



STRATFORD ST MARY PARISH COUNCIL

6 Homefield
Capel St Mary
Ipswich
Suffolk
IP9 2XE

E-mail: parishcouncil@stratfordstmary.org.uk
Website: www.stratfordstmary.onesuffolk.net/

Chairman
Roger Barrell

Meeting of Stratford St Mary Parish Council held on Monday 8th July 2024, at the Village Institute, Higham Road at 1930hrs.

MINUTES

PRESENT:

Cllr R Barrell - Chairman
Cllr D Robinson – Vice Chairman
Cllr W Davies
Cllr G Robinson
Cllr M Pearce
Cllr Shead

IN ATTENDANCE:

F Hall - Clerk
6 member of the public
County Cllr Georgia Hall
PC Niall Johnson

01.07.24 Present and apologies for absence.

Apologies received from Cllr Wright and District Cllr John Ward.

02.07.24 To accept members declarations of interest in accordance with the Council's code of Conduct. Cllr D Robinson and Cllr Davies are trustees of the Village Institute Committee.

03.07.24 To approve Minutes of the AGM on 20th May 2024 and the extraordinary meeting held on 28th June 2024. The minutes of the AGM meeting held on 20th May 2024 and the extraordinary Meeting held on 28th June 2024 were approved as a true record and were signed by the Chairman. Proposed by Cllr Davies, seconded by Cllr G Robinson, all in favour.

04.07.24 To discuss if the PC has received any applications to fill the 2 vacancies on the Parish Council. No applications have been received.

05.07.24 Election of Emergency Planning Officer

D Robinson
9/9/24

It was proposed at the last meeting for Cllr Shead to be appointed as Emergency Planning Officer – Cllr Shead confirmed he is happy to take on this role.

06.07.24 Suffolk Constabulary

PC Niall Johnson introduced himself and explained his role as a local community police officer. A list of investigations that have happened over the last 90 days for SSM was given (this is attached to the minutes) – there have been 7 actual crimes but nothing major. PC Johnson deals with community crime and covers 20 parishes. Every month he will set up a surgery in a different Parish to engage. If the PC or any villagers see a developing problem, then they can contact him – please contact the Clerk for contact details but any crimes must be reported direct to the police. PC Johnson commented that Neighbourhood Watch is a good thing to have and needs to be grown and increased but confirmed that the police were not involved with Neighbourhood Watch.

07.07.24 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 to view on the Parish Councils website. No questions received on the reports. County Cllr Hall commented on item 08.07.24 on the agenda - Weir Bridge and she will investigate the issue of ownership of the footbridge by the Weir. Flooding on the Dedham Road is being looked into and has been passed onto the relevant teams. A question was raised for the planning application for the school by the PC asking if Highways can come out and look at the current parking situation on Strickmere – Highways are a statutory consultee and will do a technical assessment, they will be made aware that schools break up at the end of next week so they need to come out before then. It will be a planning officer that will look at residents / statutory consultees comments. The Chairman raised making Lower Road to Dedham pedestrian friendly – County Cllr Hall advised that the PC need to put a proposal forward for this with pictures for consideration by Highways. There is an emergency footpath closure in East Bergholt of footpath 44 – SCC need a permit from the Environment agency to carry out work which can take up to 12 weeks to get so the footpath will be closed for some time. The Chairman raised concerns with regards to cars parking on double yellow lines in Lower Street – County Cllr Hall advised that enforcement of double yellow lines is the responsibility of Ipswich Borough Council and she will raise this issue with them and see if she can get them to come out. County Cllr Hall advised that the public footpath sign at The Anchor is still ongoing.

08.07.24 Weir Bridge

To formally request that our Suffolk County Councillor help us to resolve the issue of ownership of the footbridge by the weir, denied by both Suffolk and Essex County Councils. It is for the respective county councils to resolve this issue, as it is outside the parish council's remit. We would request this is dealt with before the onset of winter as it is the slippery surface that causes issues. Discussed under agenda item 07.07.24

09.07.24 Planning Applications

No new planning applications have been received.

10.07.24 B1029 Dedham Road, Stratford St Mary, Flooding Issues

Email received from a Parishioner with regards to this issue, the Clerk has emailed both the County Cllr and District Cllr to ask for help. Update given under agenda item 07.07.24

11.07.24 Dedham – River problems in the summer

Cllr Douglas Bourn from Dedham PC along with Cllr Andrew McLaughlin and Lucy Goodall attended to talk to the PC with regards to addressing the issues along the river which are impacting both SSM and Dedham and going forward would like to propose that the 2 PCs work together on this issue. Dedham PC have taken on a company to look at what they can do and how to manage the tourism that Dedham attracts. There is concern over litter, parking and people jumping off the bridge etc. Dedham PC would like people to come to Dedham to enjoy the area but want to make them aware of being respectful and safe and keeping it an accessible place to come. County Cllr Hall to look at the enforcement of parking in Dedham Road. The Chairman sympathised with Dedham PC and agreed that a joint effort is needed and asked that they liaise with us as much as possible. The Dedham Cllrs were thanked for taking the time to come to the meeting.

12.07.24 Meadows and river bordering Stratford and Dedham
Covered under agenda item 11.07.24

13.07.24 Footpaths
Anchor footpath – Update on reinstatement of public footpath sign – update given under agenda item 07.07.24
Overgrown vegetation on footpaths – all reported to SCC, noted.

14.07.24 Chairmans comments
None

15.07.24 Correspondence and Clerks Report

Notices have been posted by National Grid asking details of ownership of the Village Institute land and we have advised them accordingly – noted.

VAT return received of £1,276.91 – noted.

An email had been received from Dedham Vale and Stour Valley Project thanking the PC for their Donation – noted.

Village Institute and land title deeds are still showing as a previous Clerks address – Land registry have been contacted and they claim that they did not receive the form sent. Form now resent recorded delivery – noted.

The Parochial Church Council have emailed thanking the PC for their donation – noted.

An email had been received from Suffolk Accident Rescue thanking the PC for their Donation – noted.

Email received 29.06.24 with photos from a resident of cars parked on double yellow lines on Lower Street. Resident advised that this caused traffic chaos. – discussed under agenda item 07.07.24

Cllr D Robinson has received an email from a resident advising that they have cleared out gutters on Higham Road but who is responsible for doing this. Cllr D Robinson has sent an email to the Environment Agency and is awaiting a response.

16.07.24 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, bank statements, accounts and reconciliations were circulated to Councillors prior to the meeting – copy of expenditure sheet and financial report are attached to the minutes. Proposed by Cllr Shead, seconded by Cllr Pearce, all in favour. **Decision** – expenditure of £4,843.64 from 21.05.24 to 08.07.24 and balance at the bank at 30.06.2024 - current account is £6,120.97 with £653.52 uncashed cheques and the reserve account £22,812.71 was approved by all.

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

(3) Monthly cashflow reserves. No comment

(4) Changing bank accounts to Barclays bank – Barclays bank offer an online Business account which is free for the first 12 months then there is a monthly account fee of £8.50 payable. Barclays Bank are the only bank we have found that allows an online two-signature system that will enable the Clerk to generate online payments. Cllr G Robinson proposed to change bank accounts, Cllr D Robinson seconded, all in favour. All in agreement for Cllr Barrell and Cllr Shead to remain as signatories and for the Clerk to be added. Cllr Davies to be removed as a signatory.

17.07.24 Proposal to make the B1029 from SSM to Dedham more pedestrian friendly
Discussed under agenda item 07.07.24 – RB to put together a proposal/photo. RB

18.07.24 Grass cutting
Interim grass cuts – Cllr G Robinson has now received permission from Babergh for the PC to

implement interim grass cuts. Once a grass cutting schedule from Babergh has been received a plan of when interim cuts can take place can be made. Cllr G Robinson advised that there is a weeds act of 1959 which lists weeds that can affect human or animal health. Some of these weeds are in the triangle so this can be raised to Babergh. The Chairman thanked Cllr G Robinson for all her efforts with looking into the interim cuts.

19.07.24 Dog fouling

Cllr G Robinson has been looking at graphic signs with QR codes on them for directing people with reporting dog fouling to Babergh District Council. For 20 QR sign stickers the cost is £50 plus vat. These can be placed on existing bins, backs of road signs, lampposts etc. Cllr G Robinson proposed to purchase, Cllr D Robinson seconded, all in favour. 1 abstain from the vote.

20.07.24 Earmark Reserves

Cllr D Robinson circulated at the last meeting a brainstorming questionnaire for earmarking / use of reserves. Earmarking reserves has been flagged up on the internal audit and needs some consideration, it also shows future planning. Cllrs have been asked to look at questionnaire and those who have yet to respond to revert with their priorities and any new ideas before September's meeting

21.07.24 The River Garden

Update on the installation of the bollard in front of the gate at the River Garden. Expenditure of £145.44 including VAT for Blands to fit bollard agreed at last meeting and £163 for purchase of bollard agreed in November 2023 meeting. Update also to be received on the lease agreement and the fallen tree. Clerk has been chasing but no update received.

22.07.24 ETRO's / TRO Lower Street – Double yellow lines

Agreed for agenda item header to be changed for the next meeting to demarcation of pavement past The Swan carpark and Swan House. Proposal put to Highways of some sort of demarcation of the pavement past the Swan car park and Swan House be implemented – SCC have requested photos and have asked if this issue has been raised with The Swan. The Chairman advised that SCC have patched up the very bad areas of the pavement. PC in agreement to report the issue about parking outside The Swan to the owner and ask if they are aware of the problem. Cllrs to take photos when they see any issues to forward onto SCC. **Clerk / Cllrs**

23.07.24 Electric Pylons campaign – National Grid Norwich to Tilbury project

The pylon report has been amended and the Clerk is to submit the amended copy to National Grid. A copy of the pylon report will also be published on the PCs website.

24.07.24 Village Institute and Institute Committee

1) Village Hall acoustics – The Institute Committee have agreed expenditure of over £4000 to have work done at the hall to solve the acoustics problem. An email has been received from the Institute Committee asking if the PC would give £1,000 to towards this. Cllr Shead proposed to donate £1,000, Cllr G Robinson seconded. All in favour. Cllr Davies and Cllr D Robinson abstained from the vote due to declared interest. **Clerk**

2) Village Institute representative – Cllr Davies advised that the next thing being looked at by the VI Committee is the floor being re waxed at a cost of £1,200.

25.07.24 Re painting of Parish Council owned lampposts

15 Lampposts have been painted but lamppost 47 on the list sent to Highways has been missed and lamppost numbers have been painted over. The Clerk has contacted Highways and they have instructed their contractor to come back out and paint lamppost 47 as previously requested. Quote received for metal number plates to go on lampposts that have been repainted at a cost of £32 each plus vat. Cllr G Robinson to look at the cost for number stickers which will be cheaper. **GR**

26.07.24 Scheduled Councillor walks / Village works action plan

All in agreement just to do paved area walks and not to include footpaths due to the large distance this would cover. Cllr G Robinson proposed to do walks in groups of 2 or 3 people and breakdown map into routes to walk. Having regular walks around the village would be used to look to see if there are any issues and be proactive and pre-empt problems. Cllr G Robinson to come up with a schedule and circulate to Cllrs. **GR**

Robinson
9/9/24

27.07.24 Promotion of the Parish Council

At Mays meeting it was agreed to create a paper version of a survey with expenditure of £10 approved for delivery of the survey to residents. Cllr G Robinson has drafted a survey and circulated to Cllrs before the meeting. Cllr Shead proposed asking for the first line of address so the PC can gauge which part of the village people are answering the survey from. The Survey could also be published on the PCs website as a PDF clickable document. Survey to go out with the September addition of the Quartet and deadline for return proposed for 2-3 weeks after being delivered. Cllr G Robinson to speak to Vale Garage to see if they would be happy for a box to be placed there for completed surveys to be handed in. GR

28.07.24 Purchase of new maintenance equipment

Update on quotes for the purchase of trimmer and hedge trimmer for maintenance of common Areas and the option of renting equipment. Cllr D Robinson advised that the Community Self Help Scheme (CSHS) will provide high viz, hard hats, barriers, PPI but we cannot buy an electric strimmer without going on a training course. PC would have to pay for the training course but then the CSHS would reimburse us for the cost of a strimmer. All in agreement for Cllr D Robinson to see what equipment the CSHS will give before looking at other options. DR

29.07.24 Speeding through the village – Upper/Lower Street

A Parishioner has raised speeding through the village and is asking if traffic calming measures or a 20mph zone be looked at. PC discussed and agreed to write to Suffolk Highways with concerns and ask for guidance and help. Cllr G Robinson has reported on the Highways tool traffic coming through Upper Street and trying to pull out of Tally Ho Corner Clerk

30.07.24 Refurbishment of the Village sign

Cllr D Robinson has obtained a quote of approx. £1,000 to refurbish the village sign and proposed that if funding could be obtained then to go ahead with this. The Chairman will ask District Cllr Ward if he has any funding available to help towards this. RB

31.07.24 Financial regs

NALC new model financial regulations, Asset register, Risk Assessment and Emergency plan were circulated to Cllrs before the meeting. Questions on the financial regs were also circulated. The Chairman asked for a proposal to approve the recommendations for the New Financial regs, the Asset register, Risk Assessment and emergency plan, Cllr Shead proposed to accept all, Cllr D Robinson seconded, all in favour.

32.07.24 Asset register

Updated with the new speed camera and post - approved under agenda item 31.07.24

33.07.24 Risk Assessment

Approved under agenda item 31.07.24

34.07.24 Emergency plan

Approved under agenda item 31.07.24

35.07.24 Purchase of Deer signs for Lower Street opp The Swan

Cllr G Robinson advised that to put up any signs you must get permission from Highways. Regulations state that you cannot put a sign where there is a perceived problem or a wish to have a certain of sign – it must be an evidenced issue. Cllr G Robinson has reported wildlife issue from the Pump House down to the Weir on the Highways tool. All in agreement that we cannot spend money on the purchase of a sign if we cannot put one up.

36.07.24 Millenium Ave trees and Millennium Garden

Overhanging trees owned by Highways on Millennium Ave have been reported to Highways but they have replied with no action needed. The Clerk has had a health check on all the PC owned cherry trees and has received the following quotes for pruning / removing some of the PC owned trees and pruning some of the Highways owned trees – Dedham Vale Tree Surgery £650 plus vat with an optional £250 plus vat to remove the dead fallen Highways owned tree and Bland Landscapes have quoted £1,155 including vat. Cllr G Robinson proposed to accept the quote from

Bland Landscapes which includes more pruning, Cllr D Robinson seconded, all in favour.

37.07.24 Oak trees on Green Lane End on Stratford hills

Cllr G Robinson has looked at getting TPOs on the Oak trees on Green Lane End to protect them with the pylons coming through but has been advised that National Grid can still remove trees as major infrastructure projects are exempt from TPO regulations. David Pizzey the Arboriculture Officer at Babergh advises that an arboriculture implications assessment will be submitted to National Grid.

38.07.24 Milestone

The PC would like to thank Cllr D Robinson for repainting the Milestone

39.07.24 Matters to be brought to the attention of the Council

Neighbourhood Watch signs need to be replaced – Cllr G Robinson proposed getting vinyl overlays for the signs. Neighbourhood Watch will not provide signs for free so could the PC pay – to be added to the next agenda. **Clerk**

40.07.24 Confirm the date of the 9th of September 2024 at 1930hrs for the next Parish Council meeting

The meeting date of the 9th of September 2024 was confirmed.

Meeting closed at 2127hrs

FINANCIAL REPORT

to 30.06.2024

Balance at bank Current Acc	£6,120.97	Uncashed cheques £653.52
Balance in Reserve	£22,812.71	
Interest Earnt Reserve Acc	£58.88	
Receipts since last meeting	£1276.91	VAT return

		PLANNED EXP.	ACTUAL SPEND TO DATE	DIFF - PLAN/AC T
General Admin	Audit	400.00	250.00	150.00
	Chairman's Expenses	125.00	0.00	125.00
	Clerk's Salary	7,800.00	1,950.00	5,850.00
	Clerk's Expense and room use	450.00	135.10	314.90
	Internet Use	120.00	30.00	90.00
	Software\Computer equip Microsoft	79.99	79.99	0.00
S137 Donations	S.137 Allowances	2,000.00	1,205.00	795.00
Playground	Inspection	500.00	0.00	500.00
	Maintenance / repairs			
	Bark replacement	200.00	0.00	200.00
Village Maintenance	Tree Maintenance	450.00	0.00	450.00
	Institute Grass Cutting	874.00	489.04	384.96
	Millennium Garden Grass cutting	100.00	18.00	82.00
	Millennium Ave & River Garden Grass cutting/Maintenance	1,600.00	262.50	1,337.50
	Litter pick			
	Village Sign Maintenance			
	Village Institute maintenance			
Litter /grit bins/Dog bins				
Subscriptions/Training/Publications	SALC Membership	380	273.79	106.21
	SLCC - Clerk's Subscriptions	0.00	0.00	0.00
	Open spaces	500.00	25.00	475.00
	Community Action Suffolk			
	Comm Action Suffolk Website			
	CommuniCorp			
	Training			
Publications/ICO DataProt/Internet				
Institute/Parish Room Hire	Institute Hire/Parish Room Hire	173.00	18.00	155.00
Village Lighting / maintenance contract	Lighting/Maintenance	1,538.00	712.92	825.08
Insurance	Insurance	605.00	606.72	-1.72
River Garden noticeboard rent	River Garden noticeboard rent			
Misc	Misc.	500.00	0.00	500.00
Admin	Admin	350.00	9.80	340.20
Dog/litter bins emptying	Dog/Litter Bins Emptying	1,311.00	0.00	1,311.00
Village Emergency telephone system	Emergency Planning	120.00	0.00	120.00
Wreath	Wreath	18.00	0.00	18.00
Speed gun expenses	Speed Gun expenses	200.00	2,807.99	-2,607.99
Speed signage	Speed signage			
VI Carpark	VI carpark	0.00	0.00	0.00
River Garden Expenses	River Garden improvements	0.00	0.00	0.00
Parish Election Costs	Parish Election Costs	135.00	0.00	135.00
	TOTALS	20,528.99	8,873.85	11,655.14

*Invoice was for £345.79 but we have a £72 credit on out account with SALC

Purchase of a new speed sign, Georgia Hall has given £500 towards this and VAT reclaim will be £468. Money from reserves being used for this purchase



Business Account



Santander Business Banking
Operations
Sunderland
SR43 4FW

STRATFORD ST MARY PARISH COUNCIL
6 HOMEFIELD
CAPEL ST. MARY
IPSWICH
UNITED KINGDOM
IP9 2XE



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Your account summary for

4 June 2024 to 2 July 2024

Account name: STRATFORD ST MARY PARISH COUNCIL	
Account number: 75975180 Sort Code: 090155	
BIC: ABBYGB2LXXX IBAN: GB58ABBY09015575975180	
Statement number: 007/2024	Page 1 of 3
Balance brought forward from 3rd June statement	£9,060.01
Total credits:	£0.00
Total debits:	-£2,939.04
Your balance at close of business 2 July 2024	£6,120.97
Credit interest rate: No credit interest is paid on this account.	

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Continued on reverse...



Date	Description	Credits	Debits	Balance
	Previous statement balance			9,060.01
7th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022500		244.52	
7th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022513		3.00	8,812.49
11th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022514		38.80	8,773.69
17th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022509		1,000.00	
17th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022512		606.72	7,166.97
18th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022515		250.00	6,916.97
20th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022510		18.00	6,898.97
21st Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022511		25.00	6,873.97
25th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022517		678.00	
25th Jun	PAYMENT BY CHEQUE WITH SERIAL NO 022508		75.00	6,120.97
25th Jun	Current statement balance			6,120.97

A handwritten signature in black ink, appearing to be "R. Smith", located in the bottom right corner of the page.



Business Account



Santander Business Banking
Operations
Sunderland
SR43 4FW

STRATFORD ST MARY PARISH PARISH COUNCIL
6 HOMEFIELD
CAPEL ST. MARY
IPSWICH
UNITED KINGDOM
IP9 2XE



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Your account summary for

4 June 2024 to 3 July 2024

Account name: STRATFORD ST MARY PARISH PARISH COUNCIL	
Account number: 03527247 Sort Code: 090150	
BIC: ABBYGB2LXXX IBAN: GB80ABBY09015003527247	
Statement number: 007/2024	Page 1 of 3
Balance brought forward from 3rd June statement	£22,793.19
Total credits:	£19.52
Total debits:	-£0.00
Your balance at close of business 3 July 2024	£22,812.71

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Continued on reverse...



Account Name: STRATFORD ST MARY PARISH PARISH COUNCIL

Account number: **03527247** (Sort Code 090150)

Statement number: 007/2024 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			22,793.19
30th Jun	INTEREST PAID AFTER TAX 0.00 DEDUCTED	19.52		22,812.71
30th Jun	Current statement balance			22,812.71