



STRATFORD ST MARY PARISH COUNCIL

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Chairman
Roger Barrell

Stratford St Mary Parish Council meeting held on **Monday 17th February 2025** at the Parish Room at 1930hrs

MINUTES

PRESENT:

Cllr R Barrell – Chairman
Cllr D Robinson
Cllr W Davies
Cllr M Pearce
Cllr Shead
Cllr G Robinson
Cllr N Wright
Cllr N Woodard
Cllr R Carvalho

IN ATTENDANCE:

F Hall – Clerk
Members of the public - 0

Before opening the meeting, the Chairman added Planning Application DC/25/00627 under agenda item 09.02.25

01.02.25 Present and apologies for absence.

Apologies received from County Councillor Georgia Hall and District Councillor John Ward.

02.02.25 To accept members declarations of interest in accordance with the Council's code of Conduct. None

03.02.25 To approve Minutes of the meeting held on 13th of January 2025.

The minutes of the meetings held on the 13th of January 2025 were approved as a true record and were signed by the Chairman. Proposed by Cllr G Robinson, seconded by Cllr D Robinson, all in favour.

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04.02.25 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.

05.02.25 Weir Bridge
Essex Highways have advised that the bridge was inspected by their PROW team and was identified as being owned by Essex and Suffolk Water who have been made aware of the concerns relating to the bridge deck and handrail. Cllr D Robinson advised that the cabinet member of Essex is still chasing Essex and Suffolk Water for an update on this.

06.02.25 B1029 Dedham Road, Stratford St Mary, Flooding Issues
Email received from County Cllr Hall – the Drainage Team have advised that there was extensive work including root cutting and jetting in November. Further works will be progressed as the planned civil work schedules allow.

07.02.25 Footpaths
Anchor footpath – public footpath sign was due to be erected by the end of January 2025 but hasn't been done. Email received from County Cllr Hall advising that she is chasing the Public Rights of Way Team for an update.

08.02.25 Proposal to make the B1029 from SSM to Dedham more pedestrian friendly
Email received from County Cllr Hall advising that works have been ordered to replace signs and remove vegetation and are due to be completed by 4th March 2025.

09.02.25 Planning Applications
Discuss any planning applications that have been received.

APPLICATION FOR PLANNING PERMISSION - DC/25/00070
Proposal: Householder Application - Conversion of garage including first floor extension above. Erection of a conservatory (following demolition of existing). Construction a new slate roof.
Location: Bramleys, Upper Street, Stratford St Mary, Colchester Suffolk CO7 6JN
Extension to comments given to 20.02.25


APPLICATION FOR LISTED BUILDING CONSENT - DC/25/00345
Proposal: Application for Listed Building Consent. Alterations to first floor bathroom and ground floor fireplace in living room as per Design and Access Statement.
Location: Lowe Hill House, Higham Road, Stratford St Mary, CO7 6JX
Extension to comments given to 24.02.25

APPLICATION FOR PLANNING PERMISSION - DC/25/00272
Proposal: Householder Application. Removal of conservatory and erection of a single storey rear extension.
Location: 5 Veyses End, Stratford St Mary, CO7 6NY
Extension to comments given to 20.02.24

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/00496
Proposal: Notification of works to Trees in a Conservation Area
Location: Audley House, Lower Street, Stratford St Mary, Colchester Suffolk CO7 6JS
Comments by 25.02.25


APPLICATION FOR PLANNING PERMISSION - DC/25/00091
Proposal: Planning Application - Erection of Tractor/Paddock equipment Shed.
Location: Land to the North Of 4 Mors End, Stratford St Mary, Colchester, Suffolk CO7 6YF
Comments by 28.02.25

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/00627
Proposal: Notification for Works to Trees in a conservation Area – Coppice 1 No. Hazel (T1), Reduce 1 No Elm (T2) to approx. 7ft and Fell 1 No Group (G3) pf 8 Elms, 3 sycamores with sooty bark and 1 elder.
Comments by 04.03.25

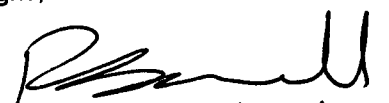

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The Councillors discussed all of the above planning applications and agreed that no comment is required, Cllr Wright proposed, Cllr Woodard seconded, all in favour.

- 10.02.25 Report of dangerous wall by Mill House, Lower Street**
Cllr D Robinson emailed the person that deals with dangerous buildings at Babergh, they have advised that the estate agent for Mill House has been contacted, and they will make the owner aware of the wall and the Heritage team have also been made aware. Agreed to remove this item from the next agenda.
- 11.02.25 Chairmans comments**
The Chairman noted that there has been a spate of road signs being moved around the village, this has been reported and the community police officer has been made aware and has been to talk to the youth club members and has been a presence in the village on a couple of nights. Thanks from the PC to be given to Sheena Bumphrey for her assistance with a medical emergency in the village. Cllr G Robinson proposed expenditure of £30 for flowers and a letter to say thank you, Cllr Wright seconded, all in favour. **Clerk**
- 12.02.25 Correspondence and Clerks Report**
Email received from a Parishioner with regards to the repairs that Suffolk Highways have done to the Higham Road ditch advising that they have not done a satisfactory repair and if a tractor, lorry or car were to hit the bank the stream would pour out onto the road again. The Parishioner also requested that the stream that heads in the direction of the Institute be dredged as it hasn't been done for years. Email sent to County Cllr Hall who advised that she has asked the Highways team to inspect the bank and will give an update once this has taken place. With regards to the stream, she has asked if the Parishioner can report the exact location on the Highways reporting tool so it can be looked into further.
- 13.02.25 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 the Cllr G Robinson, seconded by Cllr Woodard, all in favour. **Decision** – expenditure of £2,264.37 from 14.01.25 to 17.02.25 and balance at the bank at 31.01.2025 - current account is £3,406.20 with £2,337.56 uncashed cheques and the reserve account £18,807.89 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 – the Clerk has circulated details of the savings account that Barclays have recommended for the PC. For the current account Barclays have advised that there can only be 3 signatories which will be the Clerk, Cllr Barrell and Cllr Shead and for online payments only 2 signatories will be required to process a payment. Clerk will get 2 signatories to authorise an invoice and then set up the payment online as a signatory and then ask another signatory to approve the payment. Cllr D Robinson proposed to accept the above process and for Barclays paper work to be signed for opening accounts, Cllr Wright seconded, all in favour. Once the Barclays current and savings accounts are open all funds are to be transferred accordingly, from the PCs Santander accounts. **Clerk**
(5) Donation request from the Quartet – Cllr Davies proposed to donate £100, Cllr D Robinson seconded, all in favour. **Clerk**
- 14.02.25 Institute grass cutting**
Cllr Shead proposed to renew and sign the grass cutting contract with Vertas, Cllr Pearce seconded, all in favour. **Clerk**
- 15.02.25 Council Officer updates**
Footpaths – Cllr Barrell advised nothing to report.
Tree warden – Cllr G Robinson advised that she receives regular communications from the Tree warden network. There is a dead cherry tree in Strickmere which has been reported.
Emergency representative – Cllr Shead advised nothing to report.
Village Institute Representative – Cllr Davies advised nothing to report.


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- 16.02.25 CIL Funding – speed camera for Dedham Road**
Cllr D Robinson has been advised that CIL funding cannot be offered for anything Highways related so other funding options will be looked into.
- 17.02.25 Neighbourhood plan**
Waiting for District Cllr Ward to give guidance on Neighbourhood plans – Cllr D Robinson to chase.
DR
- 18.02.25 Grass cutting**
Previously agreed to undertake interim cuts in between Baberghs cuts with Vertas. Cllr G Robinson advised that Baberghs cutting schedule has not been released yet so defer item to the next meeting.
- 19.02.25 The River Garden**
Licence discussed and points to raise back to Savills – Notices 5.1 we need an address, 7.1.1,7.1.2 and 7.1.3 word family needs to be amended to general public, 2.25 clause states not to obstruct any entrance to or exit from the premises – query as licence mentions bollard that PC are to install. Quotes for animal fencing to be obtained. Cllr D Robinson proposed to sign the licence in principle, Cllr Shead seconded, all in favour. **Clerk**
- 20.02.25 Electric Pylons campaign – National Grid Norwich to Tilbury project**
National Grid targeted consultation – Raydon PC are holding a meeting on the 17.02.25 to discuss this. No other updates.
- 21.02.25 Scheduled Councillor walks / Village works action plan**
Cllr D Robinson advised that a Google document has been created and Cllrs have been adding works to be done onto this. Some of the works need to be done in the Spring when the weather breaks. Cllr G Robinson noted that there is no road sign directing to the Village Institute – Cllr Davies is to raise this with the Village Institute Committee.
- 22.02.25 Promotion of the Parish Council**
Cllr G Robinson and Cllr Wright have created a resident's survey and proposed that this goes out with the March Quartet. Villagers will be asked to return completed surveys via the Post Office where a courtesy box will be placed. An electronic copy of the survey will also be created. Cllr G Robinson suggested that this survey be done once a year to engage with residents. Charge for delivery with the Quartet is £10 and quote for printing is to be confirmed, Cllr G Robinson proposed to accept expenditure, Cllr Wright seconded, all in favour. **GR**
- 23.02.25 Refurbishment of the Village sign**
Cllr D Robinson has obtained a quote of £927 to refurbish the village sign. County Cllr Hall and District Cllr Ward have advised that they have no money in their locality budget left to contribute towards this. Cllr Woodard proposed to accept the expenditure and approach the County and District Cllrs again in April for locality grants, Cllr Shead seconded and all in favour. **Clerk**
- 24.02.25 Slow down signs village wide**
Kingsleigh Estate Agents in Dedham have very kindly agreed to sponsor frames and posts for slow down signs and SSM Primary School have confirmed that they would like to take part in this project. Cllr G Robinson has created a template for the signs and will go into the school to talk to the children about designing the signs next week. **GR**
- 25.02.25 Millennium Garden**
Alison O'Reilly who is the gardener for the Millennium Garden has accidentally had her bags which hold garden waste in them destroyed. Cllr D Robinson proposed to reimburse Alison approx. £30 for some new ones, Cllr Wright seconded, all in favour. Alison O'Reilly will purchase the bags and add to her invoice to us.
- 26.02.25 30mph repeater signs**
Cllr D Robinson has identified 7 x 30mph repeater signs which can't be read and need replacing - quote for new ones £11.50 per sign. This has been reported to Highways but is low priority for them to replace. Cllr D Robinson proposed to purchase 7 new signs, Cllr Woodard seconded, all in


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favour. DR

- 27.02.25 Matters to be brought to the attention of the Council**
Cllr Wright raised that the Village Institute car park where the rubber mesh is laid is becoming muddy – Cllr Davies who is the Village Institute Rep is to feed this back to the VI Committee. **BD**
- 28.02.25 Confirm the date of the 10th of March 2025 at 1930hrs at the Village Institute for the next Parish Council meeting.** The meeting date of the 10th of March 2025 was confirmed.

Meeting closed at 2034hrs

R. B. Smith
10/3/25.

FINANCIAL REPORT

to 31.01.2025

Balance at bank Current Acc	£3,406.20	Uncashed cheques £2337.56 (remaining balance £1,068.64)
Balance in Reserve	£18,807.89	(£6,000 legal reserve, £1,000 grass cutting reserve)
CIL	£348.05	
Interest Earnt Reserve Acc	£16.09	
Receipts since last meeting	£0.00	

		PLANNED EXP.	ACTUAL SPEND TO DATE	DIFF - PLAN/ACT
General Admin	Audit	400.00	250.00	150.00
	Chairman's Expenses	125.00	0.00	125.00
	Clerk's Salary	7,800.00	6,500.00	1,300.00
	Clerk's Expense and room use	450.00	280.00	170.00
	Internet Use	120.00	100.00	20.00
	Software/Computer equip Microsoft	79.99	79.99	0.00
S137 Donations	S.137 Allowances	2,000.00	2,705.00	-705.00
Playground	Inspection	500.00	2,385.60	-1,885.60
	Maintenance / repairs			
	Bark replacement	200.00	3,345.60	-3,145.60
Village Maintenance	Tree Maintenance	450.00	0.00	450.00
	Institute Grass Cutting	874.00	978.08	-104.08
	Millennium Garden Grass cutting	100.00	142.00	-42.00
	Millennium Ave & River Garden Grass cutting/Maintenance			
	Litter pick	1,600.00	2,222.20	-622.20
	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			
	Community Action Suffolk			
	Comm Action Suffolk Website	500.00	1,141.42	-641.42
	CommuniCorp			
	Training			
Institute/Parish Room Hire	Publications/ICO DataProt/Internet			
	Institute Hire/Parish Room Hire	173.00	127.00	46.00
Village Lighting / maintenance contract	Lighting/Maintenance	1,538.00	3,142.92	-1,604.92
Insurance	Insurance	605.00	631.72	-26.72
River Garden noticeboard rent	River Garden noticeboard rent			
Misc	Misc.	500.00	355.95	144.05
Admin	Admin	350.00	220.95	129.05
Dog/litter bins emptying	Dog/Litter Bins Emptying	1,311.00	1,224.20	86.80
Village Emergency telephone system	Emergency Planning	120.00	0.00	120.00
Wreath	Wreath	18.00	20.00	-2.00
Speed gun expenses	Speed Gun expenses	200.00	3,523.07	-3,323.07
Speed signage	Speed signage			
Parish Election Costs	Parish Election Costs	135.00	0.00	135.00
TOTALS		20,528.99	29,646.49	-9,120.50

R. Burrell

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