

Stonham Aspal Parish Council

Minutes of the Parish Council Meeting

held at 7:30pm on Tuesday 21st November 2023 at the Village Hall,

Present: Cllr Emberson (Chair), Cllr Wright (Vice-Chair), Cllr Mitson, Cllr Morley, Cllr Noble, Cllr Mullings

Attendance: 1 member of the public, Clerk Alison Green Cllr Hicks, Cllr Hardingham

23.113	Apologies for Absence – apologies were received from Cllr Betts and approved by the meeting.
23.114	Declaration Pecuniary and non-Pecuniary Interest There were no interests to declare.
23.115	Approval of Minutes of the Previous Meeting on 19th September 2023 and 17th October 2023 Minutes of the meetings were unanimously approved by all who were present. Cllr Emberson signed the minutes from 17 th October and Cllr Wright those from 19 th September.
23.116	Consideration of Reports by the District Councillor and County Councillor County Councillor Matthew Hicks delivered his report to the meeting a copy can be found on the PC website at: http://stonhamaspal.onesuffolk.net/meetings/councillors-reports/ There was additional discussion around community response following the floods caused by Storm Babet, Cllr Hicks said he would share the emergency response document for Worlingworth. Cllr Hicks also said there may be funds available towards second SID and application should be sent. District Councillor Nick Hardingham delivered his report to the meeting a copy can be found on the PC website at: at: http://stonhamaspal.onesuffolk.net/meetings/councillors-reports/ There was additional discussion over the resolution of old planning applications at Stonham Barns. Also, whether there would be a relaxing of the rules in January for those staying on the site because of Storm Babet. Cllr Hardingham also advised that locality awards still open until end of March and to date he had no applications for this funding .
23.117	Storm Babet Cllr Morley raised the need for a community resilience and Emergency plan procedure document similar to other villages. Cllr Hicks agreed to send a copy of Worlingworths plan. A similar document will be considered for Stonham Aspal.

23.118	<p>Contributions by Members of the Public</p> <p>A member of public questioned whether the dog bin at the Pound had been agreed. The clerk confirmed that it has been approved and needs to be ordered unsure what fixings were required.</p>
23.119	<p>Governance</p> <p>The following documents were reviewed by members of the council</p> <ol style="list-style-type: none"> 1. Code of Conduct 2. Complaints Policy 3. Grants and Donations Policy 4. Co-option process and application form 5. Training policy <p>The issue of whether there is any legal requirement for the use of inclusive pronouns within core documents was raised. The Clerk will consult SALC regarding any such requirement update documents</p> <p>The complaints policy needs to be updated to direct any complaints about the clerk to the Chair or HR representative as identified on the Parish Council Website responsibility page.</p> <p>With these two points addressed all policies were agreed and adopted by the Parish Council</p> <p>The training policy requires all councillors and Clerk to attend core training every five years, all councillors should also have attended diversity training. A record of the training needs to be created and maintained by the clerk</p> <p>Current versions of all policies can be found at http://stonhamaspal.onesuffolk.net/governance/</p>
23.120	<p>Update and agreement on details of recruitment of new clerk</p> <p>Cllr Emberson updated the meeting on interviews that had taken place and confirmed that the post would be offered to a candidate on 1st December. With a salary within the boundaries agreed in the budget.</p>
23.121	<p>Nomination of Parish Council Representatives to the Metcalf Trusts</p> <p>Cllr Betts and Cllr Nobel were proposed as possible representative. Members voted 3/2 in favour of councillor Nobel becoming Parish Council Representative for the Metcalf Trusts and she accepted the position.</p>
23.122 23.122.1	<p>Planning</p> <p>Consideration of Planning applications</p> <p><u>DC/23/05126 Full Planning Application - Continued use of land for the siting of a caravan for occupation by security guard tonham Barns Pettaugh Road Stonham Aspal Stowmarket Suffolk IP14 6AT</u></p> <p>The members unanimously objected to this application for the following reasons: They questioned the need for a security guard as there was no history of issues on the site.</p> <p>If a security guard were employed, then Working Time Directive would restrict the hours they work, therefore a shift pattern would be required and office base would be understandable for a security guard but not a residential unit.</p>

23.122.2

The application states that it is for the continued use of a caravan for occupation by a security guard and yet the Parish Council's understanding is that this unit is not currently in existence and therefore 'continuing' is misleading.

[DC/23/03603 Householder Application - Erection of a part single/ part two storey extensions including re-roofing. Insertion of dormer windows to front/catslide roof to rear and erection of detached cartlodge \(following removal of existing garages\). Mill Cottage Mill Green Stonham Aspal Stowmarket Suffolk IP14 6DA](#)

23.122.3

Members unanimously agreed that they were neutral to this application

Decision notices

Members were made aware of the following Planning decisions

Discharge of Conditions Application for DC/22/02521 Mill Green Farm, Debenham Road, Stonham Aspal, Stowmarket Suffolk IP14 6BZ

- Condition 4 (Secure Cycle Storage), Condition 6 (Refuse and Recycling Bins), Condition 7 (Electric Vehicle Charging Points), Condition 9 (Wildlife Sensitive Design Scheme), Condition 10 (Great Crested Newt Method Statement) and Condition 11 (Biodiversity Enhancement Strategy) – APPROVED

DC/23/02180 Stonham Barns, Pettaugh Road, Stonham Aspal, IP14 6AT. Planning Application

. Retention of leisure lake, car park and changing rooms and continued use of land for siting 6no 'shepherd's huts' caravans. (Resubmission of DC/22/04179) REFUSED

DC/23/03260 Stonham Barns, Pettaugh Road, Stonham Aspal, Stowmarket Suffolk IP14 6AT

Full Planning Application - Change of use from livery and agricultural land to use as touring caravan and camping site and for storage of caravans, siting of caravan for use as reception/site office, erection of 4 No. toilet/shower blocks. (Resubmission of refused application DC/20/01547) – REFUSED

Discharge of Conditions Application for DC/19/02299 Land South Of, The Street, Stonham Aspal, Suffolk Condition 9 (Archaeological Investigation) – APPROVED

DC/21/03887 Stonham Barns, Pettaugh Road, Stonham Aspal, Suffolk IP14 6AT

Application Under Section 73 of The Town and Country Planning Act (1990) as amended. Variation of Condition 10 (restriction on car boot sales) of planning permission DC/19/05249 to enable continued operation of car boot sales on Bank Holiday Mondays REFUSED

Appeal Ref: APP/W3520/W/22/3302662 Land to the Rear of the Leas, Quoits Meadow, Stonham Aspal IP14 6DE The appeal is allowed and planning permission is granted for erection of up to 5 dwellings following demolition of existing dwelling at Land to the Rear of the Leas, Stonham Aspal, IP14 6DE in accordance with the terms of the application, Ref DC/22/00225, dated 6 January 2022, subject to the schedule of conditions at the end of this decision.

Appeal Ref: APP/W3520/W/21/3289746 The Leas, The Street, Stonham Aspal IP14 6DE The appeal is allowed insofar as it relates to the reserved matters are approved, namely appearance, landscaping, layout and scale details submitted in pursuance of condition No

<p>23.122.4</p>	<p>3 attached to planning permission Ref DC/21/03589 dated 23 June 2021 and discharge of planning condition 10 (Surface Water Drainage Details), condition 11 (Roads and Footpaths), condition 13 (Parking and Turning), condition 14 (Refuse Bins and Collection Areas), condition 15 (Fire Hydrants) and condition 16 (Construction Management) subject to the schedule of conditions at the end of this decision. 2. The details for the discharge of condition 9 (hedgerows) are not approved.</p> <p>Update on Football Ground Cllr Emberson attended a meeting with Sam Tydeman, site developer and football club and MSDC representatives. His attendance was in the capacity of an individual interested in the sports and social club. The meeting was to discuss grants available to the football club for kitting out the sports pavilion. All aspects of the football club development that fall within the FA criteria are being paid for by the developer. There maybe grants available for the social club side, discussion over management, of this possible role of the Parish Council in assisting with grants and possible links with the Village Hall who have similar ambitions. Contact details for the Football Club to be given to Cllr Morley so that there needs can be considered with in the CIL working group. The members of the Parish Council agreed that Cllr Emberson could attend any future meetings as representative of the Parish Council with limited delegated responsibilities, to report back to the PC for decision on any relevant matters.</p>
<p>23.122.5</p>	<p>Update on Stonham Barns Alan Forward, Owner of Stonham Barns invited Cllr Emberson to meet with him to show what he was doing to mitigate flooding and explain why they did not consider recent problems to be their responsibility but that of other land owners as ditches have been filled in over time. Mr Forward expressed concern over the flood victims being removed from caravans for January in line with planning regulations and asked if PC would support 12 month residential usage to avoid this. This issue is being dealt with by MSDC and not supported by the members of the Parish Council At next year's events, there will be new acoustic specialists monitoring events. Cllr Emberson to follow up on this.</p>
<p>23.123</p>	<p>Finance</p>
<p>23.123.1</p>	<p>Authorisation of payments</p> <p>The following payments were unanimously agreed by members and the authorisation form signed by Cllr Emberson and Cllr Morley Clerks Salary for November plus five additional hours £271.25 Clerks office expenses for October £18 Community Action Suffolk Website hosting £60.00</p>
<p>23.123.2</p>	<p>Review of expenditure and income against budget to 30th September 2023 Members reviewed and approved the income and expenditure reports</p>
<p>23.123.3</p>	<p>Reconciliation of Bank Accounts to 30th September 2023 The clerk made the members aware that there was a 0.01p discrepancy between the insurance invoice and amount paid. Members unanimously agreed it was not worth seeking to rectify this and that the discrepancy, a mistake caused by timing</p>

<p>23.123.4</p>	<p>on the invoice, should be noted in the accounts. The reconciliation was unanimously approved and signed by Cllr Emberson and Cllr Morley</p> <p>Review of proposed budget for 2024/25 It was agreed to move all reserves into the savings account. Salary lines should be split between standard hours and average extra hours, budge to reflect 4.5 standard hours at £13.45ph. Members are minded to leave precept at £5500 for 2024/25. Final budget and precept form to be aproved in January meeting</p>
<p>23.124 23.124.1 23.124.2</p>	<p>Highways Matters Scotts Hill / Mill Green signage update – further information in January meeting.</p> <p>Any other highways matters Drain opposite Granary Cottage, Mill Green repeatedly flooding and shoulder giving way. To be notified to Suffolk Highways</p>
<p>23.125</p>	<p>Recreation Ground update Monthly report for recreation ground and ROSPA training for recreation ground checks Cllr Betts was not present to provide report it was agreed that Cllr Nobel would support Cllr Betts with the recreation ground checks and participate in ROSPA training too.</p>
<p>23.126</p>	<p>CIL working party update Review and approval of terms of reference for working party – unanimously approved by members.</p> <p>The WP have reviewed previous survey and are designing a new one to identify Parish’s needs and develop a People and Place Plan to address them. Links, via QR code to the working party documents will be added to noticeboards. Documents will be given their own page on the website and Cllr Morley given access to update them.</p> <p>Hoping to run a photography competition to encourage engagement.</p> <p>Questions over the resourcing of the community engagement plan, how much of clerk’s time would be spent on this, and what engagement from members is expected both formal and informal.</p>
<p>23.127</p>	<p>Update on any other matters arising from previous meetings</p> <p>SID Management of SID to pass to Cllr Emberson. Possible site for another post identified in Mill Green but need to confirm who owns it.</p>
<p>23.128</p>	<p>Dates of the Next Meetings Tuesday 16th January 2024, 7:30pm at the Village Hall Tuesday 20th February 2024 7:30pm at the Village Hall (Urgent Matters Only).</p>
<p>23.129</p>	<p>Chair closed the meeting at 22:45</p>

