

# STOKE BY NAYLAND PARISH COUNCIL

## Minutes of the Meeting of the Council held on Tuesday 5<sup>th</sup> March 2013 in the Village Hall, at 7.30 p.m.

**PRESENT:** Mrs. Oakes (Chairman), Mr. Cook, Mrs. Klimowicz, Miss Reece, Mr. Sedgwick, Mr. Shrosbery, Mr. Slater and the Clerk.

**Also in attendance:** District Councillor Cave, two PCSO officers (until after item 3) and one member of the public.

**1. Apologies for Absence** – Mrs. Smith, Mrs. Ennew-Hayter and County Councillor Finch.

**2. Declarations of Interest** – Mr. Sedgwick declared a pecuniary interest in item 16(a) as the owner of property neighbouring the community woodland. Dispensation was requested and granted to speak on the issue.

**3. Police** – The PCSO Officers reported on 3 crimes since the previous meeting and advised on reporting suspicious vehicles in the area in the light of recent burglaries. Mrs. Klimowicz requested she be sent the data from the recent speed check in Thorington Street – promised at the last meeting - before the next meeting between the Traffic Working Party and SCC on March 18<sup>th</sup>.

**4. Public Forum** – one member of the public was present to report a recent sewage overflow of the ‘down pipe’ in Scotland Street which was at least the 6<sup>th</sup> incident since April 2010. The Clerk had contacted Anglian Water following the January meeting and had been told that a survey of the system would be carried out in February. She had not been provided with the requested information about what maintenance had been carried out during the last 6 months. **Action** – Clerk to contact Anglian Water again requesting details of the maintenance programme being carried out and requesting that the Angel and Crown Inns are visited to check the fat traps are adequate. Mr. Cave to follow-up whether BDC Environmental Health Officers had contacted the Crown and Angel Inn regarding this.

The Chairman reported that she had been informed that the rising Scotland Street sewerage pipe was to be replaced by Anglian Water and the new pipe would run under the quoits field and Tendring Hall Estate land.

Mr. Shrosbery asked that Anglian Water be requested to consider its contingency plan if it needed to carry out repairs in Scotland Street during the bridge replacement work as closure of the road could result in some properties being cut off. **Action** – Clerk to contact Anglian Water.

**5. Minutes** - the minutes of meetings held on 15<sup>th</sup> January and 19<sup>th</sup> February were confirmed as correct records and were signed by the Chairman.

### **6. Matters arising from Minutes**

(a) The Blundens – Mrs. Klimowicz reported that BDC had planted 3 trees at the entrance of The Blundens but some repositioning was required due to an overhead wire. Daffodils were to be planted for the following year.

(b) Paths 4 Communities

i. *The Downs Path* – Mrs. Klimowicz had confirmed that this path did not meet the criteria for funding with Paths for Communities (P4C).

- ii. *Path behind the Primary School* - Mrs. Klimowicz had met will SCC which had drawn up a specification for the path. SCC would be willing to adopt the path if it met this specification. There was the possibility of incurring some legal fees to transfer the ownership of the path.
- (c) Land behind 19 Crossfields – Mr. Cave and Mrs. Klimowicz had visited the site and had noted an accumulation of rubbish. Mr. Cave would organise for this to be removed by BDC. **Action** – Mr. Cave.
- (d) Water supply interruptions – Mrs. Klimowicz informed the meeting about 5 water supply interruptions in the past month due to a damaged UPVC pipe at Watson’s Corner, Polstead Heath. None of the interruptions had received prior notification. Mrs. Klimowicz had been informed that a replacement pipe should be completed within the month.

**7. Clerk’s Report** – the Clerk had previously circulated a report

- (a) Maintenance of Land above path on The Downs - Tendring Hall Estate, in response to a request that the nettles and saplings be controlled, had replied that this land was managed as a piece of woodland edge and therefore received little attention. The Council discussed installing a railing on the roadside of the path for safety. **Action** - Mr. Slater to speak to the Estate about the possibility of extending the footpath towards the village green, and to ask that growth on the land above the path was not allowed to encroach onto the path itself.
- (b) Electricity Supply Interruptions - UK Power Networks had provided details of 8 power cuts since January. Councillors agreed to record future interruptions.
- (c) Grit Bins – two additional wooden grit bins to be purchased at a cost of £330 (£321 Locality budget available), to be complete by the end of March. One to be positioned at the bottom of School Street and the other at The Blundens when the telephone kiosk is removed
- (d) Village Lock-up - SALC had advised that ownership should be confirmed before assuming responsibility or ownership of it. The PCC and the Diocese held no records on this. **Action** – Mrs. Klimowicz to ask Mr. Baalham when he had last carried out work on the lock-up. Clerk to visit the records office to confirm whether Parish Council had funded previous maintenance.

**8. District Councillor’s Report** – Mr. Cave reported that some joint committees were being created for the two District Councils. He also stated that the budget had been set at a 0% increase.

**9. Financial Matters**

- (a) Invoices paid since last meeting – the Parish Council noted the following

Suffolk CC (streetlight energy and maintenance 2012/13)	£2389.55
The Information Commissioner (data controller fee)	£35.00

- (b) Invoices to be paid - RESOLVED that the following accounts be paid

Village Hall (meetings Dec/Jan/Feb/ Mar)	£105.00
B. Philbidge salary and expenses Jan and Feb 2013	£579.95
Babergh District Council (2012 bin emptying)	£407.62

- (c) Financial Statement - the Financial Statement as at 28<sup>th</sup> February 2013 was noted.
- (d) Appointment of Internal Auditor - RESOLVED to appoint Mr. Lightfoot as the internal auditor.
- (e) Review of Internal Controls/ Risk Assessment/ List of Assets - the Council reviewed and was happy with the internal control procedures of the Parish Council. It was agreed to amend the risk assessment so that the internal auditor should

check that the correct salary rate was paid to employees.

It was noted that the risk assessment stipulated that an annual inspection of the Parish Council's assets should take place. **Action** – Mr. Shrosbery and Mr. Cook agreed to carry this out.

It was agreed that the village green should be removed from the assets register to as it was thought that this belonged to the Tendring Hall Estate and there was no evidence of it having been transferred to Parish Council ownership.

- (f) Insurance Policy – Mr. Shrosbery agreed to review the current insurance policy.  
**Action** - Mr. Shrosbery.

**10. Village of the Year prize money** – a decision regarding the use of the £200 was deferred to a future meeting.

**11. Street lighting** – Mr. Sedgwick had circulated a plan drawn up by from SCC. No details on cost or finance options had yet been received, but it was understood that a street lighting system, i.e. at least 3 lights in a 200 yard stretch would be adopted by SCC, once upgraded to SCC requirements. Mr. Finch had requested £1500 locality budget for the project.

**12. Middle School Site** – Following February's extraordinary meeting the Chairman had submitted an article to the Community newsletter. The identity of the private school which had expressed an interest in purchasing the site would be revealed by SCC on 28<sup>th</sup> March. The Chairman read a letter from a resident who was opposed to this move.

**13. Annual Parish Meeting** – it was agreed to invite Fiona Taylor from Paths 4 Communities to speak at the meeting. Drinks up to a value of £50 would be funded by the Parish Council.

**14. Monthly Meetings** – it was agreed to circulate the Clerk's break down of estimated extra costs which would be incurred by changing to monthly Parish Council meetings. A decision would be taken at the next meeting.

#### **15. Reports from Representatives**

- (a) Planning Committee – Mr. Shrosbery reported on the meeting earlier that evening.
- (b) Traffic Working Party – Mrs. Klimowicz reported that a meeting was to take place with SCC on March 18<sup>th</sup> to agree priorities of the traffic scheme. Mr. Finch had requested £1500 locality budget for the project.
- (c) Recreation Ground Committee – a grant application for adult exercise equipment had been made. A project team was in place for the replacement of the British Legion hut.
- (d) Footpaths – Mr. Shrosbery noted that SCC had dealt efficiently with recent maintenance issues. He informed the meeting that the Dedham Vale AONB and Stour Valley Project had produced a leaflet showing walks through the Box Valley including Stoke by Nayland. He felt that there was an opportunity to add to this rather than produce a new leaflet of Stoke by Nayland walks.

#### **16. Correspondence**

- (a) Community Woodland – request for annual contribution towards funding ongoing costs. A decision on this request was deferred until the next meeting.
- (b) Local History Society – request to share image of tithe map of Scotland Street with society and village. It was noted that the Clerk had written to the Suffolk Records Office granting permission.

**17. Community Newsletter Article** – items for April newsletter were discussed. **Action** – UO/ ASe. It was RESOLVED that articles for the newsletter would be added to the

website at the beginning of the month. **Action** – Clerk.

The meeting closed at 10.04 p.m

Chairman