

STOWUPLAND PARISH COUNCIL
Minutes of the Parish Council Meeting held on 13th June 2024 at Holy Trinity Church Hall

Present: Cllrs Donna Bridges (Chair), Laura Beeson, Terry Easter, Laura Johnson, Debra Melhuish, Paula Murton, Ray Studd 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. No apologies were received.
2. Councillors voted to accept the apologies.

2. Declarations of Interest

Cllr Studd declared an interest in item 9.1 as the planning applicant is his Daughter. Cllr Easter declared an interest in item 13.ii as a member of the bowls club.

3. Dispensation

There were no dispensations received.

4. Minutes

All Councillor’s confirmed receipt of the minutes from the meetings of the 9th May 2024. Cllr Johnson proposed to accept the minutes of the meeting of the 9th May 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	On going
Bus Shelter - Thorney Green Road	Linden Homes has confirmed that the bus shelter roof will be felted and painted - update requested 28.05.24
Enforcement Trinity Meadows EN/23/00526	MSDC have confirmed that they have been liaising with the landowner and have recently received photos showing that a garage door has replaced the patio doors leftover from the showroom. They are satisfied that the breach is resolved and have recommended this case for closure.

	Upon inspection of the property only one side of the double door has been replaced. I have emailed the Planning Officer to advise of this and i await a response
Look at grant funding for play equipment - play equipment agreed	On hold until meeting with Village Hall representatives
Order and plant oak tree at cemetery	
Remove dog bag dispensers	Removed
Investigate Defibrillator	Quote for units received awaiting quote from electrician for the installation
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
Quote for no commercial advert signs	Signs ordered and on noticeboards
Dog bin quote - Thorney Green Road	Completed
Duck crossing Signs	Email sent to the management Company at Bloor Homes
Obtain a conservation quote for the wildflower meadow	Awaiting Quote (chased MSDC 28.05.24)
Quotes for new footpath from Chip Shop to Birch Close	Completed
Contact Linden Homes regarding repair of Track at Thorney Green Road	Linden Homes have agreed to look at the track (email for update 28.05.24)
Quote for new post and rail fence at pond	Completed
Trim Trial - Licence for equipment at Linden Homes	On-going
FP46 agree quote with Suffolk CC	Awaiting date from SCC
Meeting with Village Hall representatives - Play park future	Meeting arranged for 13.06.24

Joint response National Grid consultation	Consultation period has been extended - response still to be made
Bio-Diversity questionnaire	Contact to be made with representative of Working group
Trading Standards - Cold Calling	Completed - see Clerks report
Styles upgrade footpaths 26, 1, 2 & 3	On-going
Play Park inspection quotes for work	Awaiting quotes

6. Public Forum: A resident reported on the impassable footpath from Bloor Homes to Walnut Tree Farm. A resident requested a timetable from First Buses for the bus shelter by Mill Cottages, Thorney Green and was pleased that the service is being provided for the village. A resident asked again if the Parish Council had looked at repairing the track at Chapel Lane, on a strip of green outside their property having not been cut and remains disappointed with the standard of the grass cutting in the cemetery. A resident from Bloor Homes informed the Council on First Point Management who look after the Trinity Meadows Estate. A resident queried the Churchyard Maintenance quote under 12.7 on the agenda, asked why MSDC and SCC were not informed about the emergency plan incident in relation to the power outage at Trinity Meadows earlier in the month and was disappointed with the grass cutting on The Green by Corner Farm.

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

Members confirmed receipt of the County Council report. The Clerk asked if a further meeting could be arranged to discuss the second phase of the Safer Route to School and Cllr Voden asked if there was an update on the bus route to include residents in Reeds Way and Trinity Walk.

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

Members confirmed receipt of the District Council report.

Norwich to Tilbury pylons consultation: The deadline for this consultation has been extended until 26th July due to the General Election. In the meantime, Mid Suffolk has sent their draft consultation response to all Parish Clerks. The response will be discussed by Cabinet on 15th July before agreeing and submitting.

Locality Awards 2024/25: Applications for this year’s Locality Awards grants are now open, but due to the General Election we cannot consider any applications until after 4th July

Cllr Easter asked about the Gateway 14 initiative and District Councillor Rachel Eburne advised that MSDC are hoping to put in a planning application for this now funding is in place.

9. Planning

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

DC/24/02122 - Proposal: Householder Application - Erection of a single storey rear extension and detached garage including permeable surfacing of front garden; Insertion of rear velux rooflight and construction of solar panels (following removal of existing garage and chimney). Location: 27 Sycamore Road, Stowupland, Stowmarket, Suffolk IP14 4DR: The Chairman proposed to SUPPORT the application. Cllr Melhuish seconded with all in favour. Cllr Studd abstained from the vote.

DC/24/02415 - Proposal: Application under Section 73 of The Town and Country Planning Act 1990 for DC/22/03761 for the Variation of Condition 1 (Approved plans and documents) to remove the additional parking area from the plans. Location: Land On The South East Side Of, Church Road, Stowupland, Suffolk: Cllr Studd Proposed that the Parish Council SUPPORTS the application and the following comment is submitted;

The Parish Council has decided that a car park is not needed in the proposed cemetery extension. Parking facilities used for the existing cemetery will be adequate for use of this extension with pedestrian access from the existing cemetery. The Parish feels a cemetery extension car park would be more of a liability to than a benefit, because it could become an area for antisocial behaviour causing problems for the parish and residents of the Landex development. We would therefore request that this new plan is accepted.

Cllr Murton seconded with all in favour.

2. Councillors noted that no decisions have been issued by Mid Suffolk District Council.

10. BMSDC Joint Local Plan

1. Draft Supplementary Planning Documents Consultation:

Councillors agreed not to make a response to the consultation Babergh and Mid Suffolk District Council are undertaking on three supplementary planning documents:

- a. Bio-Diversity and Trees
- b. Housing
- c. Intensive livestock and poultry

2. Call for sites:

Councillors noted the details regarding the Call for Residential Sites Publications, which is for information only.

11. Bio-Diversity and Wildflower Working Group

Councillors noted the minutes from the meeting of 13th May 2024 and no comments were made.

12. Cemetery and Churchyard

Councillors noted the report from the meeting of 17th May 2024 and no comments were made.

1. Cllr Studd proposed that the Parish Council agrees the additional maintenance by the Caretaker (quarterly: March, June, September & December) required at the following areas in the churchyard; behind the church, a triangle section near entrance to the church and the edge of the footpath adjacent to the school that borders the church fence at a cost of 858.00 per annum and this is to be taken from the Cemetery Reserve for the period 2024-25 and will be included in the budget for 2025-26. Cllr Melhuish seconded with all in favour.
2. Cllr Johnson proposed that the Parish Council agrees that a contractor looks at the gates at the entrance of the church and if they are unable to repair quotes are sought for new gates. Cllr Melhuish seconded with all in favour.
3. Cllr Voden proposed that the Parish Council seeks sperate quotes for the grass cutting in the cemetery from 2025 – 2028. Cllr Easter seconded with all in favour.
4. The date of Saturday of 20th July 2024 was agreed for the volunteer session at the cemetery from 10.00 – 12.00.
5. Cllr Beeson proposed that the Parish Council agrees that quotes are sought for an additional bin housing and bin for the top of the cemetery. Cllr Melhuish seconded with all in favour.
6. Cllr Studd proposed that the Parish Council accepts the quote from Stowmarket Aggregates of £200 +VAT to remove the spoil from the compound at the cemetery. Cllr Beeson seconded with all in favour.
7. Councillors noted that the contractor employed to carry out the maintenance of the churchyard and cemetery from 2021-2024 has retracted his contract for this year. Cllr Easter proposed that the Parish Council accepts the quote from W J Jarvis of £2,200.00 + VAT for the one off cut for the year. Cllr Melhuish seconded with all in favour.
8. Cllr Studd proposed that the Parsh Council accepts the quote from W J Jarvis of £2,100.00 +VAT for the maintenance contract for the Cemetery and Churchyard for the period 2025-2028. Cllr Melhusih seconded with all in favour.

13. Parish Infrastructure Improvement Plan (PIIP)

Councillors noted the report from the meeting of 23rd May 2024. Cllr Studd proposed that the Parish Council agrees the amendments to the PIIP and the following applications:

- i. Holy Trinity Church: Two Notice Boards £3,190.80: Recommend granting full application of £3,190.80.
- ii. Stowupland Bowls Club: Green maintenance equipment £21,001.90: Recommend Granting £10,459.08 for Aerator and Tines (as this is the most difficult to use for older members) with regards to Rotorake suggest they try Mid-Suffolk CIL.

- iii. Pre-School & Mighty Oaks: Replacement wet pour surface and replace front door £13,873.00: Recommend granting £4,500 towards door but in future they should consider things like this as being part of a long-term building maintenance program. With regards to wet pour surface they should get proper quotes and possibly try Mid-Suffolk CIL.

Cllr Murton seconded with all in favour. Cllr Easter abstained.

14. Emergency Planning

Councillors noted the report from the Emergency Planning Officer and no comments were made

1. The proposal to purchase a USB facility to add to the emergency plan equipment was retracted as a donation of devices had been made to the kit.
2. Cllr Voden proposed that the Parish Council makes a purchase for some disposable cups to add to the emergency plan equipment. Cllr Beeson seconded with all in favour.

15. Traffic Officer

Councillors to note the report from the Traffic Officer and no comments were made.

1. Cllr Voden proposed that the Parish Council agrees the proposal for a further Solar SID pole at the top of Church Road and once that work is completed, the new SID equipment is ordered for the new site once the volunteers check the area. Cllr Johnson seconded with all in favour.

16. Statutory Business

1. Cllr Johnson proposed that the Parish Council agree to adopt the 2024 Financial Regulations. Cllr Melhuish seconded with all in favour.
2. Cllr Studd proposed that the Parish Council agrees the change of date for the July meeting to Thursday 11th July 2024 due to the General Election. Cllr Voden seconded with all in favour.

17. Accounts 2023-24

1. Cllr Easter proposed that the Parish Council approves the amended Neighbourhood CIL Expenditure Report 2023-24. Cllr Voden seconded with all in favour.

18. AGAR 2022-23 – Annual Governance & Accountability Return

1. Councillors reviewed the internal audit report and noted the following recommendations:
 - a. That the Notice of Exercise of Public rights notice is left on the website each year until after the Internal Audit has taken place the following year
 - b. 2018-19 AGAR is published on the website to complete the 5 years requirements
 - c. To determine the level of general reserve that the council should seek to maintain

2. Councillors reviewed and agreed the responses to Section 1 of the AGAR for 2023-24 and the document was signed by the Chairman and Responsible Finance Officer.
3. Councillors reviewed and approved Section 2 of the AGAR for 2023-24 and the document was signed by the Chairman and Responsible Finance Officer.

19. Finance

1. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Cemetery	BACS	East of England Co-op	£ 50.00
Cleansing Grant	BACS	MSDC	£ 1,354.60
Allotment	BACS	Tenant	£ 20.00
Misc.	BACS	Haughley PC	£ 27.80
Cemetery	BACS	East of England Co-op	£ 25.00
			£ 1,477.40

2. Cllr Melhuish proposed to authorise the June payments. Cllr X seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 324.81		£ 324.81
Wages	BACS	D Long	£ 247.87		£ 247.87
Wages	BACS	C PIZZEY	£ 1,116.40		£ 1,116.40
Expenses	BACS	C PIZZEY	£ 38.99	£ 2.60	£ 41.59
General Expense	DD	Barclaycard	£ 35.97		£ 35.97
Wages	BACS	HMRC (PAYE)	£ 336.62		£ 336.62
Audit	BACS	Heelis and Lodge	£ 420.00		£ 420.00
Hall Hire	BACS	Stowupland PCC	£ 14.00		£ 14.00
Cemetery	DD	Wave	£ 18.40		£ 18.40
Play Park	BACS	MSDC	£ 53.15	£ 10.63	£ 63.78
CIL	BACS	Elan City	£ 2,339.99	£ 468.00	£ 2,807.99
Misc.	BACS	D Signs	£ 20.00	£ 4.00	£ 24.00
Grass Cutting	BACS	Top Garden	£ 870.00	£ 174.00	£ 1,044.00
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Assets	BACS	Glasdon	£ 350.33	£ 70.06	£ 420.39

Village Maintenance	BACS	AJP Services	£ 240.00		£ 240.00
			£ 8,166.53	£1,077.29	£ 9,243.82

20. Clerks Report

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

21. Councillors Reports

Cllr Voden reported that the Village Hall AGM is scheduled for Monday 8th July where the new plans for the Village Hall will be presented. Cllr Studd advised that he had made a report on the SCC portal that Gipping Road is currently only a single track road due to the overhanging hedges and he had reported on the overgrown hedge at Walnut Tree Farm corner. Cllr Studd also reported that a post on The Green needed reinstating. Cllr Johnson reported that the hedge at Oak Farm, Thorney Green Road is overgrown and in need of cutting as this is causing an issue with vision when driving. Cllr Murton commented on the good work that the Contractors had made on the fence at The Retreat Pond and the new footpath link from the Chip Shop to Birch Close. Cllr Melhuish reported on the state of the ditch at Chestnut Close.

22. Correspondence

1. Resident – Meeting with Parish Council to discuss plans for Kelvedon House: It was agreed that the Parish Council is not be prepared to have a meeting with the residents.
2. BMSDC – Response to the Norwich to Tilbury Consultation: Information.
3. BMSDC – Briefing Notes for Towns and Parishes: Information.
4. BMSDC – Call for sites intended for use by Gypsies and Travellers and Travelling Showpeople: Information.
5. Knight Group – Roadworks for Aspen Grange Development: Information.

23. Dates of next meetings

1. Parish Council Meeting Thursday 11th July 7.30pm at Holy Trinity Church Hall
2. Bio-Diversity and Wildlife Working Group Monday 5th August 2024 7.30pm at URC Church Hall

24. 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.

Meeting closed 20.47

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

parishclerk@stowuplandpc.co.uk