



# **STUTTON PARISH COUNCIL**

## **MINUTES OF THE MEETING HELD ON TUESDAY 8<sup>th</sup> MAY 2007**

The Chairman welcomed everyone and opened the meeting at 7.30 pm.

### **ACTION**

#### **OPEN DISCUSSION:**

None.

#### **POLICE REPORT:**

PC Garrod's report covered the period of 5<sup>th</sup> Feb to 8<sup>th</sup> May 2007.

Safer Neighbourhood Teams (SNT) were launched in the area in March, to give local people influence in deciding priorities. New shift patterns are due to be resolved by August.

There were three crimes in the area (down from 5 in same period last year), and all were theft. Two occurred at Alton Water, and the third actually occurred in Harkstead, but was counted as Stutton due to victim's home address. There has been a general reduction in crime across the whole peninsular.

A discussion took place about the Breakdown Truck parked opposite the Community Hall, about which the Police have received a few letters, and the Parish Council a few verbal complaints. The Police response was as follows - **The vehicle is taxed and MOT'd, legally parked on a road where no parking restrictions are in place - as a result, no action can be taken.**

A fifth incident near the Gardener's Arms was noted where the top course of bricks of the wall of Barley Cottage have been displaced by a vehicle hitting the wall. PC Garrod recommended that a log of incidents be kept, and the incidents reported to Keith Bridges at Suffolk County Council.

**Clerk /  
Cllr  
Baxter**

#### **DISTRICT COUNCILLOR'S REPORT:**

None - D/Cllr Wood sent his apologies

#### **MEMBERS PRESENT:**

Cllrs Leach, Bales, Baxter, Fishwick, Kennell, Knight, Watts and Wilson.

#### **IN ATTENDANCE:**

Rik Bond – Clerk, PC Chris Garrod.

#### **71/PC/07 APOLOGIES FOR ABSENCE:**

D/Cllr Wood and Cllr Lusher

#### **72/PC/07 REGISTER OF INTERESTS:**

None.

#### **73/PC/07 TO APPROVE MINUTES OF LAST MEETING:**

These were signed by the Chairman as a true record.

#### **74/PC/07 MATTERS ARISING:**

Re 58/PC/07 Highways - The rubble in the entrance to the school playing field is the result of building work completed by SCC in August. Clerk to contact Phillip Copley at SCC again to clarify. If no suitable resolution, perhaps a site visit could be arranged.

**Clerk**

### **75/PC/07 ELECTION OF OFFICERS:**

<b>POSITION</b>	<b>NAME</b>	<b>PROPOSED / SECONDED</b>
Chairman	Chris Leach	Cllr Knight / Cllr Wilson
Vice Chairman	Nigel Watts	Cllr Leach / Cllr Fishwick
Auditor	Richard Lawson	Cllr Wilson / Cllr Fishwick
Proper Person	Rik Bond	

**All agreed**

### **REPRESENTING VILLAGE ORGANISATIONS:**

<b>ORGANISATION</b>	<b>NAME</b>	<b>PROPOSED / SECONDED</b>
Community Hall	Ken Wilson	Cllr Leach / Cllr Watts
Transport	Nigel Watts	Cllr Baxter / Cllr Knight
Play Area	Paul Lusher & Nigel Watts	Cllr Fishwick / Cllr Wilson
Tree Warden	Ken Wilson	Cllr Kennell / Cllr Knight
Footpaths	Carl Baxter	Cllr Kennell / Cllr Wilson
Catts Trust	Jacque Knight	Cllr Baxter / Cllr Kennell

**All agreed**

### **OTHER ORGANIZATIONS:**

<b>ORGANISATION</b>	<b>NAME</b>	<b>PROPOSED / SECONDED</b>
SALC	Chris Leach	Cllr Knight / Cllr Wilson
Stour and Orwell	Ray Fishwick	Cllr Knight / Cllr Watts
Baker's Almshouses	Keith Kennell	Cllr Leach / Cllr Watts

**All agreed**

### **76/PC/07 SIGNING REGISTER OF INTEREST FORMS:**

#### **77/PC/07 CORRESPONDENCE:**

1. SALC - Fact Sheets - Election of Chairman & Co-option, Code of Conduct Checklist (Circulated)
2. SALC - Model Code of Conduct (Circulated)
3. SALC - Information for Parishes / Training News (Circulated)
4. NALC - Model Contract of Employment (Circulated)
5. SCC - Footpath 37 Public Enquiry (Tues 17<sup>th</sup> July 2007) Guidance notes (Circulated) and Posters.
6. SCC - Schools Organisation review - Preparing for stage two (Circulated)
7. SCC - Suffolk Minerals Development Plan - Consultation (Circulated)
8. SCC - Highways Newsletter (Circulated)
9. SCC - A Unitary Council for Ipswich (Circulated)
10. Ipswich Borough Council - A Unitary Council for Ipswich (Circulated)
11. Babergh - A Unitary Case for Ipswich (Circulated)
12. Babergh - Community Achievement Awards 2008 (Circulated)
13. Babergh - Open space Services (Circulated)
14. Society of Local Council Clerks - Membership (Circulated)
15. Clerks & Councils Direct - May 2007 (Circulated)

16. Local Council Review - May 2007 (Circulated)
17. Suffolk Accident Rescue Service - Thank you for £25 donation (Circulated)
18. Optua - Thank you for £25 donation (Circulated)
19. Headway - Thank you for £25 donation (Circulated)
20. SSAFA Forces Help - Thank you for £25 donation (Circulated)
21. Suffolk Family Carers - Thank you for £25 donation (Circulated)
22. Suffolk Wildlife Trust - Spotted Flycatcher Survey (Circulated)
23. University of Gloucestershire - Local Policy - Stronger Local Councils (Circulated)
24. Audit Commission - Appointment of Lubbock Fine as External Auditors
25. Lubbock Fine Auditors
26. Suffolk Preservation Society - Suffolk View - Spring 2007 (Circulated)
27. Suffolk Preservation Society - Affordable Housing Briefing Note
28. Suffolk Coasts & Heaths - Beachwatch and Adopt-a-Beach scheme results (Circulated)
29. Suffolk Coasts & Heaths - Newsletter Summer 2007 (Circulated)
30. Kompan - Play Area Equipment (Circulated)
31. Barclays Bank - Appointment of Signatories Form
32. Suffolk ACRE - Certificate of Membership 2007/8
33. Home-Start Babergh - Request for Funding (Circulated)
34. Allianz Cornhill - Insurance Renewal - See 86/PC/07 - Clerk's Report
35. Communities & Local Government - Local Authorities Code of Conduct (Circulated)
36. East of England Regional Assembly - Regional Gypsy and Traveller Public Engagement Event (Circulated)
37. Bartlet Bequest Action Group - Save Bartlet Hospital (Circulated)
38. Standards Board for England - Code of Conduct (Circulated)
39. SCC - Bus Service Changes (Circulated)
40. Buzabout - Supermarket Service - Wednesdays weekly - Display on Notice Board **Clerk**

**78/PC/07 FOOTPATHS:**

Pedestrian Barriers at Stutton Close (No 5) end of footpath to Lower Street also need to be widened to allow wheelchair access.

**79/PC/07 LIGHTING:**

None.

**80/PC/07 HIGHWAYS:**

Parking of garden maintenance van obstructing footpath to left-hand side of Larksfield Road. Chairman to knock on door and explain situation **Chairman**

**81/PC/07 PLANNING:**

**B/07/00400/ROC/CJT** - Units 1 & 2 Stutton Lane - Variation of condition 13 of Planning Permission B/90/1021 to enable unit 2 to be used for Class B1 (light industrial) purposes without being agreed in advance with the Local Planning Authority. Potential Class B2 (general industrial) users to continue to be agreed in writing with the Local Planning Authority.

**Recommend approval.**

**B/07/00509/RES/LJB** - Orchard House, Holbrook Road - Submission of

details under O.P.P. B/04/01560/OUT - the siting, design and the external appearance of and the landscaping of the site for the erection of 5 no. dwellings (existing detached dwelling/outbuildings to be demolished.) alterations to existing vehicular access. **Site meeting and decision required - Thursday 17<sup>th</sup> May 2007 - 7.00 pm.** Cllr Kennell to study plans in advance.

Clerk

**B/07/00159/ENF** - Alton Cycle Hire, Alton water, Holbrook Road - Change of use from agricultural land to picnic area.

**B/06/00460/FUL/DB** - Crowe Hall, Lower Street - Conversion of barn into residential dwelling. Amendment confirming a slate roof over the ridge turret.

**B/07/00276/FHA/BHW** - 3 Pond Cottages, Manningtree Road - Erection of side extension and detached garage. - **Permission Granted by Babergh.**

**B/07/00259/FHA/MB** - Argent Manor, Bentley Lane - Erection of swimming pool. - **Permission Granted by Babergh.**

### **82/PC/07 PLAY AREA:**

Vice Chairman Watts reported this to still be in good order. Issues still ongoing regarding length of lease in order to secure BiffAWARD funding, and discussions seem to have reached an impasse with Suffolk County Council. It was suggested that D/Cllr Wood has not had a sufficient chance to put pressure on SCC, and that it would be sensible to allow one month for this.

D/Cllr  
Wood

### **83/PC/07 VILLAGE PLAN:**

Questionnaire surveys have now gone out to clubs and organisations in the village. Three meetings have been booked for the consultation process, in advance of the finalised questionnaires being distributed in September.

### **84/PC/07 VILLAGE SHOP:**

Community Interest Company (CIC) status has now been applied for, with formal set-up to follow. Item to be left on Agenda to monitor developments.

### **85/PC/07 BABERGH - BRITISH FORCES FREE POSTAGE PROVISION:**

Council all in agreement that Clerk should write to the Secretary of State for Defence, in support of retaining the free postage provision for British Forces.

Clerk

### **86/PC/07 CLERK'S REPORT:**

Council's insurance policy with Allianz Cornhill due for renewal on 1<sup>st</sup> June 2007 - £885.92. Clerk has reviewed the policy and queried the insurance of Office Contents (PC & Printer £1,100) which the Council no longer own - *Subsequent to meeting Clerk removed this saving £4.95.* Council approved renewal of policy

Clerk

### **87/PC/07 CO-OPTION TO COUNCIL:**

One vacancy on Council, which can be filled by co-option. Clerk outlined process:

- We may have more than one person interested in co-option, thence we may have to hold a council vote.
- Councillors will have a chance to interview candidates at the next council meeting.
- A majority vote is required to co-opt a candidate. Therefore if there are three candidates for one vacancy, an initial vote for all three candidates takes place, with the lowest placed candidate dropping out, and then a new vote

held between the two remaining candidates, with the majority vote winner being selected.

- A poster would advertise the vacancy, giving candidates until Wed 23rd May to apply, with an interview and vote/decision to take place at our next council meeting on Mon 4th June.

**Clerk**

**88/PC/07 AUDITOR:**

Richard Lawson had been approached to act as Auditor, and vote (recorded above) confirmed this appointment. Clerk to confirm fee (previously £40)

**Clerk**

**89/PC/07 ACCOUNTS:**

Business Account - No change - £3,415.95  
Community Account £22,267.82 (Reflecting payment of bills and 50% precept income of £6,232.50)

Expenses this month:	Clerk's Salary	£272.00
	Stationery & Post	£ 15.08
	Telephone	£ 17.00
	Hall Hire 3 mnths	£ 60.00
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		<b>£364.08</b>

**Clerk /  
Vice  
Chairman**

Now new Council is in place, Vice Chairman Watts will have to be added as a countersignatory of the bank accounts.

Cllr Knight raised the issue of the Council's S137 budget (which was precepted for 2006/7 at £3465), and what purpose budgeting this amount served if we did not spend it. There ensued a lively debate, the conclusion of which was to ask the Clerk to find out more information for the next meeting about what the fund could, and could not be spent on. It was also felt that it would be helpful to have a Statement of Account to hand, which could highlight how much we held in our accounts for which funds (E.g. Play Area replacement etc.)

**Clerk**

**90/PC/07 ITEMS FOR NEXT MEETING'S AGENDA:**

Code of conduct  
S137 Precept information

**Clerk**

**91/PC/07 DATE OF NEXT MEETING:**

Monday 4<sup>th</sup> June 2007 - 7.30 pm Community Hall

Chairman: .....

Date: .....