

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD 23 MAY 2023
AT 7.30PM AT THE VILLAGE HALL**

Present: Stevie Bezencenet – Chairman (SB)
Sean Fry (SF) – Vice-chairman
Adam Sedgwick (AS)
Martin Nielsen (MN)
Vivienne Klimowicz (VK)
Rosemary Emeny (RE)
Fred Grosch (FG)
Vicki Gibbins (VG)

Apologies: BDC Councillor Isabelle Reece (IR); SCC Councillor James Finch (JF)

In attendance: James Dark, Parish Clerk (JD), one member of the public – Nigel Warren-Thomas (NWT) (7.40-7.55pm)

23.5.1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

SB was elected chairman. SF was elected as vice-chairman.

All councillors signed Declaration of Acceptance of Office forms and consent to receiving electronic summons, following the May parish council elections.

23.5.2 APOLOGIES FOR ABSENCE

See above.

23.5.3 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

23.5.4 PUBLIC FORUM

Agenda item 23.5.11.1 was moved to the public forum so that a member of the public (NWT) who had assisted the parish council in drawing up the specification for Well Housing repairs could answer questions and give views on the quotes received. One quote had been received. It was agreed NWT should contact the builder to understand the pricing. In addition, the council would retender for repairs to the roof only.

Action: NWT to discuss the matters authorised above with the builder who tendered.

Action: Clerk to retender for repairs to the roof only.

23.5.5 APPOINTMENT OF COMMITTEE MEMBERS; REVIEW TERMS OF REFERENCE; REVIEW OF COUNCILLORS' RESPONSIBILITIES

23.5.5.1 Planning and environment committee membership

MN, SF, VK, FG AS, SB, VG were appointed.

23.5.5.2 Planning and environment committee terms of reference

The committee's terms of reference were confirmed.

23.5.5.3 Review of councillors' responsibilities

Recreation Ground Committee

RE, a member of the Recreation Ground Committee, agreed to continue reporting to the parish council on relevant recreation ground matters.

Village Hall Committee

FG was appointed as the parish council's representative on the committee.

Action: Clerk to write to the VH committee secretary informing her of FG's appointment and asking for a trust document to be sent to FG.

LAWC

It was noted that AS and RE had been appointed as trustees, on the Parish Council's nomination, for a fixed term of four years starting January 2022.

Grasscutting

MN agreed to continue to act as lead councillor.

Assets

FG agreed to continue to act as lead councillor.

Police liaison

SF agreed to continue to act as lead councillor. In response to questions, SF outlined the way police reports are published and that the police have indicated that they will not provide more timely and tailored information in these reports.

Public transport

SB and VK agreed to continue to act as lead councillor for day to day public transport issues, arranging assistance from other councillors as necessary. It was noted that a parishioner had contacted the council to report a bus cancellation and the difficulty this caused.

Action: VK/clerk to contact bus company to discuss how to publicise foreseeable cancellations.

Primary School

VK agreed to continue to act as lead councillor for liaising with the school.

PCC

AS agreed to continue to act as lead councillor for liaising with the PCC.

23.5.6 MINUTES

23.5.6.1 Minutes of the previous meeting

The minutes of the meetings held 3 January 2023, 7 March 2023 and 2 May 2023 were approved and signed.

23.5.6.2 Actions from previous meeting not covered elsewhere on the agenda

SB reported that she had drafted a leaflet asking residents on Crossfields not to park on pavements.

RE observed that issues also include vans and caravans protruding from drives onto pavements. SF observed that the previous BDC councillor had not reported back on whether BDC/SCC would be applying for enforcement powers to issue fines for parking on pavements. It was agreed that a meeting with IR to brief her on this and wider matters that need BDC's attention should be sought.

Action: SB to revise the leaflet following final comment from RE and VK and deliver it to residents on Crossfields.

Action: Clerk to contact IR to request dates when she will be available.

MN/AS reported that they would seek to raise the possibility of SCC funding kerbing for the road near The Downs path with James Finch.

MN reported that he and NWT would be drafting a proposal for installation of wooden stakes on the grassed area by The Crown to restrain parking. It was noted that ownership of the land would need to be established.

FG, VG and SB reported that they had formed a working group to consider wider parking matters within the parish and the provision of additional parking.

Action: It was agreed that the Group would approach Tendring Hall Estate to discuss the availability of land near the Crown car park for parking with a view to drawing up a plan to present to the parish council.

FG reported that he had written to farmers saying that improved driving is appreciated and that the parish council will be considering how to address the points raised at a meeting with them.

Action: FG to circulate the letter to councillors along with any reply.

23.5.6.3 Minutes of the 2023 APM

The minutes of the Annual Parish Meeting held on 19 April 2023 were agreed as an accurate record subject to approval at the 2024 APM.

23.5.7 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

23.5.7.1 District Councillor's report

No report had been received.

It was agreed that more careful BDC bin collections (i.e. ensuring empty bins are placed carefully in the appropriate place) would be among the issues raised with IR in addition to wider parish council business relevant to IR's role. AS, RE, MN, VK and SB would brief IR on these matters.

23.5.7.1.1 Hastoe publicity event

AS and RE agreed to attend the event on behalf of the parish council. Other councillors would attend if available.

23.5.7.2 County Councillor's report

The written report was noted.

23.5.7.2.1 Traffic and highways issues

Yellow lines outside primary school

VK reported that the request had been forwarded to SCC who had would be sending an officer to assess the case for yellow lines.

23.5.8 FINANCIAL MATTERS

23.5.8.1 Annual accounts 2022-23

The accounts were reviewed approved and signed.

23.5.8.2 Certificate of Exemption for 2022-23

It was agreed that the conditions for exemption from limited assurance review and submission of the AGAR to the external auditor had been met, and that the parish council would certify itself as exempt. Therefore, the Certificate of Exemption was reviewed, approved and signed for the Clerk to send to the auditor.

23.5.8.3 Annual Governance Statement 2022-23

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

23.5.8.4 Accounting statements 2022-23

The accounting statements in the Annual Governance and Accountability Return were reviewed, approved and signed. The Clerk explained that the increase in staff costs was due to a higher grading being applied, a higher than usual inflationary increase and agreed additional hours.

23.5.8.5 RFO's report

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

In answer to questions, the clerk explained that the £320 unrepresented approved payments related to payments made following approval at the planning and environment committee but not yet showing up on bank statements received.

The CIL report for 2022-23 was reviewed, approved and signed.

Action: Clerk to send the report to BDC.

Action: Clerk to circulate information on expenditure CIL funds can be used for.

Councillors discussed options presented for purchasing continued internet access for meetings. It was noted that the Village Hall Committee could request free access from County Broadband if the company is laying cables on the road outside the hall. Councillors also considered that providing access could be considered by the Village Hall committee as a service to users regardless of whether County Broadband can supply it.

Action: Clerk to write to the VH Committee Secretary asking for provision of internet access to be considered.

In the meantime, the council would continue to purchase access on a monthly basis.

It was agreed that the Exercise of Public Rights would be from 3 July 2023 to 11 August 2023.

23.5.8.6 Orders requested for payment

It was agreed to approve unpaid orders totalling £3,308.73, plus a £35.00 direct debit payment made before the meeting for the annual subscription to the information commissioner's office. In addition invoices received since the circulation of the RFO's report were approved - £50.00 for village hall hire, £360.00 for grasscutting in May, £156.00 for the generator required for the Coronation event.

23.5.9 REVIEW OF STANDING ORDERS, REGULATIONS, POLICIES AND INTERESTS

23.5.9.1 Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were reviewed. A change to the Standing Orders to elaborate on notice required for summons to meetings was agreed.

The Clerk reported that NALC is expected to issue updated guidance on tendering limits shortly and a change to the Financial Regulations will be proposed in line with that.

23.5.9.2 Policies

Policies on Roadside Advertising, GDPR and volunteering were reviewed. No changes were proposed.

23.5.9.3 Assets/adequacy of land and asset insurance

It was noted that an asset risk assessment had been presented to the parish council in March and actions agreed. In addition, an approach to seeking tenders for initial refurbishment of the well housing had been agreed under the public forum item. It was noted that NWT had undertaken to review the value of buildings for insurance purposes.

Action: Clerk to arrange the valuation with NWT.

23.5.9.4 Register of interests

All parish councillors had given the clerk register of interest forms, except SB and FG who were reminded. The clerk explained that a new form was required following the election and the district council's switch to a new system.

23.5.10 NEIGHBOURHOOD PLAN

SB reported that forthcoming work would include reviewing technical reports provided by consultants and reviewing initial text that had been drafted. In addition, potential sites for development was being considered.

23.5.11 COUNCILLORS' AND CLERK'S REPORTS

23.5.11.1 Website

The Clerk reported that the council should seek to make the website accessible unless the new website, which would be accessible, would be available shortly. FG reported that information

could be placed on the new website in the near future, and the website launched. Therefore, it was agreed that an accessibility review of the existing site is not required at this time.

23.5.11.2 Review of internet banking arrangements

It was noted that there are only 2 councillors registered for online banking which risked delays to payments.

Action: SB and AS to look to register for internet banking.

23.5.11.3 Coronation Event

RE reported that she had received considerable positive feedback from parishioners about the event and that a number of people were planning on holding gatherings in the future as a result. SB reported that total receipts was £1,100.00 and payments was £1,276.00.

Action: Clerk to report how the receipts and payments should be treated.

23.5.12 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Speedwatch volunteers
- Councillor vacancy
- Assistance with NHP

23.5.13 DATE OF NEXT MEETING

Tuesday 4 July 2023 at 7.30pm at the Village Hall

The Chairman closed the meeting at 9.30pm.