



STRATFORD ST MARY PARISH COUNCIL

DRAFT

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
MONDAY 14 MAY 2018
IN THE VILLAGE INSTITUTE,
HIGHAM ROAD, STRATFORD ST MARY
COMMENCING AT 7.30PM

Item	Subject	Action
1.	Election of Chairman	
	With this being the Annual Parish Council meeting, it was necessary to elect a new Chairman for the coming year. In response to request, Councillor Davies said that he was willing to stand for a further year and acceptance of this offer was proposed by Roger Barrell, seconded by Shaun Baker and supported unanimously by all Councillors present	
2.	Present and apologies for absence.	
	Bill Davies (Chairman); Roger Barrell (Vice-Chairman); Hilary Cairns; Richard Tilbrook; Shaun Baker; Brian Such; Lorry Shead. Councillor Graham Pearce had given prior notice of late arrival.	
	Gordon Jones (County Councillor); Sue Carpendale (District Councillor); Fenella Swan (District Councillor); had sent notification of late arrival and joined the meeting during item 6.	
	Members of the Public:	
	There were eight members of the public in attendance during the course of the meeting	
	Apologies: -	
	Jenny O'Hanlon (Clerk)	
3.	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 on items on the agenda and no written requests for dispensations for disclosable pecuniary interest.	
4.	Election of officers	
	Council Officers were confirmed as follows:	
	(1) Vice Chairman – Roger Barrell – Proposed from the Chair and seconded by Shaun Baker	
	(2) Parish Tree Warden – Brian Such - Proposed by Lorry Shead and Seconded by Roger Barrell	
	(3) Institute Representative Bill Davies – Proposed by Roger Barrell and Seconded by Shaun Baker	
	(4) SALC Representative – Shaun Baker- Proposed by Kevin Cassell and Seconded by Hilary Cairns	
	(5) Emergency Planning Officer – Hilary Cairns Proposed by Roger Barrell, Seconded by Richard Tilbrook	
	(6) Footpaths Representative – Kevin Cassell – Proposed by Shaun Baker, seconded by Hilary Cairns	
	(7) Responsible Financial Officer - Jenny O'Hanlon – Proposed by Bill Davies, Seconded by Hilary Cairns	
	(8) Signatories for Santander Account – Bill Davies, Roger Barrell, Brian Such – Proposed by Lorry Shead, Seconded by Hilary Cairns.	

	All the above appointments were supported unanimously.	
5.	To approve Minutes of previously held meetings as follows:	
	(a) To approve Minutes of a Parish Council meeting held on Monday 12 th March 2018. (b) To approve the minutes of the planning meeting held on Saturday 7 th April 2018 at The Anchor	
	a) Parish Council Meeting 12-03-2018: The Minutes having been circulated to all Councillors prior to the meeting were proposed for acceptance by Brian Such and seconded by Lorry Shead. The vote was carried unanimously. b) Planning meeting 07-04-2018: The Minutes having been circulated to all Councillors prior to the meeting were proposed for acceptance by Lorry Shead and seconded by Kevin Cassell. The vote was carried unanimously.	
6.	Matters arising from the above referenced minutes.	
	1. Land at former garage site, Lower Street. API form The Chairman reported that a letter had been received from the Land Registry stating that the period allowed for property owner appeal had been extended, We are, therefore, still waiting an outcome to this long standing issue and the Chairman will report again at the next meeting..	Chairman
	2. Drainage issue – Lower Street, opposite the Swan Discussion of the fact that even after further attention, flooding still occurs, was initially deferred, pending the arrival of Councillor Jones. When raised later in the meeting, Councillor Jones undertook to raise the matter again with the appropriate department.	Councillor Gordon Jones
	3. Strickmere pavements This item was initially also deferred pending the arrival of Councillor Jones. When discussed later in the meeting, Kevin Cassel reported on a meeting with the contractors, as follows: Present Representing Suffolk Highways – John Simpson Representing Kier – Melvin Gutteridge, Terry Jackson and Andy Greuning. Representing SSM Parish Council – Roger Barrell and Kevin Cassell. 1st remedial commenced 1st February 2018 Neil Gutteridge was supervisor on site. I understand that Neil is Melvin Gutteridge's brother. Team started remedial work at School Lane end of Strickmere on the evens side. Team were on site for one and a half days and completed less than 10% of the areas that required attention. I must say that Neil was very professional in his attitude, manner and his understanding of the work required. 2nd remedial commenced 19th March 2018 Terry Jackson, who was present at site meeting 23rd May 2017, was present at commencement of remedial. Remedial team had left site by 2.00pm on the same day. I requested Terry to return to site to look at the quantity of remedial work completed and to discuss when the team would return. Terry told me that the remedial was completed and Kier would not be carrying out any further work. We walked the areas of concern, which he advised me in his opinion were satisfactory. Councillor Cassell further reported that when he had requested Terry Jackson to compare the issues addressed by the original remedial team lead by Neil Gutteridge with those addressed on that day, Mr Jackson's response had been that Councillor Cassell had obviously bullied the first team into addressing more than they should have. Councillor Cassell assured the meeting that this had not been the case and that he had done no more than try to ensure that the necessary remedial work was completed as agreed at the meeting on 23rd May 2017. Councillor Cassell reported that he had informed Terry Jackson that he would not contact him further but that he couldn't guarantee he would not hear from other	Kevin Cassell Councillor Gordon Jones

	<p>parties. In response to this report, Councillor Jones requested that Councillor Cassells e-mail the above details to him so that he could pursue the matter further.</p>	
	<p>4. Flooding in School Lane – Magnolia House. This item was also initially deferred pending the arrival of Councillor Jones. When discussed later in the meeting, Councillor Jones reported that although there is still instance of flooding at the site, investigation has identified that there are no discernible blockages on the public highway and that the conclusion from that has to be that any drain blockage is therefore on private property. It was agreed that the Parish Clerk be requested to write a letter to the property owner, accordingly.</p>	Parish Clerk
	<p>5. Post Office/ Village Shop – The Chairman informed the meeting that the PO counter was now open and its opening hours published. With regard to the request to restore the Sorting Office facility, regret was expressed that there had been no response to the Parish Council request that the facility be retained and it was agreed that the Parish Clerk be requested to send a further letter to the Post Office, pointing out the difficulties associated with having to collect undelivered packages from Manningtree and asking that this decision be reconsidered.</p>	Parish Clerk
	<p>6. Overgrown trees and shrubs on approach road to A12 (by the Gables) It was reported that although the overgrowth had been cut back, the cut vegetation had been left on the verge and that as a result vehicles still had to pull out to the middle of the road to get round it, presenting a safety hazard. Removal to be requested.</p>	Parish Clerk
	<p>7. Tree stump in Kenyon Close – update on stump grinding. As the Parish Tree Warden, Councillor Such reminded the meeting that as stated in his report to the Annual Parish Meeting, there was very little dedicated resource on arboreal matters in Babergh or in any other District. (that is why the Suffolk Tree Warden Network has been formed to try and provide mutual support for Tree Wardens). He said that he would however attempt to contact Babergh to achieve resolution to this long standing issue.</p>	Brian Such
	<p>8. Institute car parking Agreement The Chairman reported that this had been signed on behalf of the Council by himself and Councillor Such and that arrangements to implement the agreement were in progress.</p>	Noted
7.	Clerk's Report.	
	The Clerk had circulated her report prior to the meeting and:	
	<p>the following matters were accepted as reported</p> <p><u>Quartet Magazine</u></p> <p><u>Planning Meetings/Applications</u></p> <p><u>Cheque issues</u></p> <p><u>Website update</u></p> <p><u>Annual Parish Meeting</u></p> <p>For the following matters</p> <p><u>Facebook update</u></p> <p>It was noted that placing the Village Handyman advert on Facebook had provided a quick response.</p> <p><u>Data Protection Officer</u></p> <p>It was noted that although information had been received, on the 26th April, that a DPO is no longer a mandatory requirement for small parish councils, the Stratford and Capel St Mary Clerks have agreed that it would be still good practice to work together and support each other with the GDPR changes happening in May 2018.</p> <p><u>Precept 2018/19</u></p> <p>It was noted that the Precept had been received. £7900 on 9th April 2018</p> <p><u>Financial Year End and Audit</u></p> <p>It was noted that the financial year end figures had been prepared, with Audit prepared for submission to SALC our internal auditor. Form section 1 and 2 ready for approval at this meeting. However an extension to the submission date to 11th June has been obtained because our new external auditors PKF Littlejohn as SALC are inundated and unable to sign off our internal audit before this date.</p>	Parish Clerk

	<p>Register of Interest forms</p> <p>The Clerks report that the new online register of interest forms had been completed by all Councillors with just one exception was noted. Discussion identified that the missing return was that of Councillor Tilbrook, who undertook to make his submission promptly.</p>	Richard Tilbrook
8.	<p>Chairman's Comments.</p> <p>1. The Chairman made brief report of the opening of the refurbished Stratford Lock (now called the Roger Brown Lock) on the previous Saturday, by TV personality Gryff Rhys Jones and Mark Harling, Regional Manager of Enover, the main sponsor of the project. He expressed the opinion that the event seemed to have been quite successful with perhaps 120 people present, including our Member of Parliament James Cartlidge. However the potential use of the refurbished facility remained to be determined as opening the lock has to be pre-arranged via the Trust's web-site</p> <p>2. The Chairman also informed the meeting that a request had been received from Dedham Council seeking support from Stratford St Mary for their intention to request the installation of double yellow lines along the B 1029 from the River towards Stratford St Mary Church. This was intended to counter the excess parking problem currently being experienced, particularly at weekends. Whilst there was some sympathy with regard to the problem itself from councillors, there was little inclination to support the installation of double yellow lines because this would tend to transfer the problem elsewhere, including to Stratford St Mary where there was already evidence of an increased parking problem since the imposition of charges in the Dedham Car Park. It was noted that Dedham receive an income from those charges and suggested that perhaps this should be spent on providing an overspill car park.</p> <p>3. Finally the Chairman reported that the Village handyman had commenced work. He has been asked to cut the grass at the Millennium Garden periodically during the spring and summer and will be undertaking repair/ refurbishment of the publicly owned benches, as agreed..</p>	Noted
9.	<p>To consider the appointment of SALC as the internal auditor for a further 12 months</p> <p>This appointment was proposed by Shaun Baker, Seconded by Roger Barrell and supported unanimously.</p>	Chairman
10.	<p>To review and agree as appropriate, the Standing Orders 2018/ 2018</p> <p>Councillors confirmed that they were aware of these and their adoption was proposed by Brian Such, and Seconded by Kevin Cassell and supported unanimously.</p>	Parish clerk
11.	<p>To review and agree as appropriate, the Risk Assessment for 2017/ 2018</p> <p>Councillor Such asked why there were no requirements relating to the Institute Hall and the Playing Field in this assessment. He suggested that as this was accepted as a council owned asset, there should be. The Chairman pointed out that management of the Hall was vested in the Management Committee to which Councillor Such responded that even so, the Council still had the responsibility to ensure that the management committee were undertaking the appropriate risk assessment actions. It was agreed that this should be further considered and that in addition, consideration should be given as to whether the assessment should include actions in respect of other council assets e.g the bus shelters and lamp posts.</p>	Noted
12.	<p>To review action taken in respect of the damaged cherry tree in the Millennium Avenue</p> <p>The replanting and current survival of the tree were noted but Councillor Such expressed concern that because of the nature of the damage, disease could set in and the tree not survive to the following year. It was noted that the person responsible had agreed to pay for a replacement and Councillor Such undertook to obtain a quote from Original Landscapes (original suppliers of the trees) and report back .</p>	Chairman & Brian Such
13.	<p>Consideration of preparation of a Neighbourhood Plan for Stratford St Mary</p> <p>Referring to his recent report on the purpose and process, for development of Neighbourhood Plans (recirculated following this meeting), Councillor Such recommended that the Council should alter its decision to develop a Parish Plan in favour of developing a Neighbourhood Plan. This would, he said, provide greater protection in the face of future pressure to accept new housing development in the Parish. It was agreed that steps be taken to form the required Parish Neighbourhood Planning</p>	Brian Such

	Group and to commence preparation for grant application. The groups views will be canvassed as to whether to focus the plan on the Parish or attempt to collaborate with one or more neighbouring parishes. Report on progress to be provided at the July Council meeting.	
14.	Village emergency telephone system (VETS)	
	Further to the request made at the Parish Meeting (see First Responders Report to APM) a formal request that the Council support the establishment of the proposed VETS system was put to the meeting. Agreement to this proposal was proposed by Roger Barrell, seconded by Shaun Baker and accepted unanimously. It was agreed that the Council should await further approach from First Responders before taking further steps in this respect, so as to allow time for the volunteer telephone numbers to be put in place. Several councillors indicated that they would be willing to participate.	First Responders
15.	Public Discussion, including County Councillor, District Councillors and Police.	
	1. School hedge overgrown, a resident in Tally Ho Corner had complained that the hedge on the school field backing on to properties in Tally Ho Corner was now becoming overgrown and could we request them to have it trimmed back as they had done in the past. Councillor Jones undertook to enquire as to where responsibility rests and who should be approached to correct this.	Councillor Jones
	2. White gates at the Ipswich end of the village. One has collapsed. This had been reported (number 194024) in January but as yet no remedial action had been taken. It was noted that these gates had been erected when the A12. diversion was introduced but it was not known by whom. Councillor Jones undertook to enquire as to where responsibility rests	Councillor Jones
	3. Kings arms: HGV Damage. Thanks were extended to Councillor Jones for his efforts to bring about a solution to this long running issue that had led to the recent proposal for change to the Higham Road junction with Upper Street. However concern was expressed by the owners of the properties on each side of the junction about the intrusive nature of the proposed signage and the perceived inadequacy of the proposed alterations to kerb configuration and bollard introduction. The meeting was informed that consultation with neighbouring property owners indicates a lack of acceptance of either the signage or the proposed kerbs. Views have been expressed that the current proposals represent to cheapest option possible. Written formal request for visually sympathetic solutions, more in keeping with the village environment will be submitted to the council after the meeting. A member of the public made reference to a previous suggestion for the introduction of a one way system involving School Lane, and recommended that this also be reconsidered. Councillor Jones undertook to raise this matter with Highways again following receipt of this further request.	Councillor Jones
	4. The submitted reports from Babergh District Councillors Sue Carpendale and Fenella Swan were noted and taken as read. However, update was provided by Councillor Carpendale in respect of the Babergh District Local Plan which had been expected to be completed in the Autumn of 2018. She reported that at a meeting earlier that day, it had been accepted that this plan would most likely not be completed before 2020. Councillor Carpendale further reported that the pressure for increased house building was growing with the Babergh new housing target raised to 422 per year. It was noted that both of these issues had implications for the proposed development of a Stratford St Mary Neighbourhood Plan.	Brian Such
	5. A member of the public made reference to the generally unsatisfactory condition of the village, suggesting that councillors should walk round the village occasionally to take note of its condition for themselves..	All Councillors
	6. A member of the public commented on the recent the lock opening, expressing concern at the expenditure which, it was said, would not benefit the village at all, if access to the island by the public was to be denied. (Referring to the erection of a lockable gate at the Weir. The Chairman reported that at the opening ceremony the previous Saturday, the RST had confirmed that the bridge gate would not in fact be locked and that public access was to be permitted..	Noted
	7. A member of the public drew attention to the fact that the previously reported fallen tree on the Chase Footpath had still not been cleared. The	

	Chairman undertook to get this addressed by the newly appointed handyman.	Chairman
	8. A member of the public reported that the footpath pavements between Tenterfield and Drumfield are now in very poor condition.	To be reviewed
16.	Councillors' Reports.	
	1. Councillor Baker sought confirmation that all matters concerning inspection of the playground were satisfactorily completed.	
	2. Councillor Such reported that he had, as yet, been unable to make contact with the contractors responsible for the cutting of grass at the Institute Field to arrange for them to extend their cut to the recently cleared periphery. He said that as a result the nettles and other weeds were now taking the area over again. He requested that the handyman be asked to trim back this vegetation to keep it in check pending further attempt to instruct the contractor. This was agreed.	Chairman & Brian Such
	3. The Chairman enquired as to the status of the proposed re-signing of the trees at the millennium avenue. Councillor Such provided a sample of the proposed signage and it was generally agreed that this should proceed.	Brian Such
17.	Planning.	
	It was noted that no new planning applications had been received.	
18.	Correspondence	
	To discuss items of correspondence received since the last meeting.	
	The Chairman reported that a letter had been received from a member of the public drawing the council's attention to:	
	(1) Speeding in the village – said not to be too much of a problem. Reference to parking issues in Lower and Upper Streets.	Noted
	(2) Roads – Pot holes, repair requested. White gates (see also item 15/2). Continued absence of central white line in Upper Street.	Noted
	(3) Environment. Damaged (flowering cherry) tree by A12 Bridge (see also item 12)	Noted
	(4) Litter – Serious problem along A12. And also in village generally	Noted
19.	Finance	
	(1) To review and agree as appropriate, sections 1 and 2 of the Annual Return and sign-off the year end accounts for 2017/18	
	Acceptance proposed by Graham Pearce, seconded by Shaun Baker and carried unanimously	Chairman
	(2) To review and approve as appropriate, the expenditure since the last meeting	
	Approval proposed by Hilary Cairns, seconded by Kevin Cassell and carried unanimously	Noted
	(3) To review and confirm as appropriate, the monthly cash flow analysis against agreed Precept	
	Confirmation proposed by Lorry Shead, seconded by Kevin Cassell and carried unanimously	Noted
	(4) To review and agree as appropriate, S.137 donations under the Local Government Act 1972	
	(i) Dedham Vale AONB - £100.00	
	(ii) Suffolk Preservation Society - £25.00	
	(iii) Suffolk Accident Rescue - £75.00	
	(iv) Neighbourhood Watch - £40.00 (set-aside)	
	(v) PCC churchyard maintenance/ Roof repair - £1000	
	(vi) River Stour Trust - £20.00	
	Items (i) to (vi) were considered and agreed together on a proposal by Graham Pearce which was seconded by Shaun Baker and carried unanimously.	Parish Clerk
	(5) To review and agree as appropriate, subscriptions to SALC, Local Councillor Magazine and Community Action Suffolk	
	Proposed by Graham Pearce, seconded by Shaun Baker and carried unanimously	Parish Clerk
	(6) Consideration of BHIB insurance renewal	
	It was reported that a reduction in premium had been negotiated – now £403.91 as a single payment inclusive of long term agreement Acceptance of revised premium proposed by Roger Barrell, seconded by Lorry Shead and supported unanimously	Parish Clerk
	(7) Consideration of payment of the Chairman's allowance for 2018/ 2019 - £125.00	
	Payment of this allowance was proposed by Lorry Shead, seconded by Hilary	

	Cairns and carried unanimously	Parish Clerk
(8)	Review of Clerk's salary against SP19/21 new pay scales and determination of salary for 2018/ 2019	
	This was discussed briefly with recommendation to raise the rate to SP/21 proposed by Roger Barrell, seconded by Hilary Cairns and carried unanimously	Chairman & Parish Clerk
20.	Date of next meeting and closing of the meeting	
	The date of the next meeting was agreed as Monday 9 th July 2018 at 7.30pm.	All Councillors
	There being no further comments to make the meeting closed at 09:35.	