

# STOKE BY NAYLAND PARISH COUNCIL

## Minutes of the Annual General Meeting of the Council held on Tuesday 7<sup>th</sup> May 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

**1. Election of Chairman** - Mrs. Klimowicz proposed, and Mr. Sedgwick 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. Mrs. Oakes signed the Declaration of Acceptance of Office.

**2. 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.

**3. Apologies for Absence** - County Councillor Finch and PCSO Coleman.

**4. Declarations of Interest** – Mr. Sedgwick declared a pecuniary interest in item 12(d) as a member of the Community Woodland group. He requested, and was granted, dispensation to allow him to speak on the issue.

**5. Public Forum** – no members of the public were present.

### **6. 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

**7. 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.

**8. Minutes** - the minutes of the meeting held on 5<sup>th</sup> March 2013 were confirmed as a correct record and signed by the Chairman.

### **9. Matters arising from Minutes**

(a) Land behind Crossfields – Mr. Cave reported that BDC had written to residents with gardens adjoining the land informing them that any item not removed from the land would be cleared.

- (b) Sewerage System – Mr. Shrosbery had met with the Collection Manager at Anglian Water. He informed the Council that following visits to the Crown and the Angel Inns, Anglian Water and a BDC environmental Health officer had requested improvements to fat and grease disposal procedures which they would monitor. Anglian Water agreed to jet the Scotland Street sewerage pipeline every 6 months and to inform Mr. Shrosbery when this had been done.

RESOLVED to write to The Crown and The Angel to emphasise need to disposal of fats and grease appropriately, and to Anglian Water to request written confirmation of arrangements for jetting and monitoring as discussed with Mr. Shrosbery – **Action** – Clerk

(c) The Downs

i. *Footpath*

Mr. Slater's request to the Tendring Hall Estate that the footpath be extended to the entrance to The Cottage had been refused. The footpath must therefore enter directly onto the highway. He suggested that metal railings could be used to fence the path from the road and that it was important to cut the verge on the opposite side of the road to deter vehicles from driving in the centre of the highway. It was decided to contact Highways for advice regarding the requirements for a footpath meeting the highway and to source quotes for the work to the footpath and metal railings – **Action** – DS.

ii. *Grass cutting*

Mr. Sedgwick reported that SCC had cleared the area by the road opposite Downs House. Mortimers to be asked to include the newly cleared area in the regular cut of the Downs – **Action** - Clerk

iii. *Sycamore stump*

The Clerk had not been able to contact Mr. Barnard by telephone to request that he carry out the work to remove the stump – **Action** – UO to follow-up.

- (d) Path behind the Primary School – Mrs. Klimowicz reported that she had submitted a second draft application for funding. It was unclear whether the resurfacing would require planning permission. The Parish Council may be required to fund the legal costs of transferring the path to SCC and the Clerk was asked to find out whether help with this was available via 'Pro-help' – **Action** – Clerk.

- (e) Village Lock-up – Mrs. Klimowicz had confirmed with Adrian Baalham that he had carried out work on the Village lock-up in 2003 for the Parish Council. Mr. Sedgwick had examined the 1894 Local Government Act which stated that parish property not relating to affairs of the church should be transferred to the parish upon a parish council coming into office. RESOLVED to add the lock-up to the list of Parish Council assets and to consider its value for insurance purposes – **Action** - Clerk

- (f) Assets Inspection – this had not yet been carried out. It would be done in connection with further review of the insurance policy. Clarification was required on whether the street lights were insured under the SCC arrangement – **Action** – Clerk/ ASH/ KC.

**10. District Councillor's Report** – Mr. Cave spoke about the results of the Community Engagement exercise and circulated leaflets about it.

**11. Middle School Site** - the Chairman spoke about a meeting she had attended with Mr. Sedgwick, Mr. Slater and representatives of the Plymouth Brethren which had agreed to purchase the site.

## 12. Financial Matters

### (a) Invoices

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

T.R.G Pest Control (moles on The Downs)	£50.00
Suffolk ACRE Insurance (to cover new bus shelter)	£14.11
Ray Slack (2 new grit bins)	£330.00

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

Community Action Suffolk (was Suffolk ACRE) subscription	£30.00
B. Philbidge salary and expenses Mar and April 2013	£586.85
Smith of Derby (3 year maintenance contract)	£525.60
SALC subscription	£290.00
Village Hall rental	£50.00
Chris Mortimer Grounds Maintenance (2 cuts)	£300.00

RESOLVED that the accounts be paid.

- (b) Financial Statement as at 31<sup>st</sup> March 2013 - the financial statement, showing an end of year balance of £5,713 and a deficit of £3,258 between receipts and payments for the year, was noted by the Council.
- (c) Annual Audit Return for the Year Ended 31<sup>st</sup> March 2013 - 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 31<sup>st</sup> March 2013 be approved, signed by the Chairman and submitted for audit.
- (d) Community Woodland request for funding – RESOLVED not to provide financial support at this time but to set up a separate meeting to consider fund raising for all village activities under one village-wide group.
- (e) PCC request for funding of conservation area cutting – RESOLVED to provide up to £150 to cover this cost. Mrs. Klimowicz pointed out that grass between the path and wall was currently cut by the PCC but was in fact the responsibility of SCC Highways.
- (f) Review of Insurance Policy – Mr. Shrosbery had provided a report but more details on assets were required before any conclusions were made. RESOLVED to authorise Mr. Shrosbery to speak directly with insurance brokers on behalf of the Parish Council.

## 13. Future Meetings

- (a) Frequency of meetings – RESOLVED to continue with bi-monthly meetings
- (b) Future meeting dates – RESOLVED to change meetings from the first to the second Tuesday of the month.

**14. Village of the Year Prize money** – discussion was deferred to a future meeting

**15. Scotland Street Pumping Station railings** – Mr. Shrosbery reported on the poor state of repair of the railings and the danger to road users due to the steep slope behind them. Clerk was asked to contact SCC Highways and SALC to find out who is

responsible for the maintenance of the railings – **Action** – Clerk.

**16. Reports**

- (a) Traffic Working Party –
- (b) Street Lighting working party –

**17. Babergh DC and Suffolk CC Matters**

- (a) SCC – Cutting schedule of paths to receive 2 cuts by SCC in 2013.  
Miss. Reece reported that the permissive path in Thorington Street required cutting – **Action** – ASH to ask Mortimers to carry this out.

**18. Community Newsletter** – Items to be included were the change to the meeting dates, the Middle School site, the Village lock-up, Scotland Street railings and the Traffic Working Party public meeting – **Action** – UO and ASe.

The meeting closed at 10.20 p.m

Chairman