

# STOKE BY NAYLAND PARISH COUNCIL

## Minutes of the Meeting of the Council held on Tuesday 9<sup>th</sup> July 2013 in the Village Hall, at 7.30 p.m.

**PRESENT:** Mr. Cook, Mrs. Ennew-Hayter, Mrs. Klimowicz, Mrs. Oakes, Miss Reece, Mr. Sedgwick, Mr. Shrosbery, Mr. Slater, Mrs. Smith and the Clerk.

**Also in attendance:** District Councillor Cave, County Councillor Finch and 3 members of the public

### **1. Apologies for Absence - PCSO Coleman.**

### **2. Declarations of Interest – none declared**

### **3. Public Forum**

(a) A representative of County Broadband explained that high speed broadband connection was now available to residents via a transmitter installed on the church tower. He explained that there was an option to set up a partnership agreement with the Parish Council, at no cost to the Council, which would offer a revenue share. He left information and a sample contract agreement. It was agreed that this would be put on the September agenda for consideration.

(b) Two representatives of the Focus Learning Trust informed the Parish Council that they were planning to install fibre optic broadband links to the Middle School site and the new owners would be interested in sharing the facility with other businesses. Mr. Finch informed the meeting that the Golf Club was meeting with them to discuss this.

### **4. Minutes - the minutes of the meeting held on 7<sup>th</sup> May 2013 were confirmed as a correct record and signed by the Chairman.**

### **5. Matters arising from Minutes**

(a) Scotland Street Pumping Station railings - Mr. Shrosbery informed the meeting that the installation of replacement posts had stopped as wooden posts were to be used rather than concrete. These would be available in 2-3 weeks.

(b) Scotland Street green reinstatement – Mr. Finch had spoken to contractors and the area was to be reinstated as the Parish Council had requested following the June 2013 Planning Committee meeting. Seeding of new grass would be done when appropriate. Mr. Finch would ask for a plan and timescales.

(c) Path behind the Primary School – Mrs Klimowicz informed the meeting that the planning application had been submitted and that the planners required the surface to be topped with a bonded stone, which was DDA compliant but more appropriate for a Conservation area than tarmac. A draft application for the P4C grant had also been submitted.

(d) The Downs Footpath – Mr. Slater had met with David Stiff from SCC and a contractor. Mr. Stiff agreed to write to the property owner on the opposite side of the road from the path to request that the overhanging vegetation is cut back as it was felt that this resulted in vehicles driving towards the centre of the road. The contractor had provided a quote for levelling the path, installing kerbing and a wooden rail. It was decided that a further quote to just level the path should be obtained. **Action** – Mr. Slater to obtain a quote for levelling the path and advice on what treatment was required for various options where the path exits onto the highway. Also Mrs. Oakes and Mr. Slater to meet with the Tendring Hall Estate to request that branches overhanging the path are cut back and that the area above

the path is cut at least once a year to reduce encroachment onto the path.

**6. Annual Parish Meeting** - the minutes of the Annual Parish Meeting held on 23<sup>rd</sup> April 2013 were agreed. There were no matters arising.

**7. Assets Inspection** – a report had previously been circulated detailing the findings of an asset inspection carried out by Mr. Cook and Mr. Shrosbery. Following a discussion on the points raised it was decided that advice should be sought on the work required to the well housing in particular and also the war memorial and the lock-up. It was also noted that the wooden seat in the new bus shelter required sanding. **Action** – Mr. Sedgwick and Mrs. Smith to request that the conservation architect due to visit the church provide advice on the condition and insurance valuations of the well housing, lock-up and war memorial. Mrs Klimowicz to ask Ray Chisnall to sand the bus shelter seat.

**8. Streetlighting** – a paper had previously been circulated outlining 8 different options for the future streetlighting of the parish and the costs and savings for each. Mr. Sedgwick was thanked for the work he had put into this. Following a discussion, Mr. Sedgwick proposed and Miss. Reece seconded, that option H - to discontinue all streetlighting - was pursued. A vote was taken and the motion was passed with 8 votes for and 1 abstention. RESOLVED to pursue option H (to remove all existing streetlights in the parish). **Action** – to advise residents, via the Community Newsletter, of this decision and to hold a public meeting to explain and discuss it on August 13<sup>th</sup> 2013.

## **9. Financial Matters**

(a) Review of Insurance Policy – Mr. Shrosbery has previously circulated his paper with possible adjustments to the existing policy. It was agreed that the village lock-up should be added as an insured asset. In addition a decision was taken following a vote (5 for and 4 against) to continue with core package 1 rather than to adopt package 2. **Action** – Mr. Shrosbery to arrange changes to the policy. He would also pursue a long term agreement premium discount when the policy was renewed.

(b) Invoices - The Council noted that the following had been paid since the last meeting:-

Babergh District Council (planning application fee – 2 cheques)	£97.50
Chris Mortimer (grass cut 16/5, churchyard, permissive path)	£282.00

The Clerk reported that the following invoices had been received:-

Chris Mortimer Grounds Maintenance (2 cuts, 2 cuts of churchyard conservation area, work to footpaths)	£600.00
B. Philbedge salary and expenses May and June 2013	£641.69
SALC planning training course (A. Shrosbery)	£30.00
Village Hall rental	£35.00

RESOLVED that the accounts be paid.

(c) Internal Audit - the Council noted the Clerk's report on the completion of the internal audit. It was agreed that alternative quotes for the grass cutting contract should be sought.

(d) Financial Statement as at 30<sup>th</sup> June 2013 – noted

(e) Payroll – the Clerk informed the meeting that the Parish Council was required to register for PAYE and to use the realtime payment system. **Action** – Clerk to organise.

(f) Increased quote for churchyard conservation area cutting – a quote of a total of £280 for 4 cuts of a smaller area had been received. RESOLVED to increase funding from £150 to £280 to cover the whole cost.

**10. Lady Anne Windsor Trust** – Mr. Sedgwick explained that no action was required at this meeting as the Lady Anne Windsor Trust would contact the Parish Council later in the year when the relevant period of office had expired.

**11. County Councillor's Report** - Mr. Finch had circulated a copy of his report. This included details of his plan to hold regular surgeries in parishes.

**12. District Councillor's Report** - Mr. Cave had circulated a copy of his report which covered the next phase of integration with Mid-Suffolk which would involve the elected members.

### **13. Reports**

- (a) Planning – Mrs. Klimowicz explained that BDC had held up the progress of the Parish Council's application to resurface the path behind the primary school by advising the incorrect fee for the application and by then taking a further 3 weeks to register the application.
- (b) Traffic Working Party – a public meeting was to take place on September 17<sup>th</sup>. Mr. Finch explained that the owner of the orchard between Blundens Corner and Clipt Bush Corner had been approached by SCC to provide land to create a passing space. Mr. Riddleston had requested to meet with the Parish Council to discuss this and the possibility of developing the site. RESOLVED that Mrs. Oakes, Mrs. Klimowicz and Mr. Finch would meet with Mr. Riddleston.
- (c) Recreation Ground Committee – the adult exercise equipment, purchased with lottery grant funding, had been installed.
- (d) Footpath Maintenance – Mr. Shrosbery reported on maintenance work which had been carried out. He suggested that an item in the Community newsletter should encourage residents to contact him, Mrs. Ennew-Hayter or Mr. Slater if work to a footpath was required.

### **14. Babergh DC and Suffolk CC Matters**

(a) BDC – Statement of Community Involvement – pre-draft consultation. RESOLVED not to respond.

**15. Community Newsletter** – Items to be included were the changes to streetlights, broadband provision, footpath maintenance and assets and insurance reviews.

The meeting closed at 10.40 p.m

Chairman