

**STOKE BY NAYLAND PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON 6 NOVEMBER 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)  
Andrew Collins (AC)  
Stevie Bezencenet (SB)

**Apologies:** Nicki Bray (NB)

**In attendance:** James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB)  
(7.30-7.50)

**Public** No members of the public were present

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**18.11.1 APOLOGIES FOR ABSENCE**

See above.

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

None declared.

**18.11.3 PUBLIC FORUM**

No members of the public were present

**18.11.4 MINUTES**

The minutes of the meeting held 4 September 2018 were approved and signed.

**18.11.5 REPORTS OF/REQUESTS TO BDC AND SCC COUNCILLORS**

**18.11.5.1 District councillor's report**

The meeting noted the written report received.

MN asked MB to follow up the parish council's request for assurance over BDC's process for notifying the clerk of planning applications that are within the parish but close to its boundary.

**Action:** MB agreed to report back to the parish council on this matter.

SF raised concerns over the implications of the review of the classifications of core villages within the district council's Draft Local Plan. It was also unclear whether Stoke by Nayland's re-classification had been confirmed.

**Action:** Clerk to write to BDC outlining the parish council's concern and asking for clarification.

IR updated the parish council on correspondence from MB highlighting the lack of funded transport to education for a resident with special needs while the resident made the necessary application. AS reported that the church had indicated that it could provide funding or make arrangements for an interim period.

**18.11.5.2 County councillor's report**

No report was received.

**18.11.5.2.1 Traffic**

VK reported on discussions with SCC councillor James Finch and officers, in particular that:

- Work on the 20mph zone would start in November

•SCC is minded to extend white lining on School Street to improve line of sight for school children and residents using the footpath beside the school.  
AS raised the issue of verge cutting on Stoke Tye crossroads noted in the traffic report and whether SCC understood the requirements. VK responded that the issues in the report were being dealt with through James Finch. It would also be helpful to have an officer contact at SCC to help ensure the parish communicates issues well and that SCC understands them.

**Action:** VK to contact James Finch to repeat request for an officer contact on traffic issues.

#### **18.11.5.2.2 SCC school transport policy**

The parish council's working group reported on discussions with SCC councillors James Finch and Gordon Jones in which the group had highlighted:

- The potential perverse implications and uncertainties
- The disconnect between future transport provision and school admissions policy.

No progress had been made towards a potential local solution in these discussions.

Councillors expressed concerns over the rationale and impacts of the policy in the parish and requested a report setting out the issues so the next parish council meeting could consider possible solutions.

SF pointed out that Thomas Gainsborough School provides subsidised transport from Clare which could be one avenue to explore.

The clerk reported that he had requested information from SCC on its local solutions working group.

**Action:** Clerk to issue a report explaining the implications of the policy.

**Action:** VK to establish TGS school admissions policy for 2019.

### **18.11.6 FINANCIAL MATTERS**

#### **18.11.6.1 RFO's report**

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

#### **18.11.6.2 Orders requested for payment**

It was agreed to approve orders totalling £1769.73.

#### **18.11.6.3 Downs handrail**

The meeting discussed a request from the contractor for a £180 payment for removing a section of the handrail and the terms under which the council had agreed that such a payment could be made. It was agreed that the council had no liability for a payment, but a 'goodwill' payment of £90 would be made.

#### **18.11.6.4 Financial Regulations**

The meeting approved revised wording to the financial regulations to strengthen project management oversight.

**Action:** IR to send documents to the clerk to enable further revisions and strengthening.

#### **18.11.6.5 Budget Working Party**

AS presented progress on the draft budget, noting the need to incorporate a revised estimate for the May 2019 election cost. A final proposal on the precept would follow receipt of relevant information on the council tax base, inflation and other authorities' intentions.

#### **18.11.6.6 Internal auditor for 2018-19 accounts**

It was agreed to retain SALC as the internal auditor.

#### **18.11.6.7 Clerk salary and training**

IR reported on an increase in salary in line with national pay awards and progression to a new pay band in line with the clerk's contract. This would be backdated to the start of the financial year. The clerk would register for Cilca training when SALC reinstates it. In the meantime he

would work towards certain modules by taking over responsibility for the war memorial grant application and considering how to increase community engagement in neighbourhood plan development among 'hard to reach' parishioners.

**Action:** Clerk to request that SALC informs the parish council when future national pay awards are made and request information on why Cilca training has not been available, contacting NALC if necessary.

#### **18.11.7           GDPR**

JB reported that he had been progressing work on preparing policies and procedures required to comply with GDPR.

**Action:** JB to circulate proposed policies and procedures to councillors before the end of the month.

#### **18.11.8           NEIGHBOURHOOD PLAN/HNS**

IR confirmed that a public neighbourhood plan workshop would be held on 18 November and it had been advertised to parishioners in the LSPN.

She also reported on available services from CAS to enable the parish council to set up a dedicated neighbourhood plan website and parish profile, and on arrangements for liaison with a number of local landowners.

AS reported that no councillors had requested any amendments on a draft HNS data report from CAS. Work on responding to the HNS findings would progress in parallel with Nayland as previously agreed. The need for a parallel approach had also been strengthened by the segmentation of data on a ward basis.

**Action:** AS to contact Nayland parish council to discuss co-ordination of work to take forward HNS findings.

#### **18.11.9           ROADSIDE ADVERTISING**

It was agreed that the policy should be revised in line with proposals circulated before the meeting.

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

##### **18.11.10.1       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.

##### **18.11.10.2       Streetlighting project**

JB reported that the two outstanding requirements are:

- Removal of the light on The Downs by UKPN
- Replacing the lantern installed near the church with one which meets the parish council's specification - SCC had recognised this issue.

When the project is completed the council would be able to arrange for lights to be regulated to meet local lighting requirements.

**Action:** JB to request information from SCC on the lighting controls that will be available to the council and the levels of control that will be available (e.g. 1-10 light level).

##### **18.11.10.3       Liaison with agricultural businesses/vehicle weight limits**

VK reported on discussion with county NFU chairs and local farmers aimed at raising awareness of the need for tractors and trailers to comply with the weight limit in the village. The NFU chairs had confirmed the parish council's view of the regulations and farmers had understood the need to comply. VK had noted that an overweight vehicle travelling to Konings had passed

through the village. It was agreed that VK/SF's liaison should be extended to include any organisation observed to be breaching or potentially in breach of weight restrictions.

**18.11.10.4 Neighbourhood policing/recreation ground**

The item and report was deferred due to NB's absence.

**18.11.10.5 The Downs footpath (roadside) specification**

AS reported that SCC had supplied an erroneous specification. He suggested that a productive alternative approach would be to contact a contractor with the necessary authorisation to carry out the work without the need for the parish council to provide an SCC specification. In the meantime the parish council would continue to pursue an accurate SCC specification.

**18.11.10.6 PCC**

AS reported NALC's advice on whether the parish council has legal authority to contribute to the running costs of the church floodlighting system. The meeting noted the lack of clarity in NALC's legal opinion. It was agreed to return to the issue should the need for funding arise.

**18.11.11 CLERK AND CHAIRMAN'S CORRESPONDENCE**

IR reported that a resident from a neighbouring parish had complained about the colour of SID poles in Thorington Street. She had suggested that the request be put in writing to the clerk for inclusion on the agenda but no request had been received.

The clerk reported that he had referred relevant parish organisations to SCC in relation to SCC's request for participation in its 'The Hold' time capsule project.

**18.11.12 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**

- 'The Hold'

**18.11.13 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS**

- Budget
- GDPR arrangements
- NHP/HNS
- SCC School bus policy

**18.11.14 TO CONFIRM DATE OF NEXT MEETING**

Tuesday 8 January at 7.30pm in the Village Hall

The chairman closed the meeting at 9.25pm.