

STOWUPLAND PARISH COUNCIL
Minutes of the Annual Council Meeting held on 9th May 2024 at Holy Trinity Church Hall

Present: Cllrs Donna Bridges (Chairman), Terry Easter, 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. Chairman

Cllr Melhusih proposed that D Bridges be elected as Chairman of the Council. Cllr Murton seconded with all in favour. D Bridges signed the declaration of acceptance of office.

2. Vice Chairman

The Chairman proposed that R Studd be elected as Vice Chairman of the Council. Cllr Voden seconded with all in favour.

3. Apologies for Absence

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

4. Declarations of Interest

There were no declarations of interest received.

5. Dispensation

There were no dispensations received.

6. Minutes

All Councillor's confirmed receipt of the minutes from the meetings of the 4th April 2024. Cllr Murton proposed to accept the minutes of the meeting of the 4th April 2024 as a true record of the meeting and decisions made. Cllr Melhuish seconded and all were in favour.

7. 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
Enforcement Trinity Meadows EN/23/00526	On going

Look at grant funding for play equipment - play equipment agreed	Agenda item
Order and plant oak tree at cemetery	
Remove dog bag dispensers	
Investigate Defibrillator	On going
Arrange CPR training	On going
Quote from grass contractor for removal of grass at cemetery	Awaiting Quote -chased contractor 25.03.24
Quote from grass contractor for levelling graves	Awaiting Quote -chased contractor 25.03.24
Quote for no commercial advert signs	
Dog bin quote - Thorney Green Road	Bins ordered
Duck crossing Signs	Email sent to the management Company at Bloor Homes
Fencing work at Allotments	Completed
Contact Farmer regarding cut of half a mow	See Clerks report
Obtain a conservation quote for the wildflower meadow	Awaiting Quote
Quotes for new footpath from Chip Shop to Birch Close	Agenda item
Contact Linden Homes regarding repair of Track at Thorney Green Road	Linden Homes has acknowledge the request and await a response.
Quote for new post and rail fence at pond	Agenda item
Trim Trial - Licence for equipment at Linden Homes	On-going
FP46 agree quote with Suffolk CC	Awaiting date from SCC
Letters to residents of The Green reminding them of parking permissions	Completed

8. Public Forum

A resident asked if the Parish Council had considered the repair of the track at The Chapel and reported on the state of the grass cutting in the cemetery. A Councillor from Creeting St Peter introduced herself to the Parish Council and was at the meeting to listen to the Councils response to the National Grid consultation. A resident suggested that the Parish Council and or residents could meet with members of Creeting St Peter Parish Council to put together a joint response on the National Grid

Pylon project consultation. They also would be happy to be a volunteer on the Parish Environment and The Green sub-committee if required.

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

Members confirmed receipt of the County Council report and no comments were made.

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

Members confirmed receipt of the District Council report and no comments were made.

11. 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.

12. National Grid – Norwich to Tilbury Pylon Consultation

Cllr Studd proposed that the Parish Council agrees to make a further objection to the National Grid consultation and a joint response is made with Creting St Peter Parish Council. Cllr Murton seconded with all in favour. The Clerk to liaise with Creting St Peter Parish Council.

13. Bio-Diversity and Wildflower Working Group

Councillors noted the report from the Working Group. It was agreed that the Clerk works with a volunteer from the working group to write a questionnaire to be distributed to the whole village via Telstar.

14. Play Park

Councillors to note the report.

1. The Chairman proposed that the Parish Council agrees that a meeting is arranged with representatives from the Village Hall to discuss the future of the play park. Cllr Melhuish seconded with all in favour.
2. The Chairman proposed that the Parish Council agrees that quotes are sought for the repair of all findings from the latest play inspection report. Cllr Studd seconded with all in favour.
3. The proposal to agree that Parish CIL is used for the purchase of the new toddler unit and swings at a total cost of £28,602.27 subject to the Village Hall confirming that the play park will not be effected by their regeneration project was rejected until after the meeting with the Village Hall Committee.

15. New Footpath Chip Shop to Birch Close

Cllr Easter proposed that the Parish Council accepts the quote from Garrod Construction of £19,680.00 + vat for the new footpath from the Chip Shop to Birch Close and that Parish CIL money is used for the project. Cllr Murton seconded and all were in favour.

16. Replacement fence at Retreat Pond

Cllr Studd proposed that the Parish Council agrees the quote from W Jarvis of £1030.00 + vat for the replacement post and rail fence at the Retreat Pond and Parush CIL money is used for the project. Cllr Voden seconded with all in favour.

17. Statutory Business

1. Councillors reviewed the terms of reference for committees and no changes were made.
2. Councillors confirmed the appointment of Parish Councillors on the following Committees:

Group	Councillor
Bio-Diversity Working Group	Cllr Laura Beeson
Environment & The Green Sub-Committee	Cllrs Laura Beeson (Chair), Terry Easter, Paula Murton & Debra Melhuish
Parish Infrastructure Improvement Plan (PIIP) Working Group	Cllrs, Donna Bridges, Laura Johnson & Ray Studd (Chair)
Trim Trail Working Group	Cllr Jerry Voden
Neighbourhood Plan Review Working Group	Cllrs, Bridges, Easter and Melhuish

3. Councillors confirmed the appointment of Parish Council Representatives on the following Bodies:

Village Hall Representative	Cllr Voden
SALC Representative (s)	Cllr Bridges & Voden
School Liaison Representative	Cllr Bridges
Telstar Representative	Cllr Voden
Gateway 14 Representative	Cllr Easter

4. Councillors confirmed the following Parish Appointed Positions:

Allotments Officer	Cllr Bridges
Cemetery and Churchyard Officer (s)	Cllr Voden & Johnson
Emergency Planning Officer	Cllr Jerry Voden
Footpath Officer	Cllrs Bridges & Melhuish

Play Park Officer	Cllr Murton & Melhuish
Planning Officer	Cllr Studd
Speed Watch Officer	Cllr Voden
Tree Officer	Cllr Studd

5. In accordance with Section 151 of the Local Government Act 1972(d) (financial administration), the Council confirmed that the Clerk was to be the appointed person who would be responsible for the administration of the financial affairs of the Parish Council.

6. Councillors approved the meeting timetable for 2024-25

18. Accounts 2023-24

1. Cllr Studd proposed that the Parish Council approves the budget to actual figures for the year ending 31st March 2024. Cllr Melhuish seconded with all in favour.
2. Cllr Studd proposed that the Parish Council approves the Statement of account for the year ending 31st March 2024. Cllr Melhuish seconded with all in favour.
3. Cllr Studd proposed that the Parish Council approves the Statement of Reserve for the year ending 31st March 2024. Cllr Melhuish seconded with all in favour.
4. Cllr Studd proposed that the Parish Council approves the asset register for the year ending 31st March 2024. Cllr Melhuish seconded with all in favour.
5. Cllr Studd proposed that the Parish Council approves the Bank Reconciliation for the year ending 31st March 2024. Cllr Melhuish seconded with all in favour.
6. Cllr Studd proposed that the Parish Council approves the annual return figures for the year ending 31st March 2024. Cllr Melhuish seconded with all in favour.
7. Cllr Studd proposed that the Parish Council approves the Neighbourhood CIL Expenditure Report 2023-24. Cllr Melhuish seconded with all in favour.
8. Councillors noted the review of the expenditure incurred under s.137 of the Local Government Act 1972:
 - a. £4,915.00 to Telstar for a grant donation towards the running costs of the magazine
 - b. £264.00 to Stowupland Good Neighbour Scheme for running cost
 - c. £400.00 to Mid Suffolk Citizen Advice
 - d. £50.00 to Royal British Legion Poppy Appeal
9. Councillors reviewed the Bank Mandate and approved it as unchanged for 2023-24

<https://stowupland.suffolk.cloud/finance/>

19. Finance

1. Councillors noted receipts received since the last meeting

Receipts	Cheque / BACS /		Value
Cemetery	BACS	East of England Co-op	£ 300.00
Precept	BACS	MSDC	£ 27,962.50
Cemetery	BACS	East of England Co-op	£ 25.00
CIL	BACS	MSDC	£ 14,485.23
			£ 42,772.73

2. Cllr Easter proposed to authorise the May payments. Cllr Melhuish seconded with all in favour.

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Wages	BACS	M Hawkins	£ 347.57		£ 347.57
Wages	BACS	D Long	£ 268.27		£ 268.27
Wages	BACS	C PIZZEY	£ 1,170.75		£ 1,170.75
Expenses	BACS	C PIZZEY	£ 38.99	£ 2.60	£ 41.59
General Expense	DD	Barclaycard	£ 89.24	£ 12.30	£ 101.54
Hall Hire	BACS	Stowupland PCC	£ 14.00		£ 14.00
Trim Trail	BACS	birketts	£ 1,250.00		£ 1,250.00
CIL	BACS	SDW Services Ltd	£ 1,230.00	£ 246.00	£ 1,476.00
Subscription	BACS	SALC	£ 823.35		£ 823.35
Allotments	BACS	RSA Pest Management	£ 240.00	£ 48.00	£ 288.00
Allotments	BACS	RSA Pest Management	£ 950.00	£ 190.00	£ 1,140.00
Pest Control	BACS	RSA Pest Management	£ 250.00	£ 50.00	£ 300.00
Cemetery	BACS	Environment Agency	£ 23.81		£ 23.81
Allotments	BACS	A J P Services	£ 235.00		£ 235.00
Bio-Diveristiy	BACS	Telstar	£ 40.00		£ 40.00
Grant	BACS	Telstar	£ 2,995.00		£ 2,995.00
			£ 9,965.98	£ 548.90	10,514.88

20. Clerks Report

Councillors noted receipt of the Clerks report. Cllr Easter proposed that a budget of up to £150 is agreed for the D-Day event. Cllr Studd seconded and all in favour.

21. Councillors Reports

Cllr Voden reported concerns on the depth of the ditch between Thorney Green Road and the Oak Farm Development and the need for a grate at the culvert. Cllr Studd reported that cars are parking on Thorney Green Road by the footpath into the Oak Farm development which is causing an obstruction for oncoming traffic. Cllr Easter reported that a hedge on Church Road is encroaching on to the footpath.

22. Correspondence

1. Trading Standards: Application for permanent attachments to street lighting at Maple Road for the installation of no Cold Calling signs. It was agreed that the signs can be installed and to enquire if this can be extended to other areas in the village.
2. Resident: Request to Parish Council to consider a shared access for a new dwelling on the site of Kelvedon House, The Green. It was agreed to respond to the resident to advise that the Parish Council will not support a dwelling on the site and no additional access can be granted.
3. Stowupland Falcons: Stowupland 5-A-side tournament information on the event.
Information
4. MSDC: Parish CIL payment. Information
5. Resident: Request for replacement of styles to kissing gates. The Clerk reported that she is working with the Public Rights of Way Officer and they had advised that the main problem with the stiles on FPs 26, 01, 02 and 03 is that they only have one step, which makes it a long way to the top rail. Suffolk County Council need to contact the landowners to see if they will improve the stile by installing a second step (which will bring them up to British Standard and make them easy to use). Improving to Kissing Gates may be possible, but they will need to see if they can fund them (normally stiles and gates are landowners responsibility), alternatively if the stile is no longer required for Livestock control, then they could remove them and just have a gap instead.
6. Resident: Complaint regarding the grass cutting. The Parish Council noted the complaint regarding the grass cutting outside the resident property on The Green.
7. St Elizabeth Hospice: Permission to have gazebo on The Green. It was agreed that permission is given.

23. Dates of next meetings

1. Bio-Diversity and Wildlife Working Group Monday 13th May 2023 7.30pm at URC Church Hall

2. Parish Council Meeting Thursday 13th June 2024 7.30pm at Holy Trinity 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 20.59