

**STOKE BY NAYLAND PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 7 MAY 2019 AT 7.30PM**

- Present:** Jeremy Bloomfield – Chairman (JB)  
Stevie Bezencenet – Vice-Chairman (SB)  
Adam Sedgwick (AS)  
Martin Nielsen (MN)  
Sean Fry (SF)  
Isabelle Reece (IR)  
Vivienne Klimowicz (VK)
- Apologies:** SCC Councillor James Finch (JF)
- In attendance:** James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB)  
(7.30-8.15), two members of the public (7.30-7.55)

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**19.5.1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

JB was elected as Chairman. SB was elected as Vice-Chairman. JB thanked outgoing Chairman IR for her service. All members signed Declaration of Acceptance of Office forms following the 2 May election.

**19.5.2 APOLOGIES FOR ABSENCE**

See above.

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

None declared.

**19.5.4 PUBLIC FORUM**

A member of the public reported that a group had been formed to raise funds for a defibrillator in the parish. It was agreed that the Parish Council would support this group in principle but was not able to contribute funding at this time. SB was appointed as the council's representative on the group.

A second member of the public reported to the council on external repainting at Maples – a Grade II listed property. He supplied the Clerk with notification from the District Council showing that BDC did not require listed building consent for the proposed redecoration.

**19.5.5 ELECTION OF COMMITTEE MEMBERS AND REPRESENTATIVES TO ROLES AND OUTSIDE BODIES**

- MN was re-elected as Chairman of the Planning Committee. SF was elected as Vice-Chairman of the Planning Committee. JB, VK, IR, AS and SB were elected as members of the committee.
- JB was nominated as the council's representative to SALC.
- IR was nominated as the council's representative to the Village Hall Committee.
- AS was nominated to report to the Parish Council on PCC matters.
- VK was nominated to report to the Parish Council on primary school matters.
- MN was nominated as the council's representative to BAPTC.
- Nicki Bray, although no longer a Councillor, would continue as a Parish Council-nominated Trustee of LAWC. AS will provide feedback. It was agreed that this arrangement would be reviewed when a Councillor is available to fulfil the role being undertaken by NB.
- SB was nominated as the council's representative for matters relating to public transport.
- SF was nominated as the council's representative for matters relating to police liaison.
- It was agreed that representatives to the Recreation Ground Management Committee and responsible for assets will be appointed at a later date.

## **19.5.6 MINUTES**

**19.5.6.1** The minutes of the meeting held 5 March 2019 were approved and signed.

**19.5.6.2** The minutes of the APM held 9 April 2019 were agreed as an accurate record.

## **19.5.7 REPORTS OF COUNTY & DISTRICT COUNCILLORS**

### **19.5.7.1 District Councillor's report**

No written report was received. MB outlined her priorities having been re-elected. Locally, they included a possibility of forming a youth initiative, club or activity of interest to younger people. MB said she had been in discussions with a potential funder and would keep the Parish Council informed.

### **19.5.7.2 County Councillor's report**

No report was received.

## **19.5.8 TRAFFIC AND HIGHWAYS**

A written report circulated before the meeting was noted and discussed. The following actions were agreed:

### **20mph zone**

**Action:** VK to draft a formal letter to SCC requesting that roundels be installed in the correct place, damaged build outs be repaired and the related 30mph zone be applied as per the plan. It was agreed that the letter would include a request that the relevant SCC officer visit the parish to understand the sub-optimal implementation of the zone and the need for the issues to be addressed. VK to forward the letter to the Clerk to send to SCC.

**Action:** Clerk to request details of the relevant SCC officer from James Finch.

**Action:** SF to contact Suffolk Police to request details, promised at the Annual Parish Meeting, of any enhanced action the police will take to enforce the speed limit.

**Action:** IR to contact Leavenheath, Polstead and Nayland parish councils asking them to promote the need to observe the zone among their residents.

**Action:** IR to write an article for the LSPN asking residents in the parish and other parishes to observe the 20mph zone.

### **Further matters**

**Action:** VK to contact Leavenheath Parish Council pointing out the need for removal of foliage obscuring 18t limit signs on the B1068.

**Action:** VK to draft a letter to SCC requesting installation of a replacement post on Blundens Corner, which would protect a Fourteenth Century cottage, as promised over a year ago. Letter to be forwarded to the Clerk to send to SCC.

**Action:** IR to represent the Parish Council at a meeting on 17 May in Boxted on traffic issues that could potentially affect the parish.

## **19.5.9 FINANCIAL MATTERS AND AUDIT**

### **19.5.9.1 External audit exemption certificate**

The certificate of exemption was reviewed, approved and signed.

### **19.5.9.2 Annual Governance Statement**

The Annual Governance Statement in the Annual Governance and Accountability Return was reviewed, approved and signed. Internal audit arrangements were considered satisfactory.

### **19.5.9.3 Annual accounts 2018-19**

The accounts were reviewed, approved and signed.

### **19.5.9.4 Accounting statements**

The accounting statements for the Annual Governance and Accountability Return were reviewed, approved and signed.

#### **19.5.9.5 RFO's report**

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

#### **19.5.9.6 Orders requested for payment**

It was agreed to approve orders totalling £2378.76.

#### **19.5.9.7 Grasscutting contract**

The contractor's acceptance of the terms was noted.

#### **19.5.9.8 War memorial refurbishment**

After considering quotes it was agreed to appoint David Adamson to carry out the works following confirmation that the Village Hall Committee would contribute at least half the cost.

**Action:** Clerk to contact Village Hall Committee to confirm the funds available and appoint David Adamson to do the work if sufficient funding is committed by the Village Hall Committee. MN was nominated to oversee delivery of the works, should the contractor be appointed.

#### **19.5.9.9 Groundwork grant**

After considering options outlined in the RFO's report it was agreed that the remainder of the existing Groundwork grant should be returned so a larger grant can be applied for.

**Action:** Clerk to return the remaining grant; SB to arrange application for a new grant.

#### **19.5.9.10 Church clock maintenance contract**

It was agreed to re-appoint Smiths to maintain the clock for a further three year term.

**Action:** Clerk to appoint Smiths to the contract.

#### **19.5.9.11 CILCA costs and support**

The estimated costs were noted. It was also noted that the Clerk may have limited availability to carry out the required study due to the demands of a new job he had accepted. It was agreed that the Clerk should update the council on his availability and the cost estimate following a suitable period in his new job. JB noted that a CILCA-qualified Clerk would enable the parish council to declare General Power of Competence and that this was desirable for the council to achieve.

#### **19.5.9.12 Public Rights**

The Clerk reported that the period for exercise of public rights would take place following the return of the internal audit from SALC. The audit was booked for 17 June and would be completed within seven days, enabling the council to meet the statutory requirements for setting the period of public rights.

### **19.5.10 REVIEW OF POLICIES, REGULATIONS AND INTERESTS**

#### **19.5.10.1 Standing Orders and Financial Regulations**

No amendments were proposed to the Standing Orders. Revised Financial Regulations had been approved at the November 2018 meeting. No further amendments were proposed.

#### **19.5.10.2 Adequacy of land and asset insurance**

Provisions were considered appropriate.

#### **19.5.10.3 Register of interests**

The Clerk reported that, following the election, members would be required to submit register of interests forms by 30 May. Forms would be available from the District Council in the near future.

#### **19.5.10 GDPR**

JB reported that he had produced draft policies and that he would circulate them by email shortly for consideration at the July meeting.

### **19.5.11 NEIGHBOURHOOD PLAN**

IR reported that the next steps would be to hold a further community updating event on 28 May and to create a wider Steering Group to take the project forward. It was agreed that JB would take over from IR as Chairman of the Parish Council NHP group. MN reported that he had arranged meetings with two landowners.

### **19.5.12 PLANNING**

#### **19.5.12.1 Minutes**

The minutes of the meeting held 5 March 2019 were approved and signed.

#### **19.5.12.2 Planning applications**

##### **19.5.12.2.1 Application DC/19/02014, Spring Hill**

Some committee members felt that the new application did not substantially address the Parish Council's objections to the previous application and considered that the proposal continued to contravene the District Council's planning policies relating to development in open countryside. It was agreed that the Parish Council would object to the new application on this basis by a majority of five to two.

**Action:** AS to draft a letter of objection and forward to the Clerk for submission before the 20 May deadline.

##### **19.5.12.2.2 Application DC/19/02010 and 11, Mead House**

No comments

#### **19.5.12.3 Planning decisions**

The approval of applications DC/19/00693, Orchard House, and DC/19/01069, Highfield House, were noted.

#### **19.5.12.4 Planning control**

The Clerk reported that the District Council had informed the owners of Old Forge House that they would need to apply for listed building consent for work carried out on the property. IR noted that residents were often unaware of the planning regulations relating to work on listed buildings and that the Parish Council had previously submitted an article to the LSPN to this effect.

**Action:** IR to include information in the update of the Welcome Pack to help raise awareness among new residents of the need to consider planning regulations before carrying out work on listed buildings.

Members considered the District Council's approval for the painting work at Maples, including the paint colour and technology. It was noted that the colour is very different to others used in the parish and that the paint approved for the wood appeared not to be based on 'breathable' technology. AS reported that the AONB Project had produced guidance on appropriate colours, which had been quoted with approval by BDC Members at the committee meeting dealing with the recent Konings application.

**Action:** MN to contact the Heritage Officer at the District Council to request clarification on why the paint technology and colour approved was considered appropriate and whether the District Council is aware of the AONB guidance. MN would report to the July meeting.

IR reported that 'site traffic only' signs on the access route to Beechams Farm had been removed resulting in the route being used by through traffic.

**Action:** JB to confirm the situation with signage and contact SCC to inform them that the route is being, or is at risk of being, used inappropriately.

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

### **19.5.13.1 Streetlighting project**

JB reported that a light on Sudbury Road had not been removed and a light on The Downs had not been removed. Removal of the latter by UKPN remained problematic, but it was considered the council should not be paying for the electricity. JB further reported that timings had not been implemented correctly. SB reported that the angle of the light on the junction of Church St was continuing to cause annoyance due to the angle of the lighting.

**Action:** JB to write a formal letter to SCC requesting action on these issues, and forward to the Clerk to send to SCC.

### **19.5.13.2 Recreation ground**

The Clerk reported that Andrew Collins (previously a Councillor) had contacted John Engleheart to ask if he would be willing to maintain the Western boundary hedge and had received a positive initial response.

**Action:** Clerk to confirm whether John Engleheart can carry out the work and, if he can, pass the information to the Recreation Ground Management Committee.

### **19.5.13.3 Meeting with BMSDC Chief Executive**

IR and JB reported that the meeting had been positive, particularly commitments to provide the Parish Council with contact details of managers in each department so that there will always be a readily point of contact in case of staff absence. However, this information had not yet been received.

**Action:** Clerk to request that BMSDC's Chief Executive supply the information promised and thank him for attending the meeting.

## **19.5.14 CLERK AND CHAIRMAN'S CORRESPONDENCE**

None had been received.

## **19.5.15 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**

- Election of Parish Councillors
- Inviting expressions of interest in becoming a Councillor
- Election of Parish Council and Planning Committee Chairman and Vice-Chairman
- Call for Speedwatch volunteers
- 20mph zone

**Action:** JB to draft report and send to the Clerk for submission; IR to draft separate report on 20mph zone as per minute 19.5.8.

## **19.5.16 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS**

- Co-option of new Councillors
- The Downs
- NHP/HNS
- Review of budget format
- CILCA

## **19.5.17 TO CONFIRM DATE OF NEXT MEETINGS**

19.5.16.1 Planning committee - Tuesday 4 June 2019 at 7pm in the Village Hall

19.5.16.2 Parish Council - Tuesday 2 July 2019 at 7.30pm in the Village Hall

The chairman closed the meeting at 10.00pm.