

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 11th July 2024 at Holy Trinity Church Hall

Present: Cllrs Donna Bridges (Chair), Terry Easter, Debra Melhuish, Paula Murton and Jerry Voden

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

1. Apologies for Absence

1. Apologies were received from Cllrs Laura Beeson, Laura Johnson and Ray Studd.
2. Councillors voted to accept the apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Dispensation

There were no dispensations received.

4. Minutes

All Councillor's confirmed receipt of the minutes from the meetings of the 13th June 2024. Cllr Melhuish proposed to accept the minutes of the meeting of the 13th June 2024 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	Agenda item
Retreat Pond Project	On going
Bus Shelter - Thorney Green Road	Linden Homes have advised that they are planning to erect scaffolding to re-felt the roof at the beginning of July and once this is completed they plan to stain the structure and complete the work by the end of July
Enforcement Trinity Meadows EN/23/00526	District Councillor Rachel Eburne agreed to contact the Enforcement Officer following correspondence that the case is closed
Look at grant funding for play equipment - play equipment agreed	Agenda Item

Order and plant oak tree at cemetery	
Investigate Defibrillator	Agenda item
Arrange CPR training	On going
Quote from grass contractor for removal of grass at cemetery	Awaiting quote
Quote from grass contractor for levelling graves	Awaiting quote
Duck crossing Signs	Email sent to the management Company at Bloor Homes
Obtain a conservation quote for the wildflower meadow	Agenda item
Contact Linden Homes regarding repair of Track at Thorney Green Road	Linden Homes have agreed to look to assist with the track however they need some suitable material and once available will action but at present they are unable to provide a date for the work
Trim Trial - Licence for equipment at Linden Homes	Agenda item
FP46 agree quote with Suffolk CC	A date of August 2024 has been advised for the work
Meeting with Village Hall representatives - Play park future	Agenda item
Joint response National Grid consultation	Consultation period has been extended - response still to be made
Bio-Diversity questionnaire	Email sent to representative to request dates for meeting - still awaiting a response
Styles upgrade footpaths 26, 1, 2 & 3	Completed - See Clerks report
Play Park inspection quotes for work	Awaiting quotes
Solar Post and Device	Awaiting a site visit with the volunteers
Churchyard Gates	Email sent to contractor awaiting response
Additional Housing and Bin Cemetery	Awaiting quotes

6. Casual Vacancy

The Clerk reported that she had received a request from Hayden Power to join the Parish Council and this will be deferred until the August meeting.

7. Public Forum

A resident reported on signs still in place from a road closure at Gipping Road earlier in the week and as a tenant of the allotments was disappointed with the condition of some of the plots. A resident reported on the increase and speed of vehicle movements from vehicles in Colymbyne Close accessing the track along The Green and wanted this noted at the Parish Council meeting.

8. To receive a report from the County Councillor Keith Welham

Members confirmed receipt of the County Council report. County Councillor Keith Highlighted: Cabinet Meeting: At a cabinet meeting a motion was put forward and agreed to ensure that guidance on developer contributions is updated and to ensure that where funding has been secured via infrastructure levies S106 and, where appropriate, S.38 and S278 highway agreements, works that are identified are then programmed and carried out in a timely manner and to a high standard. Cllr Voden was disappointed with the response from SCC Passenger Transport Team who advised that there are no plans to revise the service at present. It was agreed to write a letter to the Passenger Transport Team.

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

Members confirmed receipt of the District Council report.

Cabinet meeting: Cabinet meeting is on 15th July with a long agenda. Items for discussion and approval include a proposal to support residents in need, a new social value policy and a regeneration initiative for Stowmarket town centre. This is in addition to other matters as well as agreeing the response to the statutory consultation for the Norwich to Tilbury National Strategic Infrastructure Project (NSIP).

General Election: The result of the General Election on 4th July was the election of a new MP for our new constituency of Waveney Valley. Our MP is now Adrian Ramsay of the Green Party.

We are looking to arrange a meeting with him and Parish Councils as soon as we are able to get something in his diary. During the election campaign, residents raised a variety of issues with us that we are now following up

MP Surgeries upon 15 July 2024 in Halesworth & Stowupland: Residents can book an appointment with Adrian Ramsey MP where they will have a chance to speak to him about any day to day problems.

10. Planning

1. Councillors reviewed and agreed a response to the following planning applications:

DC/24/02835 - Proposal: Confirmation of Compliance with a Section 106 Agreement dated 24/12/2019 relating to Planning Permission 1884/16 - Schedule 3, Part 2, Car Park Provision Location: Land On The South East Side Of, Church Road, Stowupland, Suffolk. It was agreed that no comment is made as there is no supporting information from the applicant available on the portal for the Parish Council to comment on.

DC/24/02928 - Proposal: Householder Application - Erection of rear glazed canopy. Cllr Murton proposed that the Parish Council OBJECTS to the application because the gas boiler outlet flue would appear to be obscured by canopy. Cllr Melhuish seconded with all in favour.

2. Councillors to note that no planning decisions have been issued by Mid Suffolk District.

11. Bio-Diversity & Wildflower Working Group

The Council discussed the quote from MSDC for the conservation cut of the half a mow area;

- a) £2,096.88 including the disposal
or
- b) £675.06 if the arisings are left on site

It was agreed to contact MSDC to ask them to confirm the quote as it is considerable higher than the cost for the cut in 2023.

12. Cemetery

Cllr Melhuish proposed that the Parish Council agrees that a skip is hired at a cost of up to £300 for the cemetery volunteer day on Saturday 20th July 2024. Cllr Voden seconded and all were in favour.

13. Play Park

Councillors noted the report from the meeting with representatives from the Village Hall Management Committee to discuss the play park and plans for their regeneration project and no comments were made.

1. Cllr Melhuish proposed that the Parish Council agrees that Parish CIL is used for the purchase of the new toddler unit and swings at a total cost of £28,602.27. Cllr Voden seconded with all in favour.
2. Cllr Meluish proposed that the Parish Council accepts the quote of £1,161.95 +VAT from Wicksteed for the replacement basket seat and labour costs and to note that no other quotes were obtained as this was original supplier of the equipment. Cllr Voden seconded with all in favour.

14. Thradstones Meadow

Councillors noted the correspondence received from Bloor Homes in relation to the transfer of Thradstones Meadow to the Parish Council and no comments were made.

1. Cllr Melhuish proposed that the Parish Council, having considered the report from MSDC to revisit the decision regarding the gate that they agree that no gate is needed. Cllr Murton seconded with all in favour.
2. Cllr Murton proposed that the Parish Council agrees that Roger Carter continues to cut the hay on the meadow once a year and contact is made with him to discuss this. Cllr Voden seconded with all in favour.
3. Cllr Easter proposed that the Parish Council agrees to instruct Birketts Solicitors to make representation for the Parish Council to proceed with the transfer (as part of the S106, Bloor Homes will pay the PC's reasonable legal fees for the Transfer). Cllr seconded with all in favour.

15. Trim Trail Project

Councillors noted the Letter of Engagement and draft Licence received from Birketts in relation to the Trim Trail Licence at Oak Farm Meadow, Thorney Green Road. The Chairman proposed that the Parish Council does not sign the Letter of Engagement, Terms and Conditions of business or the Licence to install the equipment on Oak Farm Meadow. Cllr Voden seconded with all in favour.

The Trim Trail Working Group to report at the August meeting the pieces of equipment and 2 sites for 4 pieces of equipment to move the project forward.

16. Defibrillator Project

Councillors noted the report on the installation of 2 new defibrillators at M&M Butchers and Plain English and no comments were made.

1. Cllr Melhuish proposed that the Parish Council agrees the cost of £3,918.42 for the Defibrillator Project. Cllr Murton seconded with all in favour.
2. Cllr Murton proposed that the Parish Council applies for a Locality Grant to the District and County Council for a contribution of £1,000 towards the project. Cllr Easter seconded with all in favour.
3. Cllr Voden proposed that the Parish Council agrees that funding for the remainder of the project is funded from Parish CIL. Cllr Murton seconded with all in favour.

17. General Data Protection Regulation (GDPR)

Councillors accepted the GDPR Audit for 2024-25 and the document was signed by The Chair.

18. Finance

1. Members confirmed receipt of quarter 1 accounts
 - a. Councillors noted the Bank reconciliation to 30.06.24 and the Clerk confirmed that Cllr Studd had signed this off prior to the meeting.

Stowupland Parish Council Bank Reconciliation at end of March 2025

30.06.24

Barclays Current - 20850365	£ 164,465.78
Barlcays Deposit - 00099082	£ 458,612.45
Barclays Comm Events - 50035440	£ 10,534.75
Nationwide - 90133848	£ 85,754.07
Plus Uncleared Deposits	
Less Unpresented Cheques	
	£ 719,367.05
Balance as per books	
Balance at 01.04.24	£ 697,658.08
Receipts	£ 46,971.08
Payments	£ 25,262.11
	£ 719,367.05

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

Budget to Actual 2024-25

Receipts	2024-25	30.06.24
Allotment income		£ 55.00
Barclaycard Cashback		£ 3.00
Cemetery Reserve		£ 1,335.00
CIL		£ 14,485.23
Interest	£ 500.00	£ 1,747.95
Grant		£ -
Misc.		£ 27.80
Precept	£55,925.00	£ 27,962.50
Street Cleaning	£ 5,949	£ 1,354.60

VAT		£ -
Total income	£62,373.80	£ 46,971.08

Payments	2024-25	30.06.24
Allotments	£ 1,300.00	£ 673.81
Allotment Reserve		£ 1,425.00
Audit costs	£ 1,330.00	£ 420.00
Bio-Diversity & Wildlife Reserve	£ 700.00	£ 113.49
Cemetery & Churchyard Maintenance	£ 2,607.00	£ 115.50
Cemetery - Expenses	£ 1,200.00	£ 18.40
Cemetery - Reserve expenditure		£ -
CIL		£ 5,669.99
Depreciation & replacement of Assets Reserve	£ 591.00	£ 350.33
Donations	£ 400.00	£ -
Election Reserve	£	£ -
Expenses	£ 1,110.00	£ 686.22
Footpaths ditches and tree surgery	£ 2,000.00	£ -
General Village Maintenance	£ 2,000.00	£ 240.00
General Reserve	£ 5,500.00	
Grant	£ 2,995.00	£ 2,995.00
Grass cutting	£ 5,910.00	£ 2,610.00
Hall hire	£ 671.00	£ 28.00
Insurance	£ 1,519.93	£ -
Misc	£ 1,000.00	£ -
NP Review Reserve		£ -
Kings Coronation		£ -
Pest Control	£ 1,000.00	£ 250.00
Play park	£ 500.00	£ 53.15
Play Park Reserve	£ 500.00	£ -
		£ -

Salaries	£22,584.00	£ 5,454.73
Street Cleaning - emptying & consumables	£ 888.00	£ -
Street Lighting - maintenance & power	£ 3,997.50	£ -
Subscriptions	£ 980.00	£ 823.35
Training	£ 500.00	£ -
Trim Trail Reserve		£ 1,250.00
Website - Hosting and Domain	£ 600.00	£ -
VAT		£ 2,085.14
Sub-Total	£ 62,383	£ 25,262.11

c. Councillors reviewed and approved the 1st quarter reserves. No comments were made.

Stowupland Parish Council				
Reserves	30.06.24			
	Balance at 31.3.24	Receipts 30.06.24	Payments 30.06.24	30.06.24
Allotment Reserve	£ 4,177.65	£ 55.00	£ 1,425.00	£ 2,807.65
Bio-Diversity & Wildlife Reserve	£ 721.38	£ 775.00	£ 113.49	£ 1,382.89
Cemetery Reserve	£ 11,705.66	£ 1,335.00		£ 13,040.66
CIL - separate document	£ 616,475.33	£ 14,485.23	£ 5,669.99	£625,290.57
Community Projects	£ 1,850.00			£ 1,850.00
Community Events	£ 5,414.05			£ 5,414.05
Community Speed Watch	£ 364.70			£ 364.70
Depreciation, replacement and purchase of assets	£ 27,078.37	£ 591.00		£ 27,669.37
Election	£ 1,470.82			£ 1,470.82
Environment Project (The Green)	£ 3,702.10			£ 3,702.10
General Reserve	£ 15,258.82	£ 24,229.85 £ 5,000.00	£ 16,803.63	£ 27,685.04
Neighbourhood Plan Review	-£ 50.00			-£ 50.00
Pride in my Place Grant	£ 25.00			£ 25.00

Playpark	£ 1,990.00	£ 500.00		£ 2,490.00
Sandbag Removal	£ 800.00			£ 800.00
Strategic reserves	£ 4,000.00			£ 4,000.00
Trim Trail Project	£ 2,674.20		£ 1,250.00	£ 1,424.20
	£ 697,658.08	£ 46,971.08	£25,262.11	£719,367.05

d. Councillors noted the Expenditure over £500 to the end of June 2024

<https://stowupland.suffolk.cloud/finance/financial-transparency/>

2. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Allotment	BACS	Tennant	£ 20.00
Allotment	BACS	Tennant	£ 15.00
Cemetery	BACS	Spencer Wix	£ 485.00
Cemetery	BACS	East of England Co-op	£ 450.00
Interest	Int	50035440	£ 39.25
Interest	Int	99082	£ 1,708.70
			£ 2,717.95

3. Cllr Easter proposed to authorise the July payments. Cllr Murton seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 307.01		£ 307.01
Wages	BACS	D Long	£ 247.87		£ 247.87
Wages	BACS	C PIZZEY	£ 1,116.40		£ 1,116.40
Expenses	BACS	C PIZZEY	£ 26.00		£ 26.00
General Expense	DD	Barclaycard	£ 305.58	£ 48.13	£ 353.71
Cemetery (Brown Bin)	BACS	MSDC	£ 124.00		£ 124.00
Pest Control	BACS	RSA Pest Management	£ 240.00	£ 48.00	£ 288.00
Pest Control	BACS	RSA Pest Management	£ 250.00	£ 50.00	£ 300.00
Bin Emptying	BACS	MSDC	£ 1,045.54	£ 209.11	£ 1,254.65

Hall Hire	BACS	Stowupland PCC	£ 14.00		£ 14.00
Cemetery	BACS	Social Gardener	£ 165.00		£ 165.00
Cemetery	BACS	Stowmarket Aggregates	£ 200.00	£ 40.00	£ 240.00
CIL	BACS	Garrod Construction	£19,680.00	£3,936.00	£23,616.00
Cemetery	BACS	W Jarvis	£ 1,760.00	£ 352.00	£ 2,112.00
CIL	BACS	W Jarvis	£ 1,030.00	£ 206.00	£ 1,236.00
			£26,511.40	£4,889.24	£31,400.64

19. Clerks Report

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

20. Councillors Reports

Cllr Easter reported on the increase of advertising signs around the village and was concerned what the new Governments housing pledge will mean for the Parish and that the Council should look to complete the review of the Neighbourhood Plan as soon as possible. Cllr Murton reported that that the litter bin on FP38 (behind Butchers) has been knocked over, the new footpath from the Chip Shop is being well used and the bus service has also been well received and used by residents. The Chairman reported that she had approached the Speed Enforcement Officer who had taken the time to find out who the local Police Officers are for the Parish.

21. Correspondence

1. Communities Together East Anglia – Information about their services.
2. MSDC Grant Team – Suffolk Funding Survey.
3. MACL Limited – Road Closure Thorney Green Road.
4. Resident – Birch Close Trees – It was agreed to look at this on the next green inspection.
5. Stowupland Falcons U15 Manager – Permission to use The Green for training. It was agreed to allow permission for the training on The Green.

22. Dates of next meetings

1. Parish Council Meeting Thursday 1st August 2024 7.30pm at URC Church Hall
2. Bio-Diversity and Wildlife Working Group Monday 5th August 2024 7.30pm at URC Church Hall

23. 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. Cemetery extension

2. Community Litter Picker

Meeting closed 20.26

A copy of any reports or correspondence cited in the minutes can be made available from the clerk:

parishclerk@stowuplandpc.co.uk