

**STOKE BY NAYLAND PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON 8 JANUARY 2019 AT 7.30PM**

<b>Present:</b>	Isabelle Reece, Chairman (IR) Jeremy Bloomfield, Vice-Chairman (JB) Adam Sedgwick (AS) Martin Nielsen (MN) Sean Fry (SF) Andrew Collins (AC) Stevie Bezencenet (SB) Nicki Bray (NB)
<b>Apologies:</b>	Vivienne Klimowicz (VK)
<b>In attendance:</b>	James Dark, Parish Clerk (JD), BDC Councillor Melanie Barrett (MB) (7.30-8.00); SCC Councillor James Finch (7.30-8.20)
<b>Public</b>	No members of the public were present

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**19.1.1 APOLOGIES FOR ABSENCE**

See above.

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

None declared.

**19.1.3 PUBLIC FORUM**

No members of the public were present

**19.1.4 MINUTES**

The minutes of the meeting held 6 November 2018 were approved and signed.

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

**19.1.5.1 District councillor's report**

The meeting noted the written report and verbal updates received.

MN requested that MB take stronger steps to address deficiencies in BDC's process for notifying the parish council of relevant planning applications following a further failure to do so – in this case a significant proposal outside the parish but on the border. AS objected strongly to MB's response that the parish council should register to receive such applications, arguing that the BDC should ensure the parish is notified. MB requested the application reference number so she could follow up with BDC officers. It was provided by MN.

**Action:** MB to report back.

**19.1.5.2 County councillor's report**

The meeting noted the written report and verbal updates received.

**Citizens Advice Bureau**

NB expressed concern over SCC's proposal for phased removal of Citizens Advice Bureau grant funding and JF's comments that users would have the opportunity to make representations during consultation on the proposal. She pointed out that the users of CAB are often vulnerable people who are not well-placed to respond to consultations. JF responded that phased removal of the grant was a proposal SCC was consulting on with regret, but SCC needed to balance its budget. Further, SCC was investigating external grants to support CAB. He reiterated that 75% of SCC's budget is spent on supporting vulnerable people.

## **Children in care**

JF briefed the meeting on the rise in children in care in the county. As a result of this rise he had arranged a number of drop-in sessions in his parishes where residents could discuss fostering and adoption with SCC's team. He asked for councillors' support in raising awareness of these sessions among any residents who may wish to attend.

### **19.1.5.2.1 Traffic**

The meeting noted the written report submitted by VK.

SF requested that SCC replace the 17t weight limit sign in Butt Road with the correct 18t limit. SF requested that SCC repair the turn-out on the 20mph zone near Ryegate House.

**Action:** JF to bring these matters to the attention of SCC highways.

The clerk reported two letters from residents expressing concerns over the limited impact to date of the 20mph zone on Polstead St. IR replied that action has been taken to ensure buses and school vehicles observe the limit, steps would continue to raise awareness among residents, and that it was anticipated that the impact of the zone would increase as awareness becomes more entrenched over time.

SF reported on Speedwatch activity. Although there are no Speedwatch observation sites in the 20mph zone, one site is available where volunteers can stand in the 20mph zone to enforce the 30mph limit outside the zone. In relation to wider activity, SF reported that one vehicle had been reported twice for breach of a 30mph limit. A third breach would result in a visit from the police and subsequent breaches could lead to prosecution.

### **19.1.5.2.2 School bus working group**

JF reported that he is sitting on an SCC countywide local options working group.

The meeting noted a report from the clerk. In response to questions from MN, the clerk reported that:

- TGS's admission policy prioritises the primary schools children in Stoke attend;
- That the school bus will continue to pass through the village under SCC's new policy but the parish's children will no longer qualify automatically for free travel on it.

In response to issues raised by councillors on the inefficiency of the new policy in the parish, JF responded that the overall SCC policy will not change but he is committed to considering a lowest cost local solution. That would depend on assessment of school travel pattern data.

**Action:** JF to arrange a further meeting of the working group with VK, AC and JD.

## **19.1.6 FINANCIAL MATTERS**

### **19.1.6.1 RFO's report**

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

The meeting noted advice from the WMT that there is minimal likelihood of a grant being available for restoration of the war memorial. Members discussed use of the forthcoming donation from the village hall committee as a potential alternative source of funding. It was considered that war memorial restoration would meet the village hall committee's requirement that the donation should benefit the community as a whole.

**Action:** It was agreed that IR should approach the village hall committee to propose that its donation should fund war memorial restoration.

### **19.1.6.2 Orders requested for payment**

It was agreed to approve orders totalling £1,144.72 including two cheques received after the RFO's report was issued.

### **19.1.6.3 2019-20 budget and precept**

AS presented the budget proposal. The clerk reported that the budget for the election was the cost advised by BDC. AS recommended that the sum budgeted for contingency related to the undergrounding project should be moved to a specific undergrounding line in the budget. With this change, the budget proposal was agreed.

The precept sum required was considered in view of SALC's recommendation on the level of general reserves, council tax base and information to date on the council tax increases being considered by the district and county councils and the police.

It was agreed to set the precept at £12,823 equivalent to a rise of 3% per household. It was noted that general reserves forecast at year end 2019/20 would be close to but below the level recommended by SALC. Reserves were considered sufficient given the predictability of parish council spending

### **19.1.7 GDPR**

Members thanked JB for circulating a clear report into GDPR requirements and implications. Following discussion of the report it was noted that the parish council's website supplier, as the owner of the site, would have access to cookies from the site and there was a need to understand related GDPR compliance matters. JB further advised that the council would need to revise contracts to ensure that all suppliers have obligations to handle related data compliantly. In response to a question from IR, JB advised that councillors' email correspondence on parish council business should adhere to the same compliance requirements as the clerk's. AS agreed to assist JB in producing compliance policies.

**Action:** JB to circulate draft policies relevant to GDPR for consideration at the March meeting.

### **19.1.8 NEIGHBOURHOOD PLAN/HNS/UNDERGROUNDING**

#### **19.1.8.1 Neighbourhood Plan**

The meeting noted a written report from the January meeting of the NHP working group. SB confirmed that a consultant would be providing a quote for work on the Lansdscape Character Assessment shortly. AC noted that the school has not yet sent a notice to parents publicising the 22 January workshop at the school.

**Action:** IR to request the head teacher provide a note to parents in good time.

#### **19.1.8.2 Housing Needs Survey**

It was agreed that AS, IR and AC should form a working group to progress work on addressing local housing needs following receipt of the HNS analysis from CAS. As previously established, it would be necessary to work jointly with Nayland Parish Council. AS confirmed that Leavenheath parish council would be carrying out an HNS providing possibilities to work on a three parish basis.

**Action:** AS, IR and AC to form an HNS working group.

#### **19.1.8.3 Undergrounding**

The meeting noted a written report providing an update on engagement with the AONB Project. Although costs had increased, both North and South schemes had received Stage 1 approval, with the proviso for the South scheme that BT wires form part of the work. AS reported on plans for engagement with residents, and a circular from the AONB Project requesting support in principle for the North scheme proposal.

**Actions:** It was agreed that:

- The parish council would host a public meeting where the AONB Project and UKPN would inform residents about plans for the South scheme, as proposed by these organisations – currently planned for March;
- The parish council's undergrounding working group would inform residents about the North

scheme at a village coffee morning in March;

- The parish council would express support for the North scheme in response to the AONB circular.

IR reported email correspondence from a resident about the electrocution of an owl in overhead lines, asking if the parish council could take any action.

**Action:** It was agreed that the clerk should write to the resident suggesting that he draw the issue to UKPN's attention and that he may wish to consider writing to the RSPB about the possibility of it campaigning on this issue.

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

### **19.1.9.1 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.

### **19.1.9.2 Streetlighting project**

Outstanding issues reported by JB and councillors were:

- UKPN has not removed the light on The Downs and it is not a priority for them. There is a need to investigate if it can be turned off to save costs;
- The position of a lantern on Church St is causing nuisance to residents;
- Timing has not been applied to a light on The Blundens;
- The light near Focus School has been replaced rather than removed.

**Action:** JB to continue pressing SCC for resolution to outstanding issues.

### **19.1.9.3 Neighbourhood policing**

NB reported on a survey from Suffolk Police asking for views on its planned precept rise. It was agreed that this was a survey for individuals rather than one for the parish council to respond to. SB and AS reported incidents of vandalism in the church.

The meeting noted the actions of a local resident in resisting a robbery, and that recognition is warranted.

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

The clerk reported correspondence from an advisor to the recreation ground committee requesting details of insurance arrangements and liability. A meeting had been offered to the advisor.

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

- 20 mph awareness/speedwatch
- Crime reporting
- Undergrounding North scheme coffee morning (first Saturday in March)

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

- NHP/HNS
- Streetlighting, particularly removal of the light near Focus School

## **19.1.13 TO CONFIRM DATE OF NEXT MEETING**

Tuesday 5 March at 7.30pm in the Village Hall

The chairman closed the meeting at 9.40pm.