

STOKE BY NAYLAND PARISH COUNCIL

Minutes of the Annual General Meeting of the Council held on Tuesday 1st May 2012 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

1. Election of Chairman - Mr. Sedgwick proposed, and Mrs. Klimowicz seconded, the nomination of Mrs. Oakes. The decision was carried nem. con. RESOLVED that Mrs. Oakes be elected Chairman of the Parish Council for the ensuing year. After signing the Declaration of Acceptance of Office Mrs. Oakes took the Chair.

2. New Councillor – the Chairman welcomed Mr. Cook to the Parish Council.

3. Election of Vice-Chairman – Mrs. Oakes proposed, and Miss. Reece seconded, the nomination of Mr. Sedgwick. The decision was carried nem. con. RESOLVED that Mr. Sedgwick be elected Vice-Chairman of the Parish Council for the ensuing year.

4. Apologies for Absence - County Councillor Finch and PCSO Coleman.

5. Declarations of Interest – Mr. Sedgwick and Mrs. Smith declared personal interests in item 16 as PCC members. Mr. Cook, Mrs. Klimowicz and Mrs Ennew-Hayter declared personal interests in item 18 as members of the Recreation Ground Committee.

6. Public Forum – no members of the public were present.

7. Appointment of Representatives

RESOLVED that

(a) The following be appointed as representatives on the bodies as indicated:-

Recreation Ground Committee – Mrs. Ennew-Hayter
SALC – Miss Reece
Village Hall Committee – Mr. Shrosbery

(b) The following councillors be asked to report on the activities as indicated:-

PCC – Mrs. Smith
Stoke by Nayland Primary School – Mrs. Klimowicz
Transport – Mrs. Smith
Lady Anne Windsor – Mr. Slater

8. Appointment of Planning Committee - RESOLVED that Mrs. Ennew-Hayter, Mrs. Klimowicz, Mrs. Oakes, Mr. Sedgwick and Mr. Shrosbery be appointed to serve on the Planning Committee.

9. Minutes - the minutes of the meeting held on 6th March 2012 were confirmed as a correct record and signed by the Chairman.

10. Matters arising from Minutes

(a) Church Lane streetlight – Mr. Sedgwick reported that the control unit had been

removed from the new light but that no other work had been carried out. It was decided that this should be considered as part of the review of all street lighting requirements in the village. The wooden telephone post remained in place with a telephone wire to one property. The Clerk was asked to write to BT regarding the resiting or undergrounding of the telephone wire to allow the removal of the post.

- (b) Grit bins and Butt Road/ School Street permissive path – a site meeting with SCC had been arranged for May 2nd.
- (c) The Downs – Mr. Sedgwick explained that the Estate would cut the stump of the felled sycamore down to ground level and apply poison to prevent regrowth. The Clerk would ensure that the Parish Council's insurance would cover this work. A cost of up to £150 was agreed.

Mr. Sedgwick had circulated a copy of the conveyance of The Downs to the Parish Council, showing that it extended further down the Nayland Road than the area currently maintained. He suggested that the area could be cleared and be regularly cut or incorporated into the wildflower area. It was decided to defer to the next meeting to allow time for Councillors to look at the site.

11. Street Lighting Working Party – the Chairman, Miss. Reece, Mr. Sedgwick and Mrs. Klimowicz were appointed to a working party to decide on the future requirements for street lighting in the village. An initial meeting would be arranged to which residents would be invited through the Community newsletter.

12. Village Website - Mr. Valois-Davis was no longer able to act as webmaster due to work commitments. It was agreed that Mr. Sedgwick would meet with Mr. Prescott, Mr. French and Dr. Klimowicz to discuss how to proceed and what costs would result.

13. Parish Recorder – Mr. Channon had indicated that he did not wish to continue with this role. The Clerk was asked to write to the Local History Society asking that it consider taking it on.

14. Financial Matters

(a) Invoices

- i. The Council noted that the following had been paid since the last meeting:-

Babergh District Council (election costs)	£892.41
Babergh District Council (dog bin Scotland Street)	£157.66

Mr. Sedgwick and Mrs. Klimowicz had approved payment of the election costs having read the explanation from BDC of why these were significantly higher than the estimate previously given. The Clerk was asked to send a copy of the explanation to Mr. Cave.

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

Village Hall Hire April / May 2012	£40.00
B. Philbidge salary and expenses Mar and Apr 2012	£616.35
SALC subscription	£283.00
Suffolk ACRE subscription	£25.00
Chris Mortimer Grounds Maintenance	£252.00

RESOLVED that the accounts be paid.

- (b) Financial Statement as at 31st March 2012 - the financial statement, showing an end of year balance of £8,970 and a surplus of £1,260 between receipts and

payments for the year, was noted by the Council. Mr. Sedgwick pointed out that the £771 locality budget should be carried over into the 2012/2013 receipts and payments as the new grit bins had not yet been installed.

- (c) Annual Audit Return for the Year Ended 31st March 2012 - the Council reviewed Section 1 of the Audit form showing a Statement of Accounts and Section 2 containing the Annual Governance Statement. RESOLVED that the Annual Audit Return and Statement of Assurance for the year ended 31st March 2012 be approved, signed by the Chairman and submitted for audit.
- (d) Internal Audit - the Clerk reported that Mr. Lightfoot had completed an internal audit and no issues had been flagged up for attention.

15. Bins

- (a) Scotland Street dog bin – a letter from a resident asking that the newly installed dog bin be moved away from her property boundary had been circulated. It was decided that Mr. Shrosbery would look at an alternative site for the bin in Scotland Street.
- (b) Park Street dog bin – RESOLVED to install a new dog bin on Park Street where footpath 13 meets the road. The Clerk would arrange with Babergh District Council.
- (c) Damaged litter bin near war memorial – one of the two litter bins by the war memorial was damaged. Mr. Shrosbery agreed to remove and dispose of this. It was decided that relocating the remaining bin to the village hall wall and installing a larger freestanding one would be discussed at the July meeting.
- (d) Policy on Litter – a discussion took place on whether placing litter bins in informal lay-bys would reduce the amount of litter found beside the highway.

16. Churchyard Grass Cutting – a request had been received from the PCC to fund two cuts of conservation area as per the previous year. It was RESOLVED that the Parish Council would fund two cuts but would request that base line data should be taken in order to ascertain whether the management of this area was successfully improving its biodiversity.

17. Footpaths – Mr. Shrosbery agreed to take over from Mr. Leigh-Pollitt in monitoring the condition of the parish's footpaths. Mr. Slater and Mrs. Ennew-Hayter agreed to help with this. Miss. Reece reported a damaged footpath sign in Thorington Street.

18. Hut on Recreation Ground – Mr. Cook explained that applications for grants to fund a replacement building would be more straightforward if made jointly by the Parish Council, as owners of the land, and the Recreation Ground Committee, as the body responsible for the land and buildings on it. It was RESOLVED that the Parish Council agreed to make joint applications subject to its prior agreement of the detailed proposals.

19. The Blundens new bus shelter – Mrs. Klimowicz reported that a license had been applied for from Babergh District Council in order to carry out the work on BDC land. Work would commence once this was received. A request had been placed with BT to remove the kiosk; this had been agreed but would take between 16 and 24 weeks.

20. Jubilee – Mr. Cook provided an update on events planned. Mr. Shrosbery reported that the beacon had been delivered and that a £200 donation had been received from the Stoke by Nayland Club to pay for drinks on the evening.

21. New bench – Mr. Shrosbery reported that Mr. John Frampton had spoken to him about installing a bench along footpath 27 between the Guildhall and Poplars Farmhouse.

Mr. Frampton had offered to fund this. The Parish Council agreed that this would be a good location and Mr. Shrosbery and Mr. Slater would speak to the Tendring Hall Estate and Mr. Frampton.

22. Planning Committee - Mrs. Klimowicz reported on meetings on April 4th and May 1st.

23. Traffic Working Party – Mrs. Klimowicz reported that a plan was to be presented to the Traffic Working party at a meeting on May 15th.

24. District Councillor's Report – Mr. Cave passed on information regarding BDC's responsibilities and policy on waste management. This included the different handling of litter and fly tipping. He suggested that accumulations of litter within a 50 metre stretch of highway should be reported to BDC.

25. Reports from Representatives

- (a) PCC – Mrs. Smith reported on future events - Spring Fair and the art exhibition.
- (b) Primary School – Mrs. Klimowicz reported that the new building would be complete and the staff structure in place by September when the school would retain year 5 pupils as part of the reorganisation to a two-tier system.
- (c) Transport – Mrs. Smith reported that bus fares had risen by 6%.
- (d) Lady Anne Windsor Charity – Mr. Slater reported that work to either repair or replace the chimneys on the cottages was being considered.
- (e) Recreation Ground – Mrs. Ennew-Hayter reported on events which had taken place and were planned for the future – an Easter hunt, plant sale, Jubilee tea party, Olympic event and fireworks.

26. Correspondence

- (a) Suffolk Village of the Year Competition – Mr. Shrosbery had circulated a draft entry. It was agreed that he would collate suggested changes into a final version which he would circulate and submit prior to the May 18th deadline.
- (b) Dedham Vale Society invitation to Summer garden party
- (c) Welcome Pack – Mr. Adrian Macdonald had informed the Clerk that the shop's supply of Welcome Packs had run out. It was decided to defer discussion about this to the next meeting.

27. Babergh DC and Suffolk CC Matters

- (a) SCC - Archaeological dig sites. The Recreation Ground Committee had offered the Recreation ground as a site for a public dig
- (b) SCC – notice of SCC's intention to rebuild Scotland Street bridge in October 2012

28. Community Newsletter – Items to be included were Streetlight Working party meeting, the advice from Babergh District Council about reporting litter and the Parish Council's entry into the Suffolk Village of the Year competition.

29. Meeting Dates - The following were agreed:

2012 - July 3rd, September 4th, November 6th.

2013 - January 8th, March 5th, April 23rd (Annual Parish Meeting), May 7th (AGM)

Planning Committee meetings to be held before each of the above, except the Annual Parish Meeting, and on the first Tuesday of intervening months if required

The meeting closed at 10.12 p.m

Chairman