



**STANTON PARISH COUNCIL**

Clerk to the Council: - Fiona Osman  
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**Chair – Keith Marlow**

**Vice Chair – Greg Meadwell**

**NOTICE IS HEREBY GIVEN THAT THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD ON  
THURSDAY 13 November 2025 at 7pm at Stanton Village Hall**

Councillors are summoned to attend.

**AGENDA**

1. **Roll Call and Apologies:** To receive and consider acceptance of apologies for absence.
2. **To consider and approve minutes of previous meeting:** 9 October 2025 (attached)
3. **Public Forum:** The public are invited to address the Council. The period of time designated for public participation at a meeting shall not exceed 15 minutes (unless directed by the chairman of the meeting). A member of the public shall not speak for more than 5 minutes.
4. **Reports from:**
  - a. District Councillor Jim Thorndyke
  - b. Suffolk County Councillor Joanna Spicer
5. **Clerk’s Report** (attached)
6. **Declarations of Interest:** To declare any interest in remaining items on the agenda.
7. **Statutory Business/Governance:**
  - a. **Accounts:**
    - i. **to receive Finance Report as at 31 October 2025**
    - ii. **to approve payments as scheduled (Chairman to sign).**
  - b. **Areas of Responsibility** – to review a revised Responsibility List and allocate responsibilities to councillors.
8. **Planning applications:**
  - a. **New Applications**

i. DC/25/1657/TCA Manor Farmhouse, Old Bury Road	<a href="#"><u>Trees in a conservation area notification - one Sycamore (as indicated by circle on plan) re-pollard to four and a half metres above ground level</u></a>
ii. DC/25/1663/LB Foundry House, Old Bury Road	<a href="#"><u>Application for listed building consent - a. remove existing external plasterwork to front, rear and gable end of property and replace with traditional lime render and paint</u></a> <a href="#"><u>b. replace damaged and missing bargeboards and guttering</u></a>

**9. Matters for noting and resolution:**

- a. Play Area Inspection Reports for October 2025 (attached)** Cllrs Marlow & Meadwell
- i. Pocket Park
  - ii. Skate Park
  - iii. Village Hall
- b. Village Issues List (attached)** Parish Clerk  
To review Issues List and agree actions to be taken (Highways and Grounds)
- c. Firework Event** Cllr Marlow  
Verbal update following Fireworks Event held 8 November 2025
- d. Christmas Tree Lighting Event** Cllr McDonald  
This event will take place on Friday 5 December at 7pm. To receive a verbal update on arrangements.
- e. Coronation Mugs** Cllr Marlow  
To confirm number of mugs remaining and agree how best to distribute these.
- f. Proposal for Stanton Events Committee** Cllr Marlow  
To discuss proposal for a Stanton Events Committee with representatives from variety of organisations and responsible for organising community events in Stanton.
- g. Review of Caretaker role** Parish Clerk  
To discuss and agree what is required of this role. Some suggested tasks are listed below:
- Daily cleaning of toilets and replenishing consumables
  - Locking toilets at dusk and unlock at 8am
  - Cleaning of road signs within the village
  - Cleaning of bus shelters as required
  - Reporting of any damage to parish council owned property to the Parish Clerk
  - Weekly cleaning and inspection of play area equipment (training to be provided) and with designated councillor once per month to identify any repairs needed
- The suggested hours from the original role were for one hour per day, seven days a week. This role has been included in the budget for the current year.
- h. Woodland Trust and Old School Park** Cllr Frost
- i. To receive a verbal (or written) update on the order of trees and hedging plants from Woodland Trust.
  - ii. To receive a verbal update on progress on the landscaping design for Old School Park. Cllr Burdett
- i. Car Boot Sales** Parish Clerk  
To consider a request from the Stanton Branch of the Royal British Legion to hold two car boot sales on Saturday 18 April and Saturday 18 July 2026.

## 10. Correspondence received:

- a. Pension Credits – Town and Parish Council Update – West Suffolk Council
- b. Thank you email and photos from Upthorpe Management Ltd – refurbishment of play area following donation from SPC.
- c. Invitation to Carol Service – West Suffolk Council Chairman
- d. Update on EV Chargers – Suffolk County Council
- e. Consultation on Proposed Changes to West Suffolk Local Council Tax Reduction Scheme – West Suffolk Council
- f. Update on Housing, Homelessness Reduction and Rough Sleeping Strategy – West Suffolk Council
- g. Small Electrical Recycling Points – West Suffolk Council

## 11. Matters for discussion:

To consider any questions to the Chairman and whether items should be added to future agendas.

- Book Exchange (Cllr Meadwell)
- Social Media and Use of Emails (Cllr Marlow)

## 12. Date of next meetings.

To confirm the next scheduled Parish Council meetings on:-

- **Budget Meeting - Thursday 27 November 2025 at 7pm**
- **Parish Council Meeting – Thursday 11 November 2025 at 7pm**

**Signed:** *Fiona Osman*  
Clerk to Stanton Parish Council

**Date:** 7 November 2025

## Attachments:

Agenda item	Details
2.	Minutes – 9 October 2025
5.	Clerk's Report – 7 November 2025
7.	<ol style="list-style-type: none"><li>a. <ol style="list-style-type: none"><li>i. Finance Report – October 2025</li><li>ii. Schedule of Payments – October 2025</li></ol></li><li>b. DRAFT – Cllr Responsibilities</li></ol>
9.	<ol style="list-style-type: none"><li>a. <ol style="list-style-type: none"><li>i. Stanton Pocket Park – 2 October 2025</li><li>ii. Stanton Skate Park – 2 October 2025</li><li>iii. Stanton Village Hall – 2 October 2025</li></ol></li><li>b. Village Issues List – November 2025</li></ol>
10.	<p>Correspondence Received</p> <ol style="list-style-type: none"><li>a. WSC Financial Inclusion Flyer</li><li>c. Invitation to Carol Service 2025</li><li>e. 2025 10 16 Parish Letter</li></ol>