STOWUPLAND PARISH COUNCIL
Minutes of the Annual Council Meeting held on 1st May 2025 at URC Church Hall

Present: Cllrs Donna Bridges (Chair), Terry Easter, Debra Melhuish, Paula Murton, Hayden Power, Ray Studd, Jerry Voden & Rachel Belcher-Nairn (Clerk)

In attendance: District Councillor Janet Pearson, County Councillor Keith Welham and 2 members of the public

1. **Chairman**

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

2. **Vice Chairman**

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

3. **Apologies for Absence**

   1. Apologies were received from Cllr Laura Beeson and Cllr Laura Johnson
   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 3rd April 2025. Cllr Melhuish proposed to accept the minutes of the meeting of the 3rd April 2025 as a true record of the meeting and decisions made. Cllr Power seconded and all were in favour.

Signed Chairman: Date:

7. Matters of report

STOWUPLAND PARISH COUNCIL - Matters of Report arising from Parish Council Meetings

PC DATE	MATTER OF REPORT	COMMENT
14-Oct-21	Bloor Homes: Purchase of Thradstone Meadow	Ongoing (paperwork with solicitors, update requested)
01-Dec-22	Retreat Pond Project	Ongoing
05-Jan-23	Bus Shelter - Thorney Green Road	Ongoing
02-Nov-23	Order and plant oak tree at cemetery	Spring
01-Feb-24	Arrange CPR training	Article to go into Telstar to gauge interest
07-Mar-24	Duck crossing Signs	PC to order and install
09-May-24	Play Park inpection quotes for work	Awaiting quotes
13-Jun-24	Churchyard Gates	Gates removed for works 28th March
01-Aug-24	Quote no turning signs Thorney Green Road	Ongoing
01-Aug-24	Investigate permenant solar SID for Church Roa	Post requested from SCC HW
01-Aug-24	Hornbeam Road Sign - reposition	Ongoing
05-Sep-24	Bollards at Trinity Walk	Ongoing, hedge trimmed & surface to be improved
03-Oct-24	Lending Library	Due to be fitted shortly
09-Jan-25	Anglian water to repair Green/bench	Ongoing
06-Feb-25	Improvements to FP32	Instigated

8. Public Forum

A resident reported that the cemetery looks scruffy and some decorative items on a gravestone had been damaged when the grass was cut. The Cemetery Committee will inspect the cemetery.

A resident queried why there was no Parish Council report in the Telstar last month. Cllr Bridges explained that there was no Telstar representative present to take minutes.

A resident enquired about the Greens Committee having had a meeting to inspect grass cutting on the green but it was explained the meeting hasn't taken place yet.

The same resident asked why the Biodiversity Report hadn't been circulated to Councillors prior to this meeting as it had a requested meeting date of the 9th June and they wanted to give ample notice. It was explained that the report arrived with the Clerk too late to be included at this meeting but will be included at the next. Cllr Bridges requested that another meeting date be arranged.

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

Members confirmed receipt of the County Council report with no questions.

Cllr Welham highlighted the bus service meeting on the 29th of April and that the bus service would run until April 2026. Cllrs Welham and Bridges will work to arrange a bid for the route to include Reeds Way.

10. To receive a report from & District Councillor Janet Pearson

Members confirmed receipt of the District Council report with no questions.

Cllr Pearson clarified that changes to postal voting regulations will not affect the upcoming by-election.

Signed Chairman: Date:

11. Planning

1. Councillors to review and approve a response to the following planning applications:

   DC/25/01639

   17 Mill Street, Stowupland, Stowmarket, Suffolk IP14 5BL

   Application under Section 19 of The Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) for DC/21/0693 dated 30/03/2022 -To vary condition 2 (Approved Plans and Documents) - existing lobby and roof structure to be retained and the existing roof overhang enlarged to create a sheltered entrance to the lobby. as per revised details and plans.

   Cllr Studd proposed the Parish Council makes no comment on this application, which was seconded by Cllr Murton with all in favour.

   DC/25/01774

   Land Adj 20 Saxham Street, Stowupland, IP14 5DA

   Application under Section 73 of The Town and Country Planning Act for Outline Planning Permission DC/21/04608 and Reserved Matters DC/22/01872 (2no dwellings) for variation of Condition 2 (approved plans and documents) for Plot 1 only

   Cllr Studd proposed the Parish Council objects to this application, which was seconded by Cllr Melhuish with all in favour.

2. Councillors to note the decisions issued by Mid Suffolk District Council:

   DC/22/06200

   Land south west of Rendall Lane, Stowupland

   Full Planning Application - Erection of a Factory (B2 - General Industrial) with offices.

   Planning application was REJECTED

   DC/25/00191

   Grange Farm Cottage, Saxham Street, Stowupland, Stowmarket Suffolk IP14 5DA

   Householder Application - Erection of an outbuilding/workshop.

   Planning permission was GRANTED

12. Finance

1. Councillors noted receipts received since last meeting

Signed Chairman: Date:

Stowupland Parish Council - Receipts April 2025				
Receipts	Cheque / BACS /		Value	Notes
VAT return		HMRC	£ 14,200.13	Return 01.08-31.12.24
Precept		Mid Suffolk	£ 29,815.22	Precept part 1
CIL		Mid Suffolk	£ 33,651.44	CIL 01.10-31.03.24
VAT return		HMRC	£ 1,066.36	Return 01.01-31.03.25
			£ 78,733.15	

2. Councillors approved the April/May payments (BACs, DD, and cheque payments). Proposed by Cllr Melluish & seconded by Cllr Studd.

Stowupland Parish Council - Payments April/May 2024							
Expenditure	**Cheque / BACS / SO**		**Net**	**VAT**	**Total**	**Notes**	
Cemetery maintenance	BACs	Reason Services	£ 105.00		£ 105.00	Cemetery tap repair	PAID 10/4/25
Churchyard maintenance	DD	Stowupland PCC	£ 650.00		£ 650.00		PAID 11/4/25
Wages	BACS	M Hawkins	£ 68.38		£ 68.38		
Wages	BACS	D Long	£ 261.35		£ 261.35		
Wages	BACS	R Belcher-Nairn	£ 1,002.60		£ 1,002.60		
Expenses	BACS	R Belcher-Nairn	£ 26.00		£ 26.00	Working from home allowance	
Cemetery maintenance	BACs	The Social Gardener	£ 111.00		£ 111.00	Inv 79, 6 hours cemetery	
Scribe	DD	GOCARDLESS	£ 35.00	£ 7.00	£ 42.00	Starboard Systems	
Payroll Services	BACs	SALC	£ 80.00	£ 16.00	£ 96.00	Inv 29725, 5 months of payroll service	
Membership	BACs	SALC	£ 911.61		£ 911.61	Inv 30058, annual membership fee	
Biodiversity	BACs	Telstar	£ 40.00		£ 40.00	Inv 1, sunflower seeds in Telstar	
Biodiversity	BACs	Keith Welham	£ 50.19		£ 50.19	Misc. biodiveristy expenses (seeds, pots etc)	
			£ 2,586.13	£ 23.00	£ 2,609.13		

13. Accounts 2024-25

1. Cllr Voden proposed that the Parish Council approves the budget to actual figures for the year ending 31st March 2025. Cllr Melhuish seconded with all in favour.
2. Cllr Melhuish proposed that the Parish Council approves the Statement of Reserve for the year ending 31st March 2025. Cllr Murton seconded with all in favour.
3. Cllr Melhuish proposed that the Parish Council approves the Asset Register for the year ending 31st March 2025. Cllr Studd seconded with all in favour.
4. 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.

Signed Chairman: Date:

5. Cllr Studd proposed that the Parish Council approves the Neighbourhood CIL Expenditure Report 2024-25. Cllr Melhuish seconded with all in favour.
   *It was also noted that MSDC notified the Clerk the return for 2023-24 was incorrect and both returns were therefore adjusted accordingly by £0.10.

6. Councillors noted the review of the expenditure incurred under s.137 of the Local Government Act 1972:
   a. £2,995.00 to Telstar for a grant donation towards the running costs of the magazine

7. Councillors reviewed the Bank Mandate approved it as unchanged for 2025-26 (pending current changes to Nationwide account to add the Clerk as signatory)

14. VAT Return

Councillors noted that a VAT return for the period 01.01.2025-31.03.2025 was filed, at a value of £1066.36. This was received on the 22nd April 2025.

15. 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

Signed Chairman: Date:

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

Village Hall Representative	Vacant
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	Cllrs Murton, Melhuish & Power
Planning Officer	Cllrs Studd & Power
Speed Watch Officer	Cllrs Voden & Power
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.

16. Play Park

Councillors noted receipt of the report, with an additional note that Cllr Bridges had received a complaint about the ground levels in the play park.

Cllr Bridges proposed a meeting at the play park to decide necessary actions, with Cllr Murton seconding and all in favour.

17. Repositioning of Village Sign

Councillors noted receipt of the plans for moving the village sign as part of works to improve the B1115/A1120 junction.

1. Decide a method for removal & repositioning

The Clerk is to contact the developer to ask for their method statement.

Signed Chairman: Date:

2. Decide a new position

Cllr Bridges proposed a new location of the front of the village green, alongside the A1120 and 4M back from the footpath. Cllr Power seconded with all in favour. Due to the number of trees being removed, Cllr Welham volunteered to ask the developer their plans for replacements.

18. Water Markers

Cllr Bridges proposed approving Old Newton's placement of water markers within the boundary of Stowupland Parish, with Cllr Studd seconding and all in favour.

19. Clerk's Report

Councillors noted the receipt of the report and had no questions. The Clerk is to re-contact Suffolk County Council regarding the plans for Footpath 32.

20. Councillor's Reports

Cllr Bridges provided an update on the arrival of Travellers to Thorney Green. The number of caravans in the encampment has risen from 2 to 9. Police were called immediately upon their arrival and advised contacting Norfolk & Suffolk Gypsy & Traveller Liaison Service (NSGRTS), who have been contacted. Councillor Pearson has been advised of the situation and advice has been sought from Haughley Parish Council, who had a similar issue last year. MSDC's Public Realm have provided bin bags for the Travellers to use.

As part of a pilot scheme to provide support to Parish & Town Councils, MSDC will support the Parish Council throughout this process and have asked Councillors to decide between immediate bailiff enforcement (at full cost to the Parish Council) or the legal process of serving a Section 77 notice, followed if necessary by a Section 78, at MSDC's cost. Cllr Studd proposed the serving of the Section 77 (and 78 if necessary), with Cllr Voden seconding and all in favour. Should bailiffs be required after this process, the cost will be the Parish Council's.

Cllr Bridges proposed cancelling the VE Day 80 beacon lighting on the green, with Cllr Melhuish seconding and all in favour.

Cllr Bridges also reported that a Parish Council wheelie bin had been removed from the green at the end of Maple Road and needs reporting to MSDC recycling.

Cllr Easter reported that there is a tree hanging over a garden in Sycamore Close, which the resident has asked be looked at. The Clerk will enquire with the tree maintenance contractor.

Signed Chairman: Date:

Cllr Easter also paid tribute to Michael Hawkins, who sadly passed away on the 6th of April. His service to the village, both as pub landlord and lately litter picker, were greatly valued. As thanks, Cllr Bridges suggested erecting a bench in his memory under the new village sign. Cllr Easter seconded with all in favour.

Cllr Voden had received a call from a resident concerned about the land around the new cemetery bridge, which is overgrown with brambles. There are concerns about a fence being impacted. This area will be inspected with the cemetery inspection. The resident would like to attend the inspection.

Cllr Voden also summarise a meeting between Bloor Homes residents and management company First Port. Residents reported issues around landscaping, broken streetlights (now fixed) and road handover to Suffolk Highways. Residents will forma Resident's Association.

21. Correspondence

1. Letter from Brave Futures
   No action required (PC contributes exclusively to CAB/RBL)
2. BMSDC April Summary
   Noted
3. Email from resident re. Oxlip Way/Trinity Meadows
   See Cllr Voden's report
4. Communication from Suffolk Cloud re. Suffolk.gov.uk websites/emails
   Bring back as an agenda item at a later date
5. Email from Highways re. CIL bid for A1120 (to action)
   Contact Christine Thurlow
6. Email update from PCC office
   Cllrs Bridges & Voden will attend the meeting
7. Call to report fly tipping on Rendall Lane
   Report to MSDC
8. Update from SALC re. AM & changes to constitution
   Noted
9. Request to start litter picking in the village
   Add resident to volunteer register and provide with litter picking equipment
10. Request for Clerk to respond to a fraud research survey
    Clerk to take part in the survey

Signed Chairman: Date:

22. **Dates of next meetings**

    1. Annual Parish Meeting Wednesday 21st May 2025 7.00pm at the URC Church Hall
    2. Parish Council Meeting Thursday 5th June 2025 7.30pm at the 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. Agreement of payscale & work hours

Meeting closed 21.07

Signed Chairman: Date: