



# STANTON PARISH COUNCIL

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**Chair – Jim Thorndyke**

## **Minutes of the Meeting of Stanton Parish Council held on 7 September 2023 at Stanton Village Hall.**

### **51. Roll Call & Apologies**

The following Councillors were present:

Brian Brown

Dee Burdell

Vic Dorling

John Frizzell

Charlie Harvey-Evers **(Chair)**

Lorraine Frost

Barry McDonald

Phil Smith

Jim Thorndyke (arrived during minute 59)

Martin Wright

Apologies for absence were received from the following Councillors:

Martin Scowcroft

Suffolk County Councillor Joanna Spicer

### **52. Minutes**

A correction to the minutes was reported by Councillor Vic Dorling who had attended the meeting on 10 August but was not recorded as so in the minutes. With this correction, the minutes of the meeting held on 19 August 2023 were confirmed as a correct record and were signed by the Chair.

### **53. Public Forum**

2 members of the public were present.

A resident stated that the Methodist Church, which was no longer used as a church, should be used as a communal space for the parish. This issue would be discussed at item 9f on the agenda.

A resident voiced her concern that the public toilets in the Recreation Ground car park had been locked. This issue would be discussed at item 9c on the agenda.

A resident raised her concern about the increase in vandalism and the lack of youth groups in the parish.

### **54. a. District Councillor Thorndyke report:**

This item was postponed until the arrival of District Councillor Thorndyke.

### **b. County Councillor Spicer report:**

A written report had been received from County Councillor Spicer:

- Pleased to see the new Speed Indicator Devices up and working. Suggest we schedule a formal review of the speed limit changes and data from the SIDs to see if any further measures are required.

- Difficult to see what repair had been completed with the pavement on George Hill (minimal) and no work yet on the road surface at the junction of George Hill and A143.
- Some progress with former primary school site – clearance and boundary. Site is up for sale again and hope there is some movement before the year end. Councillors Thorndyke and Harvey-Evers will liaise with SCC property.
- Councillor Brown had informed me of issues raised by Upthorpe Management Committee and I will keep Councillor Brown updated.
- The A1088 will be closed in Spring for repairs to bridge at Stowlangtoft. I will be arranging a meeting in October for interested parties. Councillor Frost offered to attend these on behalf of the Parish Council.
- I attended a 'well-being' walk in Stanton which was well organised, informative and fun.
- Concerned to see that Coronation mugs were now being offered for sale and ask that you confirm in writing that my donation of £500 was fully used for free mugs for children in the parish.
- Can we all be clear and distinguish between footpaths (which are Rights of Way and Bridleways) and footways (which are pavements).
- Please can I be involved once the parish council are clearer on the issues of parking along The Chase and any requests that we may want to put forward to SCC. Councillor Frizzell would present his report at the next meeting.
- I am following the applications and developments at Shepherds Grove.

#### **55. Clerk's Report**

The Clerk's Report had been circulated with the agenda and the Clerk highlighted the following items:

- The Clerk will investigate online training on the management of cemeteries and report back to the parish council.
- The revised Cemetery Fees had come into force on 1 September and the notice board and website had been updated accordingly.

Councillor Smith raised his concern that the scheduled grass cutting for the Recreation Ground had been put back by 1 week and requested that the Clerk ensures this does not occur again.

#### **56. Declarations of Interest**

There were no declarations of interest.

#### **57. Statutory Business/Governance**

- a. The external auditor for the Annual Governance and Accountability Return had raised four queries which had been answered by the Clerk. The auditor confirmed that they were satisfied with the responses given and would confirm the outcome of the audit in due course.

#### **58. Planning Applications**

##### **a. New Applications**

The first three applications listed in the agenda were deferred until District Councillor Thorndyke arrived:

DC/23/1337/TPO Berkeley Leisure, Shepherds Grove	TPO 130 (1989) tree preservation order - one Ash (T22 on plan, within A1 on order) crown lift to 4.5 metres above ground level; TPO 248 (1997) tree preservation order - one Field maple (T2 on plan, within A1 on order) one Hawthorn (T6 on plan, within A1 on order) two Elm (T3 and T4 on plan, within A1 on order) fell; two Oak (T5 and T20 on plan, within A1 on order) remove epicormic growth up to first true branch; one Silver birch (T9 on plan, within A1 on order) one Larch (T10 on plan, within A1 on order) crown lift by up to four metres above ground level; two Oak (T8 and T24 on plan, within A1 on order) crown lift by up to two metres over roof of dwelling; one Sycamore (T1 on plan, within A1 on order) crown lift by up to two metres over office building; one Oak (T11 on plan, within A1 on order) crown lift to four metres above ground level over road side only; one Ash (T19 on plan, within A1 on order) crown lift to four metres above ground level; one Oak (T23 on plan, within A1 on order) remove epicormic growth up to first true branch and crown lift by up to two metres over roof of dwelling; one Conifer (T12 on plan, within A1 on order) removal of two branches and reduce five branches by up to 0.75 metres on eastern aspect; one Silver Maple (T13 on plan, within A1 on order) lateral crown reduction by up to 0.5 metres back to boundary line	<b>No objection but request that felled trees are replaced with new trees.</b>  <b>Clerk to contact Berkeley Leisure to agree how they can advise the PC about replanting of trees that have been felled.</b>
DC/23/1340/TPO – Willow House, Duke Street	TPO 185 (1993) tree preservation order - one Beech (T1 on plan, T2 on order) reduce crown by up to 2 metres all round	<b>No objections</b>
DC/23/1353/HH – 5 Shetlands	Householder planning application - a. single storey front link extension b. garage c. conversion of existing garage to workshop d. single storey rear extension	<b>No objections</b>
DC/23/1411/TCA – Whispers, Wyken Road	Trees in a conservation area notification - one Leylandi (T1 on plan) one Thuja (T2 on plan) fell	<b>No objections</b>

<b>b.</b>	<b>Determined Applications</b>			
Reference	Address	PC Decision	West Suffolk Decision	Decision Date
DC/23/0985/TPO	Shepherds Grove Park	No objections	Approved	15 Aug 23

DC/23/1090/TPO	And So to Grow, Upthorpe Wood	No objections	Approved	14 Aug 23
DC/23/0950/FUL	George Hill Veterinary Centre, Chare Road, Stanton	No objections	Approved	21 Aug 23

The Clerk asked councillors whether they found the list of determined applications useful as the information was readily available on the Planning Portal. It was agreed that the Clerk would provide a list of any applications that had been **rejected**.

59.

## Matters for discussion

### a. Firework Display

- i. The Budget Sales and Expenses report was presented to councillors who were asked to approve the increase in ticket prices for this year's Firework Display. The increase was necessary to take account of rising costs with a 30% increase in the cost of fireworks.

Ticket	Prices for 2022	Prices for 2023
Adult – in advance	£4.00	£5.00
Child – in advance	£2.00	£2.50
Adult – on the day	£6.00	£7.00
Child – on the day	£3.00	£4.00

**It was proposed by Cllr Brown and seconded by Cllr Frizzell that the prices should be increased as stated. All councillors were in favour.**

- ii. Councillor Harvey-Evers had provided information about a Card Payment machine which would enable card payments to be taken on the day. There were 2 options:-
  - a. A single device with connection via Wi-Fi or Sim card. Cost of £199.
  - b. Using own mobile phone and an App to connect to the Card Reader. Cost of £49.

Both options incur a pay as you go fee of 1.75% for each transaction. Councillors considered a 'cash only' option but agreed that a card payment machine would provide a better service. The first option was preferred as it was a 'stand-alone' device and didn't require a mobile phone.

**It was proposed by Cllr Harvey-Evers and seconded by Cllr Wright that the single device should be purchased. All councillors were in favour.**

- iii. The purchase of fireworks from Fantastic Fireworks had been considered and approved at the parish council meeting held on 11 May 23, but as the minutes didn't specify the supplier, nor the amount, confirmation was sought by the Clerk that the invoice was approved for payment.

**It was proposed by Cllr Frizell and seconded by Cllr Smith that the quote for fireworks from Fantastic Fireworks of £3,395.46 was approved for payment. All councillors were in favour.**

District Councillor Thorndyke arrived during the consideration of this item.

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

- The street lighting in the 'Forest Heath' part of West Suffolk needed to be updated to provide energy and cost savings.
- Many councils were struggling to make savings in the current economic climate with some difficult decisions being required. District Councillor Thorndyke advised the parish council that West Suffolk Council was not immune to having to make difficult decisions and an announcement was scheduled to be made the day following this meeting but no further information could be provided at this stage.

**61. Planning Applications**

**a. New Applications**

DC/23/1101/ADV – The Co-operative, Hepworth Road,	Application for advertisement consent - a. one internally illuminated fascia sign b. two non-illuminated window graphics 3. one non-illuminated customer board d. one internally illuminated totem	<b>Objection if the lights are operated outside shop opening hours.</b>
DC/23/1154/OUT – Shepherds Grove Industrial Estate East, Summer Road	Outline Planning Application (means of access to be considered) for demolition of existing buildings and structures to provide new employment floorspace (Classes E(g)(iii), B2 and B8) including vehicular access with all other matters reserved.  Councillors agreed to request an extension to the deadline for responding to this consultation to allow a public meeting to take place so that residents were able to express their views and concerns. It was agreed that the meeting be scheduled for <b>4 October at 7pm in Stanton Community Village Hall</b> . A draft response would then be prepared by the Clerk for approval at the next meeting on 12 October.	<b>Decision deferred until 12 October 2023.</b>
DC/23/0783/VAR – Doctor's Hall, Bury Lane	Planning application - application to vary conditions 2 (approved plans), 4 (insulation details) and 6 (breeding bitch numbers) of DC/17/1652/FUL for the material change in the use of the land from paddock to the breeding and keeping of dogs comprising the following: (a) 2.1 metre high close boarded timber fence and concrete post; (b) car parking area; (c) 2no. dog kennels and (d) 1no. stable block	<b>Objection – noise from barking dogs and applicant currently not adhering to permitted conditions of 10 breeding dogs.</b>

**62. Matters for discussion**

**b. Play Area**

Cllr Smith stressed that although the Inspection Reports were all assessed as Low Risk, that does not mean that no action is required. The Parish Council should be continually monitoring any defects at their weekly inspections and replacing any damaged or missing parts as necessary.

As the minimum call out charge for IA Play Solution was £1500 it was more cost effective for them to undertake a number of repairs for the one fee.

The following actions were agreed:

- Cllr Smith agreed to provide some basic training to Cllrs Frost, McDonald and Wright so that the weekly inspections could be carried out.
- To seek formal training for the above 3 councillors.
- Cllr Smith will provide the Clerk with:-
  - A list of parts that need to be ordered
  - A list of areas for repair so that a quote from IA Play Solution can be requested

**c. Outside toilet at Village Hall**

The Councillors agreed that the toilets should be re-opened, and a list of works made for repairing any damaged items. To ensure the toilets were maintained, it was agreed that a role for ad dedicated caretaker for the toilets and car park gates should be drafted and costed.

**The one working toilet should be re-opened immediately and repairs made to the other toilet as soon as possible. The Clerk would draft a Job Description and Budget for the role of Caretaker and present to the parish council at the next meeting.**

**d. CCTV at Village Hall and Recreation Ground**

**Cllr Harvey-Evers agreed to review the current CCTV set up and system and report back for any action required. Cllr Wright offered to assist.**

**e. Upkeep of multi-sport area and Tennis Court**

Cllr Wright reported that the 5 a side pitch and tennis court were overgrown and needed maintenance. He proposed that the Stanton Football Club would carry out the tidying and clearing work in exchange for free use of the floodlights for 1 hour per week during the winter months. He would review what further work was required to repair any damage.

Cllr Smith reported a wasp nest near to the container.

**It was proposed by Cllr Smith and seconded by Cllr Brown that Stanton Football Club would clear and tidy the 5 a side pitch and tennis court in exchange for free use of the floodlights for 1 hour per week during the winter months. All councillors were in favour.**

**Cllr Wright would advise the parish council at the next meeting on what repairs were needed.**

**Cllr Harvey-Evers agreed to report the wasp nest near to the container.**

**f. Methodist Church – repurpose for community use**

It was not known what discussions had been carried out previously between Stanton Parish Council and the Methodist Church.

**Clerk to confirm the status of the Methodist Church with Rev Eley and report back to the parish council.**

**g. Shepherds Grove Residential Park**

Cllr Burdett reported her concerns about pedestrian safety around the Residential Park. Although there is a 30 mph limit on the industrial estate, the two roads leading to the industrial estate and past the Residential Park are both national speed limits. Residents at the park have to cross the road when being dropped off by buses.

**Cllr Burdett is to contact Suffolk County Councillor Spicer with details of her concerns and what measures she feels could be taken to improve safety.**

**63. Accounts**

**a. Cleared transactions since last meeting**

Cleared receipts	£2,470.93
Cleared payments	£2,366.66

**b. Bank Reconciliation**

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

Balance per Bank Statements	£113,723.61
Unpresented payments	£1,204.60
Unpresented receipts	
Adjusted Bank Balance	£114,928.21

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

Salaries (all)	£1,438.45
Village Hall – Room Hire	£175.00
Amazon – Cleaning Materials	£19.99
West Suffolk Council – Election Expenses	£81.91
Timpsons Key Cutting (Clerk)	£10.00
Phone/Broadband for Aug (Clerk)	£10.00
8 x A4 White Card @ 25p per sheet & 1 x White Vinyl @ £1 (Clerk)	£3.00
Viking (Stationery, Cleaning & Fireworks)	£148.43

**d. Budget v Actual Spend**

Annual Budget	Spend (5/12 months)
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<b>Income</b>	£71,010	£73,403
<b>Expenditure</b>	£77,710	£39,099

**64. Correspondence**

- a. Councillors noted the email from Suffolk Highways regarding the replenishment of grit bins.
- b. Councillors noted the two photos that had been sent from a resident and these were forwarded to Cllr Frizzell for inclusion in his report on Parking along The Chase.

**The Finance Report was proposed by Cllr Frizzell and seconded by Cllr Burdett and all were in favour. The Chairman signed the Schedule of Payments as listed in c. above.**

**65. The next meeting is on Thursday 12 October 2023 at 7pm.**

**66. Meeting concluded at 9.04 pm**

**Signed by:**

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_