

MINUTES OF AN ORDINARY MEETING OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL HELD ON WEDNESDAY, 12th November 2008, AT 7.30 PM IN THE VILLAGE HALL, NAYLAND.

Present: G Battye (Chairman), Mrs George, C Hunt, Mrs Knox, Mrs Sparrow, R Spencer, Ms Knight, Mrs Mimpriss, Mrs Fuller, Mrs Hattrell (Clerk) and Mrs Bray (for the Press).

1. **Public Forum**

No matters were raised by the public in attendance.

2. **Report by District Councillor**

District Councillor Richard Cave was unable to attend and he confirmed there was nothing of significance to report.

3. **Apologies for Absence**

Apologies were received from District Councillor Richard Cave as he was out of the country.

4. **Minutes of Previous Meeting**

Acceptance of the minutes of the meeting held on 8th October 2008 were proposed by R Spencer with a slight amendment to include the need to report wall damage at the old burial ground to Babergh District Council. These were seconded by C Hunt and carried with 1 abstention due to absence at the previous meeting.

5. **Housing Needs**

Mrs Fuller explained that the first project meeting went ahead between representatives from Flagship, Babergh District Council, the architects and working party from the Parish Council. This was with the intention of progressing plans towards a Wiston Road development. Mrs Fuller explained that a number of queries were raised in relation to requirements set by Babergh planners. It was therefore agreed to organise the next meeting to enable Graham Chamberlain from Babergh District Council Planning Department to attend to address specific concerns. Discussion ensued regarding minute taking at the project meetings. It was agreed that any member of the project team can take the minutes as long as they appear in draft form until agreed and that it should be clear that the minutes are taken on behalf of the whole project team including Nayland with Wissington Parish Council and not purely Oxbury and Co (project managers for Flagship Housing). It was agreed for the Clerk to make these points at the same time as confirming any inaccuracies in the minutes of the meeting held on 4th November. The Chairman asked the working party to consider whether all of the trees are necessary as a back drop to the development. C Hunt confirmed that he has had a conversation with the Tree Warden and she has agreed to inspect and consider the trees in question. The Chairman thanked the working party for attending the first meeting and raising the relevant issues. Mrs Fuller went on to ask that the query regarding the Harper's Estate development where a garden is divided in half by a fence is followed up with Flagship Housing – **Action Clerk.**

6. **Village Hall**

The Chairman introduced the request by Nayland Village Hall Management Committee to transfer reserves held for village hall renewal currently at £4000.00 into the endowment fund. The Clerk explained that the amount in respect of the fire doors still needs to be deducted from the £4000.00. Mrs Knox explained that A Gowen was seeking advice from solicitors in relation to a legal trust fund for this purpose. Mrs George confirmed that she would not be in support of contributing to the fund unless it was a properly legally drawn up trust. Discussion followed regarding the merits of including Community Council members as trustees to the fund. Following discussion R Spencer proposed to defer this item until we hear further from A Gowen in relation to clarifying the legal position of the endowment fund. Following further discussion the Chairman proposed that this Council thinks at this stage it is worth pursuing the idea of a Trust Fund for the Village Hall and the Council is happy to support any feasibility study. This was seconded by C Hunt and carried with 1 abstention. It was agreed for the Clerk to issue a letter to A Gowen accordingly – **Action Clerk.** Mrs Knox went on to advise that they no longer have a second license holder in relation to the Licensing Act for the Village Hall. The person who was supporting Iain Wright has now moved away from the village and resigned his position. Mrs Knox agreed to put an advert in the Community Times – **Action Mrs Knox.**

7. **Finance Report**

The Clerk confirmed the cash position as at 31st October 2008 as £1000.00 in the Community Account, £20,321.51 in the linked Deposit Account and £9037.10 in the Capital Investment Fund Reserve Account making a total of £30358.61. The Chairman advised that County Councillor Selwyn Pryor has confirmed our share of the locality budget as £1424.00. This will be discussed by Finance Committee, however, he urged councillors to share any ideas they have. The Chairman also confirmed that a letter has been received from Babergh District Council regarding the allocation of S106 Recreation Contributions. The amount allocated to Nayland with Wissington is £1906.00 and they are looking for expressions of interest from this month. The criteria are narrow including the provision of play equipment, sports areas, upgrading in respect of the Disability Discrimination Act and tree and shrub planting. The funds cannot be used for anything already started or completed, routine repairs, replacement of play equipment on a like for like basis or indoor facilities. The Chairman urged members to consider proposals for the use of this funding. The Chairman confirmed that the ESA payment of £1073.00 has been received. The Chairman then advised that BDO Stoy Hayward LLP have not concluded the External Audit ahead of the 31st October deadline. The appropriate notice has been displayed. With regard to the risk assessment, it was agreed for Mrs Mimpriss to adapt the form and pass to the Clerk in order to incorporate all the reports provided. Any urgent items are to be mentioned under the appropriate Agenda items.

8. Accounts for Payment

DK Hattrell (Clerk's Salary Including Back Dated Inflation Rise).....	£730.81
Inland Revenue Only (Clerk's Deductions Less £100.00 Incentive for Filing PAYE Returns On Line)	£149.04
Suffolk County Council (Clerk's Pension)	£207.35
Roy A Mortimer (Grass Cutting and Horse Watering Planting)	£775.51
Greg Stow (Repairs to Bench).....	£85.00
S Carter (Bus Shelter Clean)	£20.00
Nayland Royal British Legion (Parish Council Wreaths)	£33.00

9. Street Lighting

The Clerk reported that she has made contact with Suffolk County Council regarding repairs to units 65 and 68 as agreed at the previous meeting. The representative from Suffolk County Council met with Carrillion's Operations Manager and is now revisiting the cost. C Hunt asked about progress towards the light outside 20 Harpers Estate. The Clerk advised that Suffolk County Council are seeking permission from a resident to access their property to enable the work to be carried out. R Spencer reported unit 72 in Wiston Road as not working. It was agreed for the Clerk to report to Suffolk County Council – **Action Clerk**. It was also agreed to issue a reminder to the resident of 73 Bear Street regarding tree branches obstructing the light – **Action Clerk**.

10. Correspondence

The Chairman shared an invitation received from Orwell Housing to the official opening of Clayfields, Elmswell. Clayfields is a project winner in the Housing Design Awards and has been short listed for an Inside Housing Sustainability Award. The official opening is on Friday 28th November in the afternoon. Members were asked to contact the Clerk if they would like to attend. The Chairman discussed the Code of Conduct for Local Authority members and employee Consultation. It was agreed to include in the circulation envelope and as an Agenda item for the December meeting – **Action Clerk**. The Clerk confirmed a letter has been received after completion of the correspondence report. This was from the Emergency Planning Officer at Babergh District Council. It was agreed to include in the circulation envelope. The Chairman read a letter on behalf of the Parish Council thanking Mr Terry Atkins for all the years he has dedicated to the Suffolk Fire Service. It was agreed to include the letter from Babergh District Council regarding the new lettings scheme in the circulation envelope. Members are to confirm to the Clerk if they would like to attend Babergh's Annual Meeting with Town and Parish Councils to be held on the evening of 27th November at Stoke by Nayland Hotel. It was further agreed to include the draft Fire Action Plan Consultation 2009/10 in the circulation envelope and also include as an agenda item for the December meeting – **Action Clerk**.

11. Byelaws Consultation

The Chairman explained that the consultation document had been circulated to members and it was in respect of the making and enforcement of byelaws. There was broad agreement among members with the recommendations made with the exception of consultation question 4 asking whether the proposed statutory 21 day consultation period is the right length of time for consultation? Members felt that this should be increased to 28 days. It was agreed for the Clerk to respond accordingly – **Action Clerk**.

12. **Highways**

The Chairman reported that 2 requests have been received for road markings to discourage parking outside properties in Nayland. For both requests, Karen Smith, Senior Engineer at Suffolk County Council has requested views from the Parish Council. It was agreed to arrange a site meeting involving the Chairman, Vice Chairman and C Hunt with Mrs Smith to determine overall procedures, consider these 2 requests and general parking issues around the surgery – **Action Clerk**. It was also agreed to chase Mr A Baker, Babergh District Council, for his recommendation following the site meeting with the Chairman at the Surgery – **Action Clerk**. The Clerk confirmed she has compared the sign on the A134 with the one agreed earlier in the year and confirmed it was exactly as expected. Mrs Mimpriss asked for the Wiston litter pick to be carried out shortly – **Action Clerk**. Mrs Fuller reported debris from a car accident immediately underneath the direction sign which is on the junction at the start of Bear Street and the A134 – **Action Clerk to report to Babergh District Council**.

13. **Footpaths**

The Clerk confirmed that the application has been made to divert public footpath 10 at Wiston Mill. C Hunt reported a problem involving a damaged stile on footpath 9 and will provide the Clerk with full details – **Action C Hunt**.

14. **Planning**

1) **Decisions received**

B/08/01322/LBC/ETR – 50 Bear Street

Babergh District Council confirmed that Listed Building Consent has been granted to erect a single storey rear extension.

B/08/01432/FHA/LJB – 13 Harpers Estate

Babergh District Council confirmed that permission has been refused to erect a rear conservatory and dormer extension to rear roof slope. This is because the proposed box dormer extension would be contrary to planning policies which ensure that all developments are of a high standard, of appropriate scale, form and detailed design for the location that the extended dwelling reflects and respects the relationship of the site, its setting and those of adjoining dwellings and does not significantly impact upon residential amenity, whilst safe guarding the landscape quality of the Dedham Vale AONB. Planners considered the proposal by virtue of its design, massing, scale and form would have a detrimental impact on the character of the area, the appearance of the host dwelling and would detract from the balanced appearance of this semi detached pair. Furthermore the dormer extension would have a detrimental effect on the occupiers of the neighbouring property by reason of its dominance and loss of privacy resulting from overlooking.

B/08/01381/FHA – 5 Fen Street

Babergh District Council confirmed that the application to erect a detached summer house has been withdrawn.

2) **B/08/01522/FHA – 58 Bear Street**

The Parish Council objected to the application to erect a single storey rear extension. This was due to the proposed reduction in the area for off road parking to the rear of the property. In the interest of road safety, it was considered essential that off road parking exists in this already congested part of the village. It was noted from application B/01/00470 for the erection of a 2 storey detached dwelling and the construction of new vehicular access, it was granted with condition 9 stipulating (in the interest of road safety) that vehicle access was provided in accordance with drawing 1691/P01(A) and it was to be retained in the approved form.

3) **B/08/01503/FUL – Rushbanks Farm Caravan Site**

The Parish Council objected to the application to use the land for the stationing of 16 caravans (in lieu of the current 10 lawful caravans) and changing the seasonal opening from Easter to 1st March. This was due to the proposed scale of the operation, which should be low key in the Dedham AONB, being too great and thus having a detrimental effect on wildlife and the peace and tranquillity of the area. Also, the loss of amenity already experienced by neighbouring property holders could only increase due to the planned expansion. Traffic entering the site causes noise and dust. An increase in size and extension to the opening season could only lead to further disturbance to neighbours. There is

currently no mechanism in place to restrict entrance and exit from the site to reasonable day time hours. Further, the lack of amenities on the site to accommodate the expansion gives cause for concern on ecological grounds especially in view of the proximity to the water course. The Parish Council would be pleased with the introduction of a site manager, however, the increase proposed in this application would be too significant to be accommodated in the vicinity. The Parish Council therefore recommended refusal of this application.

15. **Burial Ground**

The Clerk confirmed that the surveyors for the Diocese had already indicated that they did not think it unreasonable for the contractor to fill the 2 pot holes of the driveway to the burial ground. A representative from the surveyors intended to inspect the pot holes and then to follow up with the contractors. The requests for additional inscription for the late Patricia E Inchcome and the late Winifred Ruth Ridd were duly agreed – **Action Clerk.**

16. **Recreation Grounds & Open Spaces**

C Hunt reported that a tree from the school grounds has spread over the driveway and should be removed whilst still a sapling. It was agreed for C Hunt to provide photographs to Mrs George to enable her to pursue with the school – **Action C Hunt and Mrs George.** R Spencer made a suggestion regarding the Recreation 106 funds. He suggested the money could be used to provide a fence to surround the playground.

17. **Allotments**

It was agreed to defer this item until after the public meeting with a view to discuss a situation affecting one particular Allotment Holder.

The meeting closed at 9.29 pm