

STOKE BY NAYLAND PARISH COUNCIL

Minutes of the Meeting of the Council held on Tuesday 15th July 2014 in the Village Hall, at 7.30 p.m.

PRESENT: Mr. K. Cook, Mrs. V. Klimowicz, Mrs. U. Oakes, Miss I. Reece,
Mr. A. Sedgwick, Mr. A. Shrosbery, Mrs. J. Smith.

Also in attendance: County Councillor Mr. James Finch, District Councillor Cave, Mrs S
Gray (Clerk), Nicki Bray and Julia Stansfield & PCSO Amanda
Coleman

1. **Apologies for Absence** – There were none
2. **Declarations of Interest** – There were none
3. **Public Forum** – PCSO Amanda Coleman reported that two crimes had taken place since April; a vehicle theft and a burglary.

Mrs V Klimowicz asked about the progress of the vehicle activated signs for the village. Both PCSO Coleman and County Councillor James Finch confirmed that they would pursue this. PCSO Coleman was thanked for her attendance.

4. **Councillor Vacancy** – The Clerk had informed the Council that a parishioner had expressed an interest in being co-opted to the Council.

Ms Nicki Bray was welcomed to the meeting and the opportunity was given for her to clarify any queries about the role of a Councillor.

Councillors unanimously agreed for Ms Nicki Bray to be co-opted onto Stoke by Nayland Parish Council.

The Returning Officer from Babergh had informed the Clerk that there were no nominations for the recent vacancy after the resignation of Tracey Ennew-Hayter and the Council could consider co-option. The Council agreed to consider co-option and that this would be advertised in the Community Newsletter.

5. **Appointment of Representatives**

RESOLVED that

- (a) The following be appointed as representatives on the bodies as indicated:-
SALC – Mr. Keith Cook

It was agreed that the representatives for the Recreation Ground Committee be Agenda items at the September meeting

Following the resignation of David Slater as a Trustee of the Lady Anne Windsor Charity the Council Mrs. June Smith nominated and Ms Isabelle Reece seconded Mrs Una Oakes as a Trustee. Mr Keith Cook nominated Mrs Vivienne Klimowicz and Mr Alan Shrosbery seconded. Mrs Una Oakes was elected 3:2.

- (b) The following councillors be asked to report on the activities as indicated:-
PCC - Mrs. June Smith

6. **Minutes** – The minutes of the meeting held on 13th May 2014 were confirmed as a correct record and signed by the Chairman.
7. **Code of Conduct** – The Council adopted the revised Suffolk Code of Conduct provided by SALC proposed by Ms Isabelle Reece. The Council RESOLVED to adopt the Suffolk Code while maintaining the two amendments as resolved to adopt in September 2012, 7 to Appendix A, Part 2 Description of categories of Local Non Pecuniary Interests: namely:

- (a) 2(c) change: *of which you are a member or in a position of general control or management to of which you are a member with a position of general control or management*
- (b) (3) add: *in connection with the work of the Parish Council*

8. **County Councillor's Report** – Mr Finch reported that, at the Cabinet meeting in July, the Revenue spending was £1.6m lower than the approved budget. Mr Finch explained about the new single team for safeguarding vulnerable adults and children in Suffolk, the Multi-Agency Safeguarding Hub (MASH). The recommended option to the Cabinet for an enhanced Suffolk record Office is to work with the University Campus Suffolk and a full business case will be developed by December 2014.

The two houses on the former Middle School site were now let on a short term lease for local employees.

Vice-Chair Mr Alan Shrosbery stated that the resurfacing in Scotland Street was well done but the resurfacing towards Polstead was not of the same standard. Councillors also complained at the general bad state of hedge cutting which was recently done. Mr James Finch acknowledged the poor standard.

District Councillors Report – Mr. Cave reported that Babergh were exploring the idea of communities controlling contractors such as street cleaning as already in place in Mid Suffolk. It would be a grant funded scheme and the Parish Council would have control of who they employed and their assigned duties. A questionnaire and information regarding this scheme will be circulated shortly. In the meantime Mr. Cave distributed to Councillors a copy of a questionnaire.

From 1st July 2014 Planning Applications were sent by e mail to the Clerk of the Council and replies/comments would be returned electronically.

Councillors commented to Mr Cave of the short consultation time regarding the Babergh Draft Supplementary Planning Document. Notice given on the 20th May 2014 and for a four week consultation period did not allow time for the Council to meet whereas a six week period would have. Mr. Cave said that he would convey the Councillors comments.

9. Highways

- (a) Report from Traffic Working Party – Mrs. V. Klimowicz reported the Working Party had not met recently as they were waiting for Highways. The topographical survey for re-surfacing the road from Clip Bush Corner to Blundens Corner had highlighted some problems which highways were

looking to resolve.

The 20mph speed limit was seriously being considered.

It was agreed for Mrs. Isabelle Reece to explore the Community Speed Watch Group for Stoke by Nayland and the options to share equipment with other villages

- (b) Light at Blundens Corner – The light was repaired on 30th June 2014
- (c) Car Park Signs in the Parish – The Planning Committee explained that, at present, there are seven car park signs available to the various community organisations in the Parish, which are strategically placed in the village for events. The organisations have raised the idea of new and more visually descriptive car park signs to be bought. Councillors agreed to this idea in principle but whether the signs or some signs should be permanent is debateable.

It was agreed that Councillors would consider the options and look at where signs could be placed in the village. In the meantime, it was agreed for Mrs. Vivienne Klimowicz to ask interested parties, other than Councillors, from the organisations to give their views. Car Park signage would be an Agenda item at the meeting in September.

- (d) Scotland Street Green – The Clerk reported that she had received a reply from Mr. Wykes-Sneyd regarding the land at Scotland Street Green and that he would see if there were mudstone boulders on the estate which could be placed around the Green.

10. Footpaths

- (a) Footpath Maintenance – Mr. A. Shrosbery reported that the signs for the circular walk were now in place.
- (b) Downs Footpath – Two quotations had been received and Mr. A Sedgwick was awaiting a third. It was agreed that the Downs Footpath would be an Agenda item for the September meeting. The Council asked the Clerk to write to the Estate to cut the vegetation on the upper side on the estate above the path on the Downs.
- (c) Proposed Footpath NW of Stoke by Nayland – The Council had agreed for the Clerk to ask Suffolk Highways for permission to carry out a feasibility study regarding linking Plough Lane and the Stoke Tye junction on the B1068. A footpath on this alignment would increase the options for walking between the Golf Club etc. and the village and would create useful circular routes north-west of Stoke. The reply from Mr Steve Merry had been circulated prior to the meeting. It was agreed that a working party would clear the scrubland to assess the feasibility of a footpath

With regards the maintenance of footpaths in the Parish, Councillors raised concerns about the growth which had occurred following the first cut from Suffolk County Council. Ms Isabelle Reece had noted that footpath 10 had not received a first cut. The Council agreed that MJ Hawes should be asked to cut it.

Mr Alan Shrosbery reported that the sewerage system in Scotland Street would be completed by in July or early August and he explained the improvements made to prevent future problems. He also handed to the Clerk the updated map for the Council.

Mr Alan Shrosbery reported that Suffolk County Council had agreed to order materials to carry out minor repairs to the gravel surface and improvements to the drainage.

The Council asked the Clerk to write to Mrs. Sue Eking at Farthings Thorington Street Stoke by Nayland Suffolk for very kindly cutting and maintaining the greensward at the "T" junction between Thorington Street and the B1086.

Mr. Alan Shrosbery had received a request from Rix Farmers asking if the Parish Council could help them with advising residents from the Angel Inn to the Green not to park on the road when the big machinery is in use during harvest time. It was agreed that the Clerk would draft a letter from the Chairman asking residents and the Angel Inn if they could or would be willing to give their telephone number to a *representative* who could be contacted by Rix Farmers when the machinery would be coming on that route and therefore the cars could be moved.

11. Church Graveyard – Mr. Alan Shrosbery reported to the Council that visitors and Parishioners had raised concerns at the recent overgrowth in the Churchyard and the difficulty with access when the village fair was taking place. It was unclear where the boundary was for the conservation area in the churchyard. Mrs June Smith said that she would raise the concerns of the Council at the next PCC meeting.

12. Affordable Housing and Houses on School Site – Mr. Adam Sedgwick had sent a report to Councillors prior to the meeting which highlights the options with the Lady Anne Windsor Trust and Orwell Housing. It was agreed that the Working Party would continue and the Council appointed Mrs. June Smith and Chairman Keith Cook to join the trustees Mr. Adam Sedgwick and Mrs. Una Oakes on the Working Party.

In view of the future development on the school site the Council asked the Clerk to write to the Chair of the Trustees requesting the Parish Council to see a full set of accounts including the balance sheet.

13. Street Lighting – It was reported that fourteen Parishioners had attended the Public Presentation in St Marys Church.

In the meantime the Council agreed for the Clerk and the Chairman to undertake a formal Risk Assessment to identify any potential hazards in specific areas if there were no electric lighting in the village. This would be fully discussed by the Council at the meeting in September.

14. Parish Council and Recreation Ground – Mrs Vivienne Klimowicz reported to the Council the current financial situation of the Recreation Ground and handed to Councillors a copy of the accounts which demonstrated that income does not cover expenditure. Julia Stansfield helped explain that the number of volunteers on the committee had dwindled and fund raising was becoming a hard task. The situation regarding the Royal British Legion hut and the repairs needed were fully explained. It was unanimously agreed that the Recreation Ground was a valuable amenity to the village and the Councillors asked that the Recreation Ground be an Agenda item in

September and in the meantime Mrs Vivienne Klimowicz would send the full accounts to the Clerk to circulate to the Councillors.

15. To Receive Reports from

Planning Committee – Vice-Chair Mr. Alan Shrosbery reported that he had been appointed Chairman and Mrs Una Oakes appointed Vice Chair.

It was also reported that Planning Application B/13/01498/LBC /AS & B/13/01497/FHA /AS had been refused

Representatives of Other bodies

- (i) Chairman Mr. Keith Cook reported that the planning application for replacement windows for the Village Hall had been submitted to Babergh.
- (ii) With regards the school, Mrs. Vivienne Klimowicz reported that, after 25 years' service, Mrs. June Smith would be retiring at the end of term.

16. Financial Matters

(a) Invoices

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

K.Hawes	Grass Cutting	£192.50
M J Hawes	Grass Cutting	£192.50
K. Hawes	Footpath Cutting	£87.50
Community Action Suffolk	Subscription	£30.00
K.Hawes	Grass Cutting	£192.50

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

S.Gray	Salary June & July 2014	£467.25
S. Gray	Expenses June & July 2014	£54.26
M. J. Hawes	Grass Cutting	£192.50
A. Shrosbery	Footpath signs and fittings	£129.07
Village Hall	Rental	£25.00

RESOLVED that these accounts be paid.

- (c) Bank account and Authorised Signatures – The Council approved the appointment of Mr. Keith Cook as a third signatory of the Bank Account and the removal of Mrs Tracey Hayter as signatory following her resignation. The Mandate Change forms were signed.
- (d) Inspection of Assets – Mr. A. Shrosbery & Mr. K. Cook presented the revised and up dated Asset/Risk Assessment. It was agreed that the points and comments made would be discussed at the meeting in September.
- (e) Review of Insurance Policy – Mr. A. Shrosbery confirmed that the policy was on a long term agreement and met the Council's needs. It was agreed for the Council to consider this item at the meeting in September.
- (f) Section 106 and purchase of bulbs – It was agreed this item would be fully discussed at the meeting in September.

17. Community Newsletter – As nobody had come forward following the request in the newsletter for distribution volunteers, it was agreed to accept Mrs Una Oakes offer to distribute the magazine to the delivery agents until a more permanent solution could be found. It was further agreed for the Chairman Mr. Keith Cook to speak to the editor about a better form of delivery to the parishioners.

18. Clerk's and Chairman's Correspondence – The Clerk reported that she had received a request to advertise a local business in the "Welcome pack." It was agreed that the "Welcome Pack" and its contents would be an Agenda item for the meeting in September and fully discussed by the Council.

The Chairman reported that he and the Clerk would do the Clerk's annual review in September after a year's service had been completed.

19. Future Meetings

Date of next Parish Council meetings:

9th September 2014

11th November 2014

13th January 2015

10th March 2015.

20. Community Newsletter – Items to be included were:

- Volunteers to deliver the LSPN
- Street lighting presentation
- Councillor vacancy
- Footpaths
- Affordable housing

The meeting closed at 10.30 p.m.

Chairman