

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD 5 SEPTEMBER 2023
AT 7.30PM AT THE VILLAGE HALL**

Present: Stevie Bezencenet – Chairman (SB)
Sean Fry (SF) – Vice-chairman
Adam Sedgwick (AS)
Rosemary Emeny (RE)
Fred Grosch (FG)
Vicki Gibbins (VG)
Vivienne Klimowicz (VK)

Apologies: Martin Nielsen (MN), SCC Councillor James Finch (JF)

In attendance: James Dark, Parish Clerk (JD), BDC Councillor Isabelle Reece (IR)

23.9.1 APOLOGIES FOR ABSENCE

See above. Apologies and the reasons given were accepted.

23.9.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

FG declared an interest in agenda item 23.9.8.1. The clerk reported that FG had submitted a written request for a dispensation to participate in the discussion but not 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 wished to explain a request a payment to a staff member at his marketing agency who was working on the council's new website. 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 this matter.

23.9.3 PUBLIC FORUM

No members of the public were present.

23.9.4 MINUTES

23.9.4.1 Minutes of the previous meeting

The minutes of the meetings held 4 July 2023 were approved.

23.9.4.2 Actions from previous meeting not covered elsewhere on the agenda

- IR reported that the village hall committee would be seeking to pursue free internet access for the hall through County Broadband.
- IR agreed to make a further follow up on the parish council's request for a meeting with the BDC senior planning team.
- AS and SB said they would be looking to register for online banking for the parish council.

23.9.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

23.9.5.1 District Councillor's report

IR gave an oral report on issues she had been asked to deal with.

Crossfields garages

IR will be chasing up the request for information on ownership.

RE reported that during works to repair a garage roof there had been reports that all the garage roofs had been condemned due to asbestos content. This needed to be confirmed and whether Babergh District Council would take remedial action.

Action: IR to raise matter with relevant BDC team.

Action: IR to provide the clerk with the contact details for that team so he can raise the matter in writing with that team as well.

Butt Rd/Crossfields paths: IR reported that she had examined vegetation growth causing obstructions on the paths and agreed there are some concerns that need to be addressed.

Action: IR to raise the issue with the relevant BDC team.

Crossfields parking: IR confirmed that there are no restrictions that apply to parking on pavements so enforcement action can not be taken.

Action: SB confirmed that she would distribute a note to houses in the area requesting that car owners are mindful of this issue. RE and VK offered to assist.

Allotments: RE reported that the path had become overgrown and some residents had reported that it was impassable for buggies.

Action: RE to raise the matter with MN to ask if community volunteers could attend to it.

23.9.5.2 County Councillor's report

The wider written report and email on local matters were noted.

23.9.5.2.1 Traffic and highways issues

School St markings

It was noted that JF had arranged for road markings to deter parking opposite the primary school and that this work is expected during September.

Visibility of weight restriction sign on A134

It was noted that SCC had carried out work to cut back vegetation and the sign is now visible.

Diversions during roadworks

It was noted that School St had been used again as a diversionary route during road works causing inconvenience and that JF would be contacting the parish council to offer some potential solutions and a date for a site meeting with relevant SCC officers.

Action: SB and SF to consider correspondence from SCC on these matters in advance.

Report from Parking Group

SB reported that she had contacted Tendring Hall Estate asking for a discussion on the possibility of the Estate agreeing to lease land adjacent to The Crown for parking.

Adherence to speed and weight limit

VK reported that a number of vehicles, some of which are farm vehicles, are continuing to come through the village in contravention of the weight limit and at speeds above the 20mph limit. It was noticeable that compliance has improved but there are some contraventions of the speed and weight limit.

Action: Clerk to write to farmers noting the improvement and that it would be appreciated if further efforts could be made to ensure compliance.

Blundens Corner posts

It was noted that three of the five posts on Blundens Corner had been hit by traffic and become loose on a verge where there is no pavement or footpath.

Action: Clerk to report the damage to SCC Highways and request repairs to the posts.

23.9.6 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.

23.9.6.2 Orders requested for payment

It was agreed to approve orders set out on the RFO's report totalling £865.30. In addition invoices received since the circulation of the RFO's report were approved - £320 to CO10 for grasscutting in August and £144.63 to BDC for election expenses.

23.9.6.3 Insurance cover

The renewal quote was noted. The clerk explained that the increased cost was partly due to the increased sum assured for buildings. SF asked the clerk to clarify if the public liability element would cover accidents to people on the parish council's property. It was agreed that the option for three-year cover should be taken up subject to a satisfactory answer.

Action: Clerk to arrange renewal subject to satisfactory clarification.

23.9.6.4 Use of profits from Coronation event

A written report had been circulated before the meeting. The clerk clarified that this showed profits from the event totalled £360. It was agreed that this sum should be reserved for a future community event and suggestions from parishioners would be welcome.

Action: The decision to ringfence profits and welcome suggestions from parishioners would be included in the parish council's LSPN report.

23.9.7 NEIGHBOURHOOD PLAN

SB reported that a meeting had been scheduled with BDC's People and Place team on 7 September to discuss the support they could offer the parish council's NHP process.

23.9.8 COUNCILLORS' AND CLERK'S REPORTS

23.9.8.1 Website

FG reported on progress in designing the new website, which would include pages for parish organisations that they are able to update themselves. It was noted that it would be desirable to include public houses on the website as they are valuable community facilities as well as businesses. However, any publicity for such commercial organisations on a parish council website should include a payment from those organisations. While the role of the site would be an information resource not an advertising forum, if public houses are approached, other commercial organisations should also be offered the opportunity for a listing.

Action: VG to draw up a rate card for contributions from commercial organisations for consideration at the November PC meeting.

Action: FG and clerk to approach businesses to request a contribution if they wish to appear on the site.

FG reported that transfer of the council business content from the existing to the new site would involve considerable work that had not been anticipated when FG offered free-of-charge resource from his agency to carry out the work. A payment of £250 to the web manager doing the work in his spare time would be appreciated. This payment would be well below a commercial rate for the web manager's time.

It was agreed to approve this payment to the manager. FG did not take part in this vote in line with the agreed dispensation.

23.9.8.2 Well Housing repairs

The clerk reported that the contractor had started work on repairs to the well housing and that to make the repairs the entire roofing needed to be replaced and re-tiled.

23.9.8.3 Vacant housing

VK noted that the former caretaker housing at the former middle school is vacant. She asked if their suitability for use and potential let could be investigated by the appropriate body. It was thought that SCC would be the correct body to approach.

Action: Clerk to ask JF if he can report at the November meeting.

23.9.9 CLERK AND CHAIRMAN'S CORRESPONDENCE

Correspondence on community grant availability was noted. It was considered this may be helpful for the Recreation Ground Committee to consider. RE reported that the committee is aware of the grants. SB would forward the information to other groups it may be relevant to.

A further request from Lady Anne Windsor Charity to view the parish council's insurance documents was noted. The clerk reported that he had asked for clarification on why the request was made but had not received a response. In addition the parish council's insurance company had advised that it should not share the insurance documents. AS, a LAWC trustee, clarified that LAWC's interest is to understand if the parish council's public liability insurance would cover residents and visitors using The Downs to access LAWC's almshouses. It was noted that the request to the insurer described in minute 23.9.6.3 would provide this information.

23.9.10 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

The report would include use of Coronation Event profits and the planned meeting with SCC regarding appropriate signage and use of School St as a diversion.

23.9.11 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

- Rate card for website
- Appropriate use of School St as a diversion
- Kerbing for Downs path

23.9.12 DATE OF NEXT MEETING

Tuesday 7 November 2023 at 7.30pm at the Village Hall

The Chairman closed the meeting at 9.25pm