

STOKE BY NAYLAND PARISH COUNCIL

Minutes of the Annual Meeting of the Council held on Tuesday 12 May 2015 at Stoke by Nayland Village Hall

Present: S Bezencenet, J Bloomfield, N Bray, V Klimowicz, I Reece and A Sedgwick

In attendance: A Robinson (Clerk)

1. Election of Chairman

I Reece was nominated by J Bloomfield, seconded by N Bray. V Klimowicz was nominated by S Bezencenet. I Reece was elected Chairman.

2. Election of Vice Chairman

I Reece took the Chair and nominated V Klimowicz as Vice Chairman. V Klimowicz agreed to take office for one year with the hope that one of the newer members of the Council would be in a position to take over thereafter.

3. Apologies for absence

Received from J Finch (SCC), M Barrett (BDC), M Nielsen.

4. Declarations of interest

V Klimowicz re the Recreation Ground and payment for the filing cabinet and A Sedgwick re Lady Anne Windsor Charity and a planning decision.

5. Councillor vacancies

3 vacancies remained after the election and the Council will need to co-opt. M Nielson had put his name for co-option. The Council considered his application and we agree to co-opt him to the Council. The Clerk will advise him. The Council will advertise the remaining vacancies and if required will use the next Planning Meeting to co-opt.

6. Public forum

No members of the public were present.

7. Appointment of representatives

The following appointments were made:

Recreation Ground Committee – N Bray

Suffolk Association of Local Councils – J Bloomfield

Village Hall Management Committee – this was left over until 2 more Councillors had been co-opted

Parochial Church Council – A Sedgwick

Stoke by Nayland Primary School – V Klimowicz

Transport – S Bezencenet

Lady Anne Windsor Charity – A Sedgwick. Trustees hold office for a fixed term of 4 years. U Oakes remains a Trustee but if she does not wish to carry on LAWC will have to advise the Council.

8. Appointment of Planning Committee

The following were appointed – I Reece, V Klimowicz, A Sedgwick, J Bloomfield, S Bezencenet. If newly co-opted Councillors wish to join the Planning Committee they would be welcome to do so.

9. Minutes

The Minutes of the Planning Committee (as amended) and the Parish Council of 10 March 2015 were agreed and signed. The draft Minutes of the Annual Parish Meeting on 7 April 2015 were approved.

10. Reports from County Councillor, District Councillor and Police

James Finch had advised that he had nothing further to report following the APM on 7 April 2015. M Barrett had been newly elected and had forwarded a short report advising the outcome of the BDC election. The Police had provided their usual monthly report. The Clerk is to find out how many crimes were detected and prosecuted in the area and in Stoke by Nayland and Thorington Street last year

11. Planning matters

11.1. To consider Planning applications received

11.1.1. B/15/00455/TCA Rose Cottage, Thorington Street CO6 4SN – reduce size of oak tree by 15%

After consideration the Council resolved to advise BDC that as long as the work was carried out carefully in accordance with the tree officer's requirements, it had no objections.

11.1.2. B/15/00379FUL Oak Farm, Park Road – construction of a new section of internal trackway to serve the farm, commercial buildings and adjacent agricultural land

After consideration the Council resolved to advise BDC that it had no objections.

11.1.3. B/15/00274/FUL Annexe at Rouses Farm, Calves Lane – change of use of agricultural outbuilding to Class B1, for cake-making business

The Clerk informed the Council that the applicant had called her to say that the description of this application was inaccurate in that the location was Rouses Farm, not the Annexe. After consideration the Council resolved to advise BDC that it had no objections.

11.2. To note planning decisions received

Planning permission had been granted for the work on t ge Hall and the new antennas on the water tower. A Sedgwick advised that his application for Downs House had also been approved though the Council had not yet received written confirmation from BDC.

11.3. To receive an update on the AONB consultation

A Sedgwick asked when J Finch's meeting of Parish Council chairs was to be held and V Klimowicz advised that it was not until June. A Sedgwick has drafted a note to start a discussion with other Parish Councils to agree on their requirements. V Klimowicz and I Reece were both satisfied with the draft and A Sedgwick will finalise it and deal.

11.4. Note from A Shrosbery regarding outstanding planning matters

Now that A Shrosbery had reached the end of his term of office he had highlighted matters he had been dealing with that were still outstanding. There is an issue with the floodlighting at Frogs Hall, Martins Lane which has produced a number of complaints regarding light pollution. The Clerk is to contact BDC asking what action is being taken regarding the lights.

12. Highways

12.1. Report from Traffic Working Party

A Sedgwick asked whether there was a timetable for the 20mph zone to be set up. V Klimowicz said that plans had been drawn up. The Clerk is to ask J Finch what progress has been made. An update is also needed from SCC (Steve Merry) on the village entrance to Thorington Street (calming), white lines at the entrance to the water tower and the post outside Old House on the north side of the gateway going

down to Clipt Bush. Most of the roundels have been done but not all of them. A red and white one is missing opposite Holly Cottage. J Bloomfield asked whether the 30mph zone on Thorington Street could be moved further out and I Reece explained that this was a pending issue, tied in with the Vehicle Activated Sign project.

12.2. Report from Road Safety Working Party

Progress has been made and will be reported at the next meeting.

12.3. To consider the offer from the AONB to contribute £300 to the proposed work at Clipt Bush Corner

The Clerk is to check with Highways whether the Council needs permission to carry out this work, and with the Estate to check that they have no objections. J Bloomfield said that there were overhanging hedges near the corner and although they had been cut back, if they were cut back further about one metre of road could be reclaimed. V Klimowicz will provide the Clerk with a sketch and the Clerk will contact Highways. J Bloomfield and I Reece will speak to residents elsewhere in the village where overhanging hedges are causing a problem.

12.4. Car park signs

V Klimowicz updated the Council following a meeting on 13 April between the interested parties. Agreement had been reached that if the Parish Council would pay for the signs and cones at a cost of £634.70, the Recreation Ground, Village Hall and PCC would each contribute one quarter of the cost, ie £158.68 + VAT. The Clerk is to check with BDC whether planning permission is required for the 2 permanent signs, but apart from this issue the Council resolved that it had no objections to the purchase proceeding on those terms.

12.5. Other outstanding highways issues

S Bezencenet said that there was a serious issue with vehicles parking on the village green. A Sedgwick said that white lines could be used as a deterrent, though not enforceable. The Clerk is to ask Steve Merry to come and have a site meeting to consider the problem, and at the same time to discuss the other issues raised above. S Bezencenet, A Sedgwick, V Klimowicz and possibly others would like to attend.

13. Footpaths

13.1. Footpath maintenance and arrangements for payment of invoices

A Sedgwick confirmed that A Shrosbery was prepared to continue dealing with the footpaths and the Clerk will contact him to confirm that the Council would be grateful if he would continue with this at least until the remaining Council members had been co-opted. Thanks were expressed to A Shrosbery for all his work to date. The Clerk said that the grass cutters had historically required payment within 2 weeks of the date of their invoice. Due to the gap between Council meetings this was not a practical option. The Clerk is to write when sending their current payment and ask whether monthly payment would suffice, as cheques can be signed at the Planning Meeting in between regular meetings.

13.2. Dedham Vale Society grant for replacement of stiles with gates west of Valley Farm, and proposed contribution to breakfast cost

After some discussion the Council resolved not to contribute to the cost of the breakfast as they did not wish to set a precedent for such payments for volunteers. The Council expressed their thanks for A Shrosbery's work in obtaining the grant and to the Dedham Vale Society for its generosity.

13.3. Downs Footpath – to consider letters received from Summers Wykes-Sneyd dated 17/12/14 and the Lady Anne Windsor Charity on 7/4/15

After discussion it was resolved that the Clerk would write to the Estate asking for the overgrown vegetation to be cut back from the path at the top of the Downs as agreed, and offering to arrange for the area to be cut regularly if the Estate would pay for it. She will also write to the Lady Anne Windsor Charity apologising for the delay in responding in detail, declining to accept the quotation supplied and confirming that the Council is dealing with the situation. The Council agreed to continue to consider the issues regarding the Downs footpath and the matter will be put on the next agenda. The Clerk will make further enquiries.

13.4. Church Lane – to receive an update on the position

This matter will now be dealt with via the PCC/A Sedgwick and does not need to go on future agendas.

14. Street lighting

14.1. Report from Street Light Working Party

J Bloomfield has contacted BT regarding the use of their poles and they will not allow them to be used for anything other than BT lines. He has also contacted UK Power Networks who have done a pole by pole inspection and are reporting on condition. S Bezencenet has taken photographs. They plan to meet with local people once it is clear what the recommendations are. There are between 17 and 19 people in the working party.

14.2. To consider whether to pay for standard or basic maintenance for 2015-16

It was agreed to continue to pay for standard maintenance.

15. Village lock up

A Sedgwick reported on the quotes received for the repair work required. One is for £939 plus VAT and one for £940. He will investigate grant funding and the Council agreed in principle that this work must go ahead but should be remitted to the Long Term Finance Working Party.

16. Power of competence

The Clerk confirmed that as two thirds of the Council's full complement of 9 had been elected, and she was CiLCA qualified, the Council fulfilled the criteria for the General Power of Competence in accordance with the Localism Act 2011. The Co ntitled to use the Power.

17. Financial and audit matters

17.1. To approve payments made since last meeting

The Council's financial position was reported as follows:

Business Saver Account as at 31 March 2015	£11410.59
Community Account as at 31 March 2015	<u>£ 2264.59</u>
Total	£13675.18

The following invoices had been paid since the last meeting and these were approved.

Cheque no	Amount	Payee	Purpose
101268	£231	M J Hawes	Grass cutting
101269	£192.50	K Hawes	Grass cutting

101270	£50	Stoke by Nayland Village Hall	Hire of hall 17/2/15 and 10/3/15
101271	£30	Community Action Suffolk	Subscription for 2015/16
101272	£92	HMRC	Tax on clerk's salary Feb-Mar 2015

17.2. To approve payment of invoices listed

Cheque no	Amount	Payee	Purpose
101273	£304	Suffolk Association of Local Councils	Subscription for 2015/16
101274	£368.35	Anita Robinson	Salary Feb-March 2015
101275	£62.12	Anita Robinson	Clerk's expenses Mar-May 2015
101276	£25	Stoke by Nayland Village Hall	Hire of hall 7/4/15
101277	£231	M J Hawes	Grass cutting
101278	£192.50	K Hawes	Grass cutting
101279	£50	TRG Pest Control	Mole work on The Downs over the last 3 months
101230	£50	Vivienne Klimowicz	Filing cabinet for clerk's office
101231	£25	Stoke by Nayland Village Hall	Hire of hall 12/5/15

It was resolved that these accounts be paid.

17.3. To approve end of year accounts

Approved.

17.4. To receive and approve the internal audit report

Approved, with thanks to Robert Lightfoot for auditing.

17.5. To approve the Annual Accounting Statement and Annual Governance

Statement for the year ended 31 March 2015 for submission to the external auditor

Approved.

17.6. To consider the Longer Term Finance Working Party

It was resolved that a brainstorming type session should be held with suggestions then brought to full Council for discussion, and that A Sedgwick would draft a note to put in the LSPN requesting suggestions for future financial projects to consider.

- 17.7. To consider a donation to the Recreation Ground**
After much discussion it was resolved that the Parish Council would contribute £500 being around half the annual cost of the Recreation Ground's insurance for one year only, then the matter would be considered further in the Longer Term Finance Working Party. This is to show the Parish Council's recognition of the benefit the Recreation Ground brings to the village and the financial difficulties it is currently facing.
- 17.8. To consider adding a signatory to the bank account**
It was resolved that I Reece and J Bloomfield would be added as signatories to the bank account.
- 17.9. To consider the position regarding s 106 monies**
Referred to the Longer Term Finance Working Party.
- 17.10. To confirm the requirements of the Transparency Code regarding information to be provided on the Council website**
The Clerk advised that draft Minutes had to be put on the website within one month of each meeting. Fairly detailed financial information and a copy of the Annual Return also have to be posted.
- 17.11. Budget**
The Clerk will update the budget prior to the July meeting.
- 18. To receive reports from representatives from other bodies**
- 18.1. Village of the Year**
V Klimowicz said the presentation had been drafted and about to be checked.
- 18.2. Stoke by Nayland Twinning**
Carried forward to next agenda.
- 18.3. Stoke by Nayland website**
Carried forward to next agenda – S Bezencenet will investigate potential help with this.
- 19. Clerk's and Chairman's correspondence**
The Council noted the advice of the Police on correspondence received regarding the streetlighting. The Clerk is to write to the Estate re the issue of garden waste being dumped on the allotments and the matter carried forward to the next agenda. V Klimowicz offered to complete the BDC Parish Sports Facility Survey. The Asset and Risk Management Report will be added to the issues to be considered by the Longer Term Finance Working Party. The Council resolved to allow Polstead Art Group to put up its signs and they need not seek permission in future if details remain the same and they remove them promptly after the event. The Council confirmed it would remove non-compliant signs from other parties. V Klimowicz confirmed she would attend the next Town and Parish Liaison Meeting and I Reece will attend the next one. It was agreed that A Sedgwick would convene the next Longer Term Finance Working Party meeting.
- 20. Outstanding issues not dealt with elsewhere on the agenda**
None
- 21. Future agenda items**
Co-option of 2 Councillors; Downs footpath; car park signs; outstanding highways issues; village green; budget; twinning; website; allotment waste
- 22. Future meetings**
Planning meetings 7pm 9 June, 14 July, 11 August, 8 September, 13 October, 10 November and 8 December; Full Council meetings 730pm 14 July, 8 September, 10 November 2015

23. Community newsletter

I Reece will draft objectively factual reports on the website, old and new council and vacancies, and the Longer Term Finance Working Party suggestions.

There being no further business the Chairman closed the meeting at 10.27pm.

Chairman

I Reece

Date 10 June 2015