

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF MEETING HELD 4 JANUARY 2022 AT 7.30PM
AT THE VILLAGE HALL**

Present:	Sean Fry (SF) – Vice-chairman (Chairman for the meeting) Martin Nielsen (MN) Nigel Warren-Thomas (NWT) Linda Goodman (LG) Adam Sedgwick (AS) Fred Grosch (FG)
Apologies:	Stevie Bezencenet – Chairman (SB), Rosie Emeny (RE), Vivienne Klimowicz (VK)
In attendance:	James Dark, Parish Clerk (JD) BDC councillor Melanie Barrett (MB) (7.30-8.25), SCC councillor James Finch (JF) (7.30-8.30), two members of the public (7.30-8.35)

22.1.1 APOLOGIES FOR ABSENCE

See above.

As SB had given her apologies, SF chaired the meeting.

22.1.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

AS declared a Local Non-Pecuniary Interest in matters raised in correspondence relating to almshouses owned by the Lady Anne Windsor Charity and nomination of a LAWC trustee (agenda items 22.1.8.2 and 22.1.9). AS is Chairman of the charity's Trustees.

22.1.3 PUBLIC FORUM

Two members of the public were present, particularly to hear discussion related to agenda items on the 20mph zone and Blundens Corner.

21.1.4 MINUTES

The minutes of the meeting held on 2 November 2021 were approved.

22.1.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

22.1.5.1 District Councillor's report

The written report was noted.

22.1.5.1.1 Update on the inspector's inquiry into the District Council's Local Plan

It was agreed that this item should be taken as part of the District Councillor's report.

MB updated on the District Council's work to address the inspector's broader concerns, which is focusing separately on policies and site allocations. With regard to issues which will have a particular impact on the parish, SF reiterated that the current position from November 2021 is that the village envelope will revert to its pre-JLP boundaries. MB reported that she had raised concerns over the re-classification of Stoke by Nayland as a core village with the District Council's senior management.

22.1.5.1.2 Street cleansing

MB reported that she would be meeting VK (RE not expected to attend due to illness) on 5 January to assess areas of the village where attention is needed.

22.1.5.1.3 Trees and hedges on Goldenlonds

JF reported that a tree whose leaf fall is causing hazards for a resident is located on land owned by the District Council.

Action: MB to request a briefing on the matter from VK when meeting her on 5 January.

22.1.5.2 County Councillor's report

The written report and oral update was noted.

It was noted that the SCC budget for 2022/23 contains additional funding to fix 'footways next to the highway'.

22.1.5.2.1 Highways and traffic

Speed Survey

SCC's response to the speed survey, which JF had re-issued before the meeting, was noted. Following discussion of the options for strengthened traffic calming, JF agreed to request recommendations and costs from SCC Highways for the positioning of speed cushions and Speed Indicator Devices.

Action: JF to request the information from SCC Highways for consideration at the March parish council meeting.

Action: Clerk to send speed survey results to members of the public attending the meeting, as requested.

Mill Lane signage proposal

A proposal for HGV restriction signs at either end of Mill Lane, designed by SCC Highways on behalf of Polstead Parish Council, was noted. Councillors expressed concerns that SCC had not consulted Stoke by Nayland Parish Council on the scheme given that one end of Mill Lane is in SBN parish. Councillors also expressed:

- Concerns over the size and placement of the proposed signage
- Doubts over whether the low volume of HGVs using Mill Lane and their impact justify the cost and visual intrusion of the scheme
- A lack of evidence for HGVs entering or exiting Mill Lane from the Stoke by Nayland entrance.

Therefore the parish council agreed the following position:

- It would be preferable for the scheme not to go ahead
- If SCC Highways decides the scheme should proceed, it should be amended so that there is no sign at the entrance to Mill Lane in Stoke by Nayland Parish
- If SCC decides there should be signage at both ends of Mill Lane (JF advised that SCC Highways procedures would be likely to require this), the design should be amended to be less visually intrusive. MN provided JF with a marked up copy of the SCC proposal detailing at a high level how the design should be amended to reduce the visual impact.

Action: JF agreed to ensure that the parish council's views are communicated to the relevant parties before Polstead Parish Council finalises its position on the scheme and before SCC Highways makes a final decision on the scheme.

18t limit/SCC Lorry Route Plan Review

JF briefed the meeting that it had been his long term aspiration for the 18t limit to:

- Extend from Stoke by Nayland village to the A12 and A134 to prevent the B1068 being used as a cut through
- Extend from SBN to Nayland.

He considered that SCC's current Lorry Route Plan Review provided the opportunity to make the case for this and asked that the parish council support this proposal.

MN briefed JF that he had responded to the review on behalf of the parish council and that the response included raising the issue of HGV's using the B1068 as a cut through.

Action: It was agreed that MN should write a letter of support to JF for the parish council.

MN made JF aware that the online consultation platform did not provide respondents with a record of their submission or acknowledgement of it.

Action: JF said he would look into whether the system could be improved to address these issues.

Public footpaths/rights of way/pavements

MN highlighted places on the footpath network which have become dangerous for users.

Action: MN to write to JF with the locations where footpath surfaces are dangerous for JF to follow up with SCC's footpaths/rights of way team.

JF reported that he had asked SCC Highways to restore the pavement width on Sudbury Road where it had been narrowed by vegetation, in line with the parish council's request, and would continue to chase this up.

Hedges on Goldenlonds

MB said she and VK were due to meet on 5 January and would check whether hedges are continuing to encroach across pavements and the extent of the issues caused to pedestrians.

Grit bins

NWT presented a report showing the condition of grit bins in the parish and the maintenance required. Apart from the rebuilds to two bins already commissioned the remainder required relatively minor maintenance.

Action: NWT to ask a carpenter he has had contact with whether he has availability to do the work.

22.1.6 FINANCIAL MATTERS

22.1.6.1 RFO's report

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

It was noted that the data package purchased for virtual meetings could be made available to other users of the hall (for small scale gatherings, not large downloads). Alternatively a lower cost data package could be purchased if the parish council is to remain the sole user.

Action: Clerk to contact the Village Hall Committee to discuss whether it would be beneficial for the parish council's router/data package to be made available to other hall users.

22.1.6.2 Orders requested for payment

It was agreed to approve all orders requested on the RFO's report totalling £967.18 for cheques and £278.47 for a direct debit payment.

22.1.6.3 Budget and precept 2022/23

It was agreed to approve the final budget proposal for 2022-23 which featured only minor updates from the draft proposal presented in November. Therefore the BAU budget for 2022-23 was set at £11,193 with a further £16,400 allocated as reserves for projects, some of which are anticipated to be delivered beyond 2022-23. It was agreed that the precept should remain unchanged at £13,300. This would cover the funding requirements and provide for general reserves amounting to 75% of BAU spend.

The Clerk reported that the council tax base had been received from BDC. Precept payments would appear on council tax bills as a c3.0% reduction per Band D household.

Action: Clerk to complete and return the precept form to BDC.

22.1.7 NEIGHBOURHOOD PLAN

It was noted that a meeting of the Neighbourhood Plan Group would be held on 12 January. The update on the inspector's inquiry into the Local Plan had been provided as part of the District Councillor's report.

22.1.8 COUNCILLORS' AND CLERK'S REPORTS

22.1.8.1 The Downs

MN reported that it had not yet been possible to arrange a meeting with Tendring Hall Estate to discuss works to The Downs path. It was noted that the strategy for the works would require engagement between the estate, parish council and SCC highways.

Action: MN to arrange meeting with Tendring Hall Estate.

Correspondence from Lady Anne Windsor Charity on access to almshouses on the Downs was considered. It was agreed that councillors should visit the site to further understand the issues before considering the matter further at the February planning and environment committee.

Action: Clerk to inform LAWC that the matter will be considered further at the February planning and environment committee.

22.1.8.12 Creation of a volunteer network

As neither SB or VK were present it was agreed to defer this item to the March meeting.

22.1.8.3 Website/social media presence

FG reported that he would start creating a Facebook page after receiving pictures from SB.

Action: FG to contact SB for content.

22.1.8.4 Internal auditor's recommendations

GDPR

The Clerk reported that he had placed the agreed policies on the website and would discuss ways to strengthen data and information security with FG.

Action: Clerk to arrange meeting with FG.

Asset register

The register was reviewed following input from parish councillors. The number of streetlights was amended. Actions were allocated to provide details not known by the Clerk.

Action: AS to inform the Clerk of the dates of asset acquisitions.

Action: SF to ask IR if she knows where one of the VAS devices may be stored.

Action: JD and SF to consider arranging revaluations of assets.

22.1.8.5 Standing Orders

As VK was not present this item was deferred to the March meeting.

22.1.9 CLERK AND CHAIRMAN'S CORRESPONDENCE

Correspondence regarding the possibility of placing a dog bin at the top of Scotland Street was noted. It was agreed that this should be considered further following consultation with residents.

Action: LG to discuss with residents in the area and report back to the March meeting.

Following correspondence from LAWC that Nicki Bray had resigned as a parish council nominated trustee it was agreed to nominate Rosie Emeny as her replacement.

Action: Clerk to inform LAWC and RE of the decision.

22.1.10 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Speedwatch volunteers needed
- Lorry Route Plan Review
- Precept
- JLP boundary reversions
- Speed humps

22.1.11 FUTURE AGENDA ITEMS

- GDPR

- Creation of volunteer groups
- Neighbourhood Plan
- Highways issues as noted in these minutes
- The Downs

22.1.12 DATE OF NEXT MEETING

Tuesday 1 March 2022 at 7.30pm – venue TBC.

The Chairman closed the meeting at 9.40pm.