



STANTON PARISH COUNCIL

Clerk to the Council - Fiona Osman, 20 Micklesmere Drive, Ixworth, Suffolk IP31 2UJ
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Chair – Charlie Harvey-Evers

Vice Chair – Greg Meadwell

Minutes of the Meeting of Stanton Parish Council held on 7 August 2025 at Stanton Village Hall.

44. Roll Call & Apologies

The following councillors were present:

Brian Brown	Keith Marlow
Dee Burdett	Barry McDonald
John Frizzell	Greg Meadwell (Vice Chair)
Charlie Harvey-Evers (Chair)	

Apologies for absence were received from the following councillors:

	Reason	Approved/not approved
Lorraine Frost	Not given	Not approved
Martin Scowcroft	Work	Approved

45. Minutes

The minutes of the meeting held on 10 July 2025 were confirmed as a correct record and were signed by the Chair.

46. Public Forum: No members of the public attended the meeting.

47. Report from District and County Councillors:

a. Report from West Suffolk District Councillor Jim Thorndyke

- District Councils in Suffolk had published their proposal for devolution - Three Councils for Suffolk.
- Planning application for Bloors (Land east of Bury Road) is likely to be considered again by West Suffolk Council in September.
- George Hill Nurseries (reference agenda item 8e) – this had been considered by the Delegation Panel and it was recommended to be referred to the Development Control Committee with a site visit to enable full consideration of the highway related implications.

b. Suffolk County Councillor Joanna Spicer was unable to attend the meeting.

48. Clerks Report – The Clerk’s Report had been circulated with the agenda, and the following was highlighted:

- A new water bowser had been ordered for watering the tubs in The Street, to replace an outdated and unsuitable one. It was suggested the old bowser could be offered to the allotments if this would be useful.
- The Clerk would follow up with Peter Kerry from Countryside Conservation and Tree services regarding several tree queries that had been raised.

49. Declarations of Interest

There were no declarations of interest.

50. Statutory Business / Governance

a. Accounts

i. Finance Report – the report was received and accepted.

Cleared transactions since last meeting

Cleared receipts	£1,152.08
Cleared payments	£1,210.80

Bank Reconciliation

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

Balance per Bank Statements	£130,712.79
Unpresented payments	
Unpresented receipts	£54.90
Adjusted Bank Balance	£130,767.69

ii. Schedule of Payments – councillors approved the following:

- Transfer of £20,000 from the Business Account to the Treasurer's Account
- Scheduled payments as below:

Salaries (all) (estimated due to Pay Award)	BACS	£1,679.23
Clerk Reimbursement for Phone/Internet	BACS	£10.00
Clerk Reimbursement for Cardstock	BACS	£6.00
PKF Littlejohn LLP (Audit)	BACS	£378.00
Scribe (Allotments & Cemeteries software – 1 year)	BACS	£811.20
Cllr Reimbursement (Marlow) – Play Area parts	BACS	£145.32
Water Charges – Clock Tower	Direct Debit	£10.00
Electricity – Clock Tower	Direct Debit	£19.86
Electricity – Floodlights	Direct Debit	£24.87
HMRC – PAYE	Direct Debit	£922.03
Bank Charges	Direct Debit	£4.25
Mole Country Stores (water bowser)	Debit Card	£381.36

The Chairman signed the Schedule of Payments as listed in ii above.

- b. Result of external audit of accounts by PKF Littlejohn LLP** – it was noted that no observations had been raised, and approval had been given for the closure of the accounts for 2024/25. The relevant documents had been published on the PC website (<https://stanton.suffolk.cloud/finance/finances-2024-2025/>).

51. Planning Applications

a. New Applications

i.	DC/25/1118/HH - 81 Hepworth Road	Support
ii.	DC/25/1133/FUL – 97 Shepherds Grove Park	Support
iii.	DC/25/1123/FUL – 58 Shepherds Grove Park	Support

b. No determined applications had been rejected

- c. Statutory Proposal to establish SEND provision at Stanton Community Primary School** – The Clerk was asked to send a letter to the Headteacher regarding concerns raised by councillors about the impact on traffic and how this will be managed by the school.

- d. **Land at Shepherds Grove, Stanton – Masterplan** - Stanton Parish Council support this masterplan as it currently stands but have the following observations:
- There is a tangible benefit to the parish with the construction of a relief road which will reduce the number of HGVs driving through the narrow village roads.
 - Once the relief road is in place, the parish council would like to see HGVs restricted from village roads through a Traffic Restriction Order. Other measures that could be considered include installing narrow bollards when leaving Shepherds Grove Industrial Estate that allow cars and bikes to pass but not HGVs so that they must use the relief road.
 - The information in the masterplan regarding bus services is now incorrect and needs to be updated. Contact should be made with the bus company to ensure accurate details are included in any planning application.
 - The height of buildings should be 'tapered' so that the taller buildings are at the centre of the site and smaller buildings on the perimeters. The buildings should be shaded from dark to light from bottom to top.

The Clerk would submit the above response to Community Partnership and West Suffolk Council.

- e. **Delegation Panel 29 July 2025** – George Hill Nurseries - this item had been discussed at agenda item 4a (see minute 47a).

52. Matters for noting and resolution:

- a. **Play Area Inspection Reports for July 2025** – The Chairman expressed his thanks to Cllrs Marlow and Meadwell who had undertaken repairs and installed new parts. This work would continue. Options for repairing or replacing the damaged flooring was being considered and one suggestion was to replace with a 'tile' version which, although expensive initially, would enable easier repairs to take place. The options would be brought back to the council for consideration at a future date.
- b. **Village Issues List** – list to be updated as follows:
- 1 – Highways**
- 1.1 – Unsuitable for HGV signs – Duke Street North - work completed
- 1.2 - No left turn HGVs – bottom of Upthorpe Road - awaiting completion – Clerk to chase
- 1.3 – Street light junction of The Grundle & The Street not working – still outstanding – Clerk to chase
- 2 – Grounds**
- 2.1 – Repair and repaint flagpole at Clock Tower - Clerk to arrange repair.
- 2.2 – Bus shelters – clear gutters and repaint - Clerk to arrange repair.
- 2.3 – Village sign corner of A143 and Old Bury Rd – to repair post – Clerk to arrange repair.
- 2.4 – Entrance road to Village Hall – Clerk to arrange removal of encroachment.
- c. **Cemetery Memorial Application for Pauline Frost** – the application for a tablet for an ashes grave was proposed by Cllr Frizzell, seconded by Cllr Brown and all in favour.
- d. **Local Government Services Pay agreement 2025/26** – It was proposed by Cllr Brown, seconded by Cllr Frizzell and all in favour to accept the pay agreement and back pay to 1 April 2025.

- f. **Drain Repair and Toilet Refurbishment** – the quotations were discussed in detail and it was proposed by Cllr Brown, seconded by Cllr Burdett that LJT Developments should be offered the contract due to the overall cost and the contract period which would minimise disruption to the Village Hall.

Cllr Meadwell would inform all contractors of the result and liaise with the successful contractor and the Village Hall to confirm a suitable time for the work to be carried out.

- g. **Fireworks** – Cllr Meadwell confirmed that the fireworks had been ordered. There would be a spare place on the firing course if needed.
- h. **Allotments Improvement Plan** – Cllr Brown informed the council that he had met with Cllr Frizzell and the Clerk to discuss an Improvement Plan that would improve the administration and management of the allotments. The initial focus would be on inspections with 3 inspections during Apr – Sep and one during Nov – Mar. Dates would be confirmed for the whole year and a formal checklist used with allotment holders being present at the inspection. The current Allotment Tenancy Agreement states that inspections will be generally carried out every 3 months but a new policy detailing how these will be carried out will be introduced.

53. Correspondence received – all noted.

- a. Annual Canvass Briefing Pack 2025 – Electoral Services at West Suffolk Council (WSC)
- b. Rural Housing week – email from WSC
- c. Grants for residents for energy efficient homes – email from SCC
- d. SARS – Report for 2025
- e. West Suffolk Parish and Town Forum – presentations
- f. Traffic Restriction Notice
- g. PCC Update – July 2025
- h. Email from resident about HGVs along Old Bury Road
- i. 2024/25 Annual Report of Suffolk Police and Crime Panel
- j. Response from Rev Paul Mellor re Methodist Church in Stanton

54. Matters for discussion

- a. The bug hotel building was a great success, and a request was made to keep grass long in this area to encourage insects.
- b. The Football Club would be asked to remove any outstanding items stored in the PC container in the Recreation Ground. This would allow the council to install shelving for improved storage.
- c. Request to consider ‘knee rails’ or bollards to prevent parking and driving on grass verges. The owner of the verge would need to be determined first.
- d. Neighbourhood Plan – District Cllr Thorndyke had arranged for a representative from West Suffolk Council to meet with residents and councillors to discuss the process.

55. The next Parish Council meeting is on Thursday 4 September 2025 at 7pm. This meeting is being held one week earlier than usual due to annual holiday for the parish clerk.

56. Meeting concluded at 20:47

Signed by:

Chairman: _____

Date: _____