

STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF MEETING HELD 5 JULY 2022 AT 7.30PM
AT THE VILLAGE HALL

Present:	Sean Fry (SF) – Vice-chairman (Chairman for the meeting) Adam Sedgwick (AS) Martin Nielsen (MN) Vivienne Klimowicz (VK) Nigel Warren-Thomas (NWT) Fred Grosch (FG)
Apologies:	Stevie Bezencenet – Chairman (SB), Rosie Emeny (RE)
In attendance:	James Dark, Parish Clerk (JD), SCC councillor James Finch (JF) (7.45-9.05), BDC Councillor Melanie Barrett (7.45-8.30)

The meeting started at 7.45 as the preceding planning and environment committee meeting took longer than scheduled.

22.7.1 APOLOGIES FOR ABSENCE

SB and RE had sent their apologies and reasons for absence. These were approved.

22.7.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

FG declared an interest in agenda item 22.7.8.5. The clerk reported that FG had submitted a written request for a dispensation to participate in the discussion and any vote. This was on the basis that the dispensation would be in the interests of persons living in the area and appropriate given that FG/his marketing agency would be providing resource to work on the council's website free of charge. It was agreed that the dispensation should be granted on this basis under Standing Orders – Participants' Interests and Dispensations section v, parts b and c. It was further agreed that the dispensation should apply to future agenda items relating to FG/his agency's current work on the website for no charge.

22.7.3 PUBLIC FORUM

No members of the public were present.

22.7.4 MINUTES

22.7.4.1 Minutes of the previous meeting

The minutes of the meeting held on 3 May 2022 were approved.

22.7.4.2 Actions from previous meeting not covered elsewhere on the agenda

- SF/JF reported that some work had taken place to clear vegetation on the pavement on Sudbury Road near the telegraph pole. The extent of this needed to be confirmed.
- NWT reported that he would inform the next meeting of the Village Hall Committee of the parish council's offer to make its internet access facility available for the committee to provide to groups using the hall. The committee would also be asked if it was willing to share costs of the first year's provision.

Action: SF agreed to attend the meeting with NWT to assist in putting the parish council's offer to the committee.

- FG reported that he would provide an opinion on the condition of the well housing at a future meeting after speaking with MN.

22.7.4.3 Minutes of the 2022 APM

The minutes of the Annual Parish Meeting held on 17 April 2022 were agreed as an accurate record subject to approval at the 2023 APM.

22.7.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

22.7.5.1 District Councillor's report

The written report was noted.

22.7.5.1.1 Maintenance requirements on Crossfields/Goldenlonds

MB apologised that maintenance on the paths behind bungalows had not been carried out. She reported that she had asked a different team to assess the condition of the paths and determine responsibility for the work. MB acknowledged concerns over the condition of the paths.

MB reported that the district council's tree officer would visit Goldenlonds to assess the work required to prevent fallen branches and leaves hindering a disabled resident.

MB reported that a district council officer had examined sites where asbestos had fallen from garage roofs to consider removal and repair required.

MB suggested that further details of the location of flytipping on the road from Stoke Tye crossroads towards Butt Road should be reported to assist the district council in removing it..

22.7.5.2 County Councillor's report

The written report and oral update was noted.

22.7.5.2.1 Highways and traffic

Traffic calming

Following correspondence from SCC stating that it is no longer offering permanent sites for speed indicator devices, it was agreed that the parish council would apply to join SCC's temporary vehicle activated sign scheme. This would cover Park St, School St, the road between Clipt Bush Corner and Blundens Corner, and Thorington St. It was noted that a number of these sites were unlikely to meet the criteria for the scheme. However, the advice from SCC was that an application and assessment of the impact of any VAS installed would be a necessary step before any request from the parish council for alternatives, such as speed humps, could be considered.

Action: VK to fill in the application to join SCC's temporary VAS scheme

Action: VK to draft a letter to SCC reiterating the longstanding problem of speed control in the parish, the lack of effective solutions offered by SCC and asking how SCC intends to address the problem. The letter would also note the unsuitability of some sites in the parish for VAS. The letter would be provided to the clerk to send to SCC along with the application to join the temporary VAS scheme.

Parking

Potential solutions to parking issues in the centre of Stoke village were discussed. SF reported that he and SB had spoken to the manager of the Crown on the possibility of parking being provided on the Recreation Ground during special events at the pub. It was anticipated that The Crown would use its August bank holiday event as a trial for this arrangement. To assist, parish councillors would consider whether there are any potential stewards they can introduce to The Crown's manager.

Parish gateway signs

MN had circulated correspondence on works required and cost estimates for materials (£250) before the meeting. The work itself would be carried out for no charge by MN and volunteers as SCC will no longer carry out maintenance of this type.

Action: It was agreed the work should go ahead on the basis proposed with the parish council paying for the cost of materials.

JF indicated that he would provide funding from a relevant SCC budget to reimburse the costs. Councillors and JF thanked MN for his work.

18t limit

The clerk reported that a farmer had been in touch to ask if the parish council would meet him and other local farmers regarding difficulties caused to their business caused by the weight limit. During discussion it was noted that the limit provides benefits in protecting houses and verges in Stoke village from damage by heavy vehicles. VK, SF and FG said they would be happy to meet the farmers, but they should be made aware beforehand that the parish council has no powers over traffic restrictions of this type.

Action: Clerk to contact the farmer, VK, SF and FG to arrange a suitable date.

SCC funding for footway maintenance

JF clarified that the funding related to roadside footways, not footpaths.

NWT reported that the pavement on the corner of Park St/ChurchSt and by Crown Cottages is in poor condition. JF suggested that these issues should be reported on SCC's reporting tool.

Action: NWT to report the issues highlighted above.

22.7.5.2.2 Public transport

Papers had been circulated before the meeting summarising a list of issues raised at a public meeting called to discuss difficulties caused by the removal of the local bus service. VK reported that the next step would be to finalise the list before contacting SCC's transport department and local bus providers to start discussing whether there are any potential solutions.

VK noted that the public meeting and subsequent work had resulted in considerable and growing local interest including from neighbouring parishes.

SF reported that he had met an SCC public transport manager to discuss the condition of information provision at village bus stops. The manager had agreed to speak to the relevant teams at SCC and the operator to update timetables and repair casements. In addition the bus stop road markings at the village hall would need to be upgraded to comply with legal standards and SCC would consider reinstating a bus stop at The Angel to replace the non-compliant stop at the village green.

22.7.6 FINANCIAL MATTERS

22.7.6.1 RFO's report

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

SF and FG agreed to carry out minor work to the parish council laptop

Action: Clerk to provide laptop to SF or FG for repair.

The clerk reported that he and SB would arrange a time for SB to check bank reconciliations.

22.7.6.2 Orders requested for payment

It was agreed to approve all orders on the RFO's report totalling £2,037.74. In addition a payment of £160.00 to CO10 for grasscutting was approved, the invoice for which had been received after the report was circulated.

22.7.7 NEIGHBOURHOOD PLAN

AS reported that AECOM had not responded to the parish council's comments on the draft report on design codes. The clerk reported that the next Neighbourhood Plan Group meeting is expected to be held at the end of July.

22.7.8 COUNCILLORS' AND CLERK'S REPORTS

22.7.8.1 Report from Planning & Environment Committee

MN highlighted that members of the committee are due to meet with senior planning officers from the district council on 11 July. Issues raised would include enforcement and the Local Plan.

22.7.8.2 The Downs path

NWT reported on his experience of using The Downs path and the desirability of finding a solution to make the section closest to the village easier to walk. It was noted that this part of the path is on land owned by Tendring Hall Estate and that it would be helpful to receive an update from the Estate on how the issue might be resolved.

Action: Clerk to write to the Estate requesting an update.

22.7.8.3 Street name – land adjacent to Goldenlonds

Research from the history society had identified the original field names on which the development will be built. However none was considered suitable for deriving a street name. After discussion of alternatives it was agreed to propose that the new street should be named The Close. This was in response to a request from the district council.

Action: Clerk to contact the district council with the proposal.

22.7.8.4 Grasscutting

It was agreed that the contractor should be asked to cut the ‘wildflower area’ above the path as soon as practical, and the wildflower area below the path at the end of August. The clerk reported that the price quoted was similar to last year’s when the contractor had provided the most competitive quote.

Action: Clerk to ask the contractor to carry out the work.

It was observed that grass had not been cut around the village entry sign on Park St.

Action: Clerk to ask the contractor to cut round the sign.

22.7.8.5 Website

FG reported that work to provide an upgraded website was likely to take approximately two weeks.

22.7.8.6 Standing Orders and Financial Regulations

The clerk presented draft amendments to:

- The Standing Orders to clarify when meeting papers should be submitted. This was in line with the decision at the May meeting
- The Financial Regulations to allow committees to authorise payments up to £750 for ratification at the subsequent parish council meeting. This would facilitate prompt payment to contractors carrying out work relevant to a committee’s remit and was consistent with NALC’s Model Financial Regulations. An amendment was also proposed to clarify budgeting arrangements during the course of a year.

The clerk was asked to amend the draft changes to the Standing Orders to ensure it is clear that papers for full parish council meetings should be submitted a minimum of “three calendar days” before the meeting. All other draft amendments were agreed.

Action: Clerk to update the Standing Orders and Financial regulations with the agreed changes, and place the updated versions on the parish council website.

22.7.8.7 Code of Conduct

This item was deferred to the September meeting.

22.7.8.8 Parish council social meeting

AS offered to hold the event and would circulate dates.

22.7.9 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Speedwatch volunteers
- NHP volunteers
- Public transport report from VK

- Stewards for Crown special events
- Proposal for new street name

22.7.10 FUTURE AGENDA ITEMS

- Website
- Neighbourhood Plan
- Traffic calming
- The Downs

22.7.11 DATE OF NEXT MEETING

Tuesday 6 September 2022 at 7.30pm – Village Hall.

The Chairman closed the meeting at 9.50pm.