



Minutes of a Meeting of Stoke Hammond Parish Council in the small meeting room, Community Centre, Bragenham Side, Stoke Hammond on **Tuesday 2nd January 2018 at 7.30pm**

Present: Cllrs. G Noble, M. Berrow, K Johnson, G. Lane, H. Turner, Sue Severn (Parish Clerk)
5 members of the public.

1. **Apologies for absence** Cllrs Page and Robinson, N Blake (District), J Blake (County), B. Everitt (District).
2. **Declarations of interest:** None
3. **Public Participation Session**
 - The Council's attention was drawn to the drainage strategy for the Land East of Fenny Road. Mr White thought it was unsustainable if there was a storm the water will back up into the village. The Clerk told the meeting that new Environment regulations had come into force. The Chair had seen Mr White's correspondence on the matter and will take another look at it.
 - Mr Brown advised the Council that he was concerned that members of the public raising questions at the meetings weren't named in the SH News. The Clerk informed him that this was not done due to permission being needed from the parishioner concerned each time under the Data Protection Act. Mr Brown stated that he thought it lost the impact. He was comfortable with having his name recorded. Mr Brown has had contact with AVDC as he had wanted them to come to meetings due to the many issues facing the village on planning but in their reply they had told him that "generally they do not do that".
4. **To approve the minutes of the meeting held on Tuesday 5th December 2017.** The minutes of the meeting were approved and signed as a correct record.
5. To report on outstanding matters arising from previous minutes by exception. None
6. **Finance**
 - a) The payment run was agreed as circulated:

Payee	Method	Detail	£
Mrs S Severn	BACS	Net salary £288, office provision £50, expenses £73.10	£411.10
G Noble	BACS	Expenses: December (net)	£3.24
Rush & Warwick Ltd	BACS	Colour maps of Stoke Hammond printing	£9.00
Marcus Young Landscapes	BACS	2 days' weed spraying, village	£360.00
Sign Wizzard	BACS	Signage for play area and park	£258.55
		Total payments	£1,041.89

- b) To agree the accounts to November 2017. The accounts were agreed.

c) To agree the Precept for Stoke Hammond Parish Council for financial year 2018/19.

Following review of the budget for the parish which was undertaken at a working group meeting earlier it was proposed that the precept for Stoke Hamond parish for the financial year 2018/19 be £39,250.00.

This figure represents an increase of 2.29% for a Band D property. The monthly cost being 5.62. Cllr Lane stated that the meeting had taken into consideration the reduction in income from grants and payment for devolved services as well as increased costs and expenses in providing improved facilities and creation of new ones. The budgeted figure allows the council to maintain prudent reserves against unexpected expense from surplus at the year end. Cllr Turner advised that she was happy to continue to take the minutes on a voluntary basis, for which the Chair and Clerk thanked her very much.

The precept was proposed by Cllr Johnson, seconded by Cllr Lane and agreed unanimously.

d) Appointment of Internal Auditor

The Council resolved unanimously to appoint Mr Gus Orchard as internal auditor for the tax year 2018/19.

7. Planning: 17/04677/COUAR Common Farm, Newton Road, Stoke Hammond

Determination as to whether prior approval is required in respect of transport and highway impact, noise, contamination for the conversion of agricultural building into three dwellings (Class Q (a)) and in relation to design and external appearance of the building (Class Q (b).

Stoke Hammond Parish council commented that it is concerned that these former single storey buildings are planned to be increased to two storey by construction of a mezzanine. They do not think this is suitable development.

17/03772/APP The Dolphin

The Chair made Councillors aware of the Heritage Team's consultation comments which recommended refusal of planning permission. Full details can be found on the AVDC planning portal.

Cllr Johnson noted that the garage building site at the former garage had not been secured over the Christmas period. This is illegal on health and safety grounds, but the Chair advised there was little the PC could do about this.

8. Highways, Footpaths & Footways & Land

The Chair asked councillors to form a working group to consider uses and complete parish survey of wants and needs in respect of the new land at Bragenham Side. The consultation will be carried out online and on paper with questionnaires being delivered to each property in the parish giving parishioners the option. The questionnaire will be designed to elicit as much up to date demographic information about residents of the parish as possible, and will be constructed in accordance with both Data Protection legislation and survey guidelines. The Clerk will prepare a draft for approval.

9. Grass cutting

The Chair advised that over recent years the grass cutting arrangements had continued to be piecemeal with a variety of contractors doing individual areas. During recent review it had been decided to recommend to councillors that a single contractor be appointed for each area (or several areas) with the responsibility for all work arising from grass cutting, tree surgery, planting, weed killing etc., To this end the Clerk had obtained quotations and recommended that the PC appoints Marcus Young Landscapes to manage the land at the Community Centre and to prepare and maintain the new land at Bragenham Side. (The Clerk confirmed that this company had provided all necessary insurance details and comply with all requirements in respect of due diligence, as well as being the contractor used in other parishes, including Berryfields).

The extent of works and frequency of cuts was discussed and agreed and the council agreed to appoint Marcus Young Landscapes at a cost of £380 plus VAT for initial visit and site preparation. This would be followed by 14 cuts on a fortnightly basis using cylinder mower for an optimum finish between 1st April and 31st October at a cost of £90 plus VAT per cut (£1,260 plus VAT total).

The new land would be cut 3 times during the season from 1st April to 31st October. A specialist mower would be used to obtain best condition and levelling at a cost of £180 plus VAT per cut (£540 plus VAT) in total.

Councillors agreed unanimously to appoint Marcus Young Landscapes.

Fly Tipping

There were tyres in the ditch near the gate leading to the concrete road off Newton Road and further fly tipping in the canal layby. This reported online by the Clerk at the meeting.

New signage Signs reminding visitors that dogs are not permitted in the play areas have now been erected in the playground.

Cllr Tuner reported that there was no flooding on the opposite side of the road to the roundabout. This has been reported to TfB.

10. Stoke Hammond Community Association

The Chair reported that the Community Centre had been hired out on Christmas Eve and Christmas Day. New round tables and new chairs had been ordered for banqueting use.

11. Playground and Community Centre Land

No report see above.

12. Communication

The printer had advised the editor that SH News was taking too long to lay out, so he had done it but it had taken 5 days! A new printer is being sought. Mr White said he wasn't receiving a copy. The Chair told the meeting that there were copies in the shop.

13. **To report on meetings** attended on behalf of the Parish Council.
Budget meeting already minuted above.

14. Date of next meeting:

Tuesday 6th February 7.30pm. in the Community Centre, Brgaenham Side.

The meeting was declared closed at 8.27pm.

The above is a correct record of the meeting.

Chairman.....

Date