



STRATFORD ST MARY PARISH COUNCIL

DRAFT

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON
MONDAY 8th May 2017 COMMENCING AT 7.30PM IN THE VILLAGE INSTITUTE, HIGHAM ROAD,
STRATFORD ST MARY**

	Action
<p>The outgoing Chairman read out a Notice and Announcement on openness and transparency with regards to filming, recording, photography, or use of social media to report on proceedings of any Council or committee meeting.</p>	
<p>1. To Elect a Chairman</p> <p>Cllr Hilary Cairns, seconded by Cllr Kevin Cassell, proposed that Cllr Bill Davies be nominated as Chairman. The vote was carried unanimously.</p>	
<p>2. Present and apologies for absence.</p> <p>Cllr Bill Davies (Chairman); Cllr Roger Barrell (Vice Chairman); Cllr Richard Tilbrook; Cllr Shaun Baker; Cllr Brian Such; Cllr Graham Pearce; Cllr Hilary Cairns; Cllr Kevin Cassell; and Cllr Lorry Shead No apologies Members of the Public: 2</p>	
<p>3. Declarations of interest and dispensations.</p> <p>(1) To receive declarations of interest from councillors on items on the agenda. (2) To receive written requests for dispensations for disclosable pecuniary interests (if any). (3) To grant any requests for dispensations as appropriate. 1,2 and 3 none received</p>	
<p>4. Election of Officers –</p> <p>(1) Vice-Chairman</p> <p>It was proposed by Cllr Pearce and seconded by Cllr Cassell, that Cllr Barrell be nominated as Vice-Chairman. The vote was carried unanimously.</p> <p>(2) Parish Tree Warden</p> <p>It was proposed by Cllr Barrell and seconded by Cllr Tilbrook, that Cllr Such be nominated as Tree Warden. The vote was carried unanimously.</p> <p>(3) Institute Representative</p> <p>It was proposed by Cllr Cairns and seconded by Cllr Shead, that Cllr Davies be nominated as Institute Representative. The vote was carried unanimously.</p> <p>(4) SALC Representative</p> <p>It was proposed by Cllr Pearce and seconded by Cllr Casell, that Cllr Baker be nominated as SALC representative. The vote was carried unanimously.</p>	

(5) Emergency Planning Officer

It was proposed by Cllr Shead and seconded by Cllr Baker, that Cllr Cairns be nominated as Emergency Planning Officer. The vote was carried unanimously.

(6) Footpaths Representative

It was proposed by Cllr Pearce and seconded by Cllr Shead, that Cllr Cassell be nominated as Footpath Representative. The vote was carried unanimously.

(7) Responsible Financial Officer

It was proposed Cllr Cairns and seconded by Cllr Baker, that the Clerk be nominated as Responsible Financial Officer. The vote was carried unanimously.

(8) Signatories for Santander Current Account

It was proposed by Cllr Cassell and seconded by Cllr Tilbrook, that Cllrs Davies, Barrell and Such remain as signatories on the Santander Current Account. The vote was carried unanimously.

.5. To approve Minutes of a Parish Council meeting held on Monday 13th March 2017.

The Minutes having been circulated to all Councillors prior to the meeting and were proposed for acceptance by Cllr Barrell, seconded by Cllr Cassell and the vote carried unanimously.

6. Matters arising from Minutes.

(1) Land at Former Garage Site Lower Street

Cllr Davies has been collating the information due to complete the API form, he is just awaiting one response from a long standing resident and will be in a position at the July meeting to report back

BD

(2) Drainage opposite the Swan PH

On his arrival Cllr Jones advised that he had visited the Swan and they did not appear to be concerned about the flooding. A discussion was then had about the lack of significant rainfall and Cllr Such agreed that he would photograph the area next time there was an issue as evidence.

BS/GJ

(3) Play Area

Cllr Baker reported that the play area is now mostly complete. There will be A safety inspection on Tuesday and Thursday the area will be handed back to the Parish Council as completed. An opening ceremony has been arranged for Friday, with the children from the Primary School, Tesco's presenting the cheque and the local press East Anglian Daily Times and photographer all present. HAGS have donated £100 for drinks etc for the event. There was a two week delay in completion, but the cost does include the safety check, so the annual inspection can be postponed until next year.

CLERK

(4) Proposed removal of BT public phone boxes

The Clerk had received an email confirming that the BT box in Upper Street will now remain in operation to the public. Matter concluded

(5) Flooding in School Lane into Magnolia House

	Cllr Jones on his arrival advised that it would be prudent to arrange for Highways to come out and take a tour around the village to look all of the outstanding issues that we have ongoing.	GJ
(6)	Strickmere Pavements Although the pavements have finally been done, the standard of work is not satisfactory and we have many residents complaining and not happy. A meeting has been arranged for Highways to come and look at the issues on Wednesday 10 th May at 2pm. Cllr Cassell, Cllr Jones and Cllr Barrell will accompany the Highways representative to look at all the issues in person.	GJ/KC RB
(7)	Village Shop/Post Office Cllr Davies suggested a letter from the Parish Council to Graham and Christine to thank them for all of the years of service to the village. Matt from the garage is in the process of having both the Post Office Counters and the shop transferred over to his premises. A discussion about the sorting office being transferred to Manningtree and how due to the restrictive opening times this will prove difficult for people when parcels cannot be delivered, then took place. A suggestion about maybe the village having a "Royal Mail delivery office" rather than a full sorting office solely for the dropping off of parcels was made. Clerk to investigate.	CLERK CLERK
(8)	Training – (Capel St Mary offer) No Councillors were forthcoming with wanting to attend the training at Capel St Mary. Clerk to advise CSM's Clerk by email.	CLERK
(9)	Deterioration of pavement outside church Cllr Jones confirmed that this was still on the list to be actioned.	GJ
7.	Clerks Report The Clerk had submitted her report to the Councillors prior to the meeting. Cllr Davies went through some of the points but there were no issues raised	
8.	Chairman's Comments. The Chairman commented that the APM had gone well and wanted to correct one item that he'd mentioned at that meeting, about it being the Minister of State for the Department of Transport who is coming in July to look at the safety concerns of the Four Sisters Junction. Cllr Davies will attend the Parish Liaisons meeting at Stoke By Nayland. He has also contacted Rosalind Paul about attending the War Memorial workshop recently offered to the Parish Council, due to our village memorial being part of the church building. Rosalind advised that she will circulate this to her PCC and churchwardens to see if anyone wished to attend.	
9.	To appoint SALC as the Parish Council's internal auditor for a further 12 months. Cllr Barrell, seconded by Cllr Baker, proposed that SALC be appointed as internal auditor for a further 12 months. The vote was carried unanimously.	CLERK
10	To agree the Standing Orders for 2017/18 The updated standing orders were proposed for agreement by Cllr Cairns and seconded by Cllr Cassell. Agreed unanimously.	
11	To agree the Risk Assessment for 2016/17	

12	<p>The updated Risk Assessment was proposed for agreement by Cllr Barrell and second by Cllr Shead.</p> <p>Grass cutting issues raised at the APM</p> <p>Fenella Swan had previously emailed through the information confirming what the Council's position is on frequency of grass cutting and policy on collection of grass. A discussion was had about the standard of the cutting, cutbacks and current financial climate and do we accept the grass cutting as it is or consider paying for additional cuts from precept funds. It was agreed to monitor the situation and have it on the agenda at the precept meeting for next year to see if we want to raise precept for this item. Clerk to contact Peter Garrett to establish if we do want additional cuts/collection of grass can this be arranged through his department or do we arrange this privately ourselves.</p>	CLERK
13	<p>Emergency Plan.</p> <p>Cllr Cairns had updated and supplied all Councillors with an email copy of the Emergency Plan prior to the meeting. Cllr Davies went through some points and then the updated plan was approved and accepted by the Parish Council. Cllr Cairns requested the Clerk to provide the necessary hard copies and email copies for all Councillors and requested the Electoral Register be supplied to her also.</p>	CLERK
14	<p>BAPTC</p> <p>Cllr Davies has attended another meeting and commented that Capel St Mary had now also joined the Alliance. There are 16 other local Parish Councils that are members including Hadleigh and he asked the Parish Council if was the time for us to consider joining too. The main issues they discuss are with Babergh DC and the planning decisions currently being made. A discussion was had and it was felt that as we are an AONB and also in a flood plain, unless the BAPTC come up with a set of objectives or a constitution that we should remain as we are.</p>	
15	<p>Overhanging branches of trees at the Village Institute Field</p> <p>A resident of Swaynes had complained about the trees overhanging his garden and it has been noted that trees also overhang into Orchard Barns. There is also an Oak near to the playground needing attention. Clerk to arrange for 3 estimates to get the trees pruned back and report back at the July meeting for decision and approval.</p>	CLERK
16	<p>Public Discussion, including County Councillor, District Councillors and Police</p> <p>A member of the public wanted to voice his concerns about the state of the pavements on Strickmere. This has already been covered and a meeting with BDC arranged, the areas that were pointed out by him have been added to the list. He also raised the state of the grass cutting, and the lack of tree maintenance. Another member of the public voiced concerns about a fallen tree along the footpath near the Chase. Cllr Cassell advised that he had cut branches of the fallen tree to clear a gap through the pathway.</p> <p>Cllr Davies congratulated Cllr Jones on his local election result and Cllr Jones thanked the public for the support they have shown him and to Cllr Carpendale for her campaign. He mentioned that the County Council looks very different with the new spread of Councillors. He arranged where and when the meeting will take place on Wednesday to discuss the Strickmere Pavements, 2pm outside the school. Cllr Such mentioned that he had witnessed some workmen looking at the shrubbery on the pavement by Matthews Close, but they did not appear to carry out any work. The pothole near here also is yet to be dealt with and is now very large. The Gables exit on the A12 is very overgrown and dangerous and needs Highways out to prune this back.</p> <p>Cllr Swan had submitted her report to all Cllrs, but also mentioned that there will be an issue with viewing planning applications online whilst BDC update their software. Cllr Carpendale was asked about Capel St Mary joining the Babergh Alliance group she felt that it was a defence mechanism against the proposed house developments</p>	GJ

within the village, totalling up to 600 but with no timeframe. A discussion was also then had about the lack of land supply.
Cllr Davies read out the police report and confirmed that there had been 4 instances of crime in Stratford St Mary in March, no report for April so far. He will be attending the Safer Neighbourhood meeting at Hadleigh Swimming Pool on Wednesday.

17 **Councillors Reports**

No Cllrs had any further reports to make

18 **Planning**

B/17/01062 The Gables, TCA. Cllr Davies went over the planning application to remove and prune several trees at the property and no Cllr had any concern or objection to the work being carried out. Clerk to advise BDC as necessary.

CLERK

19 **Correspondence**

The Clerk advised that she had received correspondence from Palmer Training Academy but no Cllrs were interested in attending any of their courses. She also had a letter from Sudbury and District Citizens Advice but the Cllrs did not wish to consider funding a grant to them. Finally there was correspondence from Open Spaces Society appealing for support for the "Good causes, green causes" but as we already pay our annual membership fee each July, it was decided not to offer further funds.

20

Finance

- (1) To agree sections 1 & 2 of the annual return and sign of the year end accounts. Proposed by Cllr Baker and seconded by Cllr Barrell. Agreed unanimously.
- (2) To approve the expenditure since the last meeting.
The expenditure sheet 14.03.17 to 04.04.17 had been circulated to councillors prior to the meeting. This was proposed by Cllr Cassell and seconded by Cllr Cairns. Agreed unanimously and Cllr Davies signed off the sheet.
- (3) Monthly cash flow analysis against agreed Precept.
The Councillors had no comment to make.
- (4) To agree s.137 donations under the Local Government Act 1972 to the following organisations:-
 - i) Dedham Vale AONB - £100.00
 - ii) Suffolk Preservation Society - £30.00
 - iii) Suffolk Accident Rescue - £75.00
 - iv) Neighbourhood Watch - £40.00 reserved but not taken up by Cllr Davies
 - v) PCC Churchyard/Roof - £1000.00
 - vi) River Stour Trust - £20.00

CLERK

These were proposed for acceptance en bloc by Cllr Barrell, seconded by Cllr Baker and the vote carried unanimously.

CLERK

- (5) To agree the subscriptions to SALC and Local Councillors Magazine £312.89. Community Action Suffolk £30.00 Proposed by Cllr Barrell, seconded by Cllr Baker and vote carried unanimously

CLERK

- (6) Aon Insurance renewal. The reduced premium of £465.01 for renewing for a further 3 years was proposed to be accepted by Cllr Barrell and seconded by Cllr Such. Carried unanimously.

CLERK

- (7) To agree to pay the Chairman's Allowance for 2017/18 of £125.00. This was Proposed by Cllr Cassell and seconded by Cllr Shead and carried unanimously.

CLERK

- (8) To review the Asset Register. The playground equipment although costing £20,000 needs to have an insurance value of £23,000. There were other amendments needed to be made in respect of the location of items.

Cllr Such mentioned that the Parish Plan will need to be added to the agenda for the July meeting.

CLERK

Date of next meeting

The date of the next meeting is Monday 10 July 2017 at 7.30pm. Meeting closed 9.12pm

