



# STRATFORD ST MARY PARISH COUNCIL

**MINUTES of the Annual Parish Council Meeting held at Village Institute, Higham Road, Stratford St Mary at 7.30pm on 13 May 2019.**

**PRESENT:**

Cllr W Davies - Chairman  
Cllr R Barrell  
Cllr R Tilbrook  
Cllr B Such  
Cllr L Shead

**IN ATTENDANCE:**

J Rose - Clerk  
One member of the public  
District Cllr John Ward.

**39.05.19 ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**

**ACTION**

It was proposed by Cllr Tilbrook and seconded by Cllr Such that Cllr W Davies be re-elected Chairman of the Council. **Decision:** It was unanimously resolved to re-appoint Cllr W Davies as Chair.

Cllr W Davies signed the Declaration of Acceptance of Office and took the Chair for the remainder of the meeting.

**40.05.19 APOLOGIES FOR ABSENCE**

Cllr G Jones – valid reasons given.

**41.05.19 CO-OPTION VOTE FOR NEW COUNCILLORS**

Norman Woodard and Paul Alexander had written to the Parish Council asking to be considered for the vacant positions on the Council. Both applicants were invited to present themselves to the council. **Decision** – It was unanimously resolved to appoint Norman Woodard and Paul Alexander as Parish Councillors. Norman and Paul signed the Declaration of Acceptance forms and took their places at the table with the other Councillors.

**42.05.19 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.

Cllr Barrell and Cllr Such declared an interest in Stratford St Mary Welfare Trust.

**43.05.19 ELECTION OF OFFICERS**

(1) Election of Vice Chairman: It was proposed by Chairman and seconded by Cllr Tilbrook that Cllr R Barrell be re-appointed Vice Chairman. **Decision** – It was unanimously resolved to re-appoint Cllr R Barrell as Vice Chairman.

**The following appointments were proposed and confirmed:**

(2) Parish Tree Warden: Cllr Such.

(3) Institute Representative: Cllr Woodard.

**ACTION**

(4) SALC Representative: Role be filled on a rota system with no set representative.

(5) Emergency Planning Officer: Cllr Woodard.

(6) Footpaths Representative: Cllr Alexander.

(7) Responsible Financial Officer: Jane Rose.

(8) Signatories for Santander Bank account: Cllr Davies, Cllr Barrell, Cllr Such.

CLERK

**Proposal of new agenda item: 43.05.19 (9) Appointment of Trustees for Stratford St Mary Welfare Trust. Decision** – it was unanimously agreed to appoint Cllr Such and Cllr Barrell.

**44.05.19 TO APPROVE THE MINUTES OF THE MEETING HELD ON 11 MARCH 2019**

**Decision** – the minutes of the meeting held on 11 March 2019 were approved as a true record and were duly signed by the Chairman.

**45.05.19 MATTERS ARISING FROM THE MINUTES**

**(1) Drainage opposite the Swan Public House.** Due to absence of Cllr Jones it was agreed to place this item on agenda for July meeting.

CLERK

**(2) Strickmere Estate Pavements.** In order to pursue this with Suffolk County Council a new complaint would have to be raised. It was agreed not to pursue and to remove item from future agendas.

CLERK

**(3) Overgrown trees and shrubs outside the Gables on approach road to A12.** Due to absence of Cllr Jones it was agreed to place this item on agenda for July meeting.

CLERK

**46.05.19 CLERK'S REPORT**

The Clerk had circulated her report prior to meeting and this was reviewed and comments received as follows:

**Planning Meetings/Applications:** It was agreed if planning applications were received with a deadline before the next Parish Council meeting, Clerk would, if necessary, apply for an extension to the deadline.

**Orchard Barns Car Park:** It was agreed to set up a Direct Debit for annual payment received from Orchard Barns.

CLERK

**ICO:** It was agreed to set up a Direct Debit payment to ICO for Parish Council annual subscription.

CLERK

**Santander Bank Accounts:** Cllr Such will contact Santander Bank and arrange necessary passwords to view accounts.

BS

**Monthly Cashflow Analysis**

Clerk will add Budgeted Reserves to July Agenda for discussion.

CLERK

**Fly Tipping – A12 Verge**

Clerk will investigate who maintains A12 verges and will speak to David Chenery at Suffolk Highways.

CLERK

**47.05.19 CHAIRMAN'S COMMENTS**

Chairman welcomed new Parish Councillors to meeting.

**48.05.19 APPOINTMENT OF SALC AS THE INTERNAL AUDITORS FOR A FURTHER 12 MONTHS**

**Decision** – It was proposed and resolved to appoint SALC as internal auditors for a further 12 months.

CLERK

**49.05.19 TO AGREE THE STANDING ORDERS 2019/20**

**Decision** – It was proposed and resolved to adopt the Standing Orders.

CLERK

**50.05.19 TO AGREE RISK ASSESSMENT FOR 2019/20**

**Decision** – It was proposed and resolved to adopt Risk Assessment. Cllr Woodard will carry out weekly inspections of play area.

CLERK

**51.05.19 CORRESPONDENCE RECEIVED SINCE THE LAST MEETING: None**

**52.05.19 FUTURE OF LETTICE DYKES FOUNDATION**

Cllr Such's report on the Future of Lettice Dykes Foundation had been circulated to Councillors. Cllr Such summarised his report to the meeting. **Decision** – It was proposed and resolved that the Lettice Dykes Foundation be transferred under the remit of Stratford St Mary Welfare Trust. Any legal costs incurred (approximately £220.00) be debited from Lettice Dykes Foundation account.

BS

**53.05.19 PUBLIC FOOTPATHS:**

**(1) Footpath 18.** Chairman had received correspondence from adjoining property owner saying this item was no longer being pursued.

CLERK

**54.05.19 THE NAMING OF HIGHAM ROAD/THE ROW.** No further action needed.

**55.05.19 ROADS AND SIGNAGE:**

**(1) Radar Speed Sign.** No action for now.

**(2) Pot Holes: Higham Road.** Cllr Barrell requested that potholes on verges of Higham Road be reported.

CLERK

**56.05.19 CAR PARKING ISSUES: LOWER STREET.**

A discussion took place relating to car parking issues on Lower Street and visitors parking on the bend near the Pumping Station to off-load boats.

**Decision** – It was proposed and resolved to apply for a Traffic Regulation Order to place waiting restrictions from the Pumping Station gate to the Weir on the river side of the road only. Two Councillors objected but were outvoted by the remainder of the Council.

CLERK

**57.05.19 LAND ADJACENT TO VILLAGE INSTITUTE**

Cllr Barrell informed meeting that landowner would give Parish Council first option to purchase land adjacent to the institute should it ever be placed on the market.

NO ACTION

**58.05.19 TO RECEIVE REPORTS FOR INFORMATION.**

Councillors had submitted their reports for February/March which had been circulated by the Clerk.

**(1) County Councillor Gordon Jones.** No comments received on report.

**(2) District Councillor John Ward.** In response to Cllr Such, Cllr Ward said the Joint Plan was going out to consultation in June 2019. Cllr Ward departed meeting at 8.55pm.

**(3) Police/Neighbourhood Watch Report.** Chairman gave a verbal report.

The following burglaries had been reported:

(a) Property on Hadleigh Road, Holton St Mary

(b) Garage in Pound Lane, Capel St Mary.

(c) Van broken into on Days Road, Capel St Mary.

Cllr Woodard suggested issuing Neighbourhood Watch stickers to residents as these did appear to provide some deterrent to would-be burglars.

#### **59.05.19 PUBLIC DISCUSSION**

A member of the public raised concerns over an old tree stump on the green beside Kenyon Close. Chairman asked Clerk to email Babergh DC concerning removal of this stump and to copy Cllr John Ward in on the email.

CLERK

#### **60.05.19 PARISH COUNCILLOR REPORTS**

(1) Clerk confirmed monies had been received for replacement of two Cherry Trees on Millennium Avenue. Cllr Such will organise replacement of trees.

BS

(2) The purchase of a garden storage box for storage of tools for maintenance of Millennium Green was discussed.

BS

(3) Acoustic Fencing A12: Cllr Shead will investigate possibility of acoustic fencing and application to Highways England for assessment of noise. If speed limit is reduced this will reduce sound by approximately 20% and acoustic fencing would not be required.

(4) Cllr Woodard asked Councillors to consider building of a new village hall to replace Institute hall. Cllr Such said there needs to be a visible desire/interest from residents for a new hall. Cllr Woodard will investigate and report back at next meeting.

NW

(5) The issue of people leaving car engines running while waiting outside the school was discussed. Cllr Woodard will email Clerk a letter to school making them aware of this problem.

NW

(6) It was reported that street light no. 42 (outside Institute Hall) and 35 (junction School Lane and Upper Street) were on all day. Clerk will report these faults.

CLERK

(7) Cllr Such will order plaques for Millennium Avenue trees.

BS

(8) Chairman reported overgrown nettles on footpath between Tally Ho and Spanbies Road. Clerk will notify Babergh DC.

CLERK

#### **61.05.19 PLANNING APPLICATIONS: None**

#### **62.05.19 FINANCE**

**(1) To agree sections 1 and 2 of the annual return and sign-off year end accounts for 2018/19.**

**Decision** – sections 1 and 2 of the Annual Return, Certificate of Exemption and year end accounts 2018/19 were approved unanimously and signed by the Chairman and Clerk.

**(2) To approve expenditure since last meeting:**

the expenditure sheet had been circulated to Councillors prior to the meeting. **Decision** – expenditure of £1,217.01 was approved.

**(3) Monthly cashflow analysis against agreed Precept.** No comments.

**(4) To agree Asset Register.** Cllr Barrell did not think insurance value for Institute Hall was adequate. Cllr Woodard will research re-build costs of a new hall and report back.

NW

**(5) To agree S.137 donations under the Local Government Act 1972 to the following organisations:**

(a) Dedham Vale AONB - £100.00

(b) Dedham Vale Society - £50.00 for five year membership.

(c) Suffolk Preservation Society - £30.00

(d) Suffolk Accident Rescue - £75.00

(e) Neighbourhood Watch - £40.00 (earmarked)?

(f) River Stour Trust - £20.00

(g) PCC - £1000

All the above-mentioned donations were approved.

CLERK

**(6) To agree the subscriptions to SALC (£321.55), Local Councillor Magazine (£75) and Community Action Suffolk (£60).**

**Decision – approved.**

CLERK

**(7) BHIB insurance renewal - £418.61.**

**Decision – approved.**

CLERK

**(8) Quotation from Bland Landscapes for surfacing of Institute car park (£17,252.84 exc. VAT).**

Quotation allows for levelling of car park, full drainage and installation of surface stability blocks. Grass will grow through blocks. Cllr Such will investigate CIL funding for this project and report back at July meeting.

BS

**(9) To agree to pay the Chairman's Allowance for 2019/20 - £125.00**

**Decision – approved.**

CLERK

**(10) Consider applications for funding received since last meeting:**

**(a) Clerk's expenses**

Clerk will submit expenses for approval to July meeting.

**(11) T consider applications for funding received after publication of Agenda. None.**

**63.05.19 DATE OF NEXT MEETING:** Monday 8 July 2019 at 7.30pm.

The meeting closed at approximately 9.45pm.

