

MINUTES OF AN ORDINARY MEETING OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL HELD ON WEDNESDAY, 14th January 2009, AT 7.30 PM IN THE VILLAGE HALL, NAYLAND.

Present: G Battye (Chairman), Mrs George, C Hunt, Mrs Knox, Mrs Mimpriss, R Spencer, Ms Knight, Mrs Fuller, Mrs Hattrell (Clerk), R Cave (District Councillor) 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 confirmed that the announcement regarding the Local Government Review was to be postponed until 13th February. It was agreed to include as an agenda item for the February Parish Council meeting – **Action Clerk**. Councillor Richard Cave went on to confirm that the Council Tax increase for Babergh Council is likely to be set at 3.5%. This still needs to be endorsed by full council. He stressed that this only represents 10% of the total of council tax with the vast majority going to the County Council. He confirmed that Local Area Agreements regarding Suffolk Strategic Partnership are being worked upon. There are 9 specific delivery areas and each has a board. Details should be available on the County Council's website. These strategic partnerships have only come into operation over the last 7 or 8 months and a range of interested parties are represented on each board. Councillor Cave has put in a request for consideration of a potential bottle bank for the village and is currently awaiting a response. He was pleased to hear that Olive Noakes has been accepted for a Community Achievement Award.

3. **Apologies for Absence**

Apologies were received from Mrs Sparrow due to sickness.

4. **Minutes of Previous Meeting**

Acceptance of the minutes of the meeting held on 10th December 2008 were proposed by Mrs Fuller, seconded by C Hunt and unanimously carried.

5. **Housing Needs**

It was agreed for the council to meet as a working party after the public meeting to discuss an item and peruse the most up to date drawings for the potential Wiston Road development.

6. **Village Hall**

Mrs Knox confirmed that issues with the youth club are ongoing and the Digital Cinema showing is scheduled for 30th January with Mamma Mia as the film. She confirmed the financial situation of the hall is reasonable at present. Mrs George reported the pedestrian gate at the back of the field where the locking mechanism does not appear to have been installed correctly. She also confirmed a tree on the Newlands Lane side has low branches encroaching the field. She was concerned this may represent a hazard. Mrs Knox agreed to follow up the items. It was reported that the AGM for the Village Hall is to be held on 2nd February and any ideas would be most welcome.

7. **Finance Report**

The Clerk confirmed the cash position as at 31st December 2008 as £1000.00 in the Community Account, £17,210.79 in the linked Deposit Account and £9037.10 in the Capital Investment Fund Reserve Account making a total of £27247.89. The third quarter budget review was then discussed. The reduction in payments to the street cleaner was noted due to visits being less frequent. The cost of bank charges at £30.00 per quarter for the sweep facility was mentioned. Clearly, the situation with interest versus charges should be monitored. Mrs George advised that the Burial Fees should be reviewed. It was agreed for the Burial Sub Committee to undertake this review in conjunction with the Clerk – **Action Burial Committee and Clerk**. The Chairman took the opportunity to thank the Clerk for the preparation of the budget review. The Chairman read from the Precept form confirming the agreed Precept of £31900.00 will be paid in 2 equal instalments during 2009. The Chairman proposed that the forms be signed. This was seconded by Mrs Fuller and unanimously carried. The forms were duly signed in the meeting. Attention then turned to the External Audit. A report had been received from Lubbock Fine, the External Auditors in respect of the year ending 31st March 2007. The Chairman stressed that the Parish Council submitted the relevant documentation ahead of the deadline and the delay in responding was due to the External Auditors. They confirmed in their report that with the exception of one

matter, the information contained in the Annual Return was in accordance with the Audit Commissions requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The one exception related to the previous Clerk's gratuity of £9514.00 which was paid in accordance with the Clerk's contract of employment that allowed for the payment of a gratuity in the sum of 2 years pay having been in situ for 25 years. However, they reported that the employment contract was not in line with current regulations but auditors accepted that the gratuity was properly approved by council. They have recommended that appropriate advice is taken to prevent a similar occurrence in the future. The Parish Council went onto discuss this matter and confirmed that the current Clerk has joined the Local Government Pension Scheme, so a gratuity in lieu of pension will not apply. Other matters raised by the auditors that did not affect their opinion related to the noting of Trust Funds and ensuring PAYE regulations are followed in respect of the gratuity. The Clerk then reported that a letter had been received from BDO Stoy Hayward LLP, 2008 External Auditors raising 2 queries with our Annual Return for year ending 31st March 2008. The Clerk read from a proposed letter in response confirming that the figure in box 10 was correct. In addition to the balance of £27150.00 from the Public Works Loan Board, there is an outstanding balance of £770.00 to Nayland with Wissington Community Council. This makes the total loan capital balance £27920.00 as at 31st March 2008. With regard to Trust Funds, the Parish Council is sole trustee for Walsh Allotment Prize Fund – registered number 268499 and the Playing Field – registered number 304927. The letter responding to the Auditors was duly approved and signed by 2 members of Council. Attention then turned to charity requests. It was agreed to circulate requests to members and include as an agenda item for the February meeting – **Action Clerk.**

8. Accounts for Payment

The following cheques were approved for payment:-

DK Hattrell (Clerk's Salary).....	£614.87
Inland Revenue Only (Clerk's Deductions and ERS NIC).....	£206.90
Suffolk County Council (Clerk's Pension)	£181.32
Lubbock Fine (2007 External Audit Fee)	£327.75
Nayland Community Council (Loan Repayment).....	£38.81
Nayland Village Hall (Hall Hire)	£30.00
Anglian Water (Allotment Water)	£26.17
Nayland Village Hall (Upgrade to Village Hall Doors – CIF)	£1312.00

9. Street Lighting

The Chairman advised that the design of the proposed unit to replace 65 on the corner of Newlands Lane and Church Lane had been received and the cost of a rear baffle to minimise light spillage will cost no more £25.00. It was agreed to authorise the work and confirm if necessary for the rear baffle to be installed. It was agreed to chase repairs to the unit on the entrance to Wiston Road that is still not working despite the authorisation of G39 adaption work earlier last year. The Clerk confirmed having reported 2 lights not working in the High Street, which are units 59 and 60. They were reported on 19th December 2008. Attention then turned to the light in Bear Street obstructed by a resident's tree. The resident has confirmed that some minor work to the tree has been carried out which in her opinion has resolved the issue. Mrs George has inspected and taken a photograph. The photograph was examined during the meeting and it was agreed to write to the resident and request that a further branch is removed as identified in the photograph – **Action Clerk.** Consideration can also be given to the production of a matrix to show the current position of all street lighting reports.

10. Correspondence

The correspondence report had been circulated to members ahead of the meeting and key areas were discussed. The Chairman read from the police report for November confirming 2 incidents were reported and detected. They involved driving with excess alcohol on Bear Street and theft of a copper pipe from an out building on Wiston Road. The Chairman read from our response to the Draft Fire Action Plan 2009/10 Consultation, concern was expressed over the action to increase the installation of domestic sprinkler systems. We had noted in particular the mention of affordable housing as being targeted. Rural affordable housing delivery is reliant upon funding from the Housing Corporation which enables the various Housing Associations to develop schemes. Being mindful of necessary economies with schemes, suggestions to developers of affordable housing to provide domestic sprinkler systems may result in funding being abandoned. For this reason we did not consider this objective to be feasible. We also commented on the plans by Suffolk County Council to set up a panel of councillors to look at the effectiveness of the Retained Fire Service and we offered to assist the Policy Development Panel if necessary. The Chairman read from a letter from the Project Manager in Suffolk in respect of the Olympic Games. The letter contained reference to a Councillor Briefing on 9th February in Stowmarket. It was agreed to include the letter in the circulation envelope. It was agreed to set up a separate

circulation envelope for the Code of Recommended Practice on Local Authority Publicity Consultation and the template for the New Model Publication scheme for Freedom of Information. Both items will be included on the agenda for the February meeting – **Action Clerk**. The Chairman shared a letter from Babergh District Council regarding a forthcoming workshop on “Councillor Conduct – Complaints and How to Avoid Them”. The workshop is to be held on 3rd February 2009 at the Stoke by Nayland Hotel. Registration is 6.00pm for 6.15pm start and free sandwiches and refreshments will be available. C Hunt agreed to attend and the Chairman will check his diary and confirm to the Clerk – **Action Clerk and Chairman**. The Chairman read from the Waste Core Strategy (Part II) Consultation. The website link had been given on the correspondence report and it was agreed for members to consider whether the location of Layham Quarry for non hazardous landfill would present any issues for the residents of Nayland. Any comments should be forwarded to the Clerk in good time ahead of the consultation deadline of 30th January – **Action All**.

11. Highways

The Chairman referred to the resolution passed at the December meeting for road markings to accompany the Bear Street bus stop. Emails have been received from Suffolk County Council confirming that a pole will be required opposite the bus shelter otherwise the road markings were not permitted. Following discussion, it was agreed that a pole could be installed and it was suggested that it was positioned on the grass verge to avoid obstructing the pavement. The proposed position of the pole was drawn onto a photograph for sending to Suffolk County Council. It was agreed for the Clerk to write accordingly – **Action Clerk**. The Chairman reported that there is unease regarding the decision not to agree road markings along Bear Street to discourage inconsiderate parking. He has asked any residents affected to keep a log of incidents and write to the Parish Council with this record in due course should they require further assistance. The Chairman asked for Bear Street parking to be included as an agenda item at the February meeting – **Action Clerk**. The Chairman read from a reply from J Nunn, County Highways, in response to our complaint regarding the road surfacing. It confirmed the main reason for the failures was the use of a new binder which has performed very poorly during the period it was trialled. The answer is to sweep and sign the failed sites until next summer when the contractor will be asked to complete remedial work. This cannot be carried out earlier as the process requires warm and dry weather. In recent years they have suffered very few such failures but as new products come onto the market they need to test them. The volume and weight of modern traffic stresses the binders more than in the past and their policy has been successful until this trial. He has asked a member of his team to arrange for the 30 mile per hour sign on Gravel Hill to be made clearly visible for drivers and he commented that every effort is taken to co ordinate works on roads which have been surfaced to make sure they do not need to excavate them afterwards. Unfortunately, with hundreds of miles to manage, defects become evident afterwards and they have no choice but to take this action. It was then reported that in addition to the poor surfacing, the contractors have tarmaced over man-hole covers in Court Street. It was agreed for the Clerk to report the situation to County Highways – **Action Clerk**. Attention then turned to the subject of litter picking in the village. C Hunt confirmed the streets haven't been at their best for some time. A letter from the Probation Service was included in the circulation envelope which may give an option for assistance. Mrs Mimpriss confirmed that at the finance meeting the question of litter picking in the village was discussed. It was budgeted to retain the services of the current contractor and enhance with visits from a commercial contractor. Mrs Mimpriss suggested if the contract was put out to tender at any stage this could be done on the basis of an ideal scenario and the minimum that is required. It was agreed to consider when the next Wiston litter pick was due – **Action Clerk**. It was also agreed for all members to give consideration to the question of litter picking in the village – **Action All**.

12. Footpaths

The Chairman read from correspondence from Colin Matthews, Senior Administrative Officer at Babergh District Council. It was confirmed that in addition to the fee of £400.00 to divert footpath 10 at Wiston Mill, there is a cost in the region of £650.00 to advertise the change. Mrs Mimpriss advised that the landowner may be willing to contribute towards the cost. It was agreed to include as an agenda item for the February meeting and make some enquiries in the meantime. It was agreed for the Clerk to inform Mr Matthews accordingly – **Action Clerk**. Attention then turned to the annual surface clearance of footpaths and the particular sections of paths that require top priority clearance. It was suggested that a section of footpath 3 should be included and it was agreed for C Hunt to provide full details to the Clerk of the section of footpath 3 to be included – **Action C Hunt and Clerk**.

13. Planning

- 1) **Decisions received**
B/08/01757/TCA – The Malt House, 16 Stoke Road

Babergh District Council confirmed that work can proceed to remove a cherry tree, mulberry tree and conifer tree and reduce and lift a sycamore tree at the above address.

B/08/01758/TCA – Ranworth House, 22 Stoke Road

Babergh District Council confirmed that work can proceed to remove a sycamore tree, reduce a cherry tree and remove the lower branches of a willow tree at the above address.

B/08/01376/FUL/GC – Former Pig Fattening Unit, Harpers Hill Farm, Harpers Hill

Babergh District Council confirmed permission has been granted to construct 10 car parking spaces at the above address as amended by information received on 6th November 2008.

- 2) **B/08/01757/TCA – The Malt House, 16 Stoke Road**
This application was considered between meetings to comply with the deadline. The Parish Council had no objections to the tree work specified.
 - 3) **B/08/01758/TCA – Ranworth House, 22 Stoke Road**
This application was considered between meetings to comply with the deadline. The Parish Council had no objections to the tree work specified.
 - 4) **B/08/01681/FUL – 3 Fox Cottages**
This application was considered between meetings to comply with the deadline. The Parish Council had no objections to the application to convert a single storey stable to workshop and erection of wooden shed at the above address subject to one proviso. That is conditions requiring it not to be used for business and ensuring it is always linked to the house and therefore does not become a separate property.
 - 5) **B/08/01770/FUL – Farthing Hall**
The Parish Council considered the application to erect a detached 2 storey dwelling (existing dwelling to be demolished) at Farthing Hall, Cawley Road. Despite the feeling that the design bears absolutely no relationship to the original Farthing Hall, it tries to strike a reasonable compromise between elements of traditional design and 21st century living. Although this council believes that the design statements assertion that it is of rural character is erroneous. However it is a well concealed site. There seems to be some contradiction between the design statement and the answers to the application form which states that there are no trees or hedges and this should be clarified by the case officer. However, on balance, the Parish Council does not object to this application.
 - 6) **Consultation – Supplementary Planning Documents Affordable Housing**
The Chairman thanked Mrs Knox and C Hunt for the research they have undertaken on behalf of the council in respect of this potential new planning guidance. It was agreed to respond by stating this Council broadly supports the draft Affordable Housing Supplementary Planning Document but we wish to be assured that the Housing Corporation design and build statement does accord with the guidelines set by Babergh District Council and that impending changes to planning regulations have been taken into consideration. The Clerk is to respond accordingly – **Action Clerk.**
 - 7) **The White Hart Inn, High Street**
The Chairman read from a letter received from Planning & Development Consultants acting the owners of the White Hart Inn confirming due to trading difficulties they are now considering alternative uses for their property and wish to consult with the Parish Council ahead of any proposals.
14. **Burial Ground**
There was nothing to report.
 15. **Recreation Grounds & Open Spaces**
It was agreed to chase the contractor authorised to repair the playground following points noted at the Playground risk assessment last year – **Action Clerk.**
 16. **Allotments**
It was agreed for the allotment sub committee to inspect the recently vacated allotment to check it is now of a satisfactory standard to transfer to a new tenant. They will then report to the Clerk who can then make arrangements to let the allotment to a new tenant – **Action Allotment Committee and Clerk.**
 17. **Annual Parish Assembly – Consideration of Date**

The annual Parish Assembly will take place at 8.00pm on Monday 27th April. Members should arrive around 7.30pm to help set up the hall. Consideration can now be given as to whether to invite a speaker to attend.

The meeting closed at 9.45pm