

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 3 JULY 2018 AT 7.30PM**

Present: Isabelle Reece, Chairman (IR)
Jeremy Bloomfield, Vice-Chairman (JB)
Adam Sedgwick (AS)
Martin Nielsen (MN)
Vivienne Klimowicz (VK)
Sean Fry (SF)
Nicki Bray (NB)

Apologies: Andrew Collins (AC), Stevie Bezencenet (SB)

In attendance: James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB) (7.30-8.15), SCC Councillor James Finch (JF) (7.30-8.15)

18.7.1 APOLOGIES FOR ABSENCE

See above.

18.7.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

18.7.3 PUBLIC FORUM

No members of the public were present.

18.7.4 MINUTES

The minutes of the meeting held 1 May 2018 were approved and signed.

18.7.5 REPORTS OF COUNTY & DISTRICT COUNCILLORS

18.7.5.1 District councillor's report

The meeting received a written report.

MB was informed that BDC had not replied to a letter from the parish council questioning whether the use and development of a property remained compliant with planning consent. MB committed to ensure BDC responds.

Action: Clerk to forward a copy of the letter to MB to raise with BDC officers.

18.7.5.2 County councillor's report

The meeting received a written report and a verbal update on issues relevant to the parish.

18.7.5.2.1 Traffic diversions

JF explained that SCC had selected the village as a diversionary route during emergency water pipe repair works because of roadworks and traffic incidents on usual diversionary routes. He acknowledged that this had caused significant traffic issues in the village due to the road being too narrow in places for lorries to pass one another.

MN asked if different diversionary routes for traffic travelling in opposite directions could have been used to avoid the issues occurring. JF acknowledged such a solution had been used in certain situations in the past. He committed to hold a lessons learned exercise with SCC officers which would consider whether and how the situation could have been handled better.

18.7.5.2.2 Highways issues

VK pointed out that the parish council had received no reply from SCC to repeated requests to address a list of highways maintenance issues dating back many months.

JF committed to pursue the SCC highways department.

18.7.5.2.3 20 mph zone

JF reported that SCC was close to finalising a start date for the 20mph zone work and he hoped it would be carried out in the summer holidays. He acknowledged that the repeated delay to committing to a start date was unsatisfactory.

18.7.5.2.4 School bus policy

JF reported that the decision to revise the policy had been suspended pending scrutiny of whether officers had provided adequate information to SCC councillors. However, he indicated that SCC remained committed to the new policy.

JF offered to arrange for parish councillors to meet an SCC officer to discuss numerous concerns raised about the policy changes. He said SCC may be open to alternative local arrangements that would meet SCC's objective of reducing costs.

18.7.5.2.4 Review of highways maintenance

JF explained that SCC was exploring how to work and communicate more effectively with town and parish councils so that roads are repaired efficiently and promptly. The parish council indicated that it would wish to provide a representative to sit on SCC's new highways and innovation board if SCC envisaged this could form part of any new arrangements.

18.7.6 INTERNAL AUDIT REPORT

Members reviewed the report. To comply with SALC's recommendations it was agreed that the chairman would initial the RFO's report at each meeting and the RFO's reports would be placed on the website alongside the relevant minutes.

18.7.7 FINANCIAL MATTERS AND AUDIT

18.7.7.1 RFO's report

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

18.7.7.2 Orders requested for payment

It was agreed to approve orders totalling £2110.37, as requested in the RFO's report.

18.7.8 GDPR

JB reported that he was assessing how the data the parish council holds should be treated to comply with GDPR and would be drawing up related data retention and disposal policies.

18.7.9 NEIGHBOURHOOD PLAN/HNS

18.7.9.1 Update on Neighbourhood Plan consultations

IR reported that the business consultation event had been helpful in providing information on business priorities. VK and SF reported that they had held discussions with primary school pupils and The Focus School on the village and its future and were collating the information.

18.7.9.2 Update on Housing Needs Survey

AS reported that 86 responses had been received. A small number of further postal responses are expected. The response rate was comparable to the previous survey. CAS expects to complete the report on the survey in October.

Leavenheath Parish Council would also be carrying out a survey which would add to data from the Nayland and Stoke by Nayland surveys.

18.7.10 ROADSIDE ADVERTISING POLICY

It was agreed that the policy should be improved by:

- Requiring the clerk to request that organisations remove signs as the first stage of enforcement
- Providing discretion for the chairman to waive the policy.

Action: MN to circulate proposals to revise the policy for September's meeting.

18.7.11 COUNCILLORS' AND CLERK'S REPORTS

18.7.11.1 Matters discussed at planning committee

JB reported on discussions at the planning committee that preceded the parish council meeting. The committee would be requesting an extension of the consultation period on a new application by Konings. Full details are in the planning committee minutes.

MN summarised a paper on the community initiative for fast broadband in Scotland Street, an item deferred from the planning meeting. It is envisaged that the majority of the capital cost would be covered by grants. BT is assisting in evaluating the plan's viability.

18.7.11.2 Traffic

VK noted that, earlier in the meeting, she had provided JF with reports detailing longstanding highways maintenance issues and that he had promised to pursue them.

Members considered a paper circulated by SF clarifying the legal definition and weight of heavy commercial vehicles permitted to travel through the restricted zone in the village. It was agreed that the council should contact relevant agricultural businesses to ensure they understand the requirements.

Action: VK and SF to develop a proposal for the most effective way of liaising with agricultural businesses to ensure they consider and comply with vehicle weight restrictions. This proposal will be discussed at the September parish council meeting.

18.7.11.3 Liaison with police

The meeting considered reports on the rise in serious anti-social behaviour on the recreation ground. NB was appointed as the council's representative for liaison with Suffolk Police's community engagement officer for the parish.

Actions: NB to contact the police community engagement officer to inform him of her appointment.

NB to ask the recreation ground committee for details of any action it is considering to deter anti-social behaviour and report back at the September PC meeting.

18.7.11.4 Streetlighting project

JB reported that UKPN had not completed work it is responsible for, which is preventing the contractor completing its work. JB had made SCC aware of the situation and SCC has arranged a meeting with the contractor to discuss requirements. The council thanked JB for his ongoing vigilance on the project.

18.7.11.5 CIL

Following discussions with BDC, JB clarified the rules on CIL funding allocation to the parish and on bidding for additional funds.

18.7.11.6 Community transport

The meeting noted a report provided by SB on a community transport service to Hadleigh and that many residents are likely to be unaware of it. It was agreed that the clerk should post the details on the council website and that the chairman would highlight the service in her report for the LSPN.

18.7.11.7 Assistance for vulnerable residents during emergencies

IR and AS reported on the availability of grants from the police for Cinnamon Network initiatives to assist vulnerable residents, which the council could consider in the future as part of, or outside, NHP work.

18.7.11.8 PCC

AS reported that the PCC will be writing to the parish council on the need to agree which parties are ultimately responsible for church floodlighting. The issue has increased in salience due to the possibility of an insurance claim following vandalism of the lights.

18.7.12 CLERK AND CHAIRMAN'S CORRESPONDENCE

IR reported further inquiries on the need for white line renewal in the village, which has been delayed as a consequence of SCC's late delivery of the 20mph zone.

The clerk reported that SCC had requested a meeting to deliver Kill Your Speed posters and explain how to site them on SID posts.

Action: IR to contact SCC to make arrangements for delivery of the posters and to meet the SCC officer.

18.7.13 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Neighbourhood Plan business consultation (MN to arrange with SB)
- Community transport service

18.7.14 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

18.7.14.1 Chairman of the planning committee

MN was appointed to act as chair of the planning committee for a period due to JB's unavailability for the role. JB was appointed to act as vice-chairman during this time.

18.7.14.2 Future agenda items

- Assets – School Street noticeboard (AC)
- Liaison with owners of tractors passing through the village
- GDPR arrangements
- NHP/HNS
- Clerk review

18.7.15 TO CONFIRM DATE OF NEXT MEETING

Tuesday 4 September at 7.30pm in the Village Hall

The chairman closed the meeting at 9.40pm.