

**STOKE BY NAYLAND PARISH COUNCIL  
MINUTES OF THE MEETING HELD 4 JULY 2023  
AT 7.30PM AT THE VILLAGE HALL**

**Present:** Stevie Bezencenet – Chairman (SB)  
Sean Fry (SF) – Vice-chairman  
Adam Sedgwick (AS)  
Martin Nielsen (MN)  
Rosemary Emeny (RE)  
Fred Grosch (FG)

**Apologies:** Vicki Gibbins (VG); Vivienne Klimowicz (VK)

**In attendance:** James Dark, Parish Clerk (JD), BDC Councillor Isabelle Reece (IR); SCC Councillor James Finch (JF) (7.55-8.35)

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**23.7.1 APOLOGIES FOR ABSENCE**

See above. Apologies and the reasons given were accepted.

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

None declared.

**23.7.3 PUBLIC FORUM**

No members of the public were present.

**23.7.4 MINUTES**

**23.7.4.1 Minutes of the previous meeting**

The minutes of the meetings held 23 May 2023 were approved.

**Action:** For future meetings, the Clerk was asked to send the District and County Councillors minutes from the previous meeting and the actions list alongside the agenda.

**23.7.4.2 Actions from previous meeting not covered elsewhere on the agenda**

**Actions:**

- IR agreed to meet with parish councillors for a briefing on parish council business when time allows.
- In her role as secretary of the village hall committee, IR was asked to include internet access in the hall on the agenda for the next committee meeting.
- SB and AS would look into registering for online banking.
- IR agreed to ask the BDC senior planning team to reply to requests from the parish council for a scheduled meeting.

**23.7.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS**

**23.7.5.1 District Councillor's report**

IR's oral report was noted. She focused on local issues as a number of corporate announcements had already been sent to the parish council. This included reporting that several issues relating to bin collections that had been raised with her had been dealt with. She said a parishioner who had been particularly affected by one of the issues would be welcome to contact her to let her know if it had been fully resolved.

**Action:** Clerk to ask VK if she could ask the resident to contact IR.

**23.7.5.2 County Councillor's report**

The written report and oral update was noted.

#### **23.7.5.2.1 Traffic and highways issues**

##### **Report from Parking Group**

SB reported she had contacted The Crown to understand their views on the possibility of the parish council approaching Tendring Hall Estate to discuss whether part of the field next to The Crown could be used for parking. The Crown's manager had indicated she would support this.

**Action:** Parking Group to continue work to progress this.

##### **Kerbing for road near The Downs path**

MN explained that the works the parish council wishes to investigate involve extending the kerbing c.60m from the cottage.

**Action:** MN to draw up a scheme for the works and discuss with Tendring Hall Estate before requesting a costing from SCC.

##### **Visibility of weight restriction sign on A134**

JF reported that SCC Highways would not clear vegetation to ensure the sign is visible as this is not a statutory requirement, and he was unwilling to commission SCC highways for this work due to costs. Therefore JF/parish volunteers would look to undertake simple clearance work.

**Action:** Volunteers to look to clear vegetation so that the sign is visible

#### **23.7.5.2.2 Public transport issues**

VK's written update on cancellations to bus services and contact with the company to address the issue was noted.

### **23.7.6 FINANCIAL MATTERS**

#### **23.7.6.1 RFO's report**

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

#### **23.7.6.2 Orders requested for payment**

It was agreed to approve unpaid orders totalling £466.05, plus a £278.47 direct debit payment made before the meeting to the Public Works Loans Board. In addition invoices received since the circulation of the RFO's report were approved - £400.00 to CO10 for grasscutting in June and £255.60 to SALC for internal audit.

#### **23.7.6.3 Internal audit report**

The auditor's report was noted. No issues were raised in the report that are not in hand. The clerk was thanked for his work.

It was noted that in future years responsibilities as custodian trustee for The Downs and Recreation Ground and managing trustee for The Downs should be included on the annual return.

#### **23.7.6.4 Further financial matters**

**Action:** SF agreed to provide the Clerk with details of lower cost contracts for internet access for meetings.

### **23.7.7 NEIGHBOURHOOD PLAN**

AS reported that the agenda for the next working group meeting would include whether to take forward a People and Place Plan as a stage towards the full Neighbourhood Plan. It was agreed that the parish council would be in favour of this approach.

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

#### **23.7.8.1 Website**

FG was asked to provide a structure of the new site for the next parish council meeting if time permits him to.

**Action:** FG and Clerk to arrange a meeting to agree how content from the existing site should be presented on the new platform.

#### **23.7.8.2            Quotes for Well Housing repairs**

Two quotes had been received from local builders. It was agreed that the work should be taken forward subject to confirmation that CIL funding could be used for the project. Following this confirmation, the lowest cost contractor would be appointed.

**Action:** Clerk to clarify the situation regarding CIL funding including the possibility of bidding for CIL funds in addition to those held by the parish council. Depending on the outcome he would then appoint the lowest cost contractor to carry out the works.

**Action:** Clerk to ask Nigel Warren-Thomas if he would be willing to oversee works.

**Action:** IR to ask BDC legal department to clarify who owns the land on which the well housing and village lock-up stands.

#### **23.7.8.3            Asset valuations**

Valuations estimated by Nigel Warren-Thomas for insurance purposes were noted. It was agreed that the Clerk would use the revised estimates when seeking quotes for insurance renewal.

#### **23.7.9                TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**

SB would circulate suggestions after the meeting.

#### **23.7.10             DATE OF NEXT MEETING**

Tuesday 5 September 2023 at 7.30pm at the Village Hall

The Chairman closed the meeting at 9.15pm