

MINUTES OF AN ORDINARY MEETING OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL HELD ON WEDNESDAY, 12 September 2007, AT 7.30 PM IN THE VILLAGE HALL, NAYLAND.

Present: G Battye (Chairman), C Hunt, Mrs Knox, Mrs George, Mrs Fuller, Mrs Sparrow, R Spencer, Mrs Hattrell (Clerk), Mrs Bray (for the Press) and 2 members of the public.

1. **Public Forum**

Mr Jones reported that not all the minutes are appearing on the Village Website. It was agreed for the Clerk to investigate – **Action Clerk**. The Chairman then brought forward the correspondence item of a request from the playgroup for use of the shared driveway. The meeting remained closed to enable questions to be asked of Mrs Moriarty on behalf of the Playgroup. Mrs George declared an interest as a governor at the school and left the table. The Chairman confirmed that he would like this item resolved at this meeting. The Chairman read the letter received from Mrs Moriarty requesting that a secure gate is installed in the school hedge near to the turning circle to enable emergency services to gain access. This would cut down the cost of the project by purely providing a grasscrete track from the planned new building to the corner of the school field. The request also was for contractors vehicles to use the driveway during the build. The Chairman asked how secure the gate would be. Mrs Moriarty and others in the meeting confirmed that it is possible to provide key access that only the emergency services can use. R Spencer confirmed that he has no issue with Contractors using the driveway temporarily during the build. However, he felt that emergency services would access the playgroup via the school and would not see the need to use the gate in question. It was believed that access needs to be provided to comply with appropriate regulation. It was further explained that by providing the grasscrete track around the entire perimeter of the school field, this would mean the loss of parking spaces in the school car park to gain access. R Spencer reported serious pot holes currently in the driveway. Mrs Moriarty explained that the Contractors would be happy to make good any damage they cause during the building work and they can provide a photographic survey ahead of the work. The Chairman believed that a legal agreement needed to be created if this goes ahead.

**The meeting was then formally opened.**

C Hunt applauded the effort made by the committee towards the new extended school's facility. He commented that this would be a good asset for the Village and a positive result. He supported the playgroup's request and proposed that we accept the plan for a secure gate and therefore the reduction in the grasscrete track provided legal conditions are agreed with the Building Contractors. The Chairman added that Clarke and Simpson, surveyors acting for the Diocese, should co-ordinate matters and should obtain legal agreement to stipulated conditions. Mrs Sparrow expressed concern regarding increased traffic along the driveway due to the playground. The Chairman advised it may be prudent to arrange a site meeting between the surveyors acting for the Diocese, Nayland House and the Parish Council. R Spencer asked Mrs Moriarty when the work is hoped to begin. She confirmed in six weeks time. Mrs Knox seconded the proposal made by C Hunt. This was carried with one abstention (Mrs George). It was agreed for the Clerk to write to the surveyors stipulating the conditions the Parish Council would like to see incorporated. These included:-

1. A secure gate with only access for emergency services.
2. Reinstatement of any damage to the driveway and adjoining land, including the turning circle, by the Contractors.
3. A photographic survey to be carried out by the Contractors
4. Agreement that the Contractors will not impede funerals
5. Great care should be taken by the Contractors when passing the recreation/playground
6. The exact siting of the gate to be agreed.
7. The Contractors are not to park on the recreation ground or the turning circle.
8. No deliveries are to be made to the playgroup via the driveway.

The Chairman asked Mrs Moriarty whether she had anything further to add. She agreed that everything had been covered and thanked the Parish Council on behalf of the Playgroup. The Chairman took the opportunity to congratulate the Project Team as he believed the new Playgroup and Extended Schools Facility would be a good thing for the Village.

## 2. Apologies for Absence

Apologies were received from Mrs Mimpriss due to a personal commitment and Ms Knight due to sickness (an email was received by the Clerk on the afternoon of the meeting, however, this was not opened until the day after the meeting).

## 3. Minutes of Previous Meeting

Approval of the Minutes of the meeting held on 8<sup>th</sup> August 2007 was proposed by C Hunt, seconded by R Spencer and carried with 4 votes in favour and 3 abstentions due to their absence at the meeting concerned. The minutes were signed by the Chairman.

## 4. Housing Needs

The Clerk confirmed that she has received a telephone call from Tim Cotterall at Babergh District Council advising of the Newsletter on the subject of Affordable Homes around the District. The Newsletter is included within a circulation envelope.

## 5. Village Hall

Mrs Knox requested that in view of her role as representative for the Parish Council regarding the Village Hall, she would prefer the Parish Council not to take major decisions when she is not at a meeting. She confirmed that her attendance at Parish Council meetings is good, so there is sufficient opportunity to involve her in important Village Hall matters. She confirmed that maintenance of the hall continues and repairs to the disabled toilet and door lock are being carried out. The major problem with the leaking roof is being investigated with roofing contractors. Mrs Knox requested that garden refuse is not placed in the Village Hall dustbins. The dustbins are currently full with garden refuse, which will not be collected. Discussion followed regarding working parties at the Hall generating garden rubbish. The Chairman explained that he has received a letter from the Chairman of the Village Hall Management Committee. He promised to pass photocopies of the letter to each Parish Council member. It was agreed for the Chairman to carry out informal discussions with representatives from the Village Hall Management Committee to enable them to raise any issues. It was further agreed to include an agenda item at next meeting of "Mr Wright's letter" and also invite Mr Wright, Chairman of the Village Hall Management Committee, to the next meeting – **Action Chairman & Clerk.**

## 6. Finance Report

The Clerk confirmed the cash position as at 17<sup>th</sup> August 2007 as £1,122.22 in the Current Account £8,893.37 in the Deposit Account less outstanding cheques of £121.07 making a total of £9,894.52 including £5,968.00 in the Capital Investment Fund. The Clerk referred to the insurance renewal invitation from Zurich Municipal and advised that the item insured of "Other Contents and Consumable Stock including Printed Books and Unused Stationery" is currently stated to be within the Parish Boundary CO6. The Clerk confirmed that the sum insured will need to be split between the Clerk's home and the Village Hall Store Room. The Clerk questioned whether the sum insured for the bus shelter of £1,795 was still adequate to replace the shelter and also whether the amount in respect of the public seats should be reviewed. It was agreed to renew the Policy on the existing basis and carry out a detailed assessment of our insurance needs at a later date. This was proposed by C Hunt and seconded by Mrs George and unanimously carried. – **Action Clerk.**

## 7. Accounts for payment

F P Rose (Street Cleaning) .....	139.10
D K Hattrell (Clerks Salary for August).....	476.70
Inland Revenue Only (Clerks deductions and Employers Nationals Ins. Contributions).....	158.93
Suffolk County Council (Clerk's Pension) .....	130.54
Roy A Mortimer (Grass Cutting).....	441.80
Office Needs (Stationery).....	16.98
L J Campen (Grass Cutting at Webbs Meadow).....	171.55
Anglia Inspection Services Ltd (Playground Inspection).....	140.00
J D Spooner (New Harper's Estate Notice Board) .....	50.00

The above cheques were approved for payment.

## 8. Correspondence

The Clerk circulated her report ahead of the meeting and key areas were discussed. The Chairman went through the items for circulation including the School Organisation Review, Media Release from Babergh Council regarding Grant Monies, Media Release from Babergh's Housing Team, NALC conference details, Suffolk View Publication, Autumn and Winter Events Program from Dedham Vale and the Suffolk Minerals Manual. The Licensing Act 2003 consultation revised draft was mentioned. It was agreed for Mrs Knox to contact the Principle Licensing Officer at Babergh District Council to seek further information to share with the Village Hall Management Committee. – **Action Mrs Knox.** The expected consultation on Post Office closures was discussed. The Chairman read information from SALC on the subject. The Chairman urged everyone to be alert to possible threats and reminded the meeting of the October schedule for consultation regarding the Colchester area. It was further noted that Tim Yeo MP has offered to assist if required.

## 9. Footpaths

C Hunt confirmed that he has nothing to report, however, commented on the recent foot and mouth outbreak and urged everyone to be aware of the situation and tolerant to any path closures.

## 10. Planning

### 1) Decisions received

#### **B/07/00317/ENF - Rushbanks Farm.**

The Chairman read a letter from John Winders, Principal Development Control Officer, at Babergh District Council regarding an investigation into canoe hire at this location. The Chairman referred to a letter copied to the Parish Council and addressed to Babergh District Council from a resident complaining about the nuisance caused due to activities at the caravan and camping site at this address.

#### **B/07/00943/LBC/MC – Clover Cottage, 4 Bear Street.**

Babergh District Council confirmed that Listed Building Consent has been granted for internal alterations.

#### **B/07/00579/LBC/MC – 1 High Street.**

Babergh District Council confirmed that listed building consent has been granted for internal alterations (as amended by details dated 6<sup>th</sup> August 2007).

#### **B/07/01142/TCA – Blincoes, Newlands Lane.**

Babergh District Council confirmed that the work can be carried out to reduce a walnut tree to previous pruning point.

#### **B/07/00927/FHA/MB – 14 Heycroft Way.**

Babergh District Council confirmed permission has been granted to erect a single storey side extension.

#### **B/07/00933/DPA/BHW – 6 Wiston Road.**

Babergh District Council confirmed permission has been granted for new vehicular access.

**B/07/00258/FHA/BHW – 109 Bear Street.**

Babergh District Council confirmed permission has been granted to erect a detached double garage with new vehicular access, as amended by drawing number Rev A received on 1<sup>st</sup> June 2007 and drawing number Rev B received on 27<sup>th</sup> June 2007.

**B/07/00444/FHA/BHW – 6 Heycroft Way.**

The Chairman confirmed that the revised plans, for information only, to insert one obscure window in the first floor of the side elevation were circulated to all Council Members.

**B/07/00918/CDP – Playgroup Building at Nayland Primary School.**

Suffolk County Council confirmed that permission has been granted to demolish the existing playgroup building and construct a new one at the new location at Nayland Primary School, Bear Street.

**CL44 – Application to Amend Register Regarding Rights of Common.**

The Chairman read from the Legal Notice from Suffolk County Council for the assignment of the fennages and rights of piscary to Ivan Henry Kerridge following the death of Ivan George Kerridge.

**B/07/01210/TCA – Lock Cottage, Bear Street.**

Babergh District Council confirmed that work can proceed to reduce the Ash tree closest to the building at this address. The Chairman explained his response to Babergh District Council following the consultation. He had complained regarding the lack of clarity on the application. The Arboricultural Officer at Babergh District Council had responded agreeing that insufficient detail was included and the application should have been returned to the Applicant. However, he had checked full details with the Contractor before the decision was made. He has made all relevant departments aware of our complaint.

**B/07/01283/FHA/BEL – 23 Harpers Estate.**

The Parish Council had no objections to the erection of a single storey rear extension.

**B/07/01289/TCA/DP – 78 Bear Street.**

The application to reduce a Willow tree and Cherry tree was not discussed as despite an agreement to extend the deadline for consultation to 13<sup>th</sup> September, the work had already been carried out.

**11. Streetlighting**

R Spencer reminded the meeting that the working party are still to meet in order to consider what can be done in relation to the regulation G31/1 – **Action Working Party**. The Chairman read a letter and email relating to street lights in Fen Street. It was agreed for each member of the Council to check a specific area in the village and report any lights not working to the Clerk urgently over the next couple of days – **Action All**. The Clerk can then make a complete report to Suffolk County Council – **Action Clerk**.

**12. Burial Ground**

The quote from Roy Mortimer Horticultural Contractors was discussed. Specifically this was to remove de-barked tree, remove tree that is overhanging fence line, trim 2 trees either side of the memorial tree that are over-crowding it and to lightly trim remaining trees on boundary which are interfering with undertakers. The cost of the work is £160.00 plus VAT. Mrs Fuller proposed acceptance of the quote. This was seconded by Mrs Knox and unanimously carried – **Action Clerk**.

The Chairman explained that an afternoon meeting will need to be arranged with the Arboricultural Officer at Babergh Council before the end of the month. It was agreed for the Clerk to obtain potential dates from the Arboricultural Officer and then circulate to the sub committee accordingly – **Action Clerk**.

### 13. Recreation Grounds & Open Spaces

The quotation from Roy Mortimer to replace the planting at the horse watering was discussed. The Chairman proposed delaying the planting until the spring and in the meantime consult the residents and contributor. This was carried – **Action Clerk**. The playground safety report was discussed. The Chairman confirmed that he has fixed the loose bolt above one of the swings. The Clerk confirmed that a contractor has been authorised to re-concrete the safety barrier at a cost of £25.00 plus VAT. Wider concerns were highlighted as to the safety of the play area between inspections. C Hunt agreed to inspect the play area regularly on his way to carry out risk assessments in the Cemetery. He also agreed to act as the Parish Council Representative in liaison with the Playground Inspector – **Action C Hunt**. It was agreed to circulate details of a potential new litter bin to be located by the bench towards the river from Bear Street.

### 14. Highways

The Chairman explained a well attended meeting with Guy McGregor (Senior Member of Suffolk County Council with responsibility for Transport), Alan Thorndyke (Group Manager Traffic Control, Suffolk County Council) and Selwyn Pryor (County Councillor) on the subject of Heavy Vehicles being directed through Nayland. The Parish Council were represented by the Chairman, Vice Chairman and C Hunt. It was agreed for a Data Management Survey to be carried out by Suffolk County Council over a 2 to 3 week period. It was agreed to write to Mr McGregor acknowledging that the survey will be carried out and requesting details of the outcome – **Action Clerk**. It was further agreed to collate any evidence of relevant incidents for submission to Suffolk County Council during this period. Mrs Sparrow referred to an article from the Evening Gazette showing signs prohibiting long vehicles and stating “do not follow Sat Nav”. It was acknowledged that the options available to Suffolk County Council were a matter of policy and not necessarily legal requirements.

### 15. Allotments

C Hunt advised that he has been unable to locate the sign indicating no public right of way at the allotments. The Clerk confirmed that she has written to all Allotment Holders requesting the rent for the forth-coming year and also drawing their attention to their responsibilities in maintaining their allotments. The Clerk reported that some cheques have already been received and no one has indicated they want to give up their allotment at this stage.

### 16. Report by District Councillor

District Councillor Richard Cave was unable to attend and gave his apologies.

### 17. Parish Plan

The Clerk reported that the long awaited documentation from Suffolk Acre had now been received. The Chairman handed the Clerk further information. It was agreed for all available literature to be circulated to each Parish Councillor to consider the position of a Parish Plan for the Village.

**The meeting closed at 9.47 p.m.**