

STOKE BY NAYLAND PARISH COUNCIL
DRAFT MINUTES OF THE MEETING HELD ON 2 MAY 2017 AT 7.30PM

Present: Isabelle Reece, Chairman (IR)
Jeremy Bloomfield, Vice Chairman (JB)
Nicki Bray (NB)
Andrew Collins (AC)
Vivienne Klimowicz (VK)
Adam Sedgwick (AS)

In Attendance: James Dark, Parish Clerk (JD)

Apologies: Stevie Bezencenet (SB)
Martin Nielsen (MN)
Melanie Barrett, Babergh District Councillor (MB)
James Finch, Suffolk County Councillor (JF)

17.5.1 ELECTION OF CHAIRMAN

It was resolved to re-appoint IR as chairman for 2017/18. The PC also thanked IR for the work she had done covering clerk's duties while the role had remained vacant.

17.5.2 TO RECEIVE APOLOGIES FOR ABSENCE

See above

17.5.3 ELECTION OF VICE-CHAIRMAN

It was resolved to re-appoint JB as vice-chairman for 2017/18.

17.5.4 PLANNING COMMITTEE

17.5.4.1 To Appoint/confirm members of Planning Committee

It was resolved to re-appoint AS, JB, VK, MN and SB as members.

IR stood down to spend more time on other PC activities.

AS indicated that he did not wish to continue as planning committee chairman. Appointment of a new chairman will be discussed at the next planning committee meeting.

17.5.4.2 To receive verbal report from planning committee

AS reported that the committee is expanding its activity beyond discussing planning applications. Matters discussed at the May 2 meeting which preceded the AGM included BDC's five-year land supply, undergrounding of cabling and agreeing the PC's response to BDC's Open Space Survey.

17.5.5. TO RECEIVE DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

NB declared a non-prejudicial interest in item 17.5.17. She is involved in organising the festival and had requested permission to place advertising.

17.5.6 PUBLIC FORUM

No members of the public were present.

17.5.7 MINUTES

17.5.7.1 To approve the minutes of the meeting held on Tuesday 4 April 2017

The minutes were approved and signed.

17.5.7.2 To receive the minutes of the APM held on Tuesday 25 April 2017

The minutes were received, reviewed and agreed as a correct record. VK and IR suggested that for future APMs the clerk should request full written reports from all parish organisations.

17.5.8 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

17.5.8.1 Babergh District Council

IR reported that MB had been in contact to confirm that her report to the APM on 25 April also constituted her report to the AGM.

JB and VK reiterated the concerns they expressed at the APM over BDC moving to SCC premises (Endeavour House, Ipswich) outside Babergh, and over the issues parishioners will have accessing the new premises – lack of car parking; lack of a bus service from Stoke by Nayland.

They also reiterated their concern over the lack of public consultation on the new arrangements and the absence of any published assessment of the claimed benefits of the move – i.e. lower costs, more effective working conditions for officers.

Action: JB and VK to draft a letter to BDC outlining the PC's concerns and circulate to members. The letter will be reviewed and signed by the clerk.

17.5.8.2 Suffolk County Council

No report was received.

17.5.9. REPRESENTATIVES OF OUTSIDE BODIES -To confirm representatives (where appropriate) and receive updates from the following parish organisations:

17.5.9.1 Recreation Ground Committee

NB agreed to continue as PC representative

As highlighted at the APM, NB reiterated that there had been complaints about the noise created by users of the skateboard ramp in the evening and into the night. For a period users had erected a light so they could continue to play on the ramp after dark. NB confirmed that the committee was looking into low cost sound insulation and would be placing a piece in the LSPN asking for parents to ensure their children do not use the ramp after dark or 9pm, whichever is earlier. This notice will also extend to use of the exercise equipment and the children's area.

Some people are avoiding payment for using the tennis court. Some users, e.g. parents playing tennis with their children, may be unaware that they have to pay. The rules will be set out in the LSPN piece.

In addition, NB reported that the zip wire had broken after misuse.

Overall it was considered that anti-social behaviour on the recreation ground equipment is rare. It was noted that there have been few complaints from residents.

17.5.9.2 Suffolk Association of Local Councils (SALC)

JB agreed to continue as PC representative. He agreed to write to the SALC clerk to ask for the following to be placed on the agenda for the 12 June meeting:

- BDC five-year land supply
- Culture of BDC officers
- BDC move to Endeavour House
- Awareness of Babergh Alliance of Parish and Town Councils.

Action: JB to write to SALC clerk with request for these items to be included on the agenda.

17.5.9.3 Village Hall Management Committee

IR agreed to continue as PC representative.

The number of meetings has been reduced from six per year to four per year.

17.5.9.4 Stoke by Nayland CEVC Primary School

VK agreed to continue as PC representative.

The written report received at the APM was noted. IR asked VK about the implications of conversion to a multi-academy trust on 1 June. VK explained that this will provide the school with a good support network. It would not change day-to-day running of the school or policy on any visitor being welcome to take an accompanied tour of the school. VK expects to continue as a school governor.

17.5.9.5 Parochial Church Council

AS agreed to continue as PC representative.

AS reported that the Easter Sunday service was very well attended including by many families from outside the parishes, as with the Christmas service.

17.5.9.6 Lady Anne Windsor Charity

AS and NB agreed to continue as PC representatives.

The written report received at the APM was noted.

17.5.9.7 Public Transport

SB has indicated that she wished to continue as PC representative.

17.5.10 FINANCIAL MATTERS

17.5.10.1 To receive RFO's Report

IR asked about arrangements for paying the clerk's salary. JD explained that SALC send a payslip and the clerk must then write a cheque for approval by the PC.

JD and IR reported that neither had received the December-March Business Premium account statement necessary to complete the annual accounts, internal audit documentation and annual return. An extraordinary meeting would therefore be needed to receive the accounts.

It was agreed that it would be desirable to be able to access statements on line, but not to have full online banking as the PC will continue to make payments by cheques.

It was agreed that the chairman should meet the clerk to discuss the issues noted in the RFO's report relating to final compilation of the documents and information required for internal audit.

The draft application for a PWLB loan for streetlight works was approved.

Actions: JD to request 'missing' bank statement from Barclays and draft letter to Barclays asking about the how to arrange access to bank statements online.

JD and IR to arrange a meeting to complete documentation required for internal audit.

JD to send PWLB loan application.

17.5.10.2 To approve payments made since last meeting

17.5.10.3 To approve orders requested for payment

It was resolved that orders listed in the RFO's report totalling £869.41 be approved, including a payment made since the last meeting.

VK requested that in future Kelvin Hawes should put the date of the grass cut on his invoices.

Action: JD to ask Kelvin Hawes to place date of cut on his invoices.

17.5.10.4 Any other financial matters

None

17.5.11 STREET LIGHTING - To receive an update from Street Lighting Working Party

JB reported that he had sent Richard Webster of SCC an email requesting more information on removal of lights and needed to chase up as he had not received a response.

A price had been received from a contractor for street light upgrades which did not view the presence of UKPN as a necessity. MN had agreed to contact the contractor to check the contractor's understanding of the need for UKPN's presence.

AS asked JB about the cost of SCC certification and acceptance. JB replied that SCC have supplied updated information.

VK asked if the PC would be in a position to approve a contractor for the works at the July meeting or an extraordinary meeting in June. AS replied that the intention should be to approve a contractor at a June extraordinary meeting and therefore the streetlight working party should convene in May.

Actions: JB to follow up previous email to Richard Webster.

MN to contact A & J Solutions to clarify basis of quote.

AS and JB to arrange a meeting of the streetlight working party in May with a view to the PC approving a contractor at a June EGM.

17.5.12 TRAFFIC & HIGHWAYS - To receive an update on all matters relating to traffic

VK reported there had been no evident progress on filling pot holes. She would conduct a thorough check before the next meeting.

IS reported that Patrick Bazley White had resigned as Speedwatch co-ordinator. Talks are underway with a potential successor.

JB reported that the posts on Clipt Bush Corner had been knocked out and the debris suggested it was a Peugeot van. JB said he was able to put the posts back but it would be necessary to buy new reflectors to replace damage. It was resolved that JB should purchase and replace them.

Action: VK to check progress on pot holes repair.

JB to purchase reflectors and repair damage to posts on Clipt Bush Corner.

17.5.13 FOOTPATHS - To receive an update

No update was received as MN was not present.

17.5.14 INSURANCE - To receive an update on adequacy of cover

AC reported that streetlights, VAS, speed devices and items of street furniture are not insured. AS asked AC about public liability cover for PC-owned land. AC reported that he did not think this is covered. It was resolved that AC should review and recommend which items should be insured and on what basis so that the clerk and chairman could add them to the policy as soon as practical.

It was resolved that AC should further review what level of excess would be appropriate for discussion at the next regular PC meeting.

Action: AC to recommend cover for uninsured items. IR and JD to add them to policy.

17.5.15 ASSETS - To receive updates

17.5.15.1 War memorial

AS reported that the application for permission to apply for a grant had been submitted. The War Memorial Trust normally expected to make a decision within a fortnight, but had advised that the time required was now much longer.

15.5.15.2 Lock-up

AS reported that he would examine any work required to adapt it to store litter picking equipment. He reported that Bures PC had passed their litter picking equipment to Stoke by Nayland & Nayland PCs. It was resolved that AS will investigate whether Nayland PC is able to make arrangements to store its litter picking equipment in an alternative location not owned by Stoke by Nayland PC.

15.5.15.3 Bus shelter

AC reported that the felt on the bus shelter had been damaged. IR said a child had been observed climbing on the shelter. The matter is being discussed with the child's family. It was resolved that the shelter should be repaired by Ray Chisnall subject to his quote being within *de minimis* limits.

15.5.15.4 Grit bins

AC had been tasked with examining the bins to determine whether any repairs are needed. VK reported that the church grit bin is full of debris. IR said she would ask Gill McElroy if she would mind checking and clearing it.

15.5.15.5 Land holdings

Nothing to report

Actions

AS to contact Nayland PC to discuss the feasibility of them storing half of the equipment in an alternative location.

JD to contact Ray Chisnall to gain quote for/arrange repairs to the bus shelter.

IR to ask Gill McElroy about clearance of church grit bin

17.5.16 ANGLIA IN BLOOM - To receive brief update

IR reported that she did not intend to place an entry this year due to time constraints but would seek to next year.

17.5.17 ISBN FESTIVAL - To consider request for permission to advertise within the parish

NB requested permission to place advertising on road verges in the parish. The PC granted permission. IR clarified that anyone living within the parish does not need to ask permission so long as the advertising does not contravene the size mandated in the council's policy. Members noted that good reports had been received about the organisers' parking initiative for the festival.

17.5.18 CLERK'S & CHAIRMAN'S CORRESPONDENCE

IR had no correspondence to report

JD reported that the PC had received information on a DCLG consultation on prohibiting councils from charging people for running in parks. IR requested that the clerk forward the details to her.

17.5.19 URGENT OUTSTANDING ISSUES NOT DEALT WITH ELSEWHERE & FUTURE AGENDA ITEMS

15.5.19.1 Outstanding items

SB had written that the parking situation round the village green had improved apart from church events and she hoped that posting no parking signs on the rectory wall would not be necessary but remained a possibility. JB suggested that as the property will be put up for sale, the sign should be placed as soon as possible. IR reminded the council that this had been agreed at a previous meeting and SB had agreed the details with the residents.

Action: JD to correspond with SB to clarify whether SB will be actioning printing, purchase and placing of signs. Otherwise, SB to submit the design to JD to action.

15.5.19.2 Future agenda items

Approval of accounts

Co-option of a new councillor – the council is one member below establishment

Pot hole repair

Approval of a streetlighting contractor

Level of excess for insurance

Service provided by LSPN

Set a date for next APM and timescale for arrangements

Set dates for BWP meetings

17.5.20 COMMUNITY NEWSLETTER - To agree items to be highlighted

Damage to Clipt Bush Corner including debris suggesting the damage was caused by a Peugeot van (Expert)
APM

17.5.21 TO CONFIRM DATES OF PARISH COUNCIL MEETINGS FOR 2017

An extraordinary meeting will be held on Monday May 15 at 7pm solely to receive the accounts.

A further extraordinary meeting will be held on Tuesday June 6 for any matters required to finalise the annual return and approval of a streetlighting contractor.

Dates previously set for regular PC meetings were confirmed.

The chairman closed the meeting at 9.13pm.