

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 7th December 2023 at URC Church Hall

Present: Cllrs Terry Easter, Debra Melhuish, Paula Murton, Ray Studd (Chairman) and Jerry Voden

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

1. Apologies for Absence

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

2. Declarations of Interest

Cllr Studd declared an interest in item 9.1 as his wife holds a licence to occupy land at Stowupland Hall and Cllr Voden in item 19 as member of the Telstar committee.

3. Dispensation

No dispensations were received.

4. Minutes

All Councillor's confirmed receipt of the minutes from the meetings of the 2nd and 16th November 2023. Cllr Murton proposed to accept the minutes of the meeting of the 2nd November 2023 as a true record of the meeting and decisions made. Cllr Voden seconded and all were in favour. Cllr Melhuish proposed to accept the minutes of the 16th November 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	Meeting arranged with Bloor Homes on 11th December
Litter Bin Project - Barriers at Maple Road	Completed
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 received awaiting installation
Investigate the cemetery grass cutting	Meeting arranged for Jan 2024
Look at grant funding for play equipment	On going
Dog Bin Gipping Road	Bin ordered
Work to brambles in Churchyard	Completed
Work to ditch at Cemetery	Completed
Order and plant oak tree at cemetery	
Work on trees on Green (Mill cottages)	Completed
Remove tree at Birch Close	Completed
Sign occupational licences	Completed
Report pot holes Broomspath Road	Reported

6. Public Forum

A resident reported that the mess on The Green near their property was due to deliveries being made to Chapel Lane. A resident reported on the floods in Saxham Street and a representative from Anglian Water had visited and residents had been informed that the issue was with the pumping station on Church Road.

7. To receive report from the County Councillor Keith Welham

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

- Full council meeting: Suffolk County Council agreed a motion to reaffirm their support for the Armed Forces communities and military bases in Suffolk, a motion to mitigate the devastating effects of avoidable flooding in Suffolk, calling for more drainage maintenance and following the completion of the bridge in Lowestoft the need to examine safer walking and cycling plans and investigate the bus service in the area.
- Improvement of footpath beside The Crown, Church Road: The Community Liaison Engineer has confirmed that MSDC would accept a CIL bid from the County to pay for the funding for this improvement and the Engineer has agreed to draw up the scheme for the project.
- Blocked Drain at Church Road: Cllr Voden raised his concerns over the blocked drain on Church Road by the High School entrance. The Clerk advised that this had been reported.

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

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

- Flooding: The Council is continuing to work with residents and businesses affected by the recent flooding events in Mid Suffolk. The County Council has now published a scheme of government grants to support resident and businesses. Those affected should report via SCC

highways reporting tool - this will be assessed and passed to Mid Suffolk District Council for processing payments of £500 for residents and £2,500 for businesses. Affected households may also be eligible for a discount on council tax.

- Appeal received for the 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 14No dwellings (including 5 affordable homes and 4 self-builds). Location: Land On The South East Side Of, Church Road.
- Call for Land for Nature Recovery: Mid Suffolk District Council announced a Call for Land to help us support nature recovery across their districts.
- Diapers Farm Development: An enforcement has been made against the amount of hedgerows that have been taken from the site.
- Home Insulation: The *Cosy Homes* initiative has been launched with a £2 million fund. Eligible households can apply for free energy efficiency measures in their own homes, including if privately rented. A contractor has been secured to deliver this programme and they have been able to access further grant funding to contribute to this scheme. Full details to be available via www.midsuffolk.gov.uk

9. Planning

1. Councillors to review and approve a response to the following planning applications:
DC/22/06200 - Proposal: Full Planning Application - Erection of a Factory (B2 - General Industrial) with offices. Location: Land South West Of, Rendall Lane, Stowupland, Suffolk.
Reason(s) for re-consultation: Additional information added 24.11.2023: It was agreed that no further comment would be made.
DC/23/04854 - Proposal: Planning Application - Erection of 13no. temporary buildings for education use, consisting of 10no. single storey modular block, 2no. double modular block and 1no. small temporary Service Building, with associated services and external works. Location: Stowupland High School, Church Road, Stowupland, Stowmarket Suffolk IP14 4BQ: It was agreed that no comment is made.
2. Councillors to note that no decisions have been issued by Mid Suffolk District Council.

10. Allotment

Councillors to note receipt of the report from the Allotment Officer.

1. Cllr Voden proposed that the Parish Council accepts the quote from RSA Pest Control of £950 +VAT to control the rat issue at the allotments. The money to be used from the Allotment reserve. Cllr Melhuish seconded and all were in favour.

2. It was agreed to defer the motion to agree the quote for a monthly contract from RSA Pest Control of £960+VAT for a monthly contract to control the rats at the allotments.

11. Biodiversity and Wildflower Working Group

Councillors noted the report from the Working Group and no comments were made.

12. Cemetery

Councillors discussed the application received for permission to erect a memorial stone on an existing grave contrary to the Cemetery Policy. The members agreed that permission would not be granted for the memorial. Any new memorials need to comply with the cemetery policy.

13. 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. Freemans School: Playground and front carpark refurbishment. Total cost £41,598.13, Playground £24,796.27, Front Car Park £16,801.86. Recommend not granting anything until the flooding issue is resolved to the satisfaction of the Highways. Then only granting £10,000 towards the playground refurbishment.
- ii. Pre-School & Mighty Oaks: Light and Electric Control of Rear Field Gate. Total £1,823.11. Recommend granting full amount after confirmation from the School that they support the project.

Cllr Voden seconded with all in favour.

14. Play Park

1. Cllr Studd proposed that the Parish Council accepts the quote from Proludic of £375.00 for the maintenance to repair the damaged hip hop and that the MSDC Pride in my Place grant money is used for this work. Cllr Melhish seconded with all in favour.
2. Cllr Melhuish proposed that the Parish Council agrees the design of the replacement toddler unit and baby swing unit. Cllr Murton seconded with all in favour.

15. Speed Watch

Councillors noted receipt of the report from the Speed Watch Officer

1. Cllr Voden proposed that the Parish Council purchases an additional two Solar devices one for immediate installation at Gipping road and a second when a suitable location is approved. Cllr Murton seconded with all in favour.
2. Cllr Voden proposed that the Parish Council requests Parish CIL funding for two new solar devices and one solar pole at a cost of £5,270.00. Cllr Murton seconded with all in favour.

16. Donation

1. Cllr Voden proposed that the Parish Council makes a donation of £400.00 to the Citizen Advice. Cllr Easter seconded with all in favour.
2. Cllr Studd proposed that no donation is made to Headway. Cllr Voden seconded with all in favour.

17. Direct Debit Mandate

Members accepted the continuation of the direct debit payment to Anglian Water (various values) and the Standing Order to Stowmarket Church £650.00.

18. Budget requests 2024-25

The councillors considered the budget requests:

1. Cllr Melhuish proposed that the Parish Council accepts the request from the Biodiversity & Wildflower Working Group for a budget of £700.00 for 2024-25. Cllr Easter seconded and all were in favour.

19. Grant applications:

The Councillors considered the grant requests:

1. Cllr Easter proposed that the Parish Council accepts the grant application request from Telstar of £2,995.00 for 2024-25. Cllr Murton seconded with all in favour.

20. Budget for 2024-25

The Clerk reported that **Indicative** Tax Base figures had been received from MSDC. They have confirmed that although they do not anticipate any significant changes they will confirm the **Final** Tax Base early January 2024. Cllr Melhuish recommended that the Parish Council set Band D at £56.35 an increase of 1% with a total precept of £55,925.00 for the year 2024-25 subject to no change in the tax base figures. Cllr Voden seconded with all in favour.

Stowupland Parish Council

**Budget
2024/25**

Income	Actual 2022/23	Budget 2023/24	Forecast year End	Budget 2024/25
Allotments	£ 2,130.18	£ 2,583.00	£ 2,230.00	£ 2,433.00
Barclaycard Cashback	£ 29.40		£ 50.00	
Cemetery	£ 4,364.50		£ 6,500.00	£ 3,000.00
Community Events	£ 500.00			
Grants	£ 1,770.00		£ 400.00	
Interest	£ 2,417.85		£ 5,000.00	£ 500.00
Precept	£ 46,137.00	£ 50,564.00	£ 50,564.00	£ 55,925.00

Street Cleaning	£ 4,940.00	£ 5,366.40	£ 5,418.40	£ 5,948.80
VAT	£ 18,269.79		£ 6,000.00	
TOTAL:	£ 80,558.72	£ 58,513.40	£ 76,162.40	£ 67,806.80

CIL Expenditure

£296,230.75

£123,333.07

Expenditure	Actual	Budget	Forecast	Budget
	2022/23	2023/24	year End	2024/25
Allotments	£1,420.00	£ 1,300.00	£ 1,300.00	£ 1,300.00
Allotment Reserve	£195.58		£ 400.00	£ 2,433.00
Audit costs	£1,040.00	£ 1,290.00	£ 1,330.00	£ 1,330.00
Bio Diversity & Wildflower Reserve	£483.98	£ 775.00	£ 775.00	£ 700.00
Cemetery & Churchyard Maintenance	£2,436.50	£ 2,607.00	£ 2,607.00	£ 2,607.00
Cemetery Expenses	£924.76	£ 1,221.00	£ 1,000.00	£ 1,200.00
Cemetery Reserve	£3,423.33		£ 3,540.00	£ 3,000.00
Community Events	£520.00			
Community Speed Watch	£0.00			
Depreciation and Replacement of Assets	£1,047.74	£ 591.00	£ 591.00	£ 591.00
Donations	£440.00	£ 300.00	£ 400.00	£ 400.00
Election		£ 1,700.00	£ 190.90	
Environment and The Green Reserve	£1,950.00			
Expenses	£1,149.51	£ 1,110.00	£ 1,100.00	£ 1,100.00
Footpath, Tree and Ditch	£1,765.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
General Village Maintenance	£1,113.35	£ 2,000.00	£ 2,000.00	£ 2,000.00
General Village Maintenance 2020-21	£960.00			
General Reserve				£ 5,500.00
Grants	£3,750.00	£ 5,179.00	£ 5,179.00	£ 2,995.00
Grass cutting	£5,310.00	£ 5,670.00	£ 5,910.00	£ 5,910.00
Hall Hire	£592.00	£ 671.00	£ 550.00	£ 671.00
Insurance	£1,612.44	£ 1,774.00	£ 1,519.93	£ 1,519.93
Miscellaneous	£449.65	£ 1,000.00	£ 1,000.00	£ 1,000.00
NP Review Reserve	£853.50			
Operation London Bridge Reserve	£120.00			
Pest Control	£1,640.00	£ 900.00	£ 1,250.00	£ 1,000.00

Play park	£225.00		£ 100.00	£ 500.00
Playpark Reserve	£350.00		£ 500.00	£ 500.00
Professional Fee	£0.00			
Queens Jubilee Reserve	£2,376.67			
Salaries	£20,524.97	£ 21,721.68	£ 21,177.00	£ 22,584.00
Street Cleaning	£682.00	£ 802.50	£ 830.00	£ 888.00
Street Lighting	£1,823.62	£ 3,997.50	£ 3,997.50	£ 3,997.50
Subscription	£949.62	£ 955.00	£ 955.00	£ 980.00
Training	£257.00	£ 500.00	£ -	£ 500.00
Trim Trail Reserve	£0.00		£ 460.80	
Website - Hosting and Domain	£220.00	£ 600.00	£ 120.00	£ 600.00
VAT	£24,713.14		£ 6,000.00	
TOTAL:	£85,319.36	£58,664.68	£ 66,783.13	£ 67,806.43

CIL

£147,857.59

£ 34,728.23

21. Finance

1. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Allotment	BACS	VARIOUS	£ 1,420.84
Cemetery	BACS	Andrew Bingham	£ 900.00
Street Cleaning Grant	BACS	MSDC	£ 1,354.60
			£ 3,675.44

2. Cllr Melhuish proposed to authorise the November 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	£ 1,438.79		£ 1,438.79
Expenses	BACS	C PIZZEY	£ 50.55	£ 2.60	£ 53.15
Various	DD	Barclaycard	£ 56.52		£ 56.52

Wages	BACS	HMRC (PAYE)	£ 432.01		£ 432.01
Misc.	BACS	Glasdon	£ 6.47	£ 1.29	£ 7.76
Dog Bin	BACS	Glasdon	£ 252.19	£ 50.44	£ 302.63
Cemetery	BACS	Social Gardener	£ 247.50		£ 247.50
Cemetery	DD	Wave	£ 18.34		£ 18.34
Various	BACS	W Jarvis & Son	£ 1,275.00	£ 255.00	£ 1,530.00
Subscription	BACS	SLCC	£ 114.50		£ 114.50
B&WC	BACS	Keith Welham	£ 57.32		£ 57.32
CIL (SID Posts)	BACS	Suffolk County Council	£1,710.00		£ 1,710.00
CIL (Bin Project)	BACS	A E White	£ 2,618.00	£ 523.60	£ 3,141.60
Village Maintenance	BACS	AJP Services	£ 160.00		£ 160.00
			£ 8,973.43	£ 832.93	£ 9,806.36

22. Clerks Report

Councillors noted the Clerks report. The Clerk reported that the cemetery skip was in need of exchange and the skip company had confirmed that they could not exchange the skip if there is any soil inside and are also charging rental of £1.20 per day after 2 weeks on all skips. This service is no good for the Parish Council as the need for soil to be removed is needed at the cemetery and a skip can remain on the site for up to 3 months. The Clerk advised that she had requested the skip was removed rather than exchanged.

1. It was agreed to ask Birketts Solicitors for their advice on the request received from Linden Homes of £1,250 for the licence to install the trim trail equipment on the Development.
2. Cllr Melhuish proposed that the Parish Council agrees a budget of up to £2,500 to initiate the start of the process to upgrade the footpath from The Green to the front of the High School and to consider the use of Parish CIL. Cllr Studd seconded with all in favour.

23. Councillors Reports

Cllr Melhuish requested that the dog bag dispensers are removed from Thorney Green Road and Church Road. Cllr Murtion reported that one of the wooden posts has been knocked over along Thorney Green. Cllr Voden had received a request from a resident to enquire if the Parish Council had considered the continuation of the footpath along Thorney Green to Thorney Green Road. It was agreed to look at this at the Green meeting in the Spring. Cllr Easter reported on the condition of the verge on Devon Road and flooding on Oak Road. Cllr Studd reported that the cycle access on Linden Homes is being used by vehicles.

24. Correspondence

1. Suffolk County Council – Street Lighting Contract: Information.
 2. Resident – Flooding in Saxham Street: See Public forum. The Clerk to write to Anglian Water to ask for information on the upgrade of the pumping station.
 3. MSDC Locality Awards – Request for Stowupland PC to provide a proxy application for the Ladybirds locality funding: It was agreed to suggest that they ask URC Church to make the application on their behalf and the equipment could then be available for all users of the Church hall.
 4. Stowupland Falcons Under 8's – Request to use The Green on a Wednesday evening for training: It was agreed that the team could use The Green for training. They need to make the Club aware of what they are doing and provide the day and timings that The Green will be needed to the Parish Council.
 5. Allotment tenant – Rats: See item 10.
 6. Resident – Remembrance day and permission to play football on The Green: Information.
 7. MSDC – Street names for development South East Side of Church Road: Information.
 8. Resident – Traffic incursion from Gipping Road: It was agreed to respond to the resident to advise that the Parish Council will make Bloor Homes aware of the situation at the meeting that is scheduled for next week.
 9. MSDC – Notice of adoption of the Babergh and Mid Suffolk Joint Local Plan Part 1 2018-2037: Information.
 10. Stowupland Falcons – Goal posts and request to use the Green for training: It was agreed that Stowupland Falcons could reinstate the goals on The Green.
 11. MSDC - Update on flood support payments: Information.
1. **Dates of next meetings**
 1. Parish Council Meeting Thursday 4th January 2024 7.30pm at URC Church Hall
 2. **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. National Salary Review – Parish Clerk
 2. Parish CIL expenditure

Meeting closed 20.48