

DRAFT STOKES BY NAYLAND PARISH COUNCIL
MINUTES OF MEETING HELD 7 MARCH 2023 AT 7.30PM
AT THE VILLAGE HALL

Present: Stevie Bezencenet (SB) – Chairman
Martin Nielsen (MN)
Adam Sedgwick (AS)
Vivienne Klimowicz (VK)
Rosie Emeny (RE)
Nigel Warren-Thomas (NWT)

Apologies: Fred Grosch (FG), Vicki Gibbins (VG), Sean Fry (SF), SCC councillor James Finch (JF)

In attendance: James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB) (7.30-8.10), 9 members of the public

23.3.1 APOLOGIES FOR ABSENCE

SF, VG and FG had sent their apologies and reasons for absence. These were approved.

23.3.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

23.3.3 PUBLIC FORUM

Children from Stoke by Nayland Primary School, supported by the head teacher and parents, gave a presentation on the need for double yellow lines outside the school to improve safety. This would have benefits including improved line of sight for vehicles leaving the Recreation Ground car park and safety improvements for children entering and exiting the school.

23.3.4 MINUTES

23.3.4.1 Minutes of the previous meeting

The draft minutes of the meeting held on 3 January 2023 were considered. SB reported that she had received a letter from the landowner concerned regarding item 23.1.8.3. Members agreed that the draft minutes were an accurate record of the meeting, but that a change should be made removing reference to a near miss. The amended minutes would be considered at the May meeting.

23.3.4.2 Actions from previous meeting not covered elsewhere on the agenda

It was noted that actions had been completed or were being progressed.

23.3.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

23.3.5.1 District Councillor's report

The written report and oral update was noted.

MB agreed to ask:

- BDC's planning team to provide potential dates for the next regular meeting with the parish council, as the planning team had not replied to emails;
- When repairs to garage roofs on Goldenlonds would be completed;
- What criteria BDC uses for allocating garage sites for development.

MB said she would not be standing at the district council elections in May. Councillors thanked her for her work on behalf of the parish council.

23.3.5.2 County Councillor's report

No report had been received due to JF's absence from work.

23.3.5.2.1 Highways and traffic

TVAS/speed hump considerations

It was reported that SCC had fitted poles on School St and between Clift Bush Corner and Blundens Corner in preparation for TVAS operation.

Parking and traffic management

Correspondence on parking issues near the Crown was noted. Issues highlighted included damage to the grassed area near the entrance to the Crown which cars use as overspill from the car park. It was agreed that it would be appropriate to investigate the possibility of installing wooden stakes to restrain parking in this area.

Action: MN and NWT to draft a proposal for this installation (including a sketch) for the landowner's (Tendring Hall Estate) consideration.

VK reported that SCC had cut back vegetation on the A134 which meant the sign advising on the 18t limit in Stoke village was more visible than previously.

VK and SB reported that, when FG is available, they would take forward the action from the January meeting to form a working group to consider parking issues. NWT would be invited.

RE reported that there had been incidents of cars parking on the pavements on Crossfields since hedges had been cut back.

Action: SB to write a leaflet explaining that it is not appropriate legally or socially to park on pavements. VK and RE to organise a leaflet drop to properties in the area.

It was agreed that VK would raise the parking issues outside the primary school highlighted during the public forum with SCC councillor James Finch when he is fully back at work. The matter would also be on the agenda at the May parish council meeting.

Grit bins

The Clerk reported that SCC had indicated it will not fill existing grit bins in Thorington St, near the bottom of Scotland St and near the entrance to The Blundens. Nor would SCC approve a bin location on the bridge at Thorington St. SCC had refused requests to discuss these matters.

Action: It was agreed that the Clerk should investigate potential alternative means of filling these bins and providing new ones, including any related requirements SCC may have.

Downs path

MN and AS reported on a preliminary meeting with SCC's community liaison engineer on requirements to improve the Downs path. Points discussed during the meeting included:

- The benefits that would arise from extending the kerb by approx. 40m to prevent erosion to the bank and improve traffic safety;
- The potential to lower the cost and improve the feasibility of a scheme by placing a handrail on the side of the path furthest from the road. This would mean SCC Highways approval and related standards were unlikely to be required due to the distance the structure would be from the road.
- Unless Tendring Hall Estate would agree to people walking on land in front of estate-owned houses, pedestrians would need to walk on the highway for a part of the route to the village.

Action: As a first step, the possibility of SCC funding kerbing would be raised with JF at the May meeting.

Action: MN and AS would write a note of their meeting with SCC's community liaison engineer. After circulation to parish councillors, this would be sent to Tendring Hall Estate's land management team, as had been requested by the team.

23.3.6 FINANCIAL MATTERS

23.3.6.1 RFO's report

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

23.3.6.2 Orders requested for payment

It was agreed to approve all orders on the RFO's report totalling £1,117.18.

23.3.6.3 Review of internal control, financial risk assessment, asset risk assessment and asset register

- The statement of internal control was reviewed and approved.
- The financial risk assessment was reviewed and approved.
 - It was agreed that the parish council should continue to make payments by cheque where requested but look to move towards electronic banking for all transactions wherever practical.
- The asset risk assessment was reviewed and approved.
 - Changes since the previous year's assessment were noted. This included the removal of a small broken litter bin on the wall opposite the war memorial.
 - MN agreed to place removal of residual metal cornering from grit bin sites on Butt Road and the top of Scotland St on the list of tasks for parish volunteers.
 - It was agreed that reference to the condition of the bus timetable casing should be removed from the assessment, as the casing is not a parish council asset.
- The asset register was reviewed and approved.
 - It was noted that the value of litter bins had been reduced by £66.67 due to the removal of the small bin opposite the war memorial.

Action: VK to contact SCC and the bus company to establish responsibility for the timetabling casing in the bus shelter at The Blundens and request that the cracked casing is replaced.

23.3.6.4 Update on valuation of assets

NWT reported that surveying firms he had contacted had stated that they would not be able to provide a good value quote due to the small number and relatively low value of the buildings the council owns. As a retired surveyor, NWT said he would be able to provide an adequate valuation for insurance purposes, and draw up a statement of works for the well housing. RE would provide NWT with a contact for a roofer experienced in replacement of wooden tiles.

Action: RE to provide NWT with a contact for the roofer. NWT to inspect the well housing and the lock-up to provide valuations for insurance purposes and a statement of works.

23.3.7 NEIGHBOURHOOD PLAN

SB reported that work had started on drafting and policy development. Going forward the working group would aim to meet every three weeks.

Action: SB to draft a progress report for the LSPN and website.

23.3.8 COUNCILLORS' AND CLERK'S REPORTS

23.3.8.1 EA Green

NWT reported that a lobby group had provided a well drafted standard letter of objection to National Grid's plans to install new pylons which would be visible from the parish. After considering the matter, it was agreed that submitting the standard letter would not add substantially to the parish council's existing objections and no action would be taken in this respect.

23.3.8.2 Internal auditor's recommendations

The Clerk reported that the main outstanding action was to publish the information available to the public under a Model Publication Scheme. A draft scheme based on the template provided by the Information Commissioner's Office was approved.

Action: Clerk to place the approved Model Publication Scheme on the parish council's website.

23.3.8.3 Update on Coronation event

RE reported that a community picnic event was being planned for 7 May to be held on the Recreation Ground. It was noted that the Clerk had provided RE with the requirements for

compliance with the parish council's insurance policy, including that the event must be organised solely by a working group or committee of the parish council. It was agreed to designate the organising group formed by RE and FG with a small number of other parishioners as a parish council working group and that the parish council would provide up to £750 to the group to cover any upfront payments required. It was anticipated that payments would be reimbursed from profits the working group raises from the event.

23.3.9 CLERK AND CHAIRMAN'S CORRESPONDENCE

The Clerk reported on information provided by the District Council on the requirements for submitting councillors' nomination forms for the 4 May election. Councillors noted the requirement to hand deliver the forms.

23.3.10 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- School children's presentation on need for double yellow lines outside the school
- Neighbourhood plan
- Parking on Crossfields pavements
- Photo ID requirements for voting at the election
- New bus timetable

23.3.11 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

23.3.11.1 Outstanding issues

Action: The Clerk would send invitations to the APM as soon as practical and confirm the guest speaker's attendance.

23.3.11.2 Future agenda items

- Parking outside the primary school
- Downs path/kerbing
- Neighbourhood Plan
- The Downs path
- Website

23.3.12 DATE OF NEXT MEETING

Tuesday 23 May 2023 at 7.30pm – Village Hall.

The Chairman closed the meeting at 9.40pm.