

**STOKE BY NAYLAND PARISH COUNCIL  
MINUTES OF MEETING HELD 1 MARCH 2022 AT 7.30PM  
AT THE VILLAGE HALL**

<b>Present:</b>	Martin Nielsen (MN) (Chairman for the meeting) Adam Sedgwick (AS) Vivienne Klimowicz (VK) Rosie Emeny (RE) Fred Grosch (FG)
<b>Apologies:</b>	Stevie Bezencenet – Chairman (SB) (attending via videolink) Sean Fry (SF) – Vice-chairman Linda Goodman (LG) BDC councillor Melanie Barrett (MB) Nigel Warren-Thomas (NWT) (received before the end of the meeting) BDC Councillor Melanie Barrett
<b>In attendance:</b>	James Dark, Parish Clerk (JD) SCC councillor James Finch (JF) (8.30-9.05)

---

The meeting started at 8.30 following the preceding planning and environment committee meeting.

**22.3.1 APOLOGIES FOR ABSENCE**

See above.

LG had sent an email explaining the reasons for her resignation, principally that she no longer had sufficient time available to continue as a parish councillor.

As SB and SF had given apologies, MN was elected Chairman for the meeting.

A dispensation was granted for all councillors to be absent from parish council and committee meetings until 5 May 2022. This reflected shielding considerations a number of councillors have in relation to COVID-19, and indications that all councillors expected to be in a position to attend meetings in person in the near future.

The Clerk asked that councillors continue to attend meetings during the period of this dispensation where they are available to do so, unless they have concerns related to COVID.

**22.3.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM**

None declared.

**22.3.3 PUBLIC FORUM**

No members of the public were present.

**22.3.4 MINUTES**

The minutes of the meeting held on 4 January 2022 were approved.

**22.3.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS**

**22.3.5.1 District Councillor's report**

The written report was noted.

VK reported that she RE and SB had met with District Councillor Melanie Barrett and County Councillor James Finch on street cleansing matters. This had resulted in cleansing work being carried out on areas which are the District Council's responsibility, but SCC had still not cleared

the pavement on Sudbury Road. VK noted that the vegetation on this pavement was an obstruction which could affect families and people with disabilities.

**Action:** JF to reiterate to relevant staff at SCC that this work must be undertaken in line with his stated priorities.

VK reiterated the need for tree work to be carried out to prevent leaf fall creating a hazard for an elderly resident living on Goldenlonds.

It was reported that hedges on Crossfields were well maintained with a small number of exceptions.

It was reported that an Anglian Water employee had been hit by a falling tree near the pumping station on Crossfields.

**Action:** Clerk to notify MB and ask for her to request action to ensure the area is safe.

#### **22.3.5.2 County Councillor's report**

The written report and oral update was noted.

##### **22.3.5.2.1 Highways and traffic**

###### **Traffic calming**

Shortly before the meeting, JF had circulated a response from SCC highways on how to progress potential traffic calming measures proposed by the parish council. It endorsed a potential SID scheme, but also noted that SCC would be responsible for maintenance of any speed cushions, even if the parish council was to pay for installation. SCC suggested that the parish council may wish to proceed with a SID scheme first.

**Action:** VK and SF to consider the SCC response and how to progress traffic calming including making recommendations on SID sites.

###### **Mill Lane signage proposal**

The Clerk reported on discussions with a Polstead councillor. SBN parish council's position that an HGV sign should not be placed at the SBN end of the lane had been explained. The councillor indicated that he understood the rationale. He also indicated that if Polstead council wished to proceed with a sign at Polstead end of the lane, he was likely to recommend a smaller one than shown in the initial SCC plan for the scheme.

The Clerk reported that he had contacted the relevant SCC highways officer who had not realised that one end of the lane was in SBN and had given assurances that the parish council would be contacted on any proposals to fit signs in the parish.

###### **Footpath safety**

**Action:** MN confirmed that he would report at a future meeting on areas where work is needed, pass them on to JF, and ask JF for advice on how the work could be funded and progressed.

Following a suggestion from VK, MN said he would look into whether volunteers could assist him with identifying the areas where work is required.

###### **Parish gateway signs**

A note on the condition of the signs had been circulated before the meeting. JF confirmed he had forwarded the request for repairs to the relevant department in SCC and would follow up.

**Action:** JF to report on progress at the next parish council meeting.

###### **Butt Road**

RE reported on the poor condition of Butt Road and requested JF follow up.

###### **Signage obscured by vegetation**

VK pointed out that signage on the A134 into Stoke was obscured by a tree which needed removing. She asked whether SCC could co-operate with Babergh to carry out the tree works in Goldenlonds at the same time.

**Action:** JF said he would look into these requests.

## **22.3.6 FINANCIAL MATTERS**

### **22.3.6.1 RFO's report**

Members received the RFO's report and were satisfied it was a correct record of the PC's financial position.

It was agreed that the parish council would continue to fund a data package for remote access to meetings. This would be reviewed at the May parish council meeting when the situation around COVID-19 and removal of restrictions should have bedded in.

It was agreed that the footbridges shown in the report should be added to the parish council's insurance at the values shown.

**Action:** Clerk to arrange for the footbridges to be added to the insurance.

### **22.3.6.2 Orders requested for payment**

It was agreed to approve all orders requested on the RFO's report totalling £1,066.87. It was noted that the payment for maintenance of the church clock covered three years.

### **22.3.6.3 Review of internal control, financial risk assessment, asset risk assessment and asset register**

The statement of internal control was reviewed, approved (it would be signed at a date agreed by Chairman and Clerk).

The financial risk assessment was reviewed and approved.

The asset register was reviewed and approved.

The asset risk assessment was reviewed and approved.

## **22.3.7 NEIGHBOURHOOD PLAN**

SB reported that following a Neighbourhood Plan Group meeting in January work had started on drafting.

## **22.3.8 COUNCILLORS' AND CLERK'S REPORTS**

### **22.3.8.1 Report from Planning & Environment Committee**

MN highlighted that the committee had agreed that work should go ahead on the footbridges in Rowley Wood and nearby land. As the committee had no budgetary or spending authority it was proposed that a budget of up to £400 should be allocated for this work. The proposal was agreed.

### **22.3.8.2 Planning & Environment Committee ToR/Standing Orders and Fin Regs**

A discussion took place on delegating spending authority to the committee to allow work to be progressed without spending proposals having to be referred to the parish council. It was agreed that this would be an efficient way of progressing the committee's business given that the committee meets monthly and the parish council every two months.

**Action:** After considering a number of suggestions it was agreed that, as a starting point, MN should report to the next parish council meeting on items within the parish council budget where it would be appropriate for expenditure to be delegated to the committee and the monetary amount this would entail.

VK noted that a number of papers had been submitted very close to the meeting date including one less than two hours before the scheduled start of the meeting. She requested that the next meeting consider amending Standing Orders so that papers can not be discussed if submitted fewer than five days before a meeting.

### **22.3.8.3 Date and speaker for Annual Parish Meeting**

It was agreed to hold the meeting on Wednesday 27 April at the church if available, and if not the Village Hall. The church was selected as the first choice venue so as to provide effectively for

social distancing and because it has facilities for presentations. It was agreed to ask Bethany Philbidge from SPS to attend as the speaker.

**Action:** SB to arrange the speaker and venue for the APM.

#### **22.3.8.4 The Downs trees**

AS reported that phone/internet lines to the alms houses run close to tree branches on The Downs, creating a risk of the lines being brought down during storms.

**Action:** AS to arrange an estimate for the necessary tree works from a local maintenance provider.

#### **22.3.8.5 Litter picking group**

A new volunteering policy was considered along with a risk assessment provided by the parish litter picking volunteers. Of the outstanding issues raised by the Clerk, it was agreed that the policy should encourage volunteering by supervised children, but children should not take part where there are elevated risks.

**Action:** The policy would be reviewed by MN and presented to the next parish council meeting for approval.

It was agreed that the risk assessment provided by the group had considered the relevant risks and mitigations and therefore the litter picking group could carry out picks on behalf of the parish council. This would enable the volunteers to be covered by the council's insurance. SB asked JD to thank the group on behalf of the parish council.

#### **22.3.8.6 Engagement with parishioners – potential 'surgeries'**

SB reported that a parishioner had suggested to her that it would be appreciated if a parish councillor could attend village coffee mornings to be available to hear concerns, requests and ideas in an informal setting. It was agreed that this would be a good arrangement to trial for a period.

**Action:** Councillors to arrange to attend coffee mornings in rotation.

#### **22.3.8.7 GDPR**

FG reported that he had reviewed the adopted protocol and would send his comments to the Clerk.

#### **22.3.8.8 Website/social media presence**

FG reiterated that he had offered to build a higher quality parish council website through his agency for £150/year and this remained an option. The work would also enable councillors to have a dedicated parish council email address. It was agreed that FG should carry out this work.

**Action:** FG to report to the next parish council meeting on progress; SB to provide FG with photographs.

#### **22.3.8.9 Dog bins**

A report from LG was considered proposing placement of a bin at the top of Scotland Street following a request from a resident. On balance it was agreed that the proposal should not go ahead given that the bin would be sited in the main residential area of the village, and add to street clutter at the top of Scotland St.

#### **22.3.8.10 Nomination of LAWC trustee**

AS reported that his four-year term as a parish council nominated trustee of Lady Anne Windsor Charity had expired in January. It was agreed to reappoint AS and for his new four-year term to be backdated to January if LAWC agrees.

**Action:** Clerk to inform LAWC of the decision.

### **22.3.9 CLERK AND CHAIRMAN'S CORRESPONDENCE**

Correspondence had been received from the Recreation Ground Committee asking for the council's view on a proposal to plant a tree and create a wildflower area on the former bowling green to commemorate the Queen's Platinum Jubilee.

**Action:** SB to contact the committee.

#### **22.3.10 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**

- APM arrangements - SB would consider further items to report.

#### **22.3.11 FUTURE AGENDA ITEMS**

- Website
- Standing Orders
- Neighbourhood Plan
- Highways issues as noted in these minutes
- The Downs
- Planning & Environment Committee ToR

#### **22.3.12 DATE OF NEXT MEETING**

Tuesday 3 May 2022 at 7.30pm – Village Hall.

The Chairman closed the meeting at 9.35pm.