

**STOKE BY NAYLAND PARISH COUNCIL**  
**MINUTES OF MEETING HELD 7 SEPTEMBER 2021 AT 7.30PM**  
**(by Skype)**

**Present:** Stevie Bezencenet – Chairman (SB)  
Sean Fry (SF) – Vice-chairman  
Martin Nielsen (MN)  
Vivienne Klimowicz (VK)  
Rosemary Emeny (RE)  
Nigel Warren-Thomas (NWT)  
Linda Goodman (LG)  
Fred Grosch (FG)

**Apologies:** Adam Sedgwick (AS), BDC councillor Melanie Barrett (MB)

**In attendance:** James Dark, Parish Clerk (JD), SCC councillor James Finch (JF) (8.30-9.00)

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**21.9.1 APOLOGIES FOR ABSENCE**

See above – JF had informed the Clerk that he would arrive after the meeting started.

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

None.

**21.9.3 PUBLIC FORUM**

No members of the public were present.

**21.9.4 MINUTES**

The minutes of the meeting held on 29 June 2021 and 6 July 2021 were approved. (These would be signed at a date agreed by the Chairman and Clerk). Actions from the minutes not scheduled to be discussed elsewhere on the agenda were reviewed.

**Actions:**

- SB/VK to consider responding to BDC's request for information on sustainable travel.
- Clerk to follow up email to Village Hall committee on NWT's appointment as the parish council's representative.

**21.9.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS**

**21.9.5.1 District Councillor's report**

The written report was noted.

**21.9.5.1.1 Maintenance of Crossfields path**

RE reported that the path continued to present a risk to users due to the condition of the surface and overhanging vegetation from gardens, and that there had been incidents of users tripping. Residents had been approached to cut back vegetation, but there had been a variable response. MB had reported that works to improve the surface would be scheduled but it was unclear when.

**Actions:**

- Clerk to draft a letter to occupiers requesting they cut back vegetation, and send to VK, RE, SB.
- SB to contact MB to request repairs to the path as soon as possible due to the risk of falls created by its condition.

**21.9.5.2 County Councillor's report**

The written report was noted. It was agreed to defer items on highways and traffic until JF arrived at the meeting.

## **21.9.6 FINANCIAL MATTERS**

### **21.9.6.1 RFO's report**

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

### **21.9.6.2 Orders requested for payment**

Following questions from councillors, the Clerk explained that the key areas covered by the insurance renewal included public liability and assets. It was agreed to approve all orders requested on the RFO's report totalling £1,877.76, with the payment for insurance conditional on SF approving the renewal terms. In addition it was agreed to approve an order of £220.00 to K Hawes for grasscutting, the invoice for which was received after the issue of the RFO's report.

**Action:** SF to contact the Clerk with any comments on the insurance renewal terms.

### **21.9.6.3 Recreation Ground funding**

The Clerk reported that the Recreation Ground Committee had offered to reimburse the parish council for funding provided to cover insurance payments last year, due to its stronger financial position. It was agreed that the parish council should accept this offer.

**Action:** Clerk to thank the committee and accept the offer.

### **21.9.6.4 Welcome Back funding**

Councillors considered the options for new equipment that the District Council was offering to fund. It was agreed to request a planter and children's litter picking equipment.

**Action:** Clerk to request the planter and equipment from BDC.

## **21.9.7 NEIGHBOURHOOD PLAN**

SB updated on plans for forthcoming Working Group meetings and dates for hearings on the District Council's Local Plan. NWT thanked AS for providing useful briefings, but highlighted that further information would be helpful for new members of the Working Group.

**Action:** SB to offer an informal meeting for new members of the NHP Working Group so they can become more familiar with the issues before the next WG meeting.

## **21.9.8 HIGHWAYS AND TRAFFIC**

### **21.9.8.1 Speed Survey results**

JF said he was frustrated that SCC officers had not yet provided recommendations arising from the survey and said he would continue to request this information.

### **21.9.8.2 Farm vehicle observance of 18t weight limit/speed limit**

SF reported that he had been in contact with Suffolk Police on how to report farm vehicles travelling through Stoke village in contravention of speed and weight limits.

In response to comments, JF said:

- It was unacceptable that vegetation was obscuring the sign on the A134 advising of the weight restriction in Stoke village. He had requested that Suffolk Highways remedy the issue.
- He had asked the SCC Cabinet member to inform him of SCC policy on taking on devolved powers available for enforcing weight limits.

### **21.9.8.3 Pot holes**

JF said he had reported pot holes in Butt Road highlighted to him by the parish council, and would raise the time taken to repair highway defects with the SCC Cabinet member.

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

### **21.9.9.1 Report from planning and environment committee**

MN reported on key issues discussed at the planning and environment committee which preceded the full parish council meeting, focusing on the decision to object to an aspect of the

application for works to The Cottage. Discussions with the applicant indicated she was sympathetic to the parish council's view.

#### **21.9.9.2 Recreation Ground**

RE reported on fundraising efforts including a successful event on the Village Green. A fireworks event is being planned if public gatherings are permitted in November.

#### **21.9.9.3 Car parking and street furniture**

NWT suggested that additional parking could be created through hard surfacing land near the footpath near The Crown.

**Action:** NWT to provide a report and pictures for the October Planning and Environment Committee meeting.

It was noted that the speed limit sign in this area had been knocked over.

**Action:** Clerk to report the fallen post to SCC.

It was noted that when the Angel reopens (expected later this year), staffing and customer demand would create considerable car parking pressure. A number of councillors expressed support for developing a policy position on how to address this including considering potential new off-street parking sites.

**Action:** Issue to be placed on the agenda for the November meeting.

#### **21.9.9.4 Grasscutting**

MN reported that he and AS would be drawing up a management plan for all areas of grass owned by the council with a view to inviting tenders should the parish council approve the plan.

MN reported that the new grass cutting regime agreed for The Downs was in place. It was requested that MN and AS should consider whether this regime placed any additional liability on the parish council.

**Action:** MN/AS to consider whether any increased liability falls on the council as a result of the new grass cutting regime for The Downs.

MN and JD reported that one quote had been received and that another contractor had indicated that he would be able to quote in the coming weeks.

**Action:** MN and JD to obtain additional quotes.

#### **21.9.9.5 Internal Audit Report**

The Clerk reported that the auditor had not been available to discuss the recommendations. Proposals for implementing them would be drawn up after this discussion takes place.

**Action:** Clerk to bring proposals relating to the auditor's recommendations on GDPR and the asset register to the November meeting.

#### **21.9.9.6 Grit bins**

The Clerk reported that he had approached several potential contractors to quote for grit bin construction and repair works. However, only one had been in a position to quote due to high demand, and that contractor only had availability to carry out the most urgent works. He further reported that approval from SCC would be required for a new bin on Clipt Bush Corner. Therefore, it was agreed to accept the contractor's quote to repair two bins, but with the new bin on Clipt Bush Corner to be commissioned subject to SCC approval.

**Action:** JD to commission the contractor as set out above.

NWT reported that it was possible that he may be able to find a contractor with capacity to quote for more minor repairs to grit bins elsewhere in the parish.

#### **21.9.9.7 Social media presence**

FG and MN presented proposals for a Facebook presence for the parish council. Initially this page would be for information only rather than allowing public posts. FG further offered to arrange a link from the parish council website to the Facebook page, and to liaise with the Clerk over refreshing the website.

**Actions:** It was agreed that FG should arrange set up of the Facebook page and website link/refresh as set out above. Clerk to provide FG with administrator access to the website.

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

The Clerk reported that a resident had suggested approaching The Angel with ideas for enhanced historic signage. It was agreed that this was not a request it would be appropriate for the parish council to progress.

The Clerk reported that a request had been received from the PCC to consider making a financial contribution to the repair of the church south wall. The PCC had been informed that the parish council does not have the legal power to make a financial contribution of this sort, however a letter of support had been provided.

SB reported on correspondence from the Festival of Suffolk which will take place during the Queen's Platinum Jubilee next year. Discussion with the community indicated support for the parish to mark the occasion at the Spring Fair. SB also reported an invite to attend an event on plans for the Festival, and agreed to discuss attendance with NWT and FG.

#### **21.9.11 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**

##### **•Speedwatch**

SB said she would consider further items and circulate suggestions to all. In addition she asked for councillors to send her any suggestions.

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

##### **21.9.12.1 Lap Top**

The Clerk reported that the parish council lap top needs a replacement screen.

**Action:** Clerk to commission repairs.

##### **21.9.12.2 County Broadband**

SF reported on mailshots from County Broadband proposing a service for the village.

**Action:** It was agreed that SF should contact County Broadband to gain more details of the company's intentions.

##### **21.9.12.3 Meeting arrangements**

**Action:** It was agreed that the Clerk and SF should investigate arrangements and a venue for holding hybrid meetings with some councillors and members of the public able to attend virtually and others physically.

##### **21.9.12.4 Future agenda items**

- Car Parking
- Neighbourhood Plan
- Internal audit recommendations
- Budget
- Speed survey actions
- Maintenance on Crossfields paths

#### **21.9.13 DATE OF NEXT MEETING**

Tuesday 2 November 2021 at 7.30pm – venue TBC.

The Chairman closed the meeting at 9.55pm.