



STRATFORD ST MARY PARISH COUNCIL

DRAFT

**MINUTES OF A PARISH COUNCIL MEETING HELD ON
MONDAY 12th September 2016 COMMENCING AT 7.30PM
IN THE VILLAGE INSTITUTE, HIGHAM ROAD, STRATFORD ST MARY**

		Action
	The Chairman proposed at the start of the meeting to add two items for discussion under Finance 16(5) and 16(6). This had been requested by the Clerk in her absence. This was seconded by Cllr Such and all carried unanimously.	
1.	Present and apologies for absence.	
	Bill Davies (Chairman); Roger Barrell (Vice-Chairman); Richard Tilbrook; Hilary Cairns; Shaun Baker; Brian Such; Lorry Shead; Gordon Jones (County Councillor); Sue Carpendale (District Councillor); Fenella Swan (District Councillor);	
	There were two members of the public in attendance.	
	Apologies: -Received from Jenny O'Hanlon (Clerk) and Councillor Graham Pearce	
2.	Declarations of interest and dispensations.	
(1)	There were no declarations of interest or requests for dispensation for disclosable, pecuniary interest, from councillors	
3.	3a) To approve Minutes of a Parish Council meeting held on Monday 11th July 2016.	
	The Minutes having been circulated to all Councillors prior to the meeting were proposed by Brian Such for acceptance by, seconded by Roger Barrell and the vote carried unanimously.	
	3b) To approve Minutes of a Planning Meeting held on Saturday 23rd July 2016.	
	The Minutes having been circulated to all Councillors prior to the meeting were proposed for acceptance by Hilary Cairns, seconded by Shaun Baker and the vote carried unanimously.	
	3c) To approve Minutes of a Planning Meeting held on Saturday 20th August 2016. The Minutes having been circulated to all Councillors prior to the meeting were proposed for acceptance by Hilary Cairns, seconded by Shaun Baker and the vote carried unanimously.	
4	Matters arising from Minutes.	
(1)	Land at Lower Street: The Chairman reported that following up on the offer of advice received at the July meeting had resulted in the information that we could still proceed with a challenge to the Land Registry position but that this will potentially be expensive, and better evidence will be required in support of the council's claims. It is however still possible to complete the AP1 Form which can be lodged relatively inexpensively. It was unanimously agreed that the legal challenge should not be progressed but that it would be appropriate to proceed with lodging the AP1. The Chairman undertook to do so.	BD
(2)	Drainage opposite the Swan PH <i>See item 13</i>	GJ
(3)	Resurfacing Upper Street – Removal of signs. <i>See item 13</i>	GJ
(4)	Training – Clerk/ Councillors	

		Councillor Such reported that he had attended the short course on the current Byelaws and Public Nuisance Legislation which had covered the application, implementation and policing of Byelaws, Public Spaces Protection Orders, Parish and Town Enforcement Orders and Abatement Notices. He said that although 'dog fouling' had been a focus issue for the course it was by means the only one. He reported on his conclusion that although the procedures were not easy to apply, they could prove useful in certain situations provided that the council invoking them was sufficiently committed to their policing and the prosecution of offenders. Which actions they would need to accept responsibility for.	BS
	(5)	Play Area Councillor Baker reported that 3 quotes had been received, ranging from £22 - 25k. These will be challenged and reductions sought. Forms for application to the Babergh Grant Scheme had been obtained and these would be completed and submitted within the week. Timing probably new year. Some additional funding is being sought.	SB
	(6)	Tree replacement – 42 Strickmere Councillor Such reported that he would be meeting with the Assistant Arboricultural Officer from Babergh later in September to discuss not only the planting of a replacement tree outside 42 Strickmere but also the dead tree at the entrance to Matthews Close and hopefully the possible trimming of the tree by the bus shelter. <i>Subsequently confirmed for 27th September</i>)	BS
	(7)	Pothole – Lower Street <i>See item 13</i>	
5. Clerk's Report.			
		The Clerk had circulated her report to councillors prior to the meeting and the included matters were duly noted with many being included on the agenda for this meeting. However, the topic of apparently abandoned cars was further discussed during which it was reported that the BMW had now been removed but the Red WV remained a problem. There were no recommendations for immediate action.	
6. Chairman's Comments.			
		Councillor Davies made reference to the incident of the burst water main above the entrance to the A12 on Saturday evening. He reported that his wife had received contact from several residents, reporting the matter and asking him to take action to inform the appropriate authorities. He suggested that to reduce the incidence of such reporting it might be a good idea to have the telephone numbers for reporting such incidents published in the Parish Magazine. This was agreed and Councillor Such agreed to approach the Quartet Editors on the matter.	BS
		Councillor Davies also informed the meeting that he had received notice that James Cartledge MP would be holding a surgery in the village at the Parish Rooms on 14 October. Raising awareness of this opportunity amongst residents was discussed and it was agreed that notice should be submitted to Quartet in time for the October edition. Councillor Such agreed to do so and District Councillor Fenella Swan undertook to provide e-copy of the notice to facilitate this.	FS BS
		7. Standard of grass cutting in the village <i>See item 13</i>	
		8 Footpaths Report PRoW – update on responses. The fact that the authority had declined to cut back the overhanging shrubbery running alongside Matthews Close (referred to in the Clerks report) was further discussed. Councillor Such claimed that this was now becoming a serious nuisance and a potential danger not only for people using mobility scooters and prams but with even pedestrians needing to step off the pavement, especially in wet weather. He suggested that a village working party be formed to cut back the worst of the overhanging branches. Councillor Davies maintained that this was the responsibility of the appropriate authority and that he would pursue the matter further.	BD
		9 Dangerous/ damaged pavements Strickmere <i>See item 13</i>	
		10 Babergh Alliance of Parish and Town Councils. Councillor Davies drew attention to the circulated report of the BAPTC meeting held on 8 th August saying that as	

	agreed he had attended as an observer and that he had found it informative. He reminded members that Stratford St Mary had not so far joined the Alliance. He reported that contrary to concerns previously expressed by members of the Parish Council, that the Alliance was mainly driven by the Housing development issues in East Bergholt and Hadleigh, the Alliance meeting had covered a range of relevant topics. Councillor Davies undertook to attend and report back on future meetings of the Alliance.	BD
11	Audit report and actions	
	It was reported that the Parish Clerk has registered on HMRC web-site and was now waiting for resolution of the issue. This was anticipated by the November meeting of the Parish Council..	Clerk
12	Public Discussion, including County Councillor, District Councillors .	
	A member of the public raised two issues for the council's attention: 1.The previously reported stump of a silver birch tree (felled last year) has still not been removed. (<i>See report from July meeting</i>) Councillor Such undertook to add this to his list of matters to raise with the Assistant Arboricultural Officer during her visit in September.	BS
	2. Cycle track along A12: Some clearance has taken place but there still considerable overhanging shrubbery. <i>To be addressed by County Councillor.</i>	(see 12.3 below)
	3. The County Councillor confirmed his report circulated prior to the meeting and reported that the :matters raised under 4.2 (drainage opposite Swan PH), 4.3 (removal of road working signs from Upper Street) and 4.7(pothole Lower Street) are to be raised with new district manager at a meeting on19 th September.	
	The following additional items were identified for consideration at that meeting:	
	a) Road closures for drainage clearance - working methods queried;	
	b) Possibility of installing a new curb to the verge alongside Stratford St Mary Church; and	
	c) Overgrown cycle track along A12 (<i>reported under this agenda item</i>).	GJ
	4. District Councillor Sue Carpendale confirmed her report circulated prior to the meeting and in respect of the issue relating to the intrusion of vegetation over the pavement alongside Matthews Close, said that if the relevant post code could be provided she would confirm which authority (county or district) was in fact responsible and report back.	BD/SC
	<u>5. District Councillor Fenella Swan:</u> confirmed her report circulated prior to the meeting and that the next Council meeting was to be held the following week.	
	<u>6. In response to a question from the Chairman as to whether there had been any discussion/ views expressed, at Babergh Council on the subject of the recently formed BAPTC, the District Councillors said that they were not aware of any .</u>	
13	Councillors' Reports.	
	1. Councillor Barrell referred to the recent enquiry about possible overspill parking issues in Stratford St Mary, resulting from the large number visitors to Dedham? He suggested that this was something that we should keep an eye on although he was unsure what action the Parish Council would be able to take. He also drew attention to planning consultation LAIS 1392. The Chairman suggested that response to the SALC questionnaire might be appropriate.	
	2. The impediment caused by an overhanging hedge at Wood House, Dedham Road, was reported, it was agreed that a letter requesting that the hedge be cut back should be sent to the owner.	Clerk
	3. Councillor Such said that although he had no matters to raise in relation to trees in the village he did wish to request some input from the council in relation to the upkeep of the millennium garden. He asked whether members would be prepared to meet at the garden to discuss this on site. It was agreed that members would convene at the garden at 09:00 on Saturday 1 st October to permit detailed discussion and then further agreed that councillors able to do so would then move on to undertake some routine clearing and maintenance at the children's playground.	All Councillors
	4. The Chairman reported that he was obtaining a quote for some necessary	

	repairs to the car park at the Institute and that he would raise this at a future meeting. However in doing so it had occurred to him to question where responsibility for car park maintenance and particularly any possible future replacement of the tarmac surface actually rested (Council or Management Committee). He said he had undertaken some research in the documents relating to the handover of the property to the Parish Council but although they established that the Management Committee was to be responsible for maintenance of the building there was no reference to the car park. After a brief discussion on where the responsibility could or should rest, Councillor Barrell undertook to obtain a quote for the complete resurfacing of the car park to provide some idea of the size of the potential problem and members agreed that the matter should be raised again at the November meeting.	RB
14	Planning – To discuss any planning applications that may be received prior to the meeting.	
	It was confirmed that no new applications had been received.	
	Reference was made to the tree pruning application received in relation to The Old Kennels but it was confirmed that this had been addressed by correspondence and that no further action was required.	
15	Correspondence – To discuss items of correspondence received since the last meeting.	
	There were no items of additional correspondence to discuss	
16	Finance	
1.	To approve expenditure since last meeting.	
	The expenditure sheet had been circulated to Councillors prior to the meeting and this was proposed for acceptance by, Councillor Shead, seconded by Councillor Tilbrook and the vote carried unanimously.	
2.	Monthly cash flow analysis against agreed Precept.	
	It was noted that the monthly cash flow appears to be in error in that 'expenses to date' did not show a figure in the summary. With regard to the Budgeted Reserves of £14,000, question was asked whether this figure contain the £9000 reserve for the playground? To be amended by the Clerk and correct figures provided to the Councillors.	Clerk
3.	To consider applications for funding and other expenditure.	
	Fireworks committee request for financial contribution to 2016 event. This was the subject of some discussion amongst Councillors with general agreement that the event was very well run and was proving to be beneficial to the reputation of the village. Councillor Such proposed that the sum of £500 be allocated to this year's event from the S137 allowance and this was seconded by Councillor Cairns and approved with one abstention. Councillor Such suggested that in the event that the Fireworks Committee were considering the distribution of any surplus income to good causes in the village, the council should be given the opportunity to recommend/ consider possible recipients. Councillor Shead undertook to convey this request to the Fireworks Committee.	LS
4.	It was noted that expenditures relating to speed gun maintenance were already budgeted and agreed.	
5.	Approval of the expenditure requested by the Clerk for the replacement of toner and drum for the council's printer was proposed by Councillor Shead, seconded by Councillor Cairns and approved unanimously. However, Councillor Such suggested that dependent upon the age and specification of the current printer, it might be worth considering the option of a new, modern printer which he believed could be purchased for the same level of expenditure.	Clerk
6.	Suffolk County Council had advised us that from 1st November 2016 they would cease to be the provider of our onesuffolk website hosting service and that Community Action Suffolk (CAS) will become the new provider. This would however incur an annual cost of £50 plus VAT but our clerk had intimated in an email to councillors that, in her opinion, this option would be	Clerk

	much easier and more straight forward than setting up an alternative new website. Acceptance of this was proposed by Councillor Barrell, seconded by Councillor Such and approved unanimously"	
	Date of next meeting	
	The date of the next meeting is Monday 14 th November 2016 at 7.30pm.	
	There being no further items to discuss or comments to make, the meeting closed at 09:22	