

STOWUPLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5th February 2026 at the URC Church Hall at 7.30pm

Present: Cllrs Donna Bridges (Chair), Terry Easter, Laura Johnson, Paula Murton, Ray Studd and Jerry Voden & Rachel Belcher-Nairn (Clerk)

In attendance: County Councillor Kieth Welham, District Councillor Janet Pearson

1. Apologies for Absence

1. Apologies were received from Cllr Melhuish and District Councillor Watson.
2. Councillors voted to accept the apologies.

2. Declarations of Interest

Cllr Voden declared an interest in Item 11 as a member of the Telstar Committee.

3. Dispensation

None.

4. Minutes

All Councillors confirmed receipt of the minutes from the meetings of the 8th January 2026. Cllr Voden proposed to accept the minutes of the meeting of the 8th January 2026 as a true record of the meeting and decisions made. Cllr Studd seconded with all in favour.

5. 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	Update requested
01-Dec-22	Retreat Pond Project	Project complete, BD group to manage greenery
05-Jan-23	Bus Shelter - Thorney Green Road	Quote to be arranged for re-painting
02-Nov-23	Order and plant oak tree at cemetery	Purchase enquiry sent, awaiting response
01-Feb-24	Arrange CPR training	To decide whether to pursue
01-Aug-24	Investigate permanant solar SID for Church Road	SID awaiting installation
05-Sep-24	Bollards at Trinity Walk	MSDC carrying out works, awaiting update/date
09-Jan-25	Anglian water to repair Green/bench	Complete
06-Feb-25	Improvements to FP32	Contractors instructed to complete with granite dust
01-May-25	Preventative measures around green	Meeting to be arranged for Birch Close area
03-Jul-25	Re-surfacing of churchyard	Awaiting quotes for work
01-Sep-25	Bin replacement/repair	Bins installed (one to be adjusted)
01-Nov-25	Tree works to green	Complete
06-Nov-25	Biodiversity works to green	Pilot to take place near Rambler's Cottages (now spring '26)
19-Nov-25	Cemetery & churchyard works inc grave levelling	Works ongoing

6. Public Forum

A resident reported that various street signs throughout the village were crooked. Signs to be assessed and reported to Address Management.

A resident requested that the Greens Committee walk round the green near Ramblers Cottages to assess the state of various trees for trimming.

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

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

8. To receive a report from the District Councillor Janet Pearson:

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

9. Planning

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

None

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

DC/25/05247

Upland House, Saxham Street, Stowupland, Stowmarket Suffolk IP14

Application for Listed Building Consent - Repair walls reusing the existing masonry where possible with additional, larger piers using the identical brick bonds and mortar as existing (Flemish bond).Householder Application - Installation of driveway gates

Listed Building Consent was GRANTED

10. Finance

- 1. Councillors noted receipts received since last meeting:

Stowupland Parish Council - Receipts January 2025				
Receipts	Cheque / BACS /	Value	Notes	
HMRC	BACS	£ 1,846.62	VAT rebate	
		£ 1,846.62		

- Councillors approved the February payments (BACs, DD, and cheque payments), proposed by Cllr Easter & seconded by Cllr Johnson.

Stowupland Parish Council - Payments January/February 2026						
Expenditure		Cheque / BACS / SO	Net	VAT	Total	Notes
Grant	BACS	Telstar	£ 2,995.00		£ 2,995.00	Paid between meetings as overdue from Dec 2024 (not paid at time)
CIL	BACS	W Jarvis & Son	£ 2,350.00	£ 470.00	£ 2,820.00	Paid between meetings
Cemetery reserve	DD	Barclaycard	£ 9.88		£ 9.88	Cemetery Law book
Phone contract	DD	Tesco Mobile	£ 10.50		£ 10.50	
Scribe	DD	GOCARDLESS	£ 35.00	£ 7.00	£ 42.00	Starboard Systems
Cemetery Reserve	DD	GOCARDLESS	£ 23.00	£ 4.60	£ 27.60	Starboard Systems
Wages	BACS	D Long	£ 508.12		£ 508.12	
Wages	BACS	R Belcher-Nairn	£ 1,011.57		£ 1,011.57	
Expenses	BACS	R Belcher-Nairn	£ 26.00		£ 26.00	Working from home allowance
Pension	DD	Nest	£ 77.12		£ 77.12	
Allotment reserve	BACS	Environment Agency	£ 23.52		£ 23.52	Inv A4088705G20250401, allotment drainage
Cemetery reserve	BACS	Social Gardener	£ 74.00		£ 74.00	Inv 80, 4 hrs cemetery gardening
IT	BACS	Suffolk Cloud	£ 70.00		£ 70.00	Inv-0325 Accessibility audit & report
IT	BACS	Domain renewal, mail hosting & recovery	£ 847.75		£ 847.75	Inv 070/6978 Domain renewal, mail hosting & recovery
Subscription	BACS	SLCC	£ 126.50		£ 126.50	Inv MEM257072-2, SLCC membership (Stowupland share)
Grant	BACS	Telstar	£ 2,995.00		£ 2,995.00	(Apr 2026 if approved)
			£ 11,182.96	£ 481.60	£ 11,664.56	

- Councillors noted a VAT return has been filed for Q3 of 2025-26 – 1/10/25-31/12/25 – at £1,846.62, which was received on the 23rd January 2026.

11. Telstar Grant

Councillors resolved to grant the Telstar £2,995, with Cllr Johnson proposing, Cllr Studd seconding and all in favour. It was noted that the Telstar team had done a very good job of raising funds.

12. Councillor Vacancies

- Councillors noted that MSDC have confirmed there has been no call for an election and the most recent vacancy can be co-opted.
- It was noted that MSDC have confirmed there are currently 4 vacancies on the Parish Council and both MSDC's and the PC's websites have been updated to reflect this.
- Advertising for vacancies: While not much more could be done, Councillors agreed to engage with residents while out in the community.

13. Internal Audit

Councillor Studd proposed to proceed with Heelis & Lodge as Internal Auditor and agree a budget of £440 for their services. Councillor Murton seconded with all in favour.

14. Neighbourhood Plan

Councillor Bridges provided an update on the requirements for the Neighbourhood Plan update in the context of new planning requirements in the NPPF.

Councillors received the notes from the Working Party meeting on the 21st January, with the following actions:

1. A meeting to be scheduled with MSDC to discuss review requirements
2. Update requested from Neighbourhood Plan consultant

More volunteers are needed for the Working Party, so an advert is to be placed in the Telstar.

15. Biodiversity and Wildflower

Councillors noted the report from the meeting held on 26th January 2026 and agreed to re-name the half a mow area, pending approval from the namesake's family.

Councillor Bridges also provided an update on the biodiversity placard in the churchyard, which is currently being repaired and will be replaced shortly.

16. Website

Councillors noted the Accessibility report and its recommendations. Councillors requested further quotes be sought to remedy the website non-compliance.

17. Clerk's Report

Councillors noted the report from the Clerk and agreed the following actions:

1. Clerk to have access to Stowupland Parish Council Facebook page and regularly post on social media to update residents on PC projects

18. Councillor's Reports

Councillor Voden reported that he had attended the Stowmarket Mayoral charity afternoon tea, which was a successful event.

Cllr Voden also reported that a resident was concerned about the level of water in a ditch outside their home. This is due to recent high levels of rain and outside PC control.

Councillor Easter reported that Stowupland Bowls Club is no longer running. The club was an asset to the village and will be missed.

19. Correspondence

1. BMSDC Update
For Information Only
2. National Grid Norwich to Tilbury Update
FIO (spreadsheet available upon request)
3. SALC Garden Party Info
No nomination
4. SALC – new Code of Conduct factsheets
FIO (sheet forwarded)
5. Invite to Adrian Ramsey event
Invitation extended to the biodiversity group, Cllr Welham to follow up
6. Request to host garage sale
Garage sale can go ahead
7. SALC News Bulletin
FIO (to note new S137 limit)
8. Striders information for running event
Striders to be contacted for more information on event and advised that arrangements are weather-dependent
9. Gritting email with my response
FIO
10. Email re. speeding in Saxham St
Correspondent to be advised to contact SCC Highways as the Highways authority
11. SALC News bulletin
Cllr Voden to respond

20. Dates of next meetings

1. Parish Council Meeting Thursday 5 th March 2026 7.30pm at the URC Church Hall
2. Biodiversity group meeting Monday 30th March

Meeting closed 20.18 hrs

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

parishclerk@stowuplandpc.co.uk