

STOKE BY NAYLAND PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 1 MARCH 2016 AT 7.30 PM

Present: Stevie Bezencenet (SB)
Jeremy Bloomfield (JB)
Nicki Bray (NB)
Jane Cryer - Clerk (JC)
Vivienne Klimowicz - Vice Chairman (VK)
Julia Louch (JL)
Martin Nielsen (MN)
Isabelle Reece - Chairman (IR)
Adam Sedgwick (AS)

In attendance: Parishioner

Apologies: Oliver Arditi (OA)

1 APOLOGIES FOR ABSENCE

See above.

2 NEW PARISH CLERK

IR welcomed the new Clerk, Jane Cryer. Councillors thanked IR for standing in until she was appointed.

3 DECLARATIONS OF INTEREST

None.

4 PUBLIC FORUM

There were no issues raised.

5 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM SCC and BDC

No reports had been submitted. However, it appeared that neither councillor had been made aware of the change of meeting date; JC would contact them.

6 MINUTES OF PREVIOUS MEETINGS

VK said funding had been made available for Thorington Street gateway three-four years ago, not two years as minuted (minute 6.3). AS asked for the third line of minute 10.2 to be amended to read '*Regarding the survey, 86 responses had been received so far, from the 308 houses*'. With these amendments, the minutes of the PC meeting held on Tuesday 12 January 2016 were approved and signed.

The minutes of the Extraordinary Meeting held on Friday 19 February were also approved and signed.

7 FINANCIAL MATTERS

7.1 RFO's report

A payment of £35 for renewal of Data Protection registration was approved. JC would prepare a financial report for the next meeting.

7.2 Report from Budgeting Working Party

The proposals from the Budgeting Working Party were accepted: to allocate £1000 towards safety provision for the previously identified stretch of Down Footpath; to allocate £308 for the Housing Needs Survey

required by Babergh District Council; to allocate £250 for Anglia in Bloom (to be reimbursed via fund raising events). It was noted that these were **allocations** only and not confirmation of expenditure.

7.3 Budget for 2016/17

The budget for 2016/17 was approved. It was agreed to monitor the Clerk's hours and review this later in the year.

7.4 Internal auditor

IR confirmed that Robert Lightfoot had agreed to act as internal auditor for 2015/16; this appointment was approved.

7.5 Financial risk assessment

It was agreed that a financial risk assessment should be carried out.

7.6 Internal financial controls

It was agreed that a review of internal financial controls should be carried out.

7.7 New computer for Clerk

It was agreed that JC would liaise with JB over the purchase of a new laptop, which would be financed by Transparency Code funding. JC would ask SALC for guidance on disposal of the old one.

8 HIGHWAYS

MN said he had heard nothing further from Steve Merry; it was agreed to contact David Stiff. VK said that someone had recently fallen off their bicycle due to a pothole; this had been reported online.

Parking continued to be a problem and it was agreed that the PC would convene and chair a meeting. The working party would comprise OA and SB representing the PC, together with representatives from the PCC, Village Hall Committee, the School, the Recreation Ground (VK) and two parishioners. NB said she the Bury St Edmunds Ramblers Club had requested car parking for 4/5 cars on 19 March - VK would contact them. JB said Sudbury Road was now full of parked cars, which was leading to speeding by motorists trying to get past and avoid oncoming traffic; it was felt the introduction of a 20mph speed limit and the VAS should help. VK had agreed to take the lead on traffic issues, with support from JL and JB.

Clipt Bush Corner - VK said Boxford Fruit Farm had offered to replace the posts free of charge. She had written to Simon Amstutz to thank him for the grant of £300 towards the cost of the original installation of the posts. It was agreed to report the problem with flooding and low kerbs online. MN would contact Steve Merry and ask him to investigate the drain (it was noted that he had been made aware of the problem a year ago).

9 FOOTPATHS

9.1 Footpaths & Green Spaces - to record thanks to Alan Shrosbery

IR said Alan Shrosbery should be thanked for his hard work on this initiative. She asked MN to draft a formal letter of thanks, which she would sign. MN then proposed a formal vote of thanks.

9.2 Footpaths Strategy

MN thanked people for their feedback on the draft Footpaths Strategy. He would circulate another draft and this would be an item for the next BWP meeting (date tbc).

9.3 Other issues

MN said a number of landowners had been clearing hedges etc. The Golf Club had cleared Beechams Lane and the boardwalk close to the golf course. Kevin Verlander had a list of outstanding jobs. AS said the PC had planned to give the church £200 for the wildflower area in the churchyard; JC would check the Clerk's handover notes.

10 LADY ANNE WINDSOR CHARITY

AS said there were five Trustees, two nominated and three co-opted. The two nominated Trustees were appointed by the PC; he was one, but Una Oakes had recently resigned and the PC needed to appoint a replacement. This needed to be a person who knew the village and community well, and was a parish councillor. He proposed NB; this was seconded by VK and agreed unanimously. It was also agreed that this appointment should take priority for NB's public service time and she would therefore no longer be involved in road safety etc. In response to a question from MN, AS confirmed that the Trustees' first priority must be the Charity, should any conflicts of interest arise.

11 APPOINTMENT OF UNDERGROUNDING LOBBYIST

It was proposed by IR, seconded by VK and agreed unanimously to receive the Parish Consultation; the results would be displayed on the website and noticeboard. IR proposed that AS should be appointed as the Undergrounding Lobbyist; her proposal was seconded by VK and agreed unanimously.

12 ANNUAL PARISH MEETING

This would take place at 7pm on Tuesday 26 April, in the Village Hall. It was agreed to invite a speaker; AS suggested asking Simon Amstutz to speak about the Dedham Vale project. JC would look in the files for the list of invitees to the 2015 APM. *

(* it was subsequently confirmed that Simon was not available; other possible speakers would be researched)

13 CHURCH CLOCK

It was agreed to renew the service agreement for St Mary's Church clock for three years, at a cost of £438 plus VAT.

14 REPORTS FROM COUNCILLORS

14.1 Planning Committee

The Planning Committee had met prior to the PC meeting. MN had agreed to investigate the light pollution from Frogs Hall and would report back to the next Planning Committee meeting. With regard to Babergh's Local Plan and the need to carry out a housing needs survey, it had been agreed to try and organise a meeting with Leavenheath and Nayland Parish Councils as soon as possible.

14.2 Street Lighting Working Party

JB had resigned from the Street Lighting Working Party, but would attend the meeting on 14 March and report back. With regard to Street Lighting maintenance issues, he reported that UK Power Networks had now authorised Suffolk CC work on overhead power lines without someone from UKPN being present. SCC would be managing the contract in future, although Kier owned the company. JB had asked for a price for installing new service boxes. The PC had requested that the light in Butt Road be repaired.

14.3 Road Safety Action Group

The VAS signs had been received, although the invoice had not yet been settled; PC Gilkes was due to carry out some training. JB had purchased some high vis jackets and would invoice the PC.

14.4 Websites

It was noted that OA would not be available to update the parish website until October. JC would liaise with JB re the PC website.

14.5 Litter

Following the litter pick in February, AS had emailed Babergh to remind them about collecting the litter and equipment. The final litter pick of the year would be on Sunday 6 March.

14.6 War Memorial

SB said the Memorial was in need of maintenance and restoration. AS and IR would request two quotes; JC said she would ask Neil Luxton, a stonemason living in Layham who had carried out work on the Layham War Memorial, to also quote. It was also planned to re-design the Garden of Remembrance.

14.7 Other Parish Bodies

Recreation Ground Committee

VK said the new Treasurer was Norman Robinson. The metal stakes used to designate car parking areas had been stolen; the Police were aware. The tap had been relocated out of the way of the play area, using Section 106 money. The Committee had received a cheque for £200 from Focus School.

Primary School

The school would be holding an open morning on 16 March at 9.15. The Mother & Toddler Group had started up again on Tuesday mornings.

Village Hall

A Craft Fair would be held on Saturday 12 March, and a musical event on Saturday 9 April.

Church

AS said interviews would be held later in the month for a new Parish Priest for the Stoke benefice. The 'Wednesday Welcome' would include readings and discussion on the same theme as the primary school assemblies for March.

15 CLERK'S AND CHAIRMAN'S REPORTS & CORRESPONDENCE

A letter had been received from Suffolk Constabulary confirming that the PC's response to the Suffolk Fire & Rescue Integrated Risk Management Plan consultation would be taken into consideration.

A request had been received from Suffolk CC to display a poster on the village noticeboard. IR made the point that not all Clerks lived in the parish for which they clerked and it would not be a good use of their time to drive around putting up notices. It was also felt that it was not a good use of public money for SCC to print posters and send them out by mail; it was agreed to make the district and county councillors aware of this.

It was noted that the village noticeboards were due to be repainted; JL suggested asking the Village Hall Committee if they could be lowered at the same time to make them more accessible.

An email had been received from Richard Channon alerting the PC to a website - www.poopscoop.bix - selling a biodegradable scoop for dog waste, and bins.

16 OUTSTANDING URGENT ISSUES NOT DEALT WITH ELSEWHERE

Information on housing population data had been circulated at the last meeting. MN said it was worth noting that in Leavenheath the percentage of privately owned and mortgaged properties was 88.7%, with 78.1% in Nayland. The Babergh average was 72% and the average for England 63%. In Stoke by Nayland, the average was 58%. He also proposed that the PC should extend the survey to businesses located in the parish. This would be an agenda item for the next BWP meeting.

17 COMMUNITY NEWSLETTER

It was agreed that the items to be highlighted in the next newsletter should be:

- Survey and main findings
- Undergrounding Lobbyist appointment
- Parking
- Downs Path
- Appointment of new Parish Clerk
- APM date and speaker
- Thanks to Alan for work on Footpaths & Green Spaces
- Draft Footpath Strategy
- Award of £200 for the Recreation Ground from the Focus School

19 DATE OF NEXT MEETING

7.30pm on Tuesday 3 May 2016. The Annual Parish Meeting would be held at 7pm on Tuesday 26 April 2016.

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