



STRATFORD ST MARY PARISH COUNCIL

DRAFT

**MINUTES OF A PARISH COUNCIL MEETING HELD ON
MONDAY 12th March 2018 COMMENCING AT 7.30PM IN THE VILLAGE INSTITUTE,
HIGHAM ROAD, STRATFORD ST MARY**

		Action
1.	Present and apologies for absence.	
	Bill Davies (Chairman); Roger Barrell (Vice-Chairman); Richard Tilbrook; Lorry Shead; Brian Such; Hilary Cairns, Kevin Cassell, Shaun Baker, Graham Pearce and Jenny O'Hanlon (Clerk)	
	Sue Carpendale (District Councillor); Fenella Swan (District Councillor); Gordon Jones (County Councillor)	
	3 Members of the Public:	
	Apologies: - None	
	The Chairman requested to add two items to the agenda which had arisen since the agenda had been prepared namely. a) The Boundary Commission b) Data Protection Officer These will be added under 13a and 13b and this was proposed by Cllr Davies and seconded by Cllr Such and approved unanimously.	
2.	Declarations of interest and dispensations.	
	(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.	
	There were no declarations of interest from councillors and no requirement for dispensation.	
3a	To review and if appropriate to approve, the minutes of the Bi-monthly meeting of the Parish Council held on Monday 8th January 2018.	
	The Minutes having been circulated to all Councillors prior to the meeting were proposed for acceptance by Cllr Barrell, seconded by Cllr Shead and approved unanimously.	
3b	To review and if appropriate to approve the minutes of the planning meeting held at The Swan on 24th February 2018.	
	The Minutes having been circulated to all Councillors prior to the meeting were proposed for acceptance by Cllr Pearce, seconded by Cllr Shead and approved unanimously by those present at the meeting.	
4.	Matters arising from the minutes	
	1. Land at former garage site Lower Street – The Chairman reported that since the last meeting he had sent a letter to the land registry and that he is still awaiting to hear if they will overturn their decision. He will report back as soon as he hears from them.	Chairman
	2. Drainage opposite the Swan PH: Once Cllr Jones arrived at the meeting this item was returned to and reported that this is still a major problem. Cllr Jones suggested that we need to arrange for highways to actually visit the site when the flooding is occurring rather than just sending photographs.	Cllr Barrell?
	3. Strickmere Estate Pavements: Cllr Cassell reported that he had been advised	

	that weather permitting the contractors would be returning to site this week to complete the necessary works.	
	4. Flooding in School Lane into Magnolia House: Since the last meeting when this item was concluded we have been contacted again by the home owner. Therefore discussed with Cllr Jones on his arrival who confirmed that Steve Merry had investigated this and concluded that the blockage was on the private property and therefore not the responsibility of the Council. We will need to advise the home owner that he will need to take photographic evidence if he feels that the water runoff is coming off the fields. Letter to resident from Clerk.	CLERK
	5. Post Office/ Village Shop: The new PO is due to open on the 6 th April and the PO have commenced a consultation on the 1 st March for feedback about what the residents think of the move which ends on the 16 th April. The survey has already been put onto Facebook and most Cllrs have completed the survey themselves too. A discussion was then had about the Parish Council completing the survey and the Clerk will arrange to do so before the deadline. The main negative was the lack of a sorting office but generally the feedback is that the access to the new PO will be an improvement.	CLERK
	6. Overgrown trees and shrubs outside the Gables on approach road to A12: The overhanging trees have finally been cut back here but the encroaching grass verge and the over growing vegetation on the road surface, has been left untouched. We will continue to ask Cllr Jones to chase this up, however he commented that the team that does this work is the same one that does the gritting and the pothole filling and due to the recent spell of weather this has taken priority. Cllr Davies also asked Cllr Jones for an up to date vegetation cutting matrix.	Cllr Jones
	7. Tree update – From the last meeting it was agreed to chase up the tree stump at Kenyon close again in 1 months' time.	CLERK
5.	Clerk's Report.	
	The Clerk had circulated her report prior to the meeting and this was reviewed and accepted unanimously. A discussion was had about the new Facebook page and the problem that had occurred by announcing that BDC had advised us of the change of collection day (Friday) during the week of snow and that they had then collected on the Thursday anyway. Clerk had apologised to the people who commented concerned. A comment was made by E Halsall & Sons that their tractors are only able to do 25mph due to having speed restricters fitted. A brief discussion was had about whether to do a leaflet drop to promote the APM on the 23 rd April. It was agreed that we should do the leaflets and we will deliver them to all households along with the Speedwatch leaflet produced by Cllr Cassell. Cllr Shead to provide the Clerk with a list of houses for circulation. APM leaflet also to go onto Facebook.	CLERK/LS
6.	Chairman's Comments.	
	The Chairman advised that he would continue to forward all of the emails in respect of the Swan planning application to ensure everyone is kept up to date. A member of public had visited the Chairman's house whilst he was unfortunately out, to report an incident that had occurred relating to high caffeine energy drinks that their child has purchased from the village shop. The person felt that the PC should be aware and maybe contact the shop about stocking these types of drinks. Cllr Cassell confirmed that he had seen that there is currently a TV campaign to try and reduce these drinks being sold to under 16 year olds. The Co-op at Dedham have recently put posters up stating that they will not sell these drinks to the under 16's and this has been supported by the local schools too. It was agreed to write a letter to the shop owners from the PC for their comments. Proposed by Cllr Such and seconded by Cllr Baker, all other Cllrs agreed unanimously. Clerk to prepare a letter and circulate to Cllrs for comment before sending.	CLERK
7.	Parish Plan	
	Cllr Such had sent out the draft questionnaire to all Cllrs for comment and he has had feedback from Cllrs Shead, Baker and Davies. Following their comments, the prize draw has now been removed from the draft and minimum age for completion is now 18. The age groups have been adjusted as it was felt that they were too broad the 25-44 brackets will now be 18-30 and 31-44 as suggested. A discussion was then had about using an electronic questionnaire, eg survey monkey and it was felt that we should also have paper copies of the survey in the PO. It was also discussed about how many per household eg one per person over 18 or just one for the whole household. Cllr Cairns	Cllr Such/Cllr Cassell

	suggested it should be one per person. It was also agreed to add the Parish Plan to the agenda at the Annual Parish meeting.	CLERK
8	Institute Car Parking	
	The Chairman confirmed that he had received the new contract from the solicitor for the car park this morning. Orchard Barns had confirmed that they are happy to pay £200 towards to the legal fees for drawing up the contract. The new contract needs to have two members of the PC sign on the council's behalf and it was agreed that Cllr Davies and Cllr Such would sign. Cllr Davies will liaise with Orchard Barns about the details including the numbers plates of the cars which will be parking, but we will also be flexible about this, start date for contract proposed as 1 st April 2018. Proposed by Cllr Cassell and seconded by Cllr Cairns all other Cllrs agreed unanimously. It was also discussed about the possibility of making the grassed area to the side of the institute hall into a more suitable surface for cars to park on. This will be discussed further at a later date.	Chairman
9	Millennium Avenue Tree Plaques	
	Cllr Such has started to obtain the components needed to create the new plaques but has also come up with some opposition about how the new plaques may look. He needs to source the woodwork needed as well. He suggested that he will make one of the plaques up ready for the APM and bring a specimen for the public to see and take a vote on.	BS
10	Neighbourhood Watch	
	Cllr Davies reported that things have been quiet and do we still want to try to resurrect the scheme in the village. Cllr Shead commented that things like village noticeboards on Facebook have taken over traditional NHW schemes and the incident recently involving the van in the village with over 1800 views on Facebook shows this to be correct. Cllr Davies had attended the Safer Neighbourhood meeting recently. There is a question about NHW in the Parish Plan Questionnaire to gain views from the villagers. Clerk to put an advert on Facebook for volunteers for a NHW scheme.	CLERK
11	Suffolk Highways community self help	
	The PC has received a questionnaire about what duties, if any, they would be willing to take on from Suffolk Highways. The Cllrs all commented that we would not be willing to take on any duties from Suffolk Highways and this is what we pay our council tax for. Survey to be completed by the Clerk with responses to this effect. Discussed with Cllr Jones after his arrival and he commented that some villages want to take control of certain tasks but if we don't want to, then that is our prerogative. Cllr Davies asked Cllr Jones if there is any financial inducement to taking on the Highways tasks, Cllr Jones will look into this and get a response. Clerk to complete the questionnaire by 19 th March.	GJ CLERK
12	The Row/Higham Road – name confusion	
	A discussion was had about the problems with delivery companies in particular being confused over the address along The Row/Higham Road. Highways have already been contacted about how this can be rectified and their response is awaited. Also discussion about the Kings Arms corner where extensive damage was caused due to a lorry which failed to stop. Cllr Jones has been involved and an onsite meeting took place to discuss and make suggestions here. Cllr Jones is awaiting a response from Highways about the suggested recommendations and he will continue to chase this up.	GJ
13	Public Car Park for Stratford St Mary	
	This item was raised at the Swan planning meeting where cars parking in the road is a real concern. It was discussed about approaching Northumberland Water/Anglian Water about the possibility of some of their land being used as a public car park. They need to take some responsibility for the level of cars parking in the road, due to the increased use of the river, which they have actively been encouraging. Clerk to compose a letter to the water authorities asking them to consider this.	CLERK
a	Boundary Commission	
	The new name for the Boundary Commission is proposed to be Brett Vale Ward and all councillors agreed in principal that this was more suitable that the previous suggestion.	
b	Data Protection Officer	
	The Clerk has been approached by Capel St Mary PC about their Clerk Julie Laws being our Data Protection Officer and Jenny O'Hanlon being their DPO in return. Cllr Baker also commented that it could also be a competent councillor who takes on the role. But a proposal for the above suggestion was made by Cllr Barrell and seconded by Cllr Baker and all agreed unanimously. The Clerk was also advised that if she has any concerns	CLERK

	about the role to ensure she seeks assistance. The topic to be reviewed at the May meeting.	
14	Public Right of Way – The Chase	
	The Clerk has contacted Suffolk County Council about assistance in establishing who the land owners are for the whole footpath area, as responsibility needs to be taken for the problems with falling trees and overgrown hedging here. Report logged 5 th Feb number 00200796 and she awaits a response. Cllr Pearce will advise Cllr Cassell where he knows who the land owners are also.	GP/KC
15	Public Discussion, including County Councillor, District Councillors and Police/NHW reports	
	Both Cllr Carpendale and Cllr Swan had sent through their monthly reports prior to the meeting. Cllr Swan confirmed that they will again be looking at The Swan planning application this week and trying to get this called to committee. Cllr Carpendale also made further comment about the emerging local plan and that a large uplift in the level of housing is needed over the next 20 years. A rise of 20% which means that between BDC and Mid Suffolk a further 1200 new homes per year need to be built. A discussion about SSM being a core village or a hinterland village then ensued. Cllr Jones had also previously sent his report through and made further comment about there being proposals to extend the AONB further down into Essex and into East Bergholt. A member of the public asked for more details about the Parish Plan questionnaire and Cllr Such explained this in more detail. A suggestion was also made for East Bergholt HS students to assist with the making of the new plaques for the Millennium Garden. A comment was also made about how disgruntled a resident was when the contractors sprayed weed killer whilst doing the Strickmere pavements, and that the end of their lawn had been killed off. The Cllrs advised that this had been raised several times already at previous meetings.	
16	Councillors Reports	
	Cllr Barrell reported that he had noted lots of rubbish being dumped close to the Talbooth and he will advise the Clerk exactly where so that she can report this. He also was dismayed at the level of rubbish on the verges of the A12 and that as we are in an AONB that Highways should clear this up. Clerk to report this to Highways too. Cllr Cairns commented about the road to Higham being closed again and that the signage says from 26 Feb to 6 March but it is still closed. Cllr Jones confirmed that this was work being done by BT on the broadband connection and he will check with Highways about how much longer this will continue. Cllr Such reported that Charlie Ablitt who has cut the grass by the Millennium Garden will no longer be in a position to do so. BDC to be contacted about adding this cut to their schedule. Cllr Such to advise Clerk exactly where this is located so that she can report it. Cllr Shead reported that the bus shelter outside Christmas Cottage has a damaged bench in it. Clerk to contact Tim Germain to see if he is able to repair it. Cllr Davies reported that lamppost no.12 on Strickmere is not working, Clerk to report this also. It was then discussed about employing a Small jobs/DIY person to take on some of the small items needed doing regularly. Agreed to search for someone via a Facebook advertisement. Clerk to arrange.	RB CLERK GJ CLERK/BS CLERK CLERK CLERK
17	Planning – DC/18/00885	
	This planning application at the church had been withdrawn prior to the meeting, and it was noted that the Diocese would not give permission for the removal of that many trees.	
18	Correspondence – To discuss items of correspondence received since the last meeting.	
	Letter from Vertas offering a new contact for the grounds maintenance for the coming year. £546.48 plus VAT 12 month contract. This was proposed for acceptance by Cllr Barrell and seconded by Cllr Cairns and all agreed unanimously. The Clerk will arrange to sign the contract and send back to Vertas.	CLERK
19	Finance	
	(1) To approve expenditure since last meeting.	
	The expenditure sheet had been circulated to Councillors prior to the meeting and the amount of £3915.70 was proposed for acceptance by Cllr Such, seconded by Cllr Cassell and the vote was carried unanimously.	

	(2)	Monthly cash flow analysis against agreed Precept.	
		It was noted that the cash flow is looking healthy and that the carpark reserve of £1000 had been set aside by the Clerk.	
	(3)	To consider applications for funding.	
		None received	
	Date of next meeting		
	The date of the next meeting is the APM on Monday 23 rd April commencing at 7.30pm		
	Followed by the Parish Council Meeting on Monday 14 th May at 7.30pm		
	There being no further comments to make the meeting closed at 9.06pm		