

STOKE BY NAYLAND PARISH COUNCIL

Stoke By Nayland Parish Council

Minutes of the Meeting held on Tuesday 11th March 2014 in the Stoke By Nayland Village Hall, at 7.30 p.m.

Present: Mr. Cook, Mrs. Ennew-Hayter, Mrs. Klimowicz, Miss Reece,
Mr. Sedgwick (Chairman), Mr. Shrosbery, Mr. Slater, Mrs. Smith.

In attendance: Mrs Gray (Clerk), PCSO Colman.

- 1. Apologies for Absence** – Mrs. Oakes, County Councillor Mr Finch, District Councillor Mr Cave.
- 2. Declarations of Interest** – Mrs Ennew-Hayter declared an interest in Agenda Item 8 as a resident adjacent to the area in question at Scotland Street.
- 3. Public Forum** – There was none.
- 4. Minutes** – The minutes of the meeting held on 22nd January 2014 were confirmed as a correct record and signed by the Chairman.

The minutes of the meeting held on 11th February, Items 4-6 were confirmed as a correct record and signed by the Chairman.
- 5. County Councillor's Report** – Mr. Finch had circulated a report prior to the meeting.
- 6. District Councillor's Report** – There was none given.
- 7. PCSO** – PCSO Coleman stated that there had been no reported crimes in the period from 1st February to 28th February 2014.

Regarding the vehicle activated signs for the village, Mrs V Klimowicz asked if PCSO Coleman could investigate why Stoke by Nayland had not been advised when they would be available. PCSO Coleman confirmed that she would pursue this and also clarify to the Council who can attend the Speed Meetings of the police and the Highways Authority.

Councillors raised concerns about cars that had been parking by the Angel causing a visual obstruction to oncoming vehicles at the junction of Corner Church and Polstead Street. PCSO Coleman confirmed that this was a concern and she had been taking appropriate action when she was on duty. The Council agreed for the Clerk to draft a letter from the Council to the landlord of The Angel to be circulated for approval. The Council request that patrons and suppliers be made aware of the hazard at the exit of the Angel car park and the junction of Church Corner and Polstead Street. As stated in the Highway Code, vehicles should not park within ten metres of a junction or opposite a junction.

At this point PCSO Coleman left the meeting

- 8. Scotland Street Green** – Mr Slater expressed his point of view on the issue, which differed from that of the members at the 11 February meeting.

The Clerk had circulated the latest information from Steve Merry after the Council's decision at the meeting on 11th February 2014, which stated that finances were limited and that some strengthening of the road edges at the junction with gravel accesses could take place if this can be incorporated in to the repairs to the surface of Scotland Street.

Mr Sedgwick explained to the Council that the agent of the Tendring Hall Estate had reiterated that they believed the area in question was the land of the estate and therefore they would need to be consulted with in respect of any future works.

The Council agreed that discussions with the Tendring Hall Estate would have to take place before any works could commence either by Suffolk County Council or a contractor appointed by the Council.

The Council appointed Mr Shrosbery to speak to the Tendring Hall Estate and report back to the Council at the meeting in May.

- 9. Streetlighting in Stoke by Nayland** – Councillors had met to discuss the streetlighting survey and agreed that further work would have to be done on the questionnaire before circulation to residents.

Mrs V Klimowicz stated that a colleague with experience in questionnaires was prepared to meet the Council and give advice with the document.

The Council agreed that they would meet before the meeting in May to pursue the delivery of the questionnaire to residents.

The Clerk reported that she had been asked by a Parishioner as to what the Council intended to do with the savings made if there were no street lights. It was agreed for the Clerk to explain to the Parishioner that it is impossible to say at this point in time what a future Parish Council would decide to do if there were any savings.

It was noted that the light at Blundens Corner was still not working and it was agreed for the Clerk to continue to pursue this complaint with Suffolk County Council.

- 10. Recreation Ground** – Mrs V Klimowicz reported that the committee was still looking at documentation before discussing with the Council a donation towards the insurance.

11. Local Housing Need

- i. Update from working Party

Mr. Sedgwick had circulated to Councillors prior to the meeting the first interim report on results as at 6th March 2014.

The Lady Anne Windsor Charity was in discussion with the Orwell Housing Association regarding proposed affordable housing on the land adjacent to the former Stoke by Nayland Middle School site not sold to the Focus School. The architect would draw up plans and a draft scheme would be made available for the parishioners to view.

Mr Sedgwick explained to the Council that the situation regarding the two houses occupying the former Stoke by Nayland Middle School land was now becoming an urgent security matter due to being unoccupied. A site meeting had taken place between the Lady Anne Windsor Charity, Suffolk County Council and Mr Sedgwick.

The Lady Anne Windsor Charity would not be able to act as landlords so therefore investigations were under way regarding the legalities of the Parish Council acting as landlords.

The Clerk confirmed that according to Local Council Administration Eighth Edition Charles Arnold Baker in paragraph 14.10 “Local councils may receive rents from tenants of their properties” The Council discussed the information given regarding financing work to be done on the properties in order to be let and the possible revenue from the rent to repay any expenses.

The Council agreed that a detailed business plan had to be presented to Councillors and the legal position for the Council had to be clarified before the Council could decide to take on and let the two houses. It was noted that an emergency Parish Council meeting may have to be called for this purpose before the meeting in May.

The Council appointed Mrs Oakes, Mr Sedgwick and Miss Reece to form a Working Party to report to the Council.

12. Financial Matters

The Clerk/responsible Financial Officer reported that the following invoices had been received:-

Suffolk County Council - Street lights	£2330.01
S Gray salary Feb & March 14	£467.25
Babergh District Council – Dog & Litter Bins	£459.20
Information Commissioner - Data Protection	£35.00
Mrs V Klimowicz – Flowers For Mrs Chisnall	£22.50
Mrs S Gray Expenses Dec 13 to March 14	£132.39

RESOLVED that the accounts be paid.

Regarding the expenses incurred by the Clerk, the Council agreed to pay the Clerk £10.00 per month for the cost of electricity and phone calls in accordance with the HMRC Simplified Expenses Use of Home for Business Purposes.

The Clerk/Responsible Financial Officer reported that the Community Bank Account should now be restored according to communication from Barclays.

The Clerk/Responsible Financial Officer reported that the PAYE tax will have to be paid electronically in the next financial year

- a) Financial Statement as at 27th February 2014 – noted
- b) Review of Internal Control System. – The Council reviewed and adopted the Review of Internal Control System 2014.

13. Grievance and Disciplinary Procedures – The Grievance and Disciplinary Procedures had been circulated to the Councillors and were adopted by the Council

14. HGV Sign – Mrs Klimowicz reported that the meeting mutually agreed between James Finch, Steve Merry and the resident had not taken place. James Finch had informed Mrs Klimowicz that the sign would be lowered.

15. Village Green – In the absence of Mrs Oakes the Clerk reported that two of the contractors contacted had declined to quote for the grass cutting in the Parish. Another contractor was meeting with Mrs Oakes at the weekend. The problem was the cutting of grass on the slope on the Downs.

It was agreed by the Council that the cutting of the grass on the Village Green and in the Parish was now becoming an urgent matter. Therefore, the Council were in full agreement with Mrs Oakes, Mr.Sedgwick and Mr Shrosbury to appoint a contractor with an acceptable quotation for the work and inform the Councillors when this had taken place.

Councillors agreed for Rix Farmers to be approached with a view to cutting the grass at the “mini-recreation ground” in Thorington Street

16. Bulb Planting – Mrs Klimowicz proposed that the Council should buy spring bulbs for the grassed areas at the entrance to the Blundens bus stop and the Butt Road/Goldenlond junction. This was agreed in principle. It was also agreed to consider other areas in the parish for similar planting

Councillors agreed for the Clerk to formally apply for £300.00 from the available Section 106 monies for this purpose. If this was not available for this purpose, the money from the Parish Council of the Year award should be used. Details of the planting would be decided at a future meeting.

Mr Slater suggested that consideration should be given to planting bulbs on the steep slopes of The Downs in order to postpone grass cutting there in a manner acceptable to residents.

17. Annual Parish Meeting – It was agreed to ask Jim Laurence to speak at the Annual parish meeting on 29th April 2014 as well as the traditional reports from Village Organisations and Activities.

18. Community Forum –National Grid’s decision to put the proposed Bramford to Twinstead pylon development on hold was noted. Mr. Sedgwick would circulate to the Council a note on the background and implications.

19. Reports

- (a) Planning – Mr. Shrosbury reported on the February & March Planning Committee Meetings.
- (b) Traffic Working Party – Mrs Klimowicz would report at the May meeting after PCSO Coleman had answered questions raised at the meeting earlier.
- (c) Village Hall – Mr Cook reported on a forthcoming fund raising dance
- (d) Footpath Maintenance – Downs Path Lady Windsor Charity – The Council were in agreement that some form of levelling of the path to the verge of the

highway was required. It was agreed for Mr Sedgwick to obtain quotations and report to the Council.

Mr. Shrosbury reported that the sign at Waylands Farm was in the wrong place but was scheduled to be moved in April.

- (e) Lady Anne Windsor Charity – Mr Slater informed the Council that he would be resigning as a Councillor. His term of Office as a trustee to the Lady Anne Windsor Charity ends in September but he would like to terminate his position before then. It was agreed to investigate if a replacement trustee could be appointed for the six months term of office.

The Council were unanimous in their thanks to Mr Slater for all his work as Councillor during his time on the Parish Council and wished him all the best for the future.

The Clerk will arrange with Babergh for the official notice of the Councillor vacancy.

- (f) SALC – Mr. Shrosbury reported on the main points of the recent meeting held at Babergh.

20. Correspondence

- (a) The Clerk had received a letter regarding a path in the Parish and the Clerk needed to speak to the previous Clerk for knowledge of previous history and would speak to the Chairman to reply.
- (b) Mr. Sedgwick reported that the Babergh Core Strategy had been accepted.

21. Community Newsletter – Items to be included are Street Lighting, two properties on former Middle School site, bulb planting, Council Bill clarification and the Annual Parish Meeting

The meeting closed at 10.11 p.m

Chairman

Date