

STOKE BY NAYLAND PARISH COUNCIL

Minutes of the Annual General Meeting of the Council held on Tuesday 13th May 2014 in the Village Hall, at 7.30 p.m.

PRESENT: Mr. K. Cook, Mrs. V. Klimowicz, Mrs. U. Oakes, Miss I. Reece, Mr. A. Sedgwick, Mr. A. Shrosbery, Mrs. J. Smith.

Also in attendance: District Councillor Cave, Mrs S Gray (Clerk), Mr P McElroy

- 1. Election of Chairman** – Mrs. U. Oakes proposed, and Mrs. V. Klimowicz seconded, the nomination of Mr. K. Cook. The decision was carried nem. con. RESOLVED that Mr. K. Cook be elected as Chairman of the Parish Council for the ensuing year. Mr. K. Cook signed the Declaration of Acceptance of Office.

The Council thanked Mrs. U. Oakes for all her work in the last year as Chairman.

- 2. Election of Vice-Chairman** – Mr. K Cook proposed, and Miss I. Reece seconded, the nomination of Mr. A. Shrosbery. The decision was carried nem. con. RESOLVED that Mr. A Shrosbery be elected Vice-Chairman of the Parish Council for the ensuing year.

The Council thanked Mr. A. Sedgwick for all his work in the last year as Vice-Chairman.

- 3. Apologies for Absence** – Mrs. J. Smith, Mrs T. Hayter & Mr J. Finch
- 4. Declarations of Interest** – Mrs S. Gray declared an interest in Agenda item 19, the Clerk's Contract. The Declarations of Interest Book was signed.

The Chairman asked for a resolution as stated in the Standing Orders 67, "that in view of the confidential nature of the business about to be transacted at Agenda item 19, it is advisable in the public interest that the press and public are temporarily excluded and they are instructed to withdraw". This was agreed by the Council

- 5. Public Forum** – Mr. P. McElroy raised concerns after the circulation of the Street Lighting Survey. He reported that he had spoken to Mr. J Finch about the Council borrowing money for upgrades from Suffolk Council at favourable rates. He further referred to the police notice to light up areas to help prevent crime and showed articles from newspapers regarding incidents of road safety when the street lights were switched off. The Council thanked Mr. McElroy for his comments.

6. Appointment of Representatives

RESOLVED that

- (a) The following be appointed as representatives on the bodies as indicated:-
Village Hall Committee – Mr. K. Cook

It was agreed that the representatives for the Recreation Ground Committee and SALC to be Agenda items at the July meeting.

- (b) The following councillors be asked to report on the activities as indicated:-
Stoke by Nayland Primary School – Mrs. V. Klimowicz
Lady Anne Windsor – Mr. A Sedgwick

It was agreed that the representatives for the PCC and Transport be Agenda items at the July meeting

- 7. Appointment of Planning Committee** – RESOLVED that Mr. K. Cook, Mrs. V. Klimowicz, Mrs. U. Oakes, Mr. A. Sedgwick and Mr. A. Shrosbery be appointed to serve on the Planning Committee.
- 8. Minutes** – The minutes of the meeting held on 11th March 2014 were confirmed as a correct record and signed by the Chairman.
- 9. District Councillor's Report** – Mr. Cave reported on the main areas for Babergh for the last year. Mrs V. Klimowicz raised the issue of the purchase of bulbs for the village using Section 106 funding and the fact that the Clerk had been informed that this purchase was not eligible. Mr. R. Cave said that he would speak to Nick Elliot and clarify the eligibility.

It was noted that the Babergh Plan was now complete and that the Great Horkesley Park development was refused as Colchester had their Local Plan in place and the planning application was not in accordance with the policies laid out in that plan.

- 10. Highways**
 - (a) Report from Traffic Working Party – Mrs. V. Klimowicz reported that David Stiff, Area Manager of Suffolk Highways, had written saying that there would be resurfacing work between Blundens Corner and Clip Bush Corner. Posts are to be installed at both corners and some kerbing would be realigned. Mrs V. Klimowicz will be contacting David Stiff.

The resident at Holly Cottage was still awaiting a meeting with Suffolk Highways and Mr. J Finch regarding the HGV sign at Butts Road.

The Council were still awaiting a date to have the speed activation sign that James Finch had purchased for the use in his division and it was also noted that PCSO Coleman had not got back to the Council after the March meeting when she said that she would locate the speed activation signs. It was agreed for the Clerk to obtain information as to the position of Stoke by Nayland on the waiting list for the sign and liaise with PCSO Coleman regarding both the signs and attendance at the speeding meetings.

Mr. A. Shrosbery reported that the post on the Stoke by Nayland sign on the B1068 from Sudbury was rotten and unsafe. The Stoke by Nayland sign on the B1068 to Higham also required securing. It was agreed for the Clerk to report it to Suffolk Highways. He also reported that the sewerage system up-pipe at Scotland Street will be replaced on 16th June 2014 and the work will last for 8 weeks.

- (b) Informal comments to SALC for Suffolk County Council – The Council thanked Mrs. V. Klimowicz for collating the informal comments regarding the work done by the contractor on the highways to SALC.

- 11. Footpaths**
 - (a) Footpath Maintenance – Mr. A. Shrosbery reported that the sign for Weylands was now in place.

Regarding the Stoke by Nayland Village Circular Walk, Mr. A. Shrosbery

presented to the Council the proposed “Circular walk” signs to be placed on the footpath indicating posts (pictures attached). W. Nicholson had designed the signs as part of the Duke of Edinburgh Award. It was agreed by the Council for 25 green signs and another 25 of a different colour to be ordered with a budget of £100.00

- (b) P4C Plaque – Mrs. V. Klimowicz reported that Natural England would like to place a plaque for the new PROW footpath recognising their donation. The Council agreed unanimously for Mrs. V Klimowicz to arrange this.
- (c) Downs Footpath – Mr. A. Sedgwick had circulated a quote to the Council prior to the meeting for the proposed work at the Downs footpath. The Council would be inclined to proceed with some work on the footpath at the cost levels indicated and agreed that, in accordance with the Financial Standing Orders, two further quotes would be obtained.

12. Village Green and Grass Cutting

- (a) Scotland Street Green – Mr. A. Shrosbery reported that he had spoken to the Tendring Estate manager who confirmed that Scotland Street Green was part of the estate and that they were not inclined to carry out further works at this present time. The Estate may look at positioning boulders to protect the verge.
- (b) Grass cutting – M.J. Hawes had been appointed to do the grass cutting at £35.00 an hour. This was a slight increase on the previous contractor but all areas were being cut. There had been a problem getting the cheque to M.J. Hawes as the papers and cheque book had been with the internal auditor in the month of April. The Council agreed for M.J. Hawes to be paid within two weeks of receipt of an invoice.

13. Affordable Housing and Houses on School Site – Mr. A. Sedgwick had circulated the report from the Working Party outlining the proposal for the Council to arrange for the vacant houses on the former Middle School site to be let until the LAWC option is resolved (report attached). The next stage would be to speak to Ellisons Solicitors to obtain costs for the necessary legal advice. The Council needed to consider the use of any profits obtained from the lettings.

The Councillors were not all in agreement and discussed this proposal in depth. Mr. K. Cook, Mr. A Shrosbery and Mrs V. Klimowicz raised concerns regarding the financial risk for the Council and that the Council will have to make a financial outlay at this stage to pay Ellisons. It was also noted that that the LAWC had not started the change of their objectives with the Charity Commission. It was agreed for the Working Party to speak to solicitors on the “Prohelp” list from Suffolk County Council and present to the Council a fully detailed financial proposal for the scheme.

14. Street Lighting – Mr. A. Sedgwick reported on behalf of the Street Light Working Party that 83 questionnaires had been returned and that analysing the answers would be the next stage for the Working Party. It was agreed that a date for a public meeting would be arranged as soon as possible.

10.10 pm At this point the Chairman closed the meeting

10.18pm At this point the Chairman re-opened the meeting.

15. Councillor Vacancy – The Returning Officer from Babergh had informed the Clerk that there were no nominations for the recent vacancy after the resignation of David

Slater and the Council could consider Co-option. The Council agreed to co-opt and that this would be advertised in the Community Newsletter.

The Chairman informed the Council that Mrs Tracey Ennew-Hayter had also resigned. The Clerk would notify the Electoral Officer at Babergh.

16. Power of Competence – The Council discussed adopting the General Power of Competence Order 2012. The criteria of two thirds elected Councillors, a CILCA qualified Clerk with the General Power of Competence were met and Stoke by Nayland Parish Council resolved to adopt the General Power of Competence Order 2012. Proposed by Mrs V. Klimowicz, seconded by Mr. A Shrosbery.

The adoption lasts until the next election. The Council will need to meet the criteria and resolve to adopt the Power of Competence at the next annual meeting following the 2015 election.

17. Community Newsletter – Mr. & Mrs. C Walton had informed the Clerk that they would be unable to deliver the LSPN after July 2014. The Council agreed for a request for volunteers to be placed in the next edition of the LSPN

18. Financial Matters

(a) Invoices

The Council noted that the following had been paid since the last meeting:-

M.J. Hawes Grass Cutting	£175.00
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The Clerk reported that the following invoices had been received:-

S.Gray Salary April & May 2014	£467.25
S. Gray Expenses April & May 2014	£42.95
M. J. Hawes Grass Cutting (2 Cuts)	£367.50
SALC subscription	£297.00
Village Hall rental	£50.00
Mrs U. Oakes Section 137 APM Refreshments	£13.91

RESOLVED that these accounts be paid.

(b) Financial Statement as at 31st March 2014 – the financial statement, showing an end of year balance of £5,212 and a deficit of £501 between receipts and payments for the year, was noted by the Council.

The Council agreed the appointment of Mr. R Lightfoot as internal auditor for 2013/14. It was agreed for the Clerk to ask Mr. R. Lightfoot if he would be the internal auditor for 2014/15

(c) Annual Audit Return for the Year Ended 31st March 2014 – The Council approved the appointment of Mr. Robert Lightfoot retrospectively as internal Auditor for the Parish Council accounts.

The Council reviewed Section 1 of the Audit form showing a Statement of Accounts and Section 2 containing the Annual Governance Statement. RESOLVED that the Annual Audit Return and Statement of Assurance for the year ended 31st March 2014 be approved, signed by the Chairman and submitted for audit.

- (d) Inspection of Assets – At the internal Audit it was noted that the number of street lights on the Asset register differed to the number on the invoice from Suffolk County Council. It was agreed that the confusion related to the light on the recreation ground and the Clerk would amend as appropriate. It was agreed that Mr. A. Shrosbery & Mr. K. Cook would prepare and revised an up dated Asset/Risk Assessment to be agreed at the July meeting.
- (e) Review of Insurance Policy – Mr. A. Shrosbery confirmed that the policy was on a long term agreement and met the Councils needs
- (f) Section 137 – The Responsible Financial Officer clarified the Section 137 payments and the qualifications required to make such payments.

19. Clerks Contract

At this point the Clerk left the room and the public were asked to leave.

On her return to the room the Council were pleased to confirm to Mrs S Gray that at the end of her six month probationary period they formally confirmed her position as Clerk and Responsible Financial Officer to Stoke by Nayland Parish Council.

20. Receive Reports from:

- (a) Planning Committee – No report was given.
(b) Representatives of other bodies – No report was given

21. Clerk's and Chairman's Correspondence – The Clerk reported that she had received a reply from the manager of the Angel Inn to the letter from the Council regarding the parking. The manager said that she would do her utmost to prevent the problem.

A letter had been sent to the Chairman, Mrs Una Oakes, regarding Miss. I. Reece. The Councillors had read the letter and Miss I. Reece answered the complaints made and clarified her legal position with regards the complaints.

At this point Miss I. Reece left the room.

The Councillors discussed the issue and concluded that this was not a matter for the Council and that the behaviour complained about did not go against the Code of Conduct. It was agreed for the Clerk and the Chairman to write a letter to the complainants.

Miss I. Reece returned to the room at this point.

22. Future Meetings

RESOLVED to continue with bi-monthly meetings on the second Tuesday of the month. The Clerk would check that the meetings for the next year did not coincide with a Bank Holiday.

23. Community Newsletter – Items to be included were:

- the volunteers to deliver the LSPN
- Street Lighting
- Councillor Vacancies
- resignations of Mr. D Slater and Mrs T. Ennew- Hayter

- Letting houses on the LAWC option site

The meeting closed at 11.10 p.m

Chairman