SO		Net	VAT	Total
BACS	M Hawkins	£ 310.47		£ 310.47
BACS	D Long	£ 225.77		£ 225.77
BACS	C PIZZEY	£ 1,072.00		£ 1,072.00
BACS	C PIZZEY	£ 32.99	£ 2.60	£ 35.59
DD	Barclaycard	£ 60.81	£ 7.76	£ 68.57
BACS	The Social Gardener	£ 66.00		£ 66.00
BACS	AJP Services	£ 1,090.00		£ 1,090.00
BACS	D-Signs	£ 80.00	£ 15.00	£ 96.00
		£ 2,938.04	£ 25.36	£ 2,964.40

4. It was agreed to wait until the regeneration of the Village hall is completed before the footpath sign is refurbished.

## 15. Clerks Report

Councillors noted the clerks report.

5. Cllr Johnson proposed that the Parish Council adds a Traffic Regulation Order (TRO) for outside The Crown, Church Road to be included in the order with Trinity Walk and Devon Road. Cllr Beeson seconded with all in favour.
6. Cllr Johnson proposed an hourly rate of £15.00 for the allotment tenant who has strimmed plots on behalf of the parish Council for c charity donation to the Street Forge Workshop. Cllr Melhuish seconded with all in favour.

## 16. Councillors Reports

Cllr Beeson reported graffiti on the bench on the footpath beside the butchers. Cllr Johnson thanked the volunteers who had helped clear the churchyard ready for the flower festival. Cllr Bridges reported that the bridge for the link from Trinity Meadows to Trinity Walk has been completed and reminded members of the play park volunteer morning on Saturday 8 July at 10.00am.

## 17. Correspondence

Councillors to note correspondence already circulated and consider any action.



1. Allotment Tennant – Rotovator donation: It was agreed to discuss this with the tenants at the allotment meeting later in the month. Concerns were had around the Health and Safety of tenants using the rotovator.
2. Resident – Complaint about the state of the grass cutting in the cemetery: This correspondence had been received before the meeting had been held with the Grass Cutting Contractor.
3. PROW Officer – Overhanging Tree FP34: It was agreed to get a quote for cutting back the tree.
4. Resident – Complaint about the smell coming from the nearby farm: It was agreed to respond to the resident to advise that this does not come under the jurisdiction of the Parish Council and they would need to contact the Environmental Health Department at Mid Suffolk District Council.
5. Resident – Complaint about vehicles using track from Columbyne Close through to Gipping Road: The Chairman advised members that at the September meeting the Parish Council rejected the proposal to block off the egress from Thorney Green Road into Colymbyne Close. The Clerk and Chairman to make a response to the residents
6. Resident – Complaint about vehicles using track from Columbyne Close through to Gipping Road: As 5 above.
7. Resident – Complaint about the section of grass between the ditch by 4 Columbyne Close and Corner Farm House: The Clerk and Chairman to visit the area and look at the issue.
8. Resident – Complaint about vehicles using track from Columbyne Close through to Gipping Road: As 5 above.
9. Resident – Complaint about vehicles using track from Columbyne Close through to Gipping Road: As 5 above.
10. Village Hall Trustee – Water voles: No action.

#### **18. Dates of next meetings**

1. Bio-Diversity and Wildlife Working Group Monday 24<sup>th</sup> July 2023 7.30pm at Holy Trinity Church Hall
2. Parish Council Meeting Thursday 3<sup>rd</sup> August 2023 7.30pm at URC Church Hall

Meeting closed 20.37