

STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 4 SEPTEMBER 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) Andrew Collins (AC)
Apologies:	Stevie Bezencenet (SB)
In attendance:	James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB) (7.40-7.55), SCC Councillor James Finch (JF) (7.40-8.30)
Public	2 members of the public were present

18.9.1 APOLOGIES FOR ABSENCE

See above.

18.9.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

18.9.3 PUBLIC FORUM

No members of the public wishes to speak.

18.9.4 MINUTES

The minutes of the meetings held 3 July 2018 and 21 August 2018 were approved and signed.

18.9.5 REPORTS OF COUNTY & DISTRICT COUNCILLORS

18.9.5.1 District councillor's report

The meeting received a verbal report.

VK informed MB that Konings had refused the parish council's request for a site visit to discuss its planning application. MB said she was disappointed by Konings position and had understood that the company would be willing to host site visits.

MN informed MB that BDC had not notified the parish council of a planning application on the parish border and that this was the second recent failure to do so. MB said she would ask officers for an explanation and to ensure the parish council is notified in future.

MB asked for an update on the parish council's progress with the Housing Needs Survey. AS reported that the responses had been returned to Community Action Suffolk and that progress is on track.

18.9.5.2 County councillor's report

The meeting received a written report and verbal update.

18.9.5.2.1 School transport policy

JF reported that the SCC member responsible for the new policy, Gordon Jones, had offered him support in devising a potential local solution for the parish. JF suggested that this process should be taken forward through a parish council subgroup which would consider the matter with parents. An initial step could include establishing the number of children involved and their preferred secondary school choice for 2019.

Action: VK, AC, JF and the clerk to form a subgroup to start considering the issues involved in drawing up a local solution for school bus travel.

18.9.5.2.2 20 mph zone

JF reported that SCC's new provisional date for the work is 12-23 November. The traffic management plan would avoid total road closures. IR expressed dissatisfaction over the multiple delays and date changes. JF explained that the backlog of SCC highways projects makes it challenging for him to gain a committed date from SCC officers.

SF requested that JF supply an electronic copy of the plans for the 20mph zone.

18.9.5.2.3 Traffic and highways issues

VK asked why SCC has not addressed the list of current and historic highways and traffic issues that the parish council has repeatedly brought to the attention of JF and SCC. JF assured the meeting that the SCC highways team is aware of the issues and he that has pressed them for action. He offered to arrange a meeting between the parish council and SCC.

Actions: It was agreed that VK should meet SCC highways to discuss resolution of traffic and highways issues. This meeting will be arranged by JF who will attend. Extending white lines on School Street will be added to the list of highways issues.

VK and SF presented a report on the requirements for compliance with vehicle weight limits in Stoke by Nayland village and proposed that they should raise the issue with farmers.

Action: It was agreed that VK and SF should visit the relevant farmers to understand their arrangements for compliance and make them aware of requirements if necessary.

18.9.5.2.4 The Downs footpath (roadside)

The clerk informed JF that SCC has not supplied the specification for a handrail despite repeated requests. JF said this could be discussed at VK's meeting with SCC highways.

Action: VK to add The Downs handrail specification to the list of highways issues.

18.9.6 THE DOWNS HANDRAIL (Almshouses)

VK and the clerk reported that, following a meeting, the contractor had agreed to carry out further work within the original price. In addition, in line with the position agreed at the August extraordinary meeting, they had asked the contractor to remove a section of the handrail. The contractor would seek to retrieve a photograph of the site at the time the job was commissioned to inform consideration of whether payment for removal of this section would be justified.

18.9.7 FINANCIAL MATTERS

18.9.7.1 RFO's report

Members received the RFO's report and were satisfied it was a correct record of the PC's financial position. AS asked the clerk to allocate the Groundwork Grant to expenditure in the next RFO report.

18.9.7.2 Orders requested for payment

It was agreed to approve orders totalling £817.64, which included payment of two invoices received following circulation of the report.

18.9.7.3 Financial Regulations

The meeting discussed strengthening financial regulations dealing with quotations, specification, project appointments and oversight in view of how The Downs handrail work was conducted.

Action: MN to draft an amendment to the Financial Regulations for consideration at the November meeting.

18.9.7.4 Budget Working Party

Action: IR to contact BWP members to arrange a date for the first meeting in the 2019-20 budget setting process.

18.9.8 NEIGHBOURHOOD PLAN/HNS

Action: IR to contact members of the NHP Steering Group to arrange the next meeting.

18.9.9 ROADSIDE ADVERTISING

18.9.9.1 Policy

Members discussed a proposal for a revised policy that MN had circulated before the meeting. It was agreed that MN should clarify wording relating to the number of signs event organisers are permitted to display and the council's right to access land.

Action: MN to amend the proposed policy for consideration at the November meeting.

18.9.9.2 Golf club signs

It was noted that the Stoke by Nayland club has erected large advertising signs on land near the roadside for many years, which could be considered out of keeping with the AONB.

Action: IR to inform the clerk of the location of the signs so that the clerk can request information from BDC over whether the signs require planning consent.

18.9.10 INSURANCE

AC reported that he had received quotes but they had not been provided on the basis requested, and he was also awaiting further quotes.

Action: AC to circulate quotes and a recommendation when adequate information is available.

18.9.11 COUNCILLORS' AND CLERK'S REPORTS

18.9.11.1 Matters discussed at planning committee

MN reported on discussions at the planning committee, which preceded the parish council meeting. Full details are in the planning committee minutes.

18.9.11.2 Streetlighting project

JB reported that SCC's streetlighting contractor is experiencing difficulties. As a result it is likely that SCC will appoint UKPN to carry out outstanding work to complete the project.

18.9.11.3 Neighbourhood policing

NB reported on a meeting with Suffolk Police over behaviour on the recreation ground. Police had made drive-bys but not observed any incidents. NB also reported that the recreation ground committee had erected a prominent sign warning against anti-social behaviour, but had not agreed this at a meeting or established that the community would support the installation.

Action: Clerk to invite the police liaison officer and chairman of the recreation ground committee to the next parish council meeting.

Action: NB to contact the chairman of the recreation ground committee expressing the parish council's reservations over the process for determining that a warning sign should be erected.

18.9.11.4 Consultation on LAWC geographical scope

The meeting considered LAWC's proposal to amend the charity's governing document in order to extend operations to Leavenheath and Nayland. This was broadly in line with charity's historic scope before changes to parish boundaries. It was agreed to support the change.

18.9.11.5 The Downs trees

AS reported on damage to a tree on the Downs. It was agreed to appoint Peter Irvine to attend to the broken branch.

Action: Clerk to contact Peter Irvine to arrange the work.

18.9.11.6 PCC

The meeting considered a letter from the PCC requesting that the parish council acknowledge joint financial responsibility for the church floodlighting including insuring the system. It was

agreed that existing insurance arrangements/liabilities and historic responsibilities needed to be clarified before future arrangements could be discussed.

Action: AS to clarify existing insurance arrangements with the Beacon Fund.

Action: Clerk to clarify the position taken by the parish council at the time the floodlighting was installed by investigating historic parish council minutes.

18.9.12 CLERK AND CHAIRMAN'S CORRESPONDENCE

The clerk reported that the village hall was considering installing a projector and had asked whether it would benefit the parish council. It was agreed that the council would benefit from this project and that WiFi access would also be a beneficial facility.

18.9.13 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- 20mph zone dates
- Streetlighting progress

18.9.14 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

- BWP report
- GDPR arrangements
- NHP/HNS
- Roadside advertising policy

18.9.15 TO CONFIRM DATE OF NEXT MEETING

Tuesday 6 November at 7.30pm in the Village Hall

The chairman closed the meeting at 9.45pm.