

## STOWLANGTOFT ANNUAL PARISH COUNCIL MEETING

**MONDAY 15 MAY 2023 AT 7.45 PM  
St GEORGE'S CHURCH, THE STREET**

Present: Cllrs D'Lima (Chair), Cassidy (Vice Chair), Catchpole, Cuff, Suggett and White. A Osman (clerk) was also in attendance along 2 members of the public.

- 9 **Election and appointment of Chair and Vice-Chair.** Cllr Suggett proposed that Cllr D'Lima continue as Chair and Cllr Cassidy as Vice Chair. Cllr Cuff seconded the motion which was carried unanimously. Cllrs D'Lima and Cassidy then signed the Declaration of Acceptance of Office.

The meeting considered the vacancy that existed following the recent Parish Council elections on 4 May 2023. Cllr Suggett proposed that Michelle Marsh be co-opted onto the Council. Cllr White seconded the motion and it was carried unanimously.

- 10 **Apologies for absence.** None.

- 11 **Declarations of Interest.** None declared.

- 12 **Minutes of the meeting held on 20 March 2023.** Subject to a minor corrections, Cllr Cuff proposed that the minutes of the meeting held on 20 March be approved. Cllr Catchpole seconded the motion, and it was carried unanimously.

The April meeting was cancelled due to no planning applications being received and no urgent actions.

- 13 **Matters arising from the last meeting:**

Minute 91: 20 March 2023: VAS Post Move. Cllr Cuff reported problems with the newly installed VAS post at the eastern end of The Street and confirmed that a new location more suitable to local residents had been identified. David Johnson and John Catchpole as landowners for the new VAS post location indicated their agreement for the position. **It was agreed that the Clerk would contact Suffolk Highways to confirm the new position and to request the post be moved.**

Minute 95: 20 March 2023: Potholes/Drainage. The Chair confirmed that potholes by the pillbox and blocked drain on Kiln Lane had been reported using the Suffolk Highways reporting tool but that neither issue had been identified for rectification action. It was agreed that all highways issues would continue to be reported using the Suffolk Highways reporting tool.

Minute 95: 20 March 2023: Parking. Cllr Cuff confirmed he had contacted Police SNT about the parking situation on St George's Rd and they would be looking into it. Cllr White indicated that the recent issue seemed to be resolved as there were fewer cars parked inappropriately.

Minute 98: 20 March 2023: Crime Prevention. Cllr Cuff confirmed that the Police SNT were willing to attend a village Crime Prevention meeting and further work would now be undertaken to plan for this.

Minute 98: 20 March 2023: Coronation Event. The Clerk confirmed that the agreed £250 grant for the Coronation Event could be paid via BACS once copies of receipts to cover this

amount had been provided. **Cllr Cuff agreed to approach the Community Fund for funding to pay for the planters** that were installed as part of the celebrations.

- 14 **Clerk's report.** The Clerk reported that Mid Suffolk District Council were seeking to regularise the use of The Common Room for Parish Council meetings. Once completed, this could be reviewed in the future if any wider community use was identified.

15 **Finance:**

Audit Report. The meeting noted the contents of the auditor's report which raised no observations.

Governance Report. The meeting approved the Annual Governance Report covered by Section 1 of the Stowlangtoft Parish Council Annual Governance and Accountability Return 2022/23. The meeting also confirmed that the Parish Council was exempt from a limited assurance review as its gross expenditure for 2022/23 did not exceed £25,000. **The Clerk was to return the signed Certificate of Exemption.**

End of Year Accounts. The meeting approved the Accounting Statements covered by Section 2 of the Stowlangtoft Parish Council Annual Governance and Accountability Return 2022/23.

Risk Assessment. The meeting approved the Parish Council risk assessment record.

Finance Report. The meeting noted the finance report. Payment for the 4 listed invoices in the finance report was agreed and **Cllr Suggett agreed to act as the 2<sup>nd</sup> authoriser** for BACS payment.

Savings. The meeting agreed to transfer £1500 from the current to savings account to act as an election reserve. **The Clerk was to action this transaction.**

- 16 **Planning matters.** The meeting noted the Decision Notice for DC/23/01132.

17 **Highways matters:**

30mph speed limit, Kiln Lane. The Chair explained that the previous work aiming to provide a 30mph speed limit on Kiln Lane had failed as there were insufficient houses and a safety survey was needed which would cost the Parish Council £10k. This issue was discussed further in minute 19 following the arrival of County Cllr Mellen.

30mph/Dragons Teeth Road Markings. It was agreed that **the Clerk would contact Suffolk Highways to seek repainting** of the 30mph and dragon's teeth road markings at either end of The Street by the speed gates.

- 18 **Correspondence.** None

19 **Councillors' Forum:**

Wildflowers. Cllr Cassidy reported that Mid Suffolk District Council would be shortly providing the seeds for wild flowering planting.

Telephone Box. Cllr Cassidy reported that BT had confirmed they would repaint and refurbish the phone box by the end of the year.

[County Cllr Mellen arrived at 2017]

Bridge Farm. County Cllr Mellen reported that the bridge was still due to be replaced in the summer of 2024 and that the 7.5ton weight restriction over the existing bridge would remain until work completed. **County Cllr Mellen agreed to seek clarification from Suffolk Highways around diversion routes** as there was concern that this would further increase traffic through the village.

Kiln Lane Issues. The Chair summarised the discussions linked to Kiln Lane at Minutes 13 and 17. **County Cllr Mellen agreed to approach Suffolk Highways to find out what assistance they can provide to resolve the speeding concerns on Kiln Lane.** It was also **agreed that the Clerk would contact the Suffolk Flood Team** at the County Council to seek their assistance in resolving the drainage responsibilities on Kiln Lane.

[County Cllr Mellen left at 2031]

20 **Public Forum.** Nothing reported.

21 **Date of next meeting:** The next meeting will be held on Monday 17 July 2023 at 7.30pm in St George’s Church, The Street.

If any planning applications or urgent actions are identified after the May meeting, these will be considered at a short meeting on Monday 19 June 2023 at 7.30 pm.

The meeting concluded at 8.40pm.

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Chair