

## STOWLANGTOFT PARISH COUNCIL MEETING

**MONDAY 16 MAY 2022 AT 7.45 PM  
St GEORGE'S CHURCH, THE STREET**

Present: Cllrs D'Lima (Chair), Cassidy (Vice Chair), Catchpole, Cuff, and Suggett. A Osman (clerk) was also in attendance along with County Cllr Mellen and 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
- 10 **Apologies for absence.** Cllr Sherwood sent apologies which were accepted.
- 11 **Declarations of Interest.** None declared.
- 12 **Minutes of the meeting held on 21 March 2022.** The Chair summarised the minutes. Subject to a minor date correction in minute 121, Cllr Suggett proposed that the minutes of the meeting held on 21 March be approved. Cllr Catchpole seconded the motion, and it was carried unanimously.

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

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

Minute 108: 21 March 2022: White Lines, The Street. County Cllr Mellen confirmed Suffolk Highways advice was to paint white edge markings rather than a centre line and to paint SLOW on the road. **County Cllr Mellen agreed to provide the Clerk with the works order number.**

Minute 108: 21 March 2022: Order for VAS Posts. The Clerk confirmed that the order for VAS posts on the A1088 had been passed from Suffolk Highways to their contractor with a completion date of 23 June 2022.

Minute 114: 21 March 2022: Church Clock. Cllr Suggett reported that the person who had repaired the Market Weston clock could not assist. The meeting agreed to continue to pursue the original plan and await the availability of the person who had previously maintained St George's Church clock.

Minute 114: 21 March 2022: Community Fund. The meeting agreed to liaise with the Community Fund for funding where worthy community causes were identified.

Minute 117: 21 March 2022: Kiln Lane potholes. The Chair confirmed he had reported the potholes via the Suffolk Highways reporting tool.

Minute 117: 21 March 2022: Policy on Speed Indication Devices (SID). The Clerk reported that Suffolk Highways planned to focus on research into new ANPR SID devices and comparing them with Suffolk County Councils Temporary Vehicle Activated Signs. This has been funded by the Road Safety Trust. If successfully completed, consideration would be given to bidding for additional funding to examine the effectiveness of Parish SIDs.

Minute 117: 21 March 2022: White Speed Gates. The Clerk reported that these had been repaired by the street cleansing operative within existing cleansing hours. The meeting was very happy with this outcome.

Minute 119: 21 March 2022: Jubilee Tree Plaque. Payment for the plaque for the Jubilee Tree had been authorised by the Parish Council out of meeting. **Cllr Cassidy agreed to look at how the original Certificate of Incorporation by the Charity Commission could be attached to the bench.**

Minute 119: 21 March 2022: Church Newsletter. Further to discussion within the preceding Annual Parish Meeting, the meeting discussed funding for Church Newsletters which had previously received mixed reviews from residents. **It was agreed that Cllr Cuff would investigate a potential residents survey approach to be discussed at the next meeting.**

Minute 119: 21 March 2022: Electoral Information. The Clerk confirmed that the requested electoral information had been sent to councillors.

County Cllr Mellen's report had been covered at the Annual Parish meeting. He added that the A1088 weight restriction signage would be completed by the end of May and that an options study for permanent solutions would be started soon.

(County Cllr Mellen left the meeting at 8.15pm)

14 **Clerk's report.** Nothing to report.

15 **St George's Church.** The repair of the clock was covered in minute 13.

16 **Finance:**

Change to Clerk's Core Hours. It was agreed that the Clerk's core hours would change to 14 hours per month and the agreed budget would be uplifted to £1764.

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 2021/22. The meeting also confirmed that the Parish Council was exempt from a limited assurance review as its gross expenditure for 2021/22 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 2021/22.

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

Finance Report. The meeting noted the finance report. After some discussion, it was agreed to keep the proposed contribution to West Suffolk CAB to the £100 agreed in the annual budget. 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.

17 **Planning matters:**

DC/22/01884 Full Application - Change of Use to Vehicle Servicing, Maintenance and Repair Garage (Use Class B2) including external alterations at The Pine House Company, Ixworth Road, Stowlangtoft, Bury St Edmunds Suffolk IP31 3JS. It was agreed not to object to this application.

DC/22/01865 Full Planning Application - Construction of new vehicular access at Glebe House, The Street, Stowlangtoft, Bury St Edmunds Suffolk IP31 3JR. It was agreed not to object to this application.

**The Clerk was to provide a response on behalf of the Council via the Mid Suffolk District Council online planning portal.**

18 **Highways matters.** None reported.

19 **Correspondence:**

Mid Suffolk DC Governance Review It was agreed that no input would be made to the Mid Suffolk Community Governance Review.

Festival of Suffolk Torch Relay. Considering the short notice of the request, **it was agreed that the Clerk would provide a nil response** to the Festival of Suffolk Torch Relay organisers.

20 **Councillors’ Forum:**

Kiln Lane Post Box. The Clerk confirmed that Royal Mail had indicated that action to replace the stolen Post Box in Kiln Lane would be completed by 30 June 2022

21 **Public Forum.** Nothing reported.

22 **Date of next meeting:** The next meeting will be held on Monday 18 July 2022 at 7.30pm in St George’s Church, The Street.

If any planning applications are received after 16 May, these will be considered at a specific planning meeting on Monday 20 June 2022 at 7.30 pm.

The meeting concluded at 8.52pm.

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Chair