

**STOKE BY NAYLAND PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2019 AT 7.30PM**

**Present:** Jeremy Bloomfield – Chairman (JB)  
Stevie Bezencenet – Vice-Chairman (SB)  
Adam Sedgwick (AS)  
Martin Nielsen (MN)  
Sean Fry (SF)  
Isabelle Reece (IR)  
Rosemary Emeny (RE)

**Apologies:** Vivienne Klimowicz (VK)

**In attendance:** James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB) (7.30-8.05), SCC Councillor James Finch (JF) (7.30-8.45)

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**19.9.1 APOLOGIES FOR ABSENCE**

See above.

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

None declared.

**19.9.3 PUBLIC FORUM**

No members of the public were present.

**19.9.4 MINUTES**

The minutes of the meeting held 2 July 2019 were approved and signed.

**19.9.5 REPORTS OF COUNTY & DISTRICT COUNCILLORS**

**19.9.5.1 District Councillor's report**

The written report was noted and verbal updates provided.

**19.9.5.2 County Councillor's report**

The written report was noted and verbal updates provided.

**19.9.5.2.1 Traffic and highways**

**18t weight limit**

JF highlighted the LorryWatch scheme as a means of monitoring and reporting breaches of weight limits. Members observed that this could provide a mean of addressing non-compliance with the weight limit in Stoke by Nayland village and potentially for engaging with farmers to promote compliance.

After JF left the meeting, SF reported that the council does not hold contact details for all farmers/hauliers. As a result letters requesting compliance with the weight limit had not been sent to some farmers.

**Action:** IR to supply the clerk with contact details for four farmers.

**20mph zone**

Members raised SCC's failure to finish the 20mph zone works as specified. They pointed out that SCC and JF had not responded to:

- (1) Requests for the works to be completed
- (2) Requests for a meeting with SCC officers to discuss this issue and further matters related to the zone.

JF explained that SCC highways is under severe budget constraints. However, he acknowledged

that it is reasonable for the parish council to expect that SCC's contractor should carry out the works to specification.

**Action:** JF agreed to investigate how and when the 20mph zone works can be completed and report back.

SF informed JF that SCC guidance means Suffolk Police will not enforce the 20mph zone or allow Speedwatch to do so.

**Action:** JF agreed to investigate whether there is room within the guidance for the 20mph zone to be enforced and monitored and, if not, how this might be addressed.

#### **19.9.5.2.2 Recreation ground**

JF was informed of correspondence from SCC indicating that SCC may wish to terminate its lease on the recreation ground and therefore its responsibilities for maintenance. Members informed JF that the lease does not appear to allow SCC to take any such unilateral action.

**Action:** JF agreed to investigate and report back on whether and why SCC believes it has a right to terminate the lease.

After JF left the meeting, members considered a briefing from the Recreation Ground Management Committee on its dealings with SCC.

**Action:** It was agreed that the clerk should write to the RGMC to:

- (1) Inform the committee that JF would be investigating SCC's position with regard to potential termination of the lease
- (2) Propose that the committee and the parish council should form a small liaison group to communicate with SCC over its wish to terminate the lease.

### **19.9.6 FINANCIAL MATTERS**

#### **19.9.6.1 RFO's report**

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

#### **Expenditure vs budget**

Members noted that the £200 donation for churchyard conservation has not been arranged.

**Action:** AS to clarify and report back on responsibility for the work and for billing.

The clerk reported that he is unlikely to have sufficient time to undertake Cilca training.

**Action:** Clerk to request advice from SALC on how lack of Cilca qualifications may impact the council's activities.

It was noted that £2k budgeted expenditure for The Downs North handrail is now unlikely to be required following clarification of land ownership. Therefore, it was agreed to remove this expenditure from the budget.

It was noted that some projects require a new lead councillor following the departure of previous members.

**Action:** MN was appointed to take forward the Well Housing project and obtain quotes.

#### **19.9.6.2 Orders requested for payment**

It was agreed to approve orders totalling £3027.93, including orders for £605.77 received since the issue of the RFO's report.

#### **19.9.6.3 Insurance**

After considering quotes it was agreed to renew the parish council's insurance with the existing supplier on a three-year term.

#### **19.9.6.4 War memorial refurbishment**

The meeting noted satisfactory completion of the War Memorial refurbishment.

**Action:** It was agreed that the clerk should:

- (1) Contact the Village Hall committee to request the agreed donation
- (2) Write to a resident to thank her for her assistance in providing water supply to the contractor.

#### **19.9.6.5 Bank mandate**

It was agreed to add SF to the mandate as a signatory.

#### **19.9.6.6 BWP meeting**

It was agreed to hold the first meeting on 30 September at 2pm. AS indicated that he wished to step down from leading the budgeting process.

#### **19.9.7 GDPR**

Consideration of JB's report was deferred until the November meeting.

#### **19.9.8 NEIGHBOURHOOD PLAN**

JB reported that he had had constructive meetings with landowners in the parish.

SB confirmed that the first meeting with the Landscape Character Assessment consultant is scheduled for 18 September.

MN and AS reported that they had started work on a potential village housing stock survey and planned to present draft proposals at the next NHP working group meeting.

It was agreed to hold the next NHP working group meeting on 17 September at 2pm.

RE reported that residents in the Crossfields area have little knowledge of the parish council's NHP work and how they could become involved.

**Action:** RE to arrange an informal meeting for Crossfields residents where an NHP group member can discuss the NHP work with them.

#### **19.9.9 RESPONSE TO BMSDC'S JLP PREFERRED OPTIONS CONSULTATION**

It was agreed that a working party would respond to the consultation after circulating a draft.

The party would meet on 16 September at 2pm. Ratification of the response would be placed on the agenda for the 1 October planning meeting.

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

##### **19.9.10.1 Streetlighting project**

SB reported that, recently, a light near the village green had been on after midnight.

**Action:** JB to request that SCC adjust the timing.

##### **19.9.10.2 Standing Orders and Financial Regulations**

It was agreed to defer consideration of revised Standing Orders and Financial Regulations to the November meeting.

##### **19.9.10.3 Grit bins**

The meeting noted that a request from SCC for location of grit bins raised wider issues relating to provision. It was agreed to consider these matters at the BWP meeting on 30 September and respond to SCC following that meeting.

##### **19.9.10.4 Footpaths**

MN reported that vegetation needs cutting back on footpaths that are not on SCC's works list.

**Action:** MN to supply the clerk with a list of paths that require cutting; clerk to instruct the parish council's grasscutting contractor to cut back the vegetation.

RE reported that vehicles are using the footpath to the allotments and damaging it.

**Action:** JB to contact Tendring Hall Estate to request that the issue be addressed.

**19.9.11 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**

- Advertisement for interest in maintaining the garden of remembrance
- War Memorial, including potential further donations
- NHP
- 20mph zone petition

**Action:** JB to draft report and send to the clerk for submission.

**19.9.12 FUTURE AGENDA ITEMS**

- GDPR
- Standing Orders and Financial Regulations update

**19.9.13 DATE OF NEXT MEETING**

Tuesday 5 November 2019 at 7.30pm in the Village Hall

The chairman closed the meeting at 10.15pm.