



# STANTON PARISH COUNCIL

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**Chair – Jim Thorndyke**

## **Minutes of the Meeting of Stanton Parish Council held on 13 July 2023 at Stanton Village Hall.**

### **25. . Roll Call & Apologies**

Present were Councillors:

Brian Brown, Dee Burdett, John Frizzell, Charlie Harvey-Evers, Barry McDonald, Jim Thorndyke (**Chair**) and Suffolk County Councillor Joanna Spicer

Apologies for absence were received from Councillor Vic Dorling.

The meeting noted that Councillors Lorraine Frost and Phil Smith were absent.

### **26. Minutes**

The minutes of the meeting held on 15 June 2023 were confirmed as a correct record and were signed by the Chair.

### **27. Public Forum**

4 members of the public were present.

Two residents, who were Volunteer Directors of Upthorpe Management Ltd, informed the Parish Council that the two play areas on the Mill View estate were in a poor state. The play areas and surrounding fencing had not been maintained adequately since they were built. Although the residents of the estate paid an annual fee for the upkeep of the estate, the play areas were used by children and families who lived elsewhere in the parish. The Parish Council were asked if they would, in principle, agree to a donation towards the repair of the play areas and fencing. The Council agreed that a request for a donation could be considered but that a comprehensive plan of action for the work (both immediate and long-term), together with costings and any other sources of funding, would need to be presented to the Parish Council before this could be considered.

A resident raised a concern that the 'Quiet Lane' sign positioned on Bury Lane, seemed to indicate that it was suitable for cars as it contained pictures of a car, motorcycle, horse & rider and pedestrians. However, this road was not suitable for cars and the sign could encourage drivers to use it causing a potential hazard to pedestrians. It was confirmed that the signs were generic, but Councillor Harvey-Evers agreed to liaise with Suffolk County Councillor Spicer to review this issue.

A resident also raised a concern about lack of signage for the new pedestrian crossing opposite the new Co-operative store when travelling east along Hepworth Road. Suffolk County Councillor Spicer confirmed that a team from Highways would be conducting a Safety Audit just before the new store was due to open.

**28. a. District Councillor Thorndyke report:**

- [Community Chest funding](#) round for 2024-25 is now open. The minimum amount that can be applied for is £2,500 and is for one off projects or revenue funds for services. Applications must be made using the [online form](#) and the deadline for applications is 6pm on Friday 29 September 2023.
- Local Plan is still in progress.
- Planning training for councillors is being provided by West Suffolk Council via Zoom at 6pm on Wednesday 19 July. Councillors Harvey-Evers and Thorndyke will set up a screen in the Village Hall lounge for parish councillors to attend.
- A planning application for change of use at Doctors Hall, Bury Lane, had been submitted to West Suffolk Council on 18 May 23. Officers are awaiting additional information and clarification from the agent. Once received a full 21-day consultation will be sent to all registered parties and neighbours, including the Parish Council and local ward member and a Site Notice displayed.

**b. County Councillor Spicer report:**

- Highways communication of pre footway resurfacing repairs along B1111 Barningham Road between 9am and 4pm 31 July to 2 August.
- Highways communication of pre footway resurfacing repairs along U6448 Hepworth Road between 9am and 4pm 2 to 9 August.
- Highways proposed speed limit alterations for The Street, Hepworth resulting in road closure on 8 August.
- Have reported the resurfacing of road at bottom of George Hill has not been completed properly.

**29. Clerk's Report**

The Clerk's Report had been circulated with the agenda.

Councillors received a request from the Clerk to change the date for the September meeting due to a pre-booked holiday. It was agreed to move the meeting to **Thursday 7 September at 7pm.**

The 4 members of the public left the meeting.  
Suffolk County Councillor Spicer left the meeting.

**30. Declarations of Interest**

There were no declarations of interest.

**31. Statutory Business/Governance**

- a. Two applications to be co-opted into the vacant position of Councillor had been received, but as neither person was present, councillors agreed to defer this item to the next agenda. The Clerk was requested to contact both applicants and invite them to the next meeting on Thursday 10 August at 7pm.
- b. The Areas of Responsibility was noted and due to the planned co-option of a councillor at the next meeting, it was decided to defer this item until then. In the meantime, the Clerk would ascertain if there were any volunteers from councillors for any areas of responsibility that they were not currently allocated to.
- c. The Action Plan was updated and a draft for 2023-24 is attached as Annex A to these minutes. The plan will be reviewed quarterly.

## 32. Planning Applications

### a. New Applications

|   |  |   |
|---|--|---|
| DC/23/0906/LB<br>Knowle Lodge,<br>Upthorpe Road                   | Application for listed building consent -<br>roof repairs to existing shed   | <b>No<br/>objections</b>  |
| DC/23/0950/FUL<br>George Hill<br>Veterinary Centre,<br>Chare Road | Planning application - change of use of<br>veterinary surgery at ground floor (class<br>E) to residential accommodation (class<br>C3)  | <b>No<br/>objections</b>  |
| DC/23/0947/HH<br>15 Honeymeade<br>Close                           | Householder planning application -<br>dormer window to front elevation   | <b>No<br/>objections</b>  |
| DC/23/0985/TPO<br>Shepherds Grove<br>Park                         | <p>TPO 248(1997) tree preservation order -<br/>one Hazel (A1 on order and T1 on plan)<br/>crown reduction in height by two metres<br/>above ground, one Oak (A1 on order<br/>and T2 on plan) sever ivy up to two<br/>metres above ground level and treat to<br/>prevent re-growth, one Field Maple (A1<br/>on order and T3 on plan) lateral crown<br/>reduction by two metres, one Apple (A1<br/>on order and T4 on plan) fell, one Hazel<br/>(A1 on order and T5 on plan) crown<br/>reduction by two metres above ground,<br/>one Apple (A1 on order and T6 on plan)<br/>fell, one Pear (A1 on order and T8 on<br/>plan) fell, one Cherry (A1 on order and<br/>T9 on plan) fell, one Goat Willow (A1 on<br/>order and T10 on plan) remove lowest<br/>secondary stem back into main trunk</p> <p>TPO130(1989) tree preservation order -<br/>one Goat Willow (T11 on order and plan)<br/>fell, one Ash and Field Maple (G1 on<br/>order and plan) crown reduce lateral<br/>spread to give 1.5 metre clearance from<br/>dwelling, one Cherry (A1 on order and<br/>T12 on order) remove dead stems back<br/>into main trunk</p> | <b>No<br/>objections<br/>but<br/>requested<br/>that<br/>replacement<br/>trees are<br/>planted<br/>elsewhere on<br/>site</b> |
| DC/23/1027/TCA<br>Oak House, The<br>Street                        | Trees in a conservation area notification<br>- a. one Lime (T1 on plan) fell; b. one Oak<br>(T2 on plan) reduce height by two<br>metres on southeastern side   | <b>No<br/>objections</b>  |

**b. Determined Applications**

| Reference      | Address  | PC Decision   | West Suffolk Decision | Decision Date |
|----------------|--|---------------|-----------------------|---------------|
| DC/23/0633/TPO | Shepherds Grove Park Stanton Suffolk                           | No objections | Approved              | 6 June 23     |
| DC/23/0591/TPO | The Old Rectory Old Rectory Gardens Stanton Suffolk IP31 2BX   | No objections | Withdrawn             | 30 May 23     |
| DC/23/0469/TPO | Berkeley Leisure Shepherds Grove Park Stanton Suffolk IP31 2AY | No objections | Approved              | 2 June 23     |
| DC/23/0563/TCA | Gable End Old Bury Road Stanton Suffolk IP31 2BS               | No objections | Approved              | 5 July 23     |

**33.**

**Matters for discussion**

- a. Parking on The Chase – article for Steamer** – Councillor Frizzell presented his article for The Steamer magazine regarding parking on The Chase near to the doctor's surgery. He agreed to receive comments from residents, to collate these and present them to a future parish council meeting.

**It was agreed that the article could be submitted to The Steamer.**

- b. The Queen's Golden Jubilee Commemorative bench** – Councillor Frizzell reported that the bench was in a poor state and needed attention.

**The Clerk is to request quotes for the work and present to the next parish council meeting.**

- c. Street naming application for street off Hepworth Road** – Councillors discussed the proposed name of Tripps Yard that had been put forward by the developer.

**It was agreed that the street name should be 'Tripp Batt Close'.**

- d. Cemetery queries and review of fees** – Councillor Brown had met with Councillor Frizzell and the Clerk at the cemetery to discuss a concern raised by a relative. The interment of ashes did not appear to be central to the plot. Councillor Brown proposed that metal stakes with numbered labels be positioned for all remaining plots marking the centre point.

The Scale of Fees and Charges had last been updated in 2020 and a comparison was made of the fees for Stanton and other surrounding towns and parishes. This was presented to councillors, and it was proposed that a 10% increase be implemented.

**It was agreed that metal stakes and plaques be purchased for the cremation plots.**

**Councillor Frizzell would add a 10% uplift to all Fees and Charges for the cemetery and present these at the next meeting for approval.**

- e. **Stanton Parish Council Asset Register** – Councillor Burdett presented a revised Asset Register for councillors to consider. Councillors were asked to report any amendments or updates to Councillor Burdett so that the Register could be kept up to date.

**It was agreed that the revised Asset Register be adopted.**

- f. **Purchase of fireworks firing system** – Councillor Harvey-Evers reported that a new firing system for the fireworks needed to be purchased as the current one was not working. A like-for-like replacement has been sought but this could only be purchased and imported from China. The cost was considerably lower than a similar item available in the UK.

**It was agreed that a replacement firing system be purchased using the Parish Council debit card.**

- g. **Coronation mugs update**

**It was agreed that mugs should be distributed to the list of children that had been submitted to the Clerk (14 in total). Any remaining mugs could then be sold. The selling price should be £4 each or 3 for £10.**

- h. **Activation of payment authorisation process as advised following audit** – Councillor Harvey-Evers reported that the council should move to an online payment authorisation process in order to comply with recommendations from the last two audit reports.

**It was agreed that there should be a minimum of 3 councillors who would be able to authorise online payments. Payments should be created by the RFO and then authorised by 2 councillors.**

- i. **Hedge cutting** – Councillor Thorndyke reported that the hedge along Bury Lane and Sturgeons Way was overgrown. As there were other areas that needed work, it was decided to make a list before arranging for a contractor to carry out the work.

**The Clerk will keep a list of works required within the parish.**

- j. **Replacement benches on Recreation Ground** – this item was deferred until the meeting on 10 August 2023.

- k. **Play Area Reports** - Councillors noted the reports from 9 May and 14 June and that there were no immediate concerns.

- l. **Repair/renewal of post outside village hall** – Councillor Harvey-Evers informed councillors that the post outside the village hall that stopped vehicles accessing the Recreation Ground needed to be replaced.

**It was agreed that the post should be replaced as soon as possible.**

- m. **Consideration of application for memorial for B W Snelling** – Councillors considered the application.

**The memorial for B W Snelling was approved.**

#### **34. Accounts**

- a. **Cleared transactions since last meeting**

|                  |           |
|------------------|-----------|
| Cleared receipts | NONE      |
| Cleared payments | £2,706.56 |

**b. Bank Reconciliation**

This was received and signed by the Chair of Finance Committee.

|                             |             |
|-----------------------------|-------------|
| Balance per Bank Statements | £119,871.92 |
| Unpresented payments        | NIL         |
| Unpresented receipts        | NIL         |
| Adjusted Bank Balance       | £119,871.92 |

**c. Authorisation of Payments** – The following payments were authorised:-

|                                |           |
|--------------------------------|-----------|
| Salaries (all)                 | £1,438.45 |
| Hillcrest Nurseries            | £521.70   |
| Clerk (Printer ink)            | £18.91    |
| Mr McNamara – camera & battery | £117.06   |
| Viking (stationery & cleaning) | £59.71    |

**d. Budget v Actual Spend**

|                    | <b>Annual Budget</b> | <b>1<sup>st</sup> quarter Actual</b> |
|--------------------|----------------------|--------------------------------------|
| <b>Income</b>      | £73,710              | £73,250                              |
| <b>Expenditure</b> | £77,710              | £30,027                              |

<sup>2</sup>  
**35. Correspondence**

- a. Email from Simon Ball** – Councillors acknowledged the email that had been received by the Clerk from Simon Ball. The offer of help was welcomed by councillors. The Parish Council had earlier agreed in the meeting to retain the item on the Action Plan 'Stanton Village Volunteers which was to work towards building up a working group of residents to carry out small project works within the village (minute 31c refers).

**36. The next meeting is on Thursday 10 August 2023 at 7pm.**

**37. Meeting concluded at 9.40 pm**

**Signed by:**

**Chair**