



# STRATFORD ST MARY PARISH COUNCIL

6 Homefield  
Capel St Mary  
Ipswich  
Suffolk  
IP9 2XE

E-mail: [parishcouncil@stratfordstmary.org.uk](mailto:parishcouncil@stratfordstmary.org.uk)  
Website: [www.stratfordstmary.onesuffolk.net/](http://www.stratfordstmary.onesuffolk.net/)

## Chairman

Roger Barrell

**MINUTES of the Meeting of Stratford St Mary Parish Council held at the Parish Room, Stratford St Mary at 1930hrs on Monday 18<sup>th</sup> September 2023.**

## MINUTES

### **PRESENT:**

Cllr R Barrell - Chairman  
Cllr D Robinson – Vice Chairman  
Cllr W Davies  
Cllr L Shead  
Cllr G Francis

### **IN ATTENDANCE:**

F Hall - Clerk  
County Cllr Georgia Hall  
District Cllr John Ward  
2 members of the public

#### **01.09.23 Present and apologies for absence.**

Apologies received from Cllr Keith Street and Cllr Gill Robinson.

#### **02.09.23 To accept members declarations of interest in accordance with the Council's code of Conduct.** None received.

**03.09.23 To approve Minutes of the Parish Council Meeting held on 10<sup>th</sup> July 2023 and the Extraordinary Meeting held on the 7<sup>th</sup> August 2023.** The minutes of the Parish Council meetings held on 10<sup>th</sup> July 2023 and 7<sup>th</sup> of August 2023 were approved as a true record and were signed by the Chairman. Proposed by Cllr Francis and seconded by Cllr Derek Robinson, all in favour.

**04.09.23 To discuss if the PC has received any applications to fill the 2 vacancies on the Parish Council.** An expression of interest has been received from Michael Pearce wishing to become a Parish Councillor and Michael was present at the meeting. Councillors discussed the application and Cllr Francis proposed to co-opt Michael Pearce onto the Parish Council, Cllr Derek Robinson seconded and all in favour. Michael Pearce was invited to sit with the other Councillors and take part in the meeting. The Parish Council still has 1 remaining vacancy.

**05.09.23 Public Forum and receive reports from the District and County Councillor**  
Councillors had submitted their most recent reports which had been circulated by the Clerk and are also available on the Parish Councils website.

County Cllr Hall highlighted from her report the No Cold Call Zones which Trading Standards have put in place. You can nominate a road to become a No Cold Call Zone and there is a link on the Suffolk County Council website.

County Cllr Hall has responded to the Parish Councils letter with regards to maintenance concerns.

Cllr Derek Robinson enquired about the Community Self Help Scheme and County Cllr Hall advised that this scheme has been around for a while, and this is something that the Parish Council could use. There is also a Highways budget available that can be used to help towards something like the PC providing interim cuts in between scheduled grass cutting. The budget may also be able to help towards the cost of a new speed camera for the Village.

County Cllr Hall will investigate the signs falling down near the church and the posts which are completely rotten.

Cllr Derek Robinson asked that if any individual Cllrs write to County Cllr Hall direct that she includes the Parish Clerk on the reply.

District Cllr Ward highlighted from his reports that there is now a hybrid meeting option for Planning Committee via Teams rather than having to attend meetings in person. The Pylon meeting at The Anchor at Stratford was well attended and the MP James Cartledge answered lots of questions. The 2<sup>nd</sup> non-statutory consultation has now finished and there is still a preference for an offshore option. The leader of the Council has had to stand down due to ill health, so District Cllr Ward advised that he is now acting as temporary leader.

Cllr Derek Robinson asked if there is anyone at Babergh who could give more information and help with regards to the Neighbourhood plan – District Cllr Ward confirmed that he will pass on contact details. The Government are unclear on how they see the future of Neighbourhood plans and there has been funding for the last 2 years but this finished at the end of the last financial year in March and another years worth of funding has been agreed which didn't get implemented until July which will be until the end of the next financial year. All in agreement to wait to see if funding will be agreed again for the next financial year and then look at the Neighbourhood plan again.

#### **06.09.23 Lack of maintenance by Babergh Council and Suffolk County Council**

The Parish Council have sent a letter raising this issue to both the County and District Councillors. Cllr Derek Robinson raised that the grass had been left for 8 weeks on 2 occasions before it was cut. District Cllr Ward advised that there has been increased rain so the grass has grown more than previous years but they need to make sure that cutting schedules are being kept to and also a solution of taking the grass cuttings away needs to be looked at. Cllr Francis proposed that if the Council were working to schedule then the PC could look at arranging for interim cuts to be made but we need to know what the schedule is and if it will be kept to. District Cllr Ward will raise the PCs concerns to the Public Realm team and will also look at getting the grass cutting schedule for next year for Cllr Francis and Cllr Gill Robinson to look into whether interim cuts may be needed.

The issues of gutters and drains were also discussed as there are build ups of silt and weeds – County Cllr Hall advised that any issues like these should be reported on the Street Cleansing reporting tool on the Babergh website. Non-emergency issues are dealt with by Babergh and emergency issues are dealt with by Suffolk Highways. Emergency issues are defined as an immediate danger to the public and there is an emergency number to call on the website. All in agreement to log any issues on the website to force action.

#### **07.09.23 Grass cutting in Kenyon Close**

Please see comments under 06.09.23

The footpath behind the school is now clear but Cllr Derek Robinson advised that the Council had not made a good job of it. This issue was raised to District Cllr Ward in June and the footpath needs to be cleared properly and not just trimmed.

#### **08.09.23 Planning Applications**

Planning application received:

**Application for works to Tree(s) in a conservation area – DC/23/04307**

**Proposal:** Notification of Works to Trees in a Conservation Area - Reduce 1No. (T1) Willow down to V in main stem leaving large stump. Re-pollard 3 No. Willow (T2, T3 and T4), Re-pollard 1 No. Ash (T5)

**Location:** The Boathouse, Lower Street, Stratford St Mary, Colchester Suffolk CO7 6JS

PC agreed no comment to this application.



Cllr Davies asked District Cllr Ward for an update on the fence at 50 Strickmere – Enforcement have spoken to the resident and have asked them to remove the fence. Babergh are dealing with this and will follow up.

**09.09.23 Stratford St Mary FP27 and East Bergholt FP49 & FP30 Accessibility Improvement Works**  
No updates received, agreed to remove from the next agenda.

#### **10.09.23 Police/Neighbourhood Watch Report**

**1. Update to be received from Cllr Davies who attends the NHW meeting** – NHW meeting is on the 19<sup>th</sup> of September so Cllr Davies will report back at the next meeting. The Chairman asked if it could be raised that Higham receive a full report with all crimes in the village and is this something that the PC could have for Stratford St Mary.

**2. Update from PC to present online source material for Crime in the area** – Cllr Francis is looking into this.

#### **11.09.23 Chairman's Comments**

The Chairman confirmed that the new lease for The River Garden has been signed.

No update has been received from the meeting about litter on the A12 – Clerk to chase for an update.

Overgrown verges, grass cutting and tidying are a major issue for the village.

We had a lovely email response back to the letter of thanks we sent from the 2 lads who cut the grass on Strickmere.

Cllr Francis also advised that himself and Cllr Davies did some work outside the Village Institute which has been put on Facebook and has been positively received.

#### **12.09.23 Correspondence and Clerks Report**

Email received with regards to the footpath between the Institute Field and Higham Road being blocked by a fallen tree across the path and by vegetation and a Laurel hedge that borders a stretch of the path being overgrown. This has been reported and dealt with.

23.08.23 Payment of £400 received from Orchard Barns for rental of car parking spaces at the Village Institute – a new contract wasn't drawn up before the Orchard Barns car parking rental charge was payable in April so the money has come to the PC. Once the new agreement is in place any proceeding monies will go to the Village Institute Committee.

11.09.23 Precept payment of £8050 received from Babergh – Noted.

#### **13.09.23 Finance**

**(1) To approve the expenditure since the last meeting and to receive a financial report from the RFO including balances at bank.** The expenditure sheet, financial report and bank statements had been circulated to Councillors prior to the meeting. Proposed by Cllr Shead and seconded by Cllr Davies. **Decision** – expenditure of £3,483.86 from 11.07.23 to 17.09.23, balances at the bank – Current account £5,131.27 and reserve account £25,444.30 was approved by all and signed by the Chairman. A copy can be found attached to the minutes.

**(2) Monthly cashflow analysis against agreed Precept.** No comment.

**(3) Monthly cashflow reserves.** No comment

**(4) Current signatories on the account are Chairman Roger Barrell, Cllr William Davies and Cllr Lorry Shead.** The PC decided that no further signatories are required.

**(5) Update on what reserves could be earmarked for** – Cllr Francis and Cllr Derek Robinson are still working on this. Cllr Davies proposed looking at reserves for tree maintenance on Millennium Aveue. Cllr Derek Robinson also discussed looking into a reserve for fighting planning applications if needed.

**(6) Changing bank accounts - bank signature and electronic sign off** – Cllr Street and the Clerk are looking at moving to an online bank account and will give a update at the next meeting.

**(7) The following uncashed cheques have been cancelled: 22313 £47.05 KH Printers dated 09.05.22, 22375 £149 SLCC dated 12.01.23, 22387 £39.22 NALC dated 20.03.23. Payments will be shown as pending on accounting records. Clerk is chasing these companies to confirm destruction of the original cheque for a new cheque to be issued.** Noted

#### **14.09.23 The River Garden**

The noticeboard is facing inwards and is not very accessible and there is an issue of cars still driving onto The River Garden. PC discussed options of moving the noticeboard sideways which would make it more accessible and the option of putting a lockable bollard in front of the gate. Cllr Derek Robinson proposed, Cllr



Francis seconded and all in favour. Clerk to ask Northumbrian Water via their agent for permission to place a bollard on The River Garden and agenda this item to be discussed again at the next meeting.

#### **15.09.23 Introduction of a scheduled Councillors walk / Village works Action Plan**

Introduction of a scheduled Councillors walk - A method whereby all councillors regularly walk the whole village - looking at the condition of assets, potential problems and opportunities. Cllrs all in agreement that this is a good idea and will look to organise.

Village works Action Plan - To better keep track of works needed in the village and who will carry them out, a centrally held record should be maintained outlining required works. Councillors should be encouraged to report works required so action plans can be drawn up. This is in addition to the normal responsibilities of Babergh and Suffolk County Councils. Cllr Derek Robinson has started a Works Action Plan spreadsheet with works that are already necessary and is looking at putting this spreadsheet somewhere centrally where all Cllrs can see/log issues.

#### **16.09.23 Noticeboards**

There have been some complaints about how the noticeboards are looking and that they need some maintenance. The Chairman proposed to do maintenance on one noticeboard at a time and will arrange.

#### **17.09.23 ETRO's / TRO Lower Street – Double yellow lines**

The Parish Council have confirmed to Suffolk Highways for the go ahead for double yellow lines to the South on Lower Street and double yellow lines in front of Valley House. Suffolk Highways have been asked to re-visit options for the north on Lower Street. PC discussed and agreed not to proceed with the double yellow lines for the north on Lower Street – Clerk to revert to Suffolk Highways.

#### **18.09.23 Lowe Hill House – traffic incidents leading to damage to property wall**

There have been 2 incidents involving cars crashing rather than damage to the property wall and concerns have been raised again by the resident. Clerk to write to County Councillor again to advise that there is still a problem.

#### **19.09.23 To consider the purchase of a new speed sign for the village**

Research has been done into different types of speed camera and Cllr Derek Robinson has compiled a spreadsheet which has been circulated to the Councillors before the meeting with quotes. The Parish Council have had a demonstration of a Truvelo speed Indicative device which can be used with solar panels to prolong the battery. There are 3 positions in the village where the speed device would be placed so proposal to purchase 3 sets of solar panels which could be done over a period of time and then it would only be the speed device that would need to be moved to the other locations. This speed device produces data which could then be passed onto the village. Quote received is £3,995 for the speed device which includes 1 battery and 1 solar panel, £500 for installation and £446 per additional solar panel kit. The installation fee of £500 was not to be included as Cllrs could instal themselves. Cllr Derek Robinson proposed to purchase the Truvelo speed indictive device, Cllr Francis seconded, all in agreement but to refine how many solar panels are needed and to agree final price once quote has been refined.

#### **20.09.23 Electric Pylons campaign**

A meeting was held at The Anchor in Stratford St Mary and was well attended. MP James Cartlidge was present and answered questions. The Chairman advised that the second non statutory consultation is now closed and confirmed that he had wrote on behalf of the PC.

#### **21.09.23 Footpaths**

**Langham Hall update** – Cllr Derek Robinson has spoken to Charlie Warburton about putting a sign up on the Gallops to warn visitors of horses.

**Black Horse footpath overgrown vegetation** – No update received from the letter that was sent out on the 30.06.23. Clerk to send another letter and Cllr Francis has agreed to hand deliver.

**Anchor footpath update** – Update received under agenda item 05.09.23.

#### **22.09.23 Institute Committee**



Cllr Derek Robinson advised that the Institute Committees meeting is on Thursday 21<sup>st</sup> of September so an update will be given after this meeting. The Chairman confirmed that the communication process with the Village Institute Committee is via the Village Institute Committee representative from the PC.

**23.09.23 Asset Register review**

Bin count needs to be checked and agreed on the asset register – Cllr Francis is to do a bin survey and confirm back to the Clerk.

**24.09.23 Purchase of new maintenance equipment**

Cllr Shead has been researching maintenance equipment and the Cllrs discussed whether an industrial or a good quality domestic product would be sufficient for what it will be used for with prices ranging from £700 - £1,600. As we are nearing the end of the summer, vegetation is not as overgrown now so Cllr Shead will continue to research and once we have the maintenance schedule from Babergh for next year the PC can plan what maintenance they will look to undertake. Cllr Shead is creating a safety policy for maintenance and Clerk to check the PCs insurance policy to ensure we are covered.

**25.09.23 Neighbourhood Plan**

Discussed under agenda item 05.09.23

**26.09.23 Replacement Dog Bins**

The expenditure of £250 maximum for the purchase of 2 replacement dog bins was agreed at the PCs meeting in August. Cllr Francis agreed to check the current bins to see if new dog bins can be bolted on and revert to the Clerk so the order can be placed.

**27.09.23 General Privacy Policy**

All agreed to defer this agenda item to the next meeting.  
Cllr Gill Robinson to circulate an updated version to the Councillors for review.

**28.09.23 SAR Policy**

Cllr Gill Robinson to circulate an updated version to the Councillors for review.

**29.09.23 Parish Council Activities in the Community**

All in agreement that it would be a good idea for activities happening in the community to be published somewhere – perhaps the Quartet or Noticeboards. Cllr Derek Robinson will feed comments back to Cllr Gill Robinson to look at this further.

**30.09.23 Matters to be brought to the attention of the Council**

Proposal to move meetings to every month due to volume of items on the agenda – Chairman advised that this can be reviewed as the year goes on and if needed an Extraordinary meeting can be held in between scheduled meetings.

**31.09.23 Annual Parish Meeting**

Proposal by the Chairman of the 22<sup>nd</sup> of April or the 29<sup>th</sup> of April as a date to hold the Annual Parish Meeting – Clerk to check with the Village Institute to see what date the hall is free on and revert.

**32.09.23 Date of next Parish Council meeting on 13<sup>th</sup> November 2023 at 1930hrs**

Agreed. Cllr Derek Robinson gave his apologies in advance as he will not be able to attend this meeting.

Meeting closed at 2108hrs





# STRATFORD ST MARY PARISH COUNCIL

6 Homefield  
Capel St Mary  
Ipswich  
Suffolk  
IP9 2XE

E-mail: [parishcouncil@stratfordstmary.org.uk](mailto:parishcouncil@stratfordstmary.org.uk)  
Website: [www.stratfordstmary.onesuffolk.net](http://www.stratfordstmary.onesuffolk.net)

**Chairman**  
Roger Barrell

**Clerk to Parish Council**  
Faye Hall

## EXPENSES 11.07.23 to 17.09.23

DATE	CHQ NO.	PAYEE	AMOUNT £
19.07.23	22426	The Play Inspection Company - Outdoor annual inspection for playground at Institute	87.54
19.07.23	22427	Vertas - Institute grass cutting	222.30
19.07.23	22428	Stratford Village Institute - Hall hire 10.07.23	17.00
19.07.23	22429	Village Life - Donation for Kings Coronation event	49.59
19.07.23	22430	Open Spaces Society - Subscription	45.00
19.07.23	22431	Faye Hall - Clerks expenses for mileage	18.90
24.07.23	22432	Faye Hall - Clerks salary	678.00
04.08.23	22433	Material Change Composting - Wood chip for playground at Village Institute	177.26
04.08.23	22434	RJ Baker - Grass cutting for Millennium Ave, River Garden & Millennium Garden	111.00
04.08.23	22435	Faye Hall - Purchase of 2 new bins to replace ones at the River Garden/Village Institute	507.89
16.08.23	22436	Parish Room - Hall hire on the 07.08.23	18.00
16.08.23	22437	Faye Hall - Purchase of new litter bin for Strickmere	268.94
16.08.23	22438	Faye Hall - Clerk expenses, mileage	18.90
16.08.23	22439	Derek Robinson - £11.94 Flag holders, £8.37 Dog bin signs & £3.63 no unauthorised sign for River Garden	23.94
24.08.23	22440	Faye Hall - Clerks salary, room hire and internet use	678.00
31.08.23	22441	Babergh - Parish election recharges 4th May 2023 Uncontested	144.91
31.08.23	22442	RJ Baker - Grass cutting for Millennium Ave, River Garden & Millennium Garden	111.00
15.09.23	22443	Faye Hall -NALC Training course for D Robinson	39.22
15.09.23	22444	Faye Hall - Purchase of new toner for printer	24.43
15.09.23	22445	Brian Such - Millennium/River Garden expenses Autumn planting	25.99
15.09.23	22446	SALC - training course for K Street	72.00
15.09.23	22447	SALC - training course for K Street	72.00
15.09.23	22448	Northumbrian Water - rent for notice board	25.00
15.09.23	22449	K Holmes - this replaces cheque 22313 which has been lost	47.05
		<b>Total expenses to date:</b>	<b>3,483.86</b>

Signed .....  ..... Chairman

at a Parish Council meeting dated 18th September 2023