MINUTES OF AN ORDINARY MEETING OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL HELD ON WEDNESDAY, 13th JUNE 2007, AT 7.30 PM IN ST JAMES CHURCH HALL, BEAR STREET

Present: G Battye (Chairman), Mrs R Knox, Mrs M George, Mrs W Sparrow, Mrs D Hattrell (Clerk), Mrs P Bray (for the Press), R Cave (District Councillor), Melissa Galyean (Community Support Officer) and 2 members of the public.

1. **Police Report**

Melissa Galyean, Community Support Officer introduced herself as the new member of the Safer Neighbourhoods team covering Nayland. She advised that one crime was recorded in Nayland during May, which was a theft from a motor vehicle of passport, stereo and money. The Chairman asked the number of villages she covered? She confirmed that Nayland was 1 of the 12 villages that she deals with. She explained that her role was to get to know the community and their issues with the main objective of crime prevention and crime reduction. She has discretionary powers to issue fixed penalty notices for offences such as illegal parking. The Chairman asked whether she had an involvement in patrolling major Public Events. She confirmed that it was part of her objectives and also an ideal way to get to know the local community. It was agreed to put contact details for the Police Safer Neighbourhood Team in the Community Times **– Action Clerk**.

2. **Public Forum**

John Dowding advised that the apple tree in the Council plot in the village hall car park is covered with ivy. The Chairman agreed to investigate the matter.

3. **Apologies for Absence**

Apologies were received from Mrs Mimpriss due to a business commitment, Ms Knight and C Hunt due to the Nayland Play Rehearsal, Mrs Fuller due to holiday and R Spencer due to a personal commitment.

4. **Minutes of Previous Meeting**

Approval of the minutes of the meeting held on 9th May 2007 was proposed by Mrs George and seconded by Mrs Knox. This was unanimously carried and the minutes were signed by the Chairman.

5. **Housing Needs.**

The Chairman and the Clerk explained that the plans for the proposed affordable housing at Harpers Estate were received. However, the front fencing and landscaping was not altered in accordance with our site meeting with Flagship Housing on 24th January. Mrs Fuller has spoken with D Malins at Flagship Housing. D Malins has agreed to submit revised plans to Babergh District Council. The Clerk has spoken to Babergh District Council and confirmed that until the plans are revised, no comment will be forthcoming from the Parish Council.

6. **Village Hall**

The Chairman read the email in respect of the proposed endowment fund for medium to long term investment for the village hall. Mrs Knox declared an interest in view of her role on the Village Hall Management Committee. It was decided that this item could not be finalised at this meeting. Mrs Sparrow made the point that the Village Hall Management Committee may not be clear as to details of the Capital Investment Fund being held by the Parish Council in respect of the village hall. The Chairman urged careful consideration as the money is currently held and controlled by the Parish Council and Responsible Financial Officer who are accountable to the public as a local authority. Caution should be exercised if the arrangements are to change. It was agreed for the Clerk to investigate the legal position with Suffolk Association of Local Councils particularly with reference to the relationship between the Parish Council as landlords of the village hall and the village hall management committee - **Action Clerk to contact SALC for advice**. The Chairman confirmed that he now has the new keys for the archive room at the village hall.

7. **Finance Report**

The Clerk confirmed the cash position as at 18th May 2007 as £2,698.61 in the Current Account, £13,930.82 in the deposit account with outstanding cheques of £1,715.43 making a total of £14,914.00 including £5,968.00 in the Capital Investment Fund. The End of Year Accounts were approved subject to internal and external audit. This was proposed by Mrs Knox and seconded by Mrs Sparrow and unanimously carried. The new bank accounts were discussed and as the application forms only allow for 6 signatories, it was agreed for the Clerk to request that we have all 9 Parish Councillors as signatories. The forms can then be finalised at the July meeting – **Action Clerk.**

7. **Accounts for payment**

F P Rose (Street Cleaning Section 137) ……	139.10
DK Hattrell (Clerks Salary for May) ……..	536.41
Inland Revenue Only (Clerks deductions and Employers Nationals Ins. Contributions)……	11.82
Suffolk County Council (Clerk's Pension) ……..……	132.20
Babergh District Council (Bin Emptying) ……	80.04
Suffolk County Council (Street Light Maintenance and Energy)……..	1029.63
Nayland Play Group (Donation Grant)……..……..	1000.00
Roy A Mortimer (grass cutting)……	394.80
Environment Agency (Allotment Drainage) ……	6.70

The above cheques were approved for payment. The Clerk advised that the playground has been inspected by R Spencer and the defective posts have now been removed. Concern was expressed regarding the quality of the finish and it was agreed for the Clerk to write to the contractor enclosing the cheque – **Action Clerk**.

8. **Correspondence**

The Clerk circulated her report ahead of the meeting and key areas were discussed. The revisions to the model contract of employment from NALC will be examined by Council. It was agreed for the Clerk to register Nayland with Wissington Parish Council on the on line consultation for the minerals and waste development framework – **Action Clerk.** The letter from Nayland Playgroup seeking permission to provide emergency vehicle access via the driveway to the cemetery was then discussed. Mrs George declared a prejudicial interest and did not take part in the discussion. It was agreed for the Clerk to write to the Diocese to seek their views – **Action Clerk.** The Chairman will speak to Mrs Moriarty to seek further information ahead of the July meeting – **Action Chairman.** The Clerk is to write to Mrs Moriarty and confirm the outcome of the discussion – **Action Clerk.** Mrs Knox confirmed that she has reviewed the gypsy consultation. Two options are being considered which include spreading the increase of travellers around the existing sites, which would not affect Babergh and the second option would lead to an increase in the number of sites and Babergh area will have 15 sites. Mrs Knox confirmed that the plans are based on guess work and she urged anyone interested to look on the internet. The Clerk advised that she has been approached by a Sunday league football team who would like a pitch for home matches. It was agreed for the Clerk to pass their details to the booking secretary on the Village Hall Management Committee. The Chairman confirmed the items for circulation include the April Police Report, Suffolk County Council Highways Newsletter, Suffolk Wildlife Trust information, Suffolk Preservation Society details and the Charity Commission News – **For Circulation**.

9. **Footpaths**

The Chairman outlined correspondence between John Boutcher at Suffolk County Council and Mr D Lowe. This is in relation to the maintenance of Socket Alley. Mr Boutcher has suggested that the path is in need of sweeping and Suffolk County Council would be prepared to undertake this exercise on an annual basis. It was then suggested that the street cleaner Mr Rose, has recently swept the area. Mrs George agreed to check whether the situation has been resolved and subject to her inspection, the Clerk can request for Suffolk County Council to sweep the area – **Action Mrs George and Clerk.** The Chairman advised details of the review of the Public Rights of Way hierarchy and changes to area boundaries. The Clerk confirmed that our contact remains Kevin Verlander.

10. **Planning**

(i) **Decisions received**

Rushbanks Farm, Bures Road, Nayland.

The Chairman read a letter from Mr J Winders from Babergh District Council confirming that the site may be used for camping for up to 28 days per annum without express planning permission. As long as only caravans of the touring type are stationed on the land and are occupied for the purposes of human habitation whilst on site there is no reason why the caravans should not remain on site all season between Easter and the end of October. There should however be no more than 10 touring caravans on site and in use for holiday purposes during the summer season at any one time.

B/07/00527/FHA/BHW – Land Adjacent 106 Bear Street.

Babergh District Council confirm permission has been granted to erect an oil storage tank.

B/07/00119/ENF – Campions Hill House, Campions Hill.

The Chairman read a letter from Jill Harris, Enforcement Officer Babergh Council, confirming that she visited the site on 22nd May and found no evidence of flood lights.

B/06/02061/FUL/RC – Longwood House, Stoke Road.

Permission has been granted to erect a detached building to provide barn, tack room and stables. It was stipulated that the stables and associated tack room shall be used solely in connection with private stabling of horses and no business or commercial use. Further, that no flood lighting or other means of external lighting shall be installed at the site except where permission is granted.

B/07/00148/FHA/BHW – 12 Heycroft Way.

Permission has been granted for a dormer window to the rear roof slope. The proposal is not considered to reduce the level of amenity enjoyed by neighbouring occupants.

B/07/00299/FHA/BHW – 14 Laburnum Way.

Permission has been granted to erect a single storey and first floor rear extension.

B/07/00449/FHA/MB – Haysel, 36 Stoke Road.

Permission has been granted to erect a detached single storey out-building.

(ii) **Current applications**

B/07/00615/FHA/LJB – Farthing Hall, Wiston Road.

This application was determined between meetings to enable the deadline to be met. The Parish Council had no objection to the erection of a 2 storey side extension.

B/07/00561/ROC/RC – 8 & 9 Wiston Road

This application was considered between meetings to comply with the deadline. The Parish Council objected to the variation of conditions 9 and 13 regarding the construction of the revised parking layout. Separate access is preferable. The conditions refer to the make up of the new drive way and parking area before the building work was commenced. The Parish Council recommends that the building work should cease until the original new drive way is completed.

B/07/00706/FHA/MB – 6 Newlands Lane.

This application was considered between meetings to comply with the deadline. The Parish Council had no objections to the application to erect a shed in the rear garden.

B/07/00148/FHA/BHW – 12 Heycroft Way.

This application was determined between meetings to comply with the deadline. The Parish Council had no objection, however, still insisted that this was a retrospective application. They also believe the glass in the dormer window should be frosted to avoid overlooking the neighbouring property.

B/07/00444/FHA/BHW- 6 Heycroft Way.

This application was considered between meetings to comply with the deadline. The Parish Council had no objection subject to the neighbouring garage being properly protected. This was in respect of the revised plans to erect a 2 storey side extension and single storey rear extension.

B/07/00107/FHA/RC – Wissington House, Bures Road.

This application was considered between meetings to comply with the deadline. The Parish Council had no objections to the erection of a willow weave fence.

B/07/00579/LBC/MC – 1 High Street.

This application was considered between meetings to comply with the deadline. The Parish Council had no objections to the application for listed building consent for internal alterations.

B/07/00258/FHA/RC – 109 Bear Street.

This application was considered between meetings to comply with the deadline. The Parish council had no objections subject to highways approving the access arrangements to the A134 and that low external lighting is used to illuminate the path. Further to stipulate a dropped curb as a condition. This was in respect of revised plans to erect a detached double garage and construct new vehicular access.

11. **Streetlighting**

The Chairman read a letter from Mr Webster at Suffolk County Council advising that unit 68 in Fen Street and units 72 and 73 in Wiston Road have stopped working and cannot be fixed due to regulation G39/1 and specifically their close proximity to the overhead lines. Quotes to rectify the situation amount to £575.10 plus VAT. The Chairman agreed to inspect the units and other members may attend the inspection. The Clerk is to provide full details of the regulation to the Chairman – **Action Chairman and Clerk.** It was agreed for the Clerk to ask the Suffolk Association of Local Councils whether they can offer any advice on this issue. It was further agreed for the Clerk to review the financial situation to enable the work to be prioritised accordingly – **Action Clerk.**

12. **Burial Ground**

Mrs George confirmed that she has inspected the contractors work along the boundary to the cemetery. All areas have been cleared as requested and sections of trees cut back and 1 tree removed in accordance with the agreement. It was agreed to stop at the flowering trees and further work will be considered in the winter. An additional inscription was agreed for the memorial in memory of Alice Doreen Warwick – **Action Clerk to advise the Stone Masons accordingly.**

13. **Recreation Grounds & Open Spaces**

Mrs Knox asked about the progress of the new transformer and it was agreed for the Clerk to check the position – **Action Clerk.** The Chairman read a letter from the Dedham Vale and Stour Valley project requesting ideas for projects to include in their bid. Examples of the sort of work they could include are:-

- Studies of the valleys landscape, art, development of community heritage archives.
- Oral history, photographic collections and local studies relating to landscape history and history land management.
- Archaeological investigations such as field walking.
- Conservation work on historic structures, landscape features and habitats.
- Heritage interpretation.
- Celebrations of the valleys cultural connections e.g. through local history and/or artistic workshops events.

An expression of interest is required by the end of June. It was agreed for the letter to be included in the circulation envelope and any ideas to be forwarded to the Clerk – **Action All.**

14. **Highways**

The Chairman read a letter from Suffolk County Council regarding the A134 road safety improvements. They cite lack of development as the reason not to consider reducing the speed limit along the stretch from Harpers Hill to Nags Corner. The residential properties are set back from the road and the business access is via side roads. Mrs George was concerned at the decision as pedestrians need to cross the junction to access the village services. Mrs Sparrow commented that the road markings have improved over the years. Mrs Knox agreed that the junction is safer now than it has been in the past. The Chairman reported that the work to install the Stoke Road gateway will commence in the week beginning 18th June. The Chairman then quoted from a letter from Sandra Gage at Suffolk County Council. She confirmed that part of the work of the Suffolk Lorry Management Plan includes monitoring the movement of Heavy Goods Vehicle on County roads. The area, which includes Nayland, is in this years monitoring program. The volume of Heavy Goods Vehicles travelling through the village will be reviewed when this years traffic data is available. In the meantime, she will forward details of her suggested traffic signs for Bear Street/Birch Street junction referred to in her previous correspondence.

15. **Allotments**

The Clerk confirmed that she has been asked to present the trophies at the flower show this year. Arrangements need to be made regarding the best kept allotment awards. It was agreed for the Clerk to write to the judge and once the judging day is arranged, contact the allotment holders accordingly – **Action Clerk.** Mrs Sparrow asked for details of Income and Expenditure on the Allotments and an up to date plan to be provided in time for next meeting to enable Rent reviews to be carried out **– Action Clerk.**

16. **District Councillor**

District Councillor Richard Cave reported that Babergh District Council is carrying out informal discussions in order to review their constitution. The issue of path finder status is being examined, which could lead to efficiency savings in working with other bodies in Suffolk. It is considered that Babergh District Council needs a stronger voice to the Public and one option being considered is having a Leader and Cabinet arrangement. He spoke of the growing concern with the proposed Unitary Council for Ipswich and confirmed that this will be debated by the full Council on the 19th June to enable Babergh Council to give their formal response to the Consultation. He has entered the dialog regarding prohibition of heavy commercial vehicles through the village of Nayland and has written to Councillor Guy McGregor at Suffolk County Council seeking a restriction.

17. **Parish Plan**

It was agreed to obtain up to date information from Annette Gray at Suffolk ACRE and also check her availability to attend a Parish Council meeting – **Action Clerk.** The Chairman believed that the question of a Parish Plan and also Quality Status should be considered.

18. **Archiving Parish Records**

Mrs Sparrow provided a list of records that she believed should be deposited at the Suffolk Record Office. She confirmed that a list of the council's records going back to its formation in 1894 had been drawn up by the Record Office following a survey by their archivist in 1987. This list had formed the basis of the new list drawn up by Mrs Sparrow. She had added other items to the original list including several maps. The Record Office had indicated that they would be pleased to have all the records listed. Following discussion, the Chairman proposed to deposit the listed records with the exception of the tithe map and apportionment 1838. This was seconded by Mrs George and unanimously carried – **Action Mrs Sparrow.**

The meeting closed at 9.55 p.m.