

STOKE BY NAYLAND PARISH COUNCIL

Minutes of the Meeting of the Council held on Tuesday 10 March 2015

Present: J Bloomfield, N Bray, P Cooper, V Klimowicz, I Reece, A Sedgwick and A Shrosbery.

Also in attendance: A Robinson (Clerk), J Finch (County Councillor), and 3 members of the public.

1. Election of Chairman

In the absence of a Chairman and Vice-Chair, the Clerk asked for the proposal of a Chairman for the meeting. V Klimowicz was elected Chairman. The Acceptance of Office for the duration of the meeting was signed.

2. Apologies for Absence – R Cave and U Oakes.

The Council consented to the absence of U Oakes.

3. Declarations of Interest – V Klimowicz declared a non-pecuniary interest in Agenda Item 9(e) as a trustee and Chairman of the Recreation Ground, and 9(d).

4. Public Forum

None required.

5. Minutes – The minutes of the Parish Council meeting held on 10 February 2015 were confirmed as a correct record and signed by the Chairman.

6. County Councillors Report – J Finch had circulated his report to the Council prior to the meeting. He reported that SCC had frozen council tax again, and that the review into children's centres had been completed. Applications are invited for the Leading Lives Benefit Fund, and SCC's service for children and young people has won a national award for its approach in supporting those with autism.

District Councillors Report – No report was given. V Klimowicz asked for thanks to be recorded to BDC for the bulbs they provided, which are now starting to come up.

Suffolk Constabulary – A report had been received for January and the Clerk would chase up the February report.

7. Highways

(a) Report from Traffic Group - V Klimowicz reported that she had emailed Steve Merry twice seeking an update on traffic issues but none had been received. Clerk to chase. A car overturned in January near Blunden's Corner. Large HGVs have been coming through and it may become necessary to notify the police. Kerb work has been undertaken to the edges between Ryegate House and Well House, including reshaping the bend at Blunden's Corner. The road has also been dug out and re-tarmaced between Clipt Bush and Blunden's Corner and wheel lining has been carried out. Road markings at the edge of School Street have been moved back into the Street, after having been put back mistakenly in the original place, and this has made for a slower bend, with vehicles taking more time and turning into lanes better. A refuge for pedestrians has also been created outside White Horse Cottage. The edges of the tarmac at the entrance to Butt Road are still slightly raised. V Klimowicz thanked J Finch for his help with the roadworks.

Work still to be undertaken includes the village entrance to Thorington Street. David Stiff is aware of this but a date is needed for this as it is long overdue. J Finch will chase this. White lines either side of the entrance to the water tower were promised by S Merry in the summer but have not been painted yet. A needs to be placed at the northern side of the entrance next to Alde House, as promised by S Merry in the summer. V Klimowicz reported that SCC were very responsive when ts asked for extra SLOW signs for School Street during the recent road works, although the signs are still awaiting removal from all over the village. Clerk to chase.

I Reece reported that she has made the lottery application for fundin for Vehicle Activated Signs but is waiting to hear from S Merry whether planning permission is required. The application includes funding for community speedwatch kit, Hi-vis clothing etc. Thanks were recorded to the working party, I Reece, N Bray, J Smith and V Klimowicz for their work on this application.

A Shrosbery said that the potholes outside the Angel had only been partly repaired. J Finch said that contractors have been instructed that once they are in an area they should deal with all the potholes in the vicinity. Hopefully things will now improve.

(b) Report on the issue of sewers in Park Street

A Shrosbery reported that effluent was running down Scotland Street in December 2014/January 2015. Anglian Water has cleared the obstruction. BDC have visited The Crown and given them a month to review arrangements. The Crown management's view is that the main sewer pipe behind Corner House and Crown Cottage is too small to cope with modern day needs and it has never been pressure jetted by AW over the last 12 years. The Crown and The Angel both have similar modern chemical dosing systems. The pipe from the Cro to Corner House's garden is being inspected and videoed in the next 2 months to see if there is any further blockage. It was agreed that this matter could be left with A Shrosbery.

(c) Car Park signs – 2 quotes have been received, one for £395 + VAT, one for £600-£800, and the representative group from the PC, PCC, Village Hall and Recreation Ground hope to meet in the next week to discuss.

(d) Clipt Bush repair – 2 quotes have been received, one for £632 including VAT on materials (this one will remove concrete slurry) and £1140 (with no VAT). If grass seed is to be used it is now too late. Councillors to look at the site and this matter will be added to the May agenda.

8. Footpaths

(a) Footpath Maintenance – A Shrosbery said that 2 footpath signs at Butt Road and the back of the allotments have been replaced. The ne circular village walk disc has been secured to the fingerpost. Thanks are due to Kevin Verlander who helped to get the footpath on Scotland Street by the pumping station nked up on each side above the mud. It is currently very walkable but A Shrosbery will monitor it. 3 reports of footpath signs coming down have also been passed on to K Verlander. Thanks are due to Neil Benson following a request to clear and widen the permissive path from Rowley Wood towards Nayland, and the path has been seeded and cleared down into Nayland. A Shrosbery has put in a funding request to the Dedham Vale Sustainable Development Fund for replacing 2 stiles with gates west of Valley Farm and should hear this week whether this has been granted. A Shrosbery confirmed that he would not be standing for re-election in May but would be happy to support the PC and continue to report back on footpath and grass cutting. I Reece reported that Maurice Pigney had done some cutting back in Thorington Street.

- (b) The Downs Footpath – A Sedgwick is chasing Highways but has no other news.
- (c) Proposed footpath n/w of Stoke by Nayland – A Sedgwick said that N Benson has carried out vertical clearance here. The Council its thanks to N Benson. A Sedgwick had written to S Merry to ask if Highways’ would cut the proposed path. He agreed in principle and the clerk is to write to him saying his efforts are appreciated. The Council resolved that it is content for this space at the side of the road to be available for walkers connecting Plough Lane with Stoke Tye crossroads.
- (d) Church Lane - J Finch had had a meeting with Mary George, SCC Senior Definitive Map Officer, Rights of Way and Access Team. She says that there is no public right of way recorded on the definitive map from FP30 to the Rowley Almshouses. Highways record a 2 metre wide strip from FP30 to the Almshouses as being maintainable at public expense but there is uncertainty as to how this came to be recorded. The PC still needs to establish whether Lane is a highway maintainable at public expense and if it is, whether the public have a right to use it. Clerk to follow up and copy to J Finch.

9. Financial and Audit Matters

- (a) There were no payments made since the last meeting.
- (b) The Clerk was asked to check with SCC why the street light invoice had reduced, what basic maintenance covered and whether it was possible to switch from standard to basic. The Clerk advised that in order to fund all the pay nts it would be necessary to transfer £1000 from the savings to the current account. It was resolved that this would be done and the other payments listed on the Statement of Finances be made, proposed V Klimowicz, seconded I Reece.
- (c) The Clerk advised that she had passed her CiLCA qualification and under the terms of her contract she was entitled to advance by one SCP. It was resolved that her salary would be increased from 1 April 2015 in accordance wit this, proposed V Klimowicz, seconded A Sedgwick.
- (d) V Klimowicz explained that the Clerk had asked for storage for the files and documents she had to store on behalf of the Council. V Klimowicz had a second hand filing cabinet she was willing to sell to the Cou l for £50. It was resolved that the Council would purchase the cabinet for the Clerk, proposed A Sedgwick, seconded I Reece.
- (e) Recreation Ground Donation –V Klimowicz asked that the Long Term Finance Working Party consider a donation from the Council as ding was needed. This was carried forward to the May meeting.
- (f) Donations and Section 137 – The Council resolved not to make any donations at present. The Clerk will draft a grant awarding policy for consideration in due course. The Clerk should write to any applicants for grants from outside the Parish explaining that the Council only made grants to those within the Parish.
- (g) V Klimowicz reported that the Council had around £1,500 in s106 monies available under current arrangements for the foreseeable future. The Clerk will forward the guidance received from BDC on how it may be spent.

- (h) The appointment of Robert Lightfoot as internal auditor for 2014-2015 was approved, proposed V Klimowicz, seconded I Reece.
- (i) A financial risk assessment was carried out and approved, proposed A Sedgwick, seconded V Klimowicz.
- (j) The effectiveness of the internal financial controls of the Council was considered and approved, proposed A Sedgwick, seconded V Klimowicz.
- (k) The Clerk reported that the bank had not accepted the mandate changing the correspondence address because a signature did not match those they had on record. V Klimowicz and N Bray signed a new mandate form and letters.

10. Street Lighting

Jeremy Bloomfield said that the first meetings of the Street Light Working Party (about 17 people) had been held. Several parties had walked round the village at night and visited Nayland, Assington and Bures to see different types of lighting. Sue Longhurst of BDC chaired the meeting on Monday 9 March, when it was decided that J Bloomfield would produce a lamp by lamp assessment of what each one is and what might be done with UK Power Networks. It had been agreed that J Bloomfield would take the lead if S Longhurst was not available, and that qualitative information should be obtained from people regarding their immediate light situation. It was agreed to start again with a clean slate. SCC recently responded rapidly to reports of street lights not working.

11. Village Grass Cutting

A Shrosbery said that this had changed to Martin Hawes and Kelvin Hawes. He had spoken to them and they are happy to continue at current rates, to be reconsidered every 3 years. They have done an excellent job and cleared footpaths when requested. M Hawes is now VAT registered and will invoice the Council, and the two of them will alternate the work. They had asked about parking at the Downs, and will probably park outside Downs Barn.

12. Village Lock Up

A Sedgwick said that he had just received an estimate from Ian Harris of £939 + VAT, who has given a more detailed and full estimate given as a basis to contemplate requesting a grant, and £940 from Hogans.

13. Village of the Year

The village had entered 3 years ago and had done well. Quite a lot has been done since and A Shrosbery said that he had the documentation from 3 years ago so if someone wanted to lead a new application he could hand the documents over. He, V Klimowicz and P Cooper will work on it.

14. Stoke by Nayland Twinning

P Cooper said that he felt this would be good for the community and passed round some background information. This matter will be carried forward to the May agenda. It does not have to be done within the Parish Council but would need its support.

15. Stoke by Nayland Parish Website

P Cooper said that the website could have been better used to get information across, such as about the street lights. A community website should be set up with pages for the various organisations. He will do some work and come back in May with further information. The Clerk advised that with the new Transparency Code about to take effect it was important that the Parish Council maintain its own website as there was a

good deal of information it would have to put up on there within strict time limits.

16. Reports from

(a) **Planning Committee**

V Klimowicz asked that the Clerk circulate the planning committee minutes from February to other members of the Council. Regarding tonight's meeting, there were 2 planning applications, one for Downs House extension for heating plant and other matters. The Committee could not take a view on this as there was no quorum for that matter. The Village Hall application for new timber window frames with double glazed inserts and leaded backs had been approved by all members of the Committee and had the support of the full Council. There was also a notification that new aerials and other equipment was to be placed on the water tower. The Committee is to send a letter saying that it would be good to rationalise the number of aerials required and ask whether it would be possible to place them elsewhere and send photographs showing how the water tower impacted negatively on the landscape particularly with respect to the church.

(b) **Representatives of other bodies**

A Shrosbery said that the Village Hall Committee was holding a Las Vegas Legends evening on 18 April and they hope to do at least 3 different other events. They are hoping to repair the roof and remove the chimneys. N Bray said that the Recreation Ground team is to hold a plant sale on Sat 2 May. The fireworks were very successful and they will hold similar event this year as sufficient funds were collected. The removal of the World War 1 section of the hut is still going ahead. The Football Club plans to apply for grant funding for a new building on the existing footprint of the hut. New netting has been obtained for the tennis courts and SCC is going to clean them. A Sedgwick said that the PCC meeting on 23 March would have a speaker from the Porch Project in Hadleigh. The Rev Adrian Mason is leaving the parish at the end of April.

(c) **Longer Term Finance Working Party**

Nothing to report

(d) **Emergency Planning Working Party**

This will have to wait until the street light issue has been dealt with.

(e) **Stour Valley Parish Council Representatives Quarterly Meeting 25.2.15**

V Klimowicz attended this meeting and also visited the Great Blakenham Energy from Waste plant which was very interesting and the public can visit. She asked J Finch whether it would be possible to look at the AONB consultation at the next meeting. The response needs to be in by 3 June. J Finch was planning a discussion on footpaths etc and has invited people to attend, so this could be done. A Sedgwick will put together a briefing note and send it to the Council and J Finch and suggest when the meeting should be held. J Finch said it might be possible to extend the deadline.

17. Outstanding issues

At the January meeting, a member of the public posed a question to the Clerk of whether A Sedgwick should declare an interest when street lighting was discussed; as a member of the Dedham Vale Society he had contributed an article stating that the lights in the Parish would be switched off. The Clerk had said that she believed no interest, either pecuniary or non-pecuniary, applied in such a case, but she would seek advice from SALC. SALC's advice, having considered both the Localism Act 2011 and the Suffolk Local Code of Conduct, was that there was no Disclosable Pecuniary Interest in this case. Neither was there a Non-Pecuniary Interest. Even if there had been a Non-Pecuniary Interest, this would not preclude the Councillor from taking part in the discussions, or from voting.

18. Community Newsletter

Roadworks, Street lights, Village of the Year, Election, Annual Parish Meeting.

19. Election 7 May 2015

Nomination forms were handed out and extra copies are available from Vivienne Klimowicz if required.

20. Clerk’s and Chairman’s correspondence

The Clerk drew the Council’s attention to the changes that will be made by the Transparency Code. Thanks were given to Alan Shrosbery for all his work for the Parish Council over the years as he is not going to put himself forward for re-election. June Smith had sent a letter of resignation and the Council thanked her for her work for the Parish Council over almost 20 years. A parishioner had emailed asking for the Parish Council minutes to appear in the LSPN in the same bullet point format as the other Councils. It was agreed to leave this for the new Council to consider after the election. A request had been received for an amendment to be made to the January 2015 Minutes. Amendments cannot be made retrospectively. The Minutes are not intended to be a verbatim record of proceedings but to give an overview. The Parish Council had received notice that a complaint about a Councillor had been sent to the Monitoring Officer.

21. Annual Parish Meeting

It had been agreed not to invite an outside speaker this time. The Clerk will invite representatives on the list, which will be reviewed, to speak for 2 minutes, and will prepare a report on the Council’s work over the past year. Alan Shrosbery may not be able to attend and Vivienne Klimowicz offered to chair the meeting.

22. Future Agenda items

Outstanding highways work, car park signs, Clipt Bush Downs footpath, Church Lane, Recreation Ground donation, s106 monies, lights, Village of the Year, Website, Twinning, Format of LSPN report.

23. Date of next meeting

7 April 2015	Annual Parish Meeting	7.30
14 April 2015	Planning Committee Meeting	7.00
12 May 2015	Annual Meeting of the Council (incorporating Planning Committee Meeting)	7.30

The meeting closed at 10:15 pm.

12 May 2015

I Reece
Chairman