

# STOKE BY NAYLAND PARISH COUNCIL

## Minutes of the Meeting of the Council held on Tuesday 6<sup>th</sup> November 2012 in the Village Hall, at 7.30 p.m.

**PRESENT:** Mrs. Oakes (Chairman), Mrs. Ennew-Hayter (until item 10), Mrs. Klimowicz, Miss Reece, Mr. Sedgwick, Mr. Slater and the Clerk.

**Also in attendance:** District Councillor Cave and County Councillor Finch and one member of the public.

**1. Apologies for Absence** – Mr. Cook, Mr. Shrosbery, Mrs. Smith and PCSO Coleman.

**2. Declarations of Interest** – Mr. Sedgwick declared non-pecuniary interests in item 7(d) as a member of the Woodland Group and item 9(d) as a PCC member. Mrs. Klimowicz declared a non-pecuniary interest in item 7(d) as a member of the Recreation Ground Committee.

**3. Public Forum** – no members of the public were present to discuss items not on the agenda.

**4. Minutes** - the minutes of the meeting held on 4<sup>th</sup> September 2012 were confirmed as a correct record, with one amendment, and were signed by the Chairman.

### **5. Matters arising from Minutes**

- (a) The Blundens new bus shelter – Mrs. Klimowicz had been informed by the contractor, Ray Chisnall, that the work was to start the following week.
- (b) Welcome Pack – Mrs. Klimowicz had been unable to contact Peter Newble to request a print run of the updated pack. She had printed 16 copies on to paper on her home printer. 15 copies had been given to the shop for distribution to new residents as required. It was agreed that Mrs. Klimowicz should be able to reclaim the cost of printer ink from the Parish Council.
- (c) Funding Workshop – Mrs. Klimowicz and Mr. Cook had attended a workshop regarding available funding. Mrs. Klimowicz reported that grants were available for work to war memorials and wells, as well as possible lottery funding for upgrading of street lighting.
- (d) Path behind the Primary School – Mrs. Klimowicz had put together an application for a grant from 'Paths for Communities' to upgrade the surface of the path running behind the primary school linking Butt Road with School Street. Funding would be dependent on the path having right-of-way status and Tendring Hall Estate, owner of the land, was happy for this path to be made an official right-of-way.

**6. Scotland Street Bridge Replacement** - the Chairman read an update, written by Mr. Shrosbery, on the progress of the project. The work was due to commence on 29<sup>th</sup> April 2013 and would last for approximately 6 weeks. SCC Highways had agreed to erect new signs at both ends of Scotland Street stating "unsuitable for HGV'S". In line with residents' requests, SCC had also agreed to examine improvements to drainage to reduce flooding in the area, to be done whilst carrying out the works to the bridge. The temporary compound would be on the land and road at the bottom of the hill. This area would be made good and landscaped at the end of the works. Assurances had also been received from SCC that the works would not clash with those to be carried out by Anglian Water. The Parish Council considered that the concerns raised at the October Planning meeting had now been met.

## 7. Financial Matters

(a) Invoices - the Clerk reported that the following invoices had been received:-

Village Hall Hire Oct / Nov 2012	£35.00
B. Philbidge salary and expenses Sept and October 2012	£578.05
Parish On-line subscription	£36.00
Adam Sedgwick (reimbursement for trees purchased)	£86.00
Chris Mortimer Grounds Maintenance	£324.00

RESOLVED that the accounts be paid. Councillors noted that the cost of the trees to commemorate the Jubilee was greater than the £70 allocated (January 2012) but was in agreement that the full cost should be covered by the Parish Council.

(b) Financial Statement - the Financial Statement as at 31<sup>st</sup> October 2012 was noted.

(c) Budget 2013/2014 – the Clerk had circulated a proposed budget prior to the meeting. This allowed for an increase of £900 to be spent on grass cutting and estimated that with no increase in the precept, and no allocation towards the upgrading of the street lights, reserves would be increased by £336. Mr. Sedgwick proposed, and Miss. Reece seconded, no increase to the precept. This was agreed by all Councillors and it was RESOLVED to keep the precept at £11,000 for 2013/14, to be confirmed at the January meeting.

(d) Section 106 Funds - £1155 was available to the Parish. Mrs. Klimowicz reported that the Recreation Ground Committee would be able to install one piece of adult exercise equipment with the funds. Mr. Sedgwick reported that the Woodland Group would like to install a bird hide in Rowley Wood but wished to know whether this was a legitimate use of the funds before proceeding with detailed costs. Costed proposals for projects to be brought to the January meeting. **Action** – Clerk to ask BDC whether the funds could be used to purchase a bird hide.

## 8. Chairman's Report

(a) Jubilee Commemorative Tree Planting – the Chairman reported on the ceremony to plant two new trees on The Downs. She added that she had received favourable reactions from residents regarding the positioning of the new trees.

(b) Suffolk Village of the Year – Stoke by Nayland had been awarded the Parish Council of the Year award and it was agreed that this was largely due to the work put in by Mr. Shrosbery. It was agreed that Mrs. Klimowicz, Mr. Shrosbery and the Clerk attend the presentation ceremony on November 17<sup>th</sup>. A plaque would be received and permission would be sought to display it inside the Village Hall.

## 9. Clerk's Report

(a) Bins - the Clerk had obtained two quotes to remove litter bins from Church Street and Butt Road, move the dog bin in Scotland Street to Park Road and to move the bin on the path through churchyard to the village hall wall and install a replacement bin. It was RESOLVED to accept the quote from Chris Mortimer of £140 +VAT and the Clerk would order a new bin at a cost of £255 +VAT. **Action** - Clerk

(b) Angel Inn dripping overflow pipe – the Clerk had contacted the manager regarding the water dripping onto the pavement potentially creating a hazard. The work to remedy this was scheduled for mid November. The Clerk was asked to contact the Angel to ensure that pedestrians are aware of the potential hazard until the work is completed. **Action** – Clerk.

- (c) Grit Bins – Mr. Sedgwick had met with the contractor to discuss work to two existing bins and the installation of a new bin at the war memorial end of the path through the churchyard. A quote for £450 had been received and the work was due to commence the following week. The Clerk had informed SCC and the costs would be covered by the locality budget. The Clerk reported that a letter from SCC clarified the issue over liability for those using the grit and stated that volunteers on a list held by the Parish Council would be indemnified under SCC insurance. It was RESOLVED that a list of volunteers be kept by the Clerk, but that the volunteers would not be obliged to carry out work. A piece clarifying liability and asking people to register with the Clerk would be included in the next Community newsletter. **Action** – Clerk.
- (d) Church Clock Maintenance Contract – the Clerk explained that the Parish Council could sign up to a 3 year contract with Smith of Derby at a cost of £438 +VAT which offered a saving over annual payments, which would be £158 +VAT for 2013. It was RESOLVED to take the 3 year contract.
- (e) Website Training – the Clerk requested to attend a training session, at a cost of £45 +VAT, on setting up and maintaining a Parish Council website. This was agreed.

**10. The Downs maintenance** – Mr. Sedgwick reported that initial one-off work to clear fallen branches and suckers from the cherry tree had been started by volunteers. He had contacted SCC to enquire whether the area near the road opposite Downs House could be added to the SCC cutting schedule as improved visibility would increase highway safety; this was being considered by SCC. Mr. Sedgwick had also spoken to the Tendring Hall Estate which was willing to allow the Parish Council to maintain the area above the path. After a discussion surrounding the suitability of the site for a wildflower area and the expenses involved to the Parish Council the following was RESOLVED:

- i. Tendring Hall Estate be asked to regularly maintain its area above the path. **Action** - Clerk to write to request nettles and saplings are cut down.
- ii. The area near the road opposite Down House be cleared and SCC be requested to add it to their cutting schedule.
- iii. The area below the almshouses be cleared and incorporated into the grassed area.
- iv. All of the grassed area be regularly cut and Mortimers asked to ensure that safe methods be used when cutting the steepest parts.
- v. A revised quote be obtained from Mortimers incorporating the above. **Action** – ASe.
- vi. Volunteers to continue to carry out clearance work. **Action** – ASe to coordinate.

**11. The Downs Path** – Mr. Slater reported that the Lady Anne Windsor Trust had a plan confirming that a path had previously existed to the cottages and that the Trust would be pleased if reinstatement of the path was part of the new management plan for the Downs. Mrs. Klimowicz thought that the Parish Council had previously resolved not to maintain this path.

**12. Streetlighting Working Party** – Mr. Sedgwick reported that an inspection of the lighting system had found dark spots existing between lights. He noted that newer lights such as that near the war memorial illuminated a wider area. A greater understanding of residents' views on increased or reduced amounts of lighting was required.

**13. Neighbourhood Planning** – the Parish Council considered the options for a village review, a parish plan or a neighbourhood plan outlined at the September meeting. It was decided that a less formal review of the Parish Council's priorities would be the best approach. Mr. Sedgwick suggested that the future use of the Middle School site was an example of an issue which would be discussed under such a review.

**14. Land behind 19 Crossfields** – following an enquiry from a resident, Mr. Sedgwick had found out that most of this land was owned by BDC. Mr. Cave agreed to pursue the removal of the rubbish and the longer term management of the trees.

**15. Litter Picking** – the Clerk reported that PCSO Coleman had agreed that the police would help with traffic safety during litter clearance from the road verges. It was agreed to arrange three sessions on Sundays between January and early March. **Action** – Clerk to agree dates with PCSO Coleman.

**16. County Councillor's Report** – Mr. Finch had previously circulated his report. He also reported on the meeting to discuss proposed works on the A12 to close the central gap at Hughes Corner.

**17. District Councillor's Report** – Mr. Cave spoke about the findings of the Community Engagement exercise. He had previously circulated the results of the questionnaires distributed to Councillors and some residents in both Nayland and Stoke by Nayland.

**18. Planning Committee** - Mrs. Klimowicz reported on the meetings earlier in the evening and on October 2<sup>nd</sup>.

#### **19. Reports from Representatives**

- (a) Traffic Working Party – Mrs. Klimowicz report on the meeting on November 1<sup>st</sup> with SCC, the police and Nayland and Stoke by Nayland regarding traffic speed. She also reported on the extensive damage to a fence at Gillyflower in Butt Road caused by a large vehicle. The property owner had been advised by SCC that signage to stop large vehicles using the road was not necessary.
- (b) SALC – Miss. Reece reported on the recent SALC meeting.
- (c) Primary School – Mrs. Klimowicz reported that the new classroom was to be officially opened later that week.
- (d) Recreation Ground – Mrs. Klimowicz reported that the fireworks display on November 3<sup>rd</sup> had been funded by the sustainability grant. A collection of £340 had been taken on the evening to raise funds for the next year's event.

#### **20. Correspondence**

- (a) SALC AGM – invitation 12<sup>th</sup> November – no Councillors wished to attend.
- (b) Hedgerow Survey – the completed survey would be circulated

#### **21. Babergh DC and Suffolk CC Matters**

- (a) Babergh Community Achievement Award – following a discussion it was agreed that no decision would be taken on this in time to complete the application. Candidates would be considered in advance of the following year's award
- (b) Babergh District Council – Parish Liaison meetings, November 29<sup>th</sup>
- (c) SCC Fire Service Merger – consultation. Mr. Slater agreed to respond

**22. Community Newsletter** – items to be included were gritting and the land behind 19 Crossfields. – **Action** – UO/ ASe/ Clerk.

**23. Change to Meeting Date** – the Chairman requested that the date of the next meeting be changed from January 8<sup>th</sup> to January 15<sup>th</sup>. This was agreed.

The meeting closed at 10.45 p.m

Chairman