



STANTON PARISH COUNCIL

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Chair – Jim Thorndyke

Minutes of the Meeting of Stanton Parish Council held on 12 October 2023 at Stanton Village Hall.

67. Roll Call & Apologies

The following councillors were present:

Dee Burdett

John Frizzell

Charlie Harvey-Evers (**Vice Chair**)

Barry McDonald

Phil Smith

Joanna Spicer (Suffolk County Cllr)

Jim Thorndyke (**Chair**) also West Suffolk

District Cllr

Martin Wright

Apologies for absence were received from the following councillors:

Brian Brown

Vic Dorling

Lorraine Frost

Martin Scowcroft

68. Minutes

The minutes of the meeting held on 7 September 2023 were confirmed as a correct record and were signed by the Chair.

69. Public Forum

2 members of the public were present.

A resident raised concerns about the state of the white lines around the war memorial which were very faded and difficult to see. The Clerk would report this to Suffolk County Council.

70. a. Report from West Suffolk District Councillor Jim Thorndyke:

- The planning application for Doctor's Hall had been considered by West Suffolk Council's Delegation Panel and had been referred to the Development Control Committee for consideration.
- The planning application for illuminated signs at the Co-operative store had been considered by West Suffolk Council's Delegation Panel and had been referred to the Development Control Committee for consideration.

Cllr Frizzell raised a concern that he had been turned away from the Household Recycling Site as he didn't have an appointment and he asked whether appointments were necessary post Covid. County Cllr Spicer responded that the appointment system had been kept after a consultation with residents showed that the majority were in favour. However, staff at the site should have shown Cllr Frizzell how he could make an appointment using his mobile phone rather than being turned away.

b. Report from Suffolk County Councillor Joanna Spicer:

Cllr Spicer apologised for not being available for the past 2 parish council meetings:

- The Belisha Beacon outside the Co-operative store had not yet been moved.
- The Parish Council had not received any concerns from the owner of Foundry House about access to the property.
- Some potholes had been repaired at the junction of the A143 and Barningham Road.
- Following concerns raised by Cllr Burdett about the safety of pedestrians on the road past Shepherds Grove Park, Cllr Spicer agreed to arrange a site visit with Highways and Cllr Burdett.
- Overgrown hedgerow reported by Cllr Smith had been assessed by SCC as not essential. Cllr Spicer confirmed that no work would have been carried out until after 1 September due to nesting birds. The pavements on George Hill were still narrow due to overgrown hedges.
- Cllr Smith raised his concern about one day road closure of the A143. The road had been left with a trench that had not been filled in and some cars had attempted to drive over it and became stuck in the trench. This had been caused by an unforeseen issue on the day in the provision of tarmac.

71. Clerk's Report

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

- The Jubilee Bench at George Hill had been refurbished by John Ranson and Cllr Frizzell commented on the excellent standard of work.
- Additional work (not on the report) planned for the next month:-
 - Preparation for Budget Setting for 2024/2025
 - HMRC quarterly payment due 31 October
 - VAT return for Quarter 2 due 7 November
 - Information for residents on hedges and grass cutting to be published on website.

72. Declarations of Interest

Cllr Spicer declared an interest in agenda item 8 a vi (Former Stanton Community Primary School) and agenda item 8 a ix (Land East of Firsfield).

73. Statutory Business/Governance

a. Action Plan

The Action Plan was updated and is attached as Annex A to these minutes.

74. Planning Applications

a. New Applications

DC/23/1430/FUL Doctor's Surgery, 10 The Chase	Planning application – installation of in-wall prescription medication vending point	No objection
DC/23/1461/TPO – Berkeley Leisure, Shepherds Grove Park	TPO 248(1997) tree preservation order - a. one Holly (T1 on plan) fell b. one Norway spruce (G1 on plan) and one Ash (T2 on plan) crown lift to 3.5 metres above ground	No objection but request that trees are replanted to

	level c. one Norway Spruce (G1 on plan) crown lift to five metres above ground level d. one Cherry (T3 on plan) crown lift to two metres above ground level e. one Oak (T4 on plan) overall crown reduction by up to one metre f. one Oak (T5 on plan) remove epicormic growth up to 5 metres above ground level and crown lift over roof to give up to two metres clearance	replace any felled trees.
DC/22/2190/HYB – Land at Shepherds Grove, Bury Road	Hybrid planning application - (A) (i) Full application on 27.56 ha of the site for the storage, distribution and processing of accident damaged and non-damaged motor vehicles, together with the construction of ancillary buildings (B8 Use Class), perimeter fencing and landscaping works (ii) Full application for a new roundabout/road and additional landscaping on circa 5.37 ha of the application site - (B) (i) Outline application for the construction of buildings for commercial/roadside uses (Use Classes B2, B8, C1, E (excluding E(a)), and a hot food takeaway and pub/restaurant) on circa 2.7 ha of the application site (Plots A, B and C) with all matters reserved except for access (ii) Outline application for the construction of building(s) for general employment uses (Use Classes B2, B8 and E(g)) on circa 1.37ha of the application site (Plot D) with all matters reserved except for access.	Application approved 5:1 but a number of concerns were raised in the response. The full response can be seen at https://planning.westsuffolk.gov.uk/online-applications/
DC/23/1538/TPO – Dunham House, Duke Street	TPO 185 (1993) tree preservation order - one Beech (red on plan T1 on order) overall crown reduction by up to two metres	No objection
DC/23/1512/TCA – Foundry House, Old Bury Road	Trees in a conservation area notification - one Walnut (T1 on plan) crown reduction to reduce height by 3 metres and lateral spread by 3 metres; one Apple (T2 on plan) crown reduction to reduce height by 1 metre and the lateral spread by 2 metres; one Eucalyptus (T3 on plan) fell	No objection
DC/23/1443/OUT – Former Stanton Community Primary School, Bury Lane	Outline Planning Application (Means of Access to be considered)- seven dwellings	No objection
DC/23/1585/TCA – Oak House, The Street	Trees in a conservation area notification - one Oak (T1 on plan) removal of overhang to boundary line	No objection
DC/23/1631/TCA – Church View, Old Bury Road	Trees in a conservation area notification - conifer hedge (marked on plan) reduce height by up to 1.5 metres	No objection
DC/22/0445/FUL – Land East of Firstfield, Bowbeck, Bardwell	Planning application - ground-mounted photovoltaic solar arrays together with substations, inverter/transformer stations, grid connection infrastructure, grid cable route, site accesses, access gates, internal access tracks, security measures, storage	No objection

	compound, and ancillary infrastructure, landscaping and biodiversity enhancements	
	Amended traffic construction route	
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	Objection (unanimous) The full response can be seen at https://planning.westsuffolk.gov.uk/online-applications/
b.	Determined Applications that were rejected - NONE	

75. Matters for discussion

a. Firework Display

The approval of the Firework Display – Event Safety Plan was proposed by Cllr Harvey-Evers, seconded by Cllr Smith and all in favour.

b. Play Area

The Play Area reports for 4 September 23 had been received. Cllr Smith confirmed that he had shown Cllrs McDonald and Frost how to conduct a weekly inspection of the play areas and had provided a report template they can use to record their findings.

Cllr Smith would provide the Clerk with a list of the repairs needed so that a quote could be obtained from IA Play Solution.

c. Routine Inspection Training for Play Areas

The cost of a training course was £950 for up to 12 delegates. Cllr Smith suggested as a minimum that Cllrs McDonald, Frost and Wright attend and that the Clerk should reach out to other local parish councils through Suffolk Association of Local Councils (SALC) to see if any other councillors or staff in the area were interested in attending. The course could be hosted in Stanton Village Hall but it is likely that the assessments would take place in other parish's play areas.

There is an additional £120 fee per delegate if an optional examination and test was required.

d. Janitor – Job Outline & Costing

It was agreed to arrange a meeting of the HR Working Group to discuss the details of this role and agree how to proceed.

e. Consultation response to parking issues on The Chase

Cllr Frizzell presented his report on the consultation of parking issues on The Chase.

It was agreed to ask The Steamer to publish the summary of the report and for the full details of all the consultation responses to be published on the website.

f. Traffic issues within Stanton

Cllr Burdett raised her concerns about the increase in traffic issues within Stanton over the past few months:

- Parking along Hepworth Road near to the Co-operative (although when the house build is complete in mid-November this should improve.
- Not enough parking spaces in the Co-operative.
- HGVs driving through the one-way section near to the War Memorial because the traffic is blocked going in the other direction.

Cllrs agreed this should be monitored over the winter months and if there are no improvements the Highways working party should meet to discuss further.

g. Christmas Tree Lighting

Cllr Harvey-Evers reported on behalf of Cllr Brown. All arrangements are in place for the event on 1 December 2023.

The budget of £500 as specified in the approved Action Plan was proposed by Cllr Harvey-Evers, seconded by Cllr Martin Wright and all in favour.

h. Stanton Football Club – installation of container

Cllr Smith reported that Stanton Football Club had been offered a shipping container which they wished to locate close to the football pitches behind the recycling bins. They would use one third as an office and two thirds as storage. This would give them easy access to the pitches and there would be no cost to the parish council. They would ensure there was no easy access to the top of the container.

The parish council agreed that Stanton Football Club could site a container on the Recreation Ground behind the Recycling Bins avoiding any mains water or soakaways.

i. Parish Clerk – Probation Review meeting

Cllr Frizzell informed the parish council that the HR working party had met to review the probationary period of the Parish Clerk. They were satisfied with the standard of work and were happy to confirm the permanent appointment. During the handover period, the Clerk had worked a considerable number of extra hours in order to 'learn the role' and to research processes. The working party were satisfied that the hours now being worked were within the required 55 hours per month but this situation would be reviewed quarterly.

Cllr Frizzell proposed and Cllr Harvey-Evers seconded the payment of 72 hours 33 minutes additional hours to the Clerk payable at the end of October.

The Clerk had highlighted that she would benefit from a training course 'Granting, Exercising and Transferring Exclusive Rights of Burial (EROB)' run by the Institute of Cemetery and Crematorium Management to ensure the parish council was acting correctly when dealing with EROB.

It was agreed that the Clerk could enrol on the 'Granting, Exercising and Transferring Exclusive Rights of Burial' course at a cost of £185 excl VAT.

Cllr Smith suggested that any working party meetings held should be 'self-clerked' by those Cllrs attending to ensure they did not create additional work for the Clerk.

76. Accounts

a. Cleared transactions since last meeting

Cleared receipts	£2,081.82
Cleared payments	£3,182.13

b. Bank Reconciliation

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

Balance per Bank Statements	£112,541.28
Unpresented payments	£482.20
Unpresented receipts	
Adjusted Bank Balance	£112,059.08

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

Salaries (all)	£2,215.73
Viking – Stationery & Ink Cartridges	£99.20
PKF Littlejohn – External Audit	£378.00
PWLB – Loan Repayment	£10,064.91
Glasdon – Bags for Street Cleaning	£174.24
Community Workshop – Firework Tickets	£8.00
Phone/Broadband contribution (Clerk)	£10.00
Community Workshop – Firework Tickets	£20.00
Viking (Cash Bags & Cash Box)	£50.21
West Suffolk Council (grass cutting)	£6,442.31

d. Budget v Actual Spend

	Annual Budget	Spend (6/12 months)
Income	£71,010	£77,864
Expenditure	£77,710	£41,514

The Finance Report was approved by the Parish Council and the Chairman signed the Schedule of Payments as listed in c. above.

77. Correspondence received

- a. Quiet Lanes Suffolk Project
- b. SARS
- c. Review of Polling Districts and Polling Places
- d. Green Ixworth response to Equation planning application
- e. Notification of road closure in Roydon parish
- f. West Suffolk Council – Parks Team

78. The next meeting is on Thursday 9 November 2023 at 7pm.

79. Questions to the Chairman.

There were none.

80. Meeting concluded at 9.14 pm

Signed by:

Chairman: _____

Date: _____