

DRAFT STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 4 JULY 2017 AT 7.30PM

Present: Isabelle Reece, Chairman (IR)
Stevie Bezencenet (SB)
Andrew Collins (AC)
Adam Sedgwick (AS)
Vivienne Klimowicz (VK)
Nicki Bray (NB)

Apologies: Jeremy Bloomfield (JB), Martin Nielsen (MN), James Finch (JF)

In attendance: James Dark, Parish Clerk (JD), Melanie Barrett (MB)

Public present: Shaun Fry

17.7.1 APOLOGIES FOR ABSENCE

See above

17.7.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

17.7.3 PUBLIC FORUM

Sean Fry asked about the planning committee's discussions on Konings which he had missed. He also raised the issue of increased numbers of agricultural vehicles passing through the 18 tonne limit and whether these vehicles were operating in compliance with the regulations. IR said the matter was due to be discussed under the traffic item on the agenda.

17.7.4 MINUTES

The minutes of the meetings held on 2 May 2017, 24 May 2017 and 6 June 2017 were approved and signed. Discussion on housing quality, supply and demand in the parish had been minuted for discussion at the PC's November meeting. It was agreed that this item should be brought forward to the September meeting.

17.7.5 REPORTS OF COUNTY & DISTRICT COUNCILLORS

17.7.5.1 BDC councillor's report

VK informed MB that brown bins had been collected late for several weeks and asked that she look into the issue.

VK raised the issue of BDC officials' inability to access the emails of colleagues who are on leave and its adverse effect on the district council's ability to function efficiently. MB agreed to raise the issue with the relevant portfolio holder.

MB briefed the PC on the Boundary Commission's review of ward sizes with. Any changes are due to come into effect in 2019. She said one impact may be fewer district councillors.

Action: MB to raise late brown bin collection and BDC employee email access policy with the relevant senior members and officials.

17.7.5.2 SCC councillor's report

IR reiterated the PC's dissatisfaction with the generic and party political nature of JF's reports.

Action: Clerk to remind JF that his report should focus on issues relevant to the parish.

17.7.6 FINANCIAL MATTERS

17.7.6.1 RFO's report

The PC noted that it had received approval to take out a loan for the streetlighting project. The PC agreed the RFO's report was a correct record of its financial position.

17.7.6.2 To approve orders requested for payment

Orders totalling £2088.18 were approved.

17.7.6.3 To set dates for BWP meetings

It was agreed that the year's first BWP meeting should take place on Tuesday August 22 at 6pm at VK's house.

17.7.6.4 Further financial matters arising

It was agreed that the grasscutting contractor should send invoices directly to the clerk not via MN.

Action: The clerk to contact the contractor to request that invoices be sent to him directly.

17.7.7 INTERNAL AUDIT REPORT

The recommendations in the report were noted.

Action: Clerk to review recommendations and pursue necessary corrective actions.

17.7.8 MATTERS RELATING TO APPOINTMENT OF A STREETLIGHTING CONTRACTOR

The PC noted a revised report from JB on cost estimates for the project. JB had reiterated before the meeting that these may be subject to change. It was agreed that to make progress in appointing a contractor, the PC requires a formal proposal to carry out the work from a contractor or SCC. This should be on SCC or the contractor's headed paper, include cost estimates, terms and conditions and clarify the party the PC would have a formal contractual relationship with. It was also noted that the Streetlight Working Party had agreed at the June 6 meeting to contact a contractor for formal cost estimates for work on two specific lights to ascertain whether it could be efficient to split the project.

It was agreed that the working party should provide the PC with the required formal proposal(s) from SCC or a contractor in time for an extraordinary meeting on Tuesday August 1 so that the PC can contract for the work to be carried out.

Action: Clerk and IR will both contact JB asking for the working party to provide the required formal proposal(s) in time for the extraordinary meeting.

17.7.9 TO RECEIVE COUNCILLORS' REPORTS AND DISCUSS RECOMMENDATIONS

17.7.9.1 Matters discussed at planning committee

AS reported on:

- The committee's decision to object to the Old Vicarage and Konings applications
- BDC's confirmation that a Housing Needs Survey can go ahead in the autumn
- A meeting arranged with UKPN to discuss undergrounding issues on July 5 – other members were welcome to attend. These matters are recorded fully in the July 4 planning committee minutes.

17.7.9.2 Insurance

The PC discussed a report from AC recommending items that should be added to the insurance policy. It was agreed that there is a need to clarify whether the village hall's insurance policy covers the PC's noticeboard.

The policy is due for renewal in November. It was agreed that quotes should be obtained for

varying levels of excess to determine whether certain items should be added to the policy on renewal.

Action: Clerk to arrange for items recommended by AC to be added to the policy. Clerk to gain quotes for varying level of excess when policy is due for renewal.

17.7.9.3 The Downs - to consider quotes for replacing the handrail (NB)

The quotes received were not comparable. It was agreed to ask the companies to re-quote on the basis of a consistent specification. It was agreed that oak posts would be required to ensure longevity. A wood handrail would be required to comply with requirements in the conservation area.

Action: NB to arrange for new quotes to a consistent specification.

17.7.9.4 Traffic

The PC noted VK's traffic report including the poor standard of work on surfacing School Street and repairing potholes. VK is pursuing these matters with SCC.

VK also reported that it is unclear whether the 18 tonne weight limit applies to tractors/trailers when loaded or unloaded. However, her research suggests the combined vehicles and load must be below the weight limit. Observations suggest that many agricultural vehicles passing through the village's 18-tonne weight limit area are likely to be overweight (e.g. vehicles going to Konings). VK noted the large number of heavily loaded Boxted Hall Farms vehicles now travelling through the village that are likely to be overweight. It was agreed that tackling this issue would be discussed at the September meeting. As a first step it was agreed to investigate why BHF vehicles are travelling through the village.

Action: IR to contact Chris Lock to ask if he is able to clarify the destination of Boxted Hall Farms vehicles.

SB reported that she is in the process of preparing a design for the No Parking sign to be placed on the wall of the property opposite the village green. The design must meet requirements for listed building consent.

17.7.9.5 Grit bins

It was noted that people are using the grit bin near the War Memorial for refuse disposal, that the path in the churchyard is less vulnerable to ice than other surfaces and that there is another grit bin nearby. It was agreed that the bin near the memorial would be better deployed in Thorington Street where there are no bins and grit is kept in heaps.

Action: Clerk to arrange for grit bin to be moved to the crossroads at Thorington Street.

17.7.9.6 Village Notice Board - primary school

VK reported that the multi-academy trust had written to the PC raising concerns over the appearance of the noticeboard and requesting that it be replaced. The letter also suggested that the site would be better used for the school sign and that a new noticeboard could be incorporated within it. Alternatively the trust suggested the noticeboard should be re-sited nearby. It was agreed that the matter should be considered by the BWP.

Action: Clerk to circulate the letter to councillors and reply to it assuring the trust that the PC is considering the matter.

17.7.9.7 Parish liaison meeting

IR reported that SCC has resources to provide vouchers so that locations where PC/committee meetings are held can be fitted with Wi-Fi. The availability of these funds is due to the move to electronic consultation on planning applications. Funding is also available for equipment (projector etc) so that plans can be viewed on a big screen.

Action: Clerk to investigate funding arrangements for these items.

IR also reported that BDC is considering including measures in its Local Plan to prevent imbalances being created in housing stock (e.g. too many extensions). The PC has previously expressed concern that it is not able to object to planning applications on these grounds. BDC is currently unclear whether/how it can take this matter forward. However, BDC officials suggested at the meeting that PCs may wish to make reference to the issue in their own development plans. This would strengthen the case for the district council to include measures to prevent imbalances in housing stock in its Local Plan following consultation. In view of her position and activities it was proposed and agreed that IR be elected to the PC planning committee.

17.7.10 TO DECIDE 2018 APM DATE AND CONSIDER ARRANGEMENTS

It was agreed to hold the 2018 APM on April 17 in the village hall starting at 7pm. It was agreed that the APM presentation would cover the positive impact PC projects and action had made to the village in the last five years.

17.7.11 CLERK AND CHAIRMAN'S CORRESPONDENCE

IR had received correspondence relating to Merchant Navy Day.

Action: Clerk to pass on to Graham Lucas.

17.7.12 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

It was agreed to report on:

- The PCs response to the Konings application
- The success of the ISBN Festival.

17.7.13 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

Future agenda items - (September meeting)

- Housing needs survey
- Vehicles breaching 18-tonne weight limit in Stoke by Nayland/Boxted Hall Farms vehicles.

The PC gave a vote of thanks to the organisers of the ISBN Festival.

17.7.14 TO CONFIRM DATE OF NEXT MEETING

Tuesday August 1 at 7.30pm in the Village Hall.

There being no further business, the Chairman closed the meeting at 9.25 pm.