

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 1 MAY 2018 AT 7.30PM**

- Present:** Isabelle Reece, Chairman (IR)
Jeremy Bloomfield, Vice-Chairman (JB)
Adam Sedgwick (AS)
Martin Nielsen (MN)
Andrew Collins (AC)
Sean Fry (SF)
Nicki Bray (NB)
Stevie Bezencenet (SB)
- Apologies:** Vivienne Klimowicz (VK), SCC Councillor James Finch (JF)
- In attendance:** James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB)
(7.30-8.00)

18.5.1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

IR was re-elected as chairman. JB was re-elected as vice-chairman.

18.5.2 APOLOGIES FOR ABSENCE

See above.

18.5.3 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

18.5.4 ELECTION OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN

JB was re-elected as chairman of the planning committee. MN was elected as vice-chairman of the planning committee.

18.5.5 PUBLIC FORUM

No members of the public were present.

18.5.6 MINUTES

18.5.6.1 The minutes of the meeting held 6 March 2018 were approved and signed.

18.5.6.2 The minutes of the APM held 17 April 2018 were agreed as an accurate record.

18.5.7 REPORTS OF COUNTY & DISTRICT COUNCILLORS

18.5.7.1 District councillor's report

MB reported that BDC had approved Community Infrastructure Levy expenditure. Members asked MB to confirm the amount available for the parish and clarify information provided by BDC on how to bid for CIL funding. MB committed to provide this information.

18.5.7.2 County councillor's report

The meeting received a written report in JF's absence. Members noted the vacancies for on-call firefighters in Nayland. It was agreed to highlight the matter in the LSPN. AS agreed to suggest the Nayland Fire Station participated in the Spring Fair.

18.5.8 MEMBERSHIP OF SALC

The meeting received a report from the clerk on the costs and benefits of SALC membership. Members noted that SALC had supplied useful information to the clerk and council on a number of matters and that it is not clear how such information would be available without SALC membership. It was also noted that a range of training opportunities are available through SALC. It was agreed to retain membership for 2018/19.

18.5.9 FINANCIAL MATTERS AND AUDIT

18.5.9.1 Internal audit terms of reference

The terms of reference, circulated before the meeting, were approved and signed.

18.5.9.2 External audit exemption certificate

The certificate of exemption, circulated before the meeting, was approved and signed.

18.5.9.3 Annual Governance Statement

The Annual Governance Statement in the Annual Governance and Accountability Return, circulated before the meeting, was reviewed, approved and signed.

18.5.9.4 Annual accounts 2017-18

The accounts, circulated before the meeting, were reviewed, approved and signed.

18.5.9.5 Accounting statements

The accounting statements for the Annual Governance and Accountability Return, circulated before the meeting, were reviewed, approved and signed.

18.5.9.6 RFO's report

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

18.5.9.7 Orders requested for payment

It was agreed to approve orders totalling £2949.39.

18.5.10 REVIEW OF POLICIES, REGULATIONS AND INTERESTS

18.5.10.1 Standing Orders and Financial Regulations

Revised Standing Orders and Financial Regulations had been approved at the March meeting. No further amendments were proposed.

18.5.10.2 Adequacy of land and asset insurance

AC reported that there had been no changes to affect the adequacy of the parish council's insurance since his report to the July 2017 meeting. He noted that the premium should be lower on renewal due to removal of some lights as part of the street lighting project.

18.5.10.3 Register of interests

The clerk reported that, where necessary, members had updated their register of interests forms, and that all changes had been submitted to BDC.

18.5.11 GDPR

JB reported on the measures taken to comply with GDPR requirements in relation to residents' data collected during the informal Neighbourhood Plan consultation event. His plans for initial work on wider compliance included creating a secure database of personal information that the council holds. Medium term possibilities being considered for efficient council access to data included setting up a secure website to make information available to members and the clerk. Initial steps towards compliance would also include a data audit, considering how long information should be stored for and considering how members and the clerk should store any data they hold. The clerk advised that initial steps for compliance should also include creating a privacy notice and data protection policy for posting on the parish council's website.

Action: It was agreed that JB should circulate written guidance to members and the clerk on the changes required to comply with GDPR for discussion at the July meeting.

The meeting noted changes to GDPR requirements that mean parish councils no longer need to appoint a data protection officer. However, as a matter of good practice, JB agreed to remain in the post to continue advising on and overseeing compliance arrangements. The clerk reported that he and JB would be attending a GDPR training session at SALC.

18.5.12 NEIGHBOURHOOD PLAN/HNS/CEP

18.5.12.1 Update on work on the Neighbourhood Plan

IR reported that following the informal consultation event to gather views on the scope of the Neighbourhood Plan, the next step in informing residents about the NP/NDP process would be for the parish council to have a stand at the Spring Fair. Before then, the NP/NDP Working Group would meet to confirm these arrangements. A further meeting would be arranged to discuss business consultation.

18.5.12.2 Update on Housing Needs Survey arrangements

AS reported that the survey would be delivered with the June LSPN. Members noted that the survey is very detailed and that the parish council should make guidance available, if residents require it, to help ensure a fully representative response from the community. It was agreed that an HNS meeting should take place to discuss these issues. NB and JD offered to provide support if residents need assistance in completing the survey. It was suggested that it may be preferable to engage volunteers from other parish groups for this task so residents could better maintain anonymity in the Parish Council's regard. IR & AS to investigate.

Action: AS to draft a cover letter for the survey to include information on support for residents.

18.5.12.3 Update on work on Community Emergency Plan

NB reported on her meeting with Bures Parish Council to learn from its arrangements for a CEP. Members noted that:

- The Bures plan had taken many years to finalise due to the nature of the arrangements required
- In effect, a CEP would be liable to duplicate the emergency services' and district council's responsibility to respond to emergencies
- A parish council must receive permission from the district council to activate a CEP.

Given other organisations' responsibilities for responding to emergencies, members considered that the most effective contribution the parish council could offer in these situations would be knowledge of, and assistance to, vulnerable individuals in the parish.

Therefore it was agreed to:

- Cease work on the CEP
- Look into ways of identifying vulnerable people in the parish and holding data on them in a manner that is respectful and GDPR compliant
- Consider arrangements for community assistance to these people should an emergency arise.

18.5.13 RECREATION GROUND DOG LITTER BIN

Quotes from two potential suppliers were considered as well as community solutions. It was agreed to ask the parishioner who had refurbished the School Street noticeboard, if he would carry out the work pro bono. If he is not able to, the clerk will appoint the lowest price contractor to do the work.

Action: IR to ask the parishioner concerned to carry out the job, and inform the clerk if he is able to or not.

18.5.14 COUNCILLORS' AND CLERK'S REPORTS

18.5.14.1 Matters discussed at planning committee

JB reported on discussions at the planning committee that preceded the parish council meeting. It was noted that the poor quality of the broadband connection at the primary school adds to the case for a potential extension of BT's fibre optic cable installation to School Street.

18.5.14.2 Traffic

Members noted concerns over the increased traffic on School Street while broadband cable laying works are being carried out on Polstead Street.

18.5.14.3 Streetlighting project

JB reported that work had started on removing streetlights and is expected to be completed by the end of the first week of May. Monitoring of the contractor's work had ensured that the project was being carried out to specification with any variances resolved. JB will keep IR updated to inform LSPN entry for June edition.

18.5.14.4 No parking sign on village green

SB reported that she will arrange a meeting with the new owners of the Vicarage to discuss installing a sign on their wall.

18.5.14.5 Downs handrail

The clerk reported that the contractor plans to do the work in May. The late start is due to the recent bad weather affecting the contractor's schedule.

18.5.14.6 Bottlebank – potential alternative sites

AC reported that The Angel had not replied to his enquiry about re-siting the bottlebank in the pub car park. As The Angel is up for sale, he said he would raise the matter again with the next owners.

18.5.14.7 Appointments to outside bodies and reports from representatives

18.5.14.7.1 Recreation ground committee

NB agreed to continue as the parish council's representative. She reported that the village hall committee no longer required its share of previous S106 funding allocated to the village hall/recreation ground. The recreation ground committee plans to apply to use this funding to improve facilities.

18.5.14.7.2 SALC

JB agreed to continue as the parish council's representative.

18.5.14.7.3 Village hall committee

IR agreed to continue as the parish council's representative. She reported that the committee has two new members. Further new committee members will be needed due to existing members standing down. The committee is considering the possibility of an extension and connections to the main sewer.

18.5.14.7.4 PCC

AS agreed to continue as the parish council's representative. He reported that the PCC is planning to run a holiday club for a week during school summer holidays with activities and a sit-down meal.

18.5.14.7.5 Primary school

VK had sent a written note that she wished to continue as the parish council's representative. It was agreed that she should do so.

18.5.14.7.6 LAWC

AS and NB had been appointed as the parish council's representatives. AS reported that LAWC has been considering how to develop land it owns in Leavenheath. The intention would be to provide housing for local people that remains affordable in perpetuity, paid for by open market sales.

18.5.14.7.7 BAPTC

MN agreed to take over from SB as the parish council's representative.

Action: SB to brief MN on handover arrangements.

18.5.14.7.8 Public transport

SB agreed to continue as the parish council's representative. In response to a question from IR, SB said she would find out how the current community transport service to Hadleigh operates and can be used.

18.5.14.7.9 Police

Discussion on liaison with the police was deferred to the next meeting.

18.5.15 CLERK AND CHAIRMAN'S CORRESPONDENCE

IR reported that during renovation of Maltings Cottage the estate planned to reinstate a footpath. Full discussion of this matter was deferred to the next planning committee meeting.

The clerk reported that BDC had requested expressions of interests in attending a workshop on developing alternative visitor information services. It was agreed that SB should attend if the workshop goes ahead and she is free.

Action: Clerk to inform BDC of the parish council's interest.

The clerk reported that the British Legion and local organisations had requested that the parish council consider arrangements for commemorating the 100th anniversary of Armistice Day. Members' opinion was that the council should consider whether and how it could assist, but should not take a lead role in the arrangements.

The clerk reported that residents had raised issues relating to tractor damage to verges. IR suggested that the council should consider appointing a liaison person at its next meeting.

18.5.16 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Vacancies for on-call firefighters
- Neighbourhood Plan
- Housing Needs Survey
- Streetlighting project

18.5.17 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

18.5.17.1 Grasscutting and footpaths

MN reported that the contractor had agreed to cut the footpath from The Crown more regularly in exchange for less regular cuts on parts of The Downs. The Downs would be cut at an adequate interval and the cost per cut would be the same as in 2017-18.

MN reported that several fences segregating footpaths from fields on the estate are in poor.

Action: MN to liaise with the clerk to inform the estate office of the situation and request that tenants maintain the fences.

MN asked about how to arrange potential new footpaths. IR advised that this could be discussed during NHP Working Group meetings.

18.5.17.1 Future agenda items

- Liaison with the police/potential councillor appointment
- Liaison with owners of tractors passing through the village/potential councillor appointment
- GDPR arrangements
- Community transport service
- Bottlebank
- No Parking sign for the Village Green
- Armistice commemoration
- NHP/HNS
- Arrangements for assisting vulnerable residents during emergencies

18.5.18 TO CONFIRM DATE OF NEXT MEETING

Tuesday 3 July at 7.30pm in the Village Hall

The chairman closed the meeting at 9.55pm.