

STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF MEETING HELD 2 NOVEMBER 2021 AT 7.30PM
AT THE VILLAGE HALL

- Present:** Martin Nielsen (MN) – (Chairman for the meeting)
Vivienne Klimowicz (VK)
Rosemary Emeny (RE)
Nigel Warren-Thomas (NWT)
Linda Goodman (LG)
Adam Sedgwick (AS)
Fred Grosch (FG)
- Apologies:** Stevie Bezencenet – Chairman (SB) (attended by videolink)
Sean Fry (SF) – Vice-chairman (attended by videolink)
SCC councillor James Finch (JF)
- In attendance:** James Dark, Parish Clerk (JD)
BDC councillor Melanie Barrett (MB) (7.30-7.55)
One member of the public (7.30-7.45)
-

21.11.1 APOLOGIES FOR ABSENCE

See above.

MN was elected Chairman for the meeting.

A dispensation was granted for all councillors to be absent from parish council and committee meetings for a period of six months. This reflected shielding considerations a number of councillors have in relation to COVID-19 and the possibility that government advice may change over future meeting arrangements.

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

21.11.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None.

21.11.3 PUBLIC FORUM

One member of the public was present. She highlighted the dangers for residents living near Blundens Corner who need to walk along and cross the B1068 to reach a safe walking route.

Action: It was agreed that this matter would be raised with JF at the January parish council meeting.

21.11.4 MINUTES

The minutes of the meeting held on 7 September 2021 were approved. (These would be signed at a date agreed by the Chairman and Clerk).

21.11.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

21.11.5.1 District Councillor's report

The written report was noted.

21.11.5.1.1 Maintenance of Crossfields/Goldenlonds paths, pavements hedges, trees

MB reported that, following an inspection of the area with RE, VK and a resident, she had submitted a report to district council officers who were now considering action to improve condition of the path surfaces, cut back overhanging hedges and clear guttering.

Action: MB to report back on any action the district council would be taking on these issues.

It was noted that a resident had offered to help with maintenance of vegetation where the householders need assistance, but required the appropriate hedge trimming tools.

Action: The possibility of creating a volunteer network would be placed on the agenda for the next meeting.

The Clerk reported that JF had not responded to an email requesting that tree work is carried out to prevent leaves creating slip hazards to residents on Goldenlonds, including a disabled resident.

Action: Clerk to follow up with JF and report on the SCC highways tool.

VK reported that pedestrian pavements on Crossfields have been narrowed by hedges that residents have not cut back.

Action: Clerk to follow up with JF asking SCC to write to occupiers to remind them of their obligations to cut back growth.

21.11.5.1.2 Sudbury Road pavement

VK reported that the farmer had cut back the hedge adjacent to the pavement on Sudbury Road but the pavement remained narrow at one end due to grass encroaching onto it.

Action: Clerk to follow up with JF and report on the SCC highways tool.

21.11.5.2 County Councillor's report

The written report was noted.

21.11.5.2.1 Highways and traffic

SCC Bus Services Improvement Plan Consultation

SB reported that Sudbury-Colchester had not been included in the list of strategic bus corridors. It was noted that this may be due to it being a cross boundary route.

Action: Clerk to contact the relevant SCC officer to request that the route is included among the strategic corridors and that options are considered to overcome any barriers.

SCC Lorry Route Map Review Consultation

It was agreed that the following issues should be submitted in response to the consultation.

- (1) HGVs (wilfully or otherwise) using the B1068 as shortcut between A134 and A12;
- (2) Other vehicles exceeding the weight limit on the B1068;
- (3) HGVs diverted onto B1068/B1086 on A134 road closures;
- (4) Lighter delivery vehicles & minibuses speeding through Thorington Street and through SBN village.

Action: Clerk to submit the response and inform JF that four items had been identified due to the impacts of lorries in the parish.

18t limit

SF reported that he was corresponding with JF over whether the 18t limit had been temporary lifted – signs had been painted over while road works are taking place.

Action: Issue to be placed on January agenda. SF to press JF for information ahead of that meeting.

It was noted that Rix Farm contractors had been driving HGV articulated trucks through Stoke by Nayland village in contravention of the 18t limit.

Action: Clerk to contact Rix asking if this could be prevented.

Speed survey/traffic calming in 20mph zone

Recommendations from SCC on next steps following the results of the speed survey were noted. In addition councillors observed that speed indicator devices (SIDs) had previously been deployed in the parish.

Action: The SCC response to the survey and the possibility of SIDs being deployed would be placed on the January agenda for discussion with JF.

Grit bins

SCC's decision to refuse approval of a new bin on Clipt Bush Corner on the grounds that the location is on a gritting route was noted.

Action: NWT to review position of grit bins in the parish with a view to considering at the January meeting whether they should be retained if located on a SCC gritting route.

Car parking facilities near The Crown

It was noted that land next to the B1068 could provide additional off-road parking capacity, and this could be explored as a potential solution to traffic issues.

21.11.6 FINANCIAL MATTERS

21.11.6.1 RFO's report

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

21.11.6.2 Orders requested for payment

It was agreed to approve all orders requested on the RFO's report totalling £941.68. In addition it was agreed to approve orders of £484.00 combined to K Hawes and M Hawes for grasscutting, £25.00 for Village Hall hire and £63.23 to SF for reimbursement of IT required to operate the meeting venue. Invoices for these items were received after the issue of the RFO's report.

In response to questions, the Clerk confirmed that the Recreation Ground Committee had repaid the parish council for funding provided for insurance the previous year.

21.11.6.3 Draft budget report

The Clerk presented a preliminary draft budget report for 2021/22. It indicated that on the basis of current plans a budget of £11,193 would be required for BAU expenditure and up to £16,400 to cover projects. It was noted that the projects were likely to take place over a number of years and costings were not firm at this stage. In addition, the Clerk emphasised that this was a draft report in advance of councillors considering whether funding for any new projects should be included.

Action: AS to arrange a budget working party meeting and liaise with the Clerk over a final budget proposal for presentation at the January meeting.

21.11.6.4 Appointment of internal auditor for 2021/22

The Clerk reported that internal audit arrangements for 2020/21 had worked well but the provider had not indicated future availability. Therefore it was agreed to appoint SALC as internal auditor for 2021/22.

21.11.7 NEIGHBOURHOOD PLAN

SB updated the meeting on the following:

- A substantial delay to the district council's local plan following the inspector's initial hearing;
- Moves to appoint secretariat support to the NHP group;
- Initial discussions on drafting some sections of the NHP.

Action: SB to ask the NHP group chairman for a description of the secretariat duties and pass to FG so that he can discuss with an interested parishioner.

21.11.8 COUNCILLORS' AND CLERK'S REPORTS

21.11.8.1 Report from planning and environment committee

MN reported on key issues discussed at the planning and environment committee which preceded the full parish council meeting. The details are in the minutes of that meeting.

21.11.8.2 Appointment of a contractor for clearance work on The Downs

After considering three quotes it was agreed to appoint CO10 to trim nettles and brambles and rake and clear the cuttings (to be placed above the area to reinforce the boundary hedge). AS agreed to supervise the work. He also suggested that this work should be included in the budget for future years.

Action: Clerk to appoint CO10 and ask the contractor to contact AS before carrying out the work to ensure that the parish council's requirements are understood.

21.11.8.3 Website development

FG briefed the meeting on the case for and against upgrading the website hosting vs maintaining the current arrangements. He also requested the current user guide so he could assess the capability of the platform (e.g. for uploading pictures) and potentially take on development of the site.

During discussion it was agreed that the website should continue in its role of providing statutory and official documentation. Facebook would make a more attractive platform for parish council posts relating to community activity. Content that it was suggested FG could explore for initial posts included pictures taken by SB for the landscape character assessment and the parish council's reports to the LSPN.

Actions: Clerk to provide user guide to FG;

SB to provide FG with photographs and the report for the LSPN;

FG, SB and SF to form a working group to progress a Facebook presence.

21.11.8.4 Recommendations from 2020/21 internal audit report

Asset register

The Clerk presented a revised format for the asset register including additional information recommended by the auditor, and outlined gaps.

Action: Clerk to email all councillors requesting information that he does not hold in order to fully populate the asset register.

GDPR

The Clerk presented template documents provided by the internal auditor and SALC. It was agreed to adopt the following policies and procedures:

- Procedure for handling FOI requests;
- Procedure for considering whether a data protection impact assessment is required;
- Procedure for dealing with Subject Access Requests.

Action: Clerk to place all on the website.

It was agreed that on the basis of the procedure adopted the parish council is not required to carry out a data protection impact assessment. This would be re-considered in 2022/23.

In addition the Clerk recommended that the GDPR implementation protocol previously adopted in 2019/20 be re-considered at the January meeting for potential refinements.

21.11.8.5 Distribution of meeting papers

VK noted that a number of papers had been distributed very close to the date of recent meetings. She suggested that consideration should be given to setting a deadline for papers to be submitted. Any papers missing the deadline would be accepted only with agreement from the Chairman and Clerk if being of sufficient urgency. It was agreed that this matter should be placed on the agenda for the next meeting.

21.11.9 CLERK AND CHAIRMAN'S CORRESPONDENCE

FG agreed to represent the parish council at the installation of Reverend Stéphane Javelle.

Correspondence from County Broadband was noted. It was observed that this project could offer a means for undergrounding existing wires on School Street.

It was noted that correspondence from a resident regarding The Downs raised a number of important issues which would be considered at the budget working party meeting and the next parish council meeting.

21.11.10 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Clearance of footpaths and pavements

SB asked councillors to consider further items and contact her.

21.11.11 FUTURE AGENDA ITEMS

- GDPR
- Creation of volunteer groups
- Neighbourhood Plan
- Budget
- Grit bins
- Highways issues as noted in these minutes
- Maintenance on Crossfields paths
- Submission of meeting papers
- Correspondence on The Downs
- Village fete (NWT to provide a paper for January meeting)
- Facebook presence

21.11.12 DATE OF NEXT MEETING

Tuesday 4 January 2022 at 7.30pm – venue TBC.

The Chairman closed the meeting at 9.50pm.