

**STOKE BY NAYLAND PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON 3 DECEMBER 2019 AT 7.30PM**

**Present:** Jeremy Bloomfield – Chairman (JB)  
Stevie Bezencenet – Vice-Chairman (SB)  
Adam Sedgwick (AS)  
Martin Nielsen (MN)  
Sean Fry (SF)  
Vivienne Klimowicz (VK)

**Apologies:** Isabelle Reece (IR), Rosemary Emeny (RE)

**In attendance:** James Dark, Parish Clerk (JD), one member of the public (7.40-8.00pm)

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**19.12.1 APOLOGIES FOR ABSENCE**

See above

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

None.

**19.12.3 MINUTES**

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

**19.12.4 FINANCIAL MATTERS**

**19.12.4.1 BWP**

The next meeting of the BWP was set for 10.00 on 17 December.

**Action:** Clerk to update the budget report before the meeting.

**19.12.4.2 Audit**

The Clerk reported that expenditure projections meant a full external audit may be required for 2019/20 due to receipt of SCC's bill for the streetlighting project and expenditure on the NHP Landscape Character Assessment. JB reported that 2 streetlighting items had not been completed. SB reported that it was unclear when the LCA would be delivered.

**Action:** Clerk to contact SCC to discuss payment in instalments.

**Action:** SB to ask the consultant when the LCA invoice is anticipated.

**19.12.5 PUBLIC FORUM**

It was agreed to alter the order of the agenda to hear from a member of the public – a former Recreation Ground Management Committee member. The former RGMC member asked the Parish Council to clarify the reason for the legal advice being taken by the Parish Council in relation to the Recreation Ground. The Chairman explained that the objective is to clarify what actions can be taken to create or recreate an independent organisation to manage the Recreation Ground in the circumstances now applying.

**19.12.6 GDPR**

JB presented a report on requirements for GDPR compliance. After discussion, amendments were agreed to the proposed notification for inclusion on emails and to draft data storage proposals. Follow-up actions were agreed arising from the report:

**Action:** JB to check with the Parish Council's website host on whether the host collects cookies and any related GDPR requirements.

**Action:** JB to investigate arrangements for and, the cost of, dedicated parish council email addresses for councillors. Clerk to ask any neighbouring councils with dedicated emails for

advice.

**Action:** Clerk to purchase an encrypted memory stick for back-up of PC files.

**Action:** JB to draft a general data retention policy for consideration at a future meeting.

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

### **19.12.7.1 Recreation Ground**

Discussion focused on establishing successor arrangements for management of the Recreation Ground following the resignation of the RGMC. It was agreed that a submission should be made to the Charity Commission for advice as how to create or recreate an independent organisation to manage the Recreation Ground.

**Action:** AS to draft the submission to the CC.

Correspondence from the former RGMC Chairman was noted.

**Action:** It was agreed that in response the Clerk should send the former RGMC Chairman the minutes of the November meeting which set out the Parish Council's view.

The meeting discussed the need for greater clarity over insurance arrangements.

**Action:** It was agreed that the Clerk should contact the former RGMC Secretary to request authorisation for the insurer used by the RGMC to provide information to the Parish Council on matters that relate to current and future insurance of the Rec.

Issues related to the installation of bollards, discussed at the preceding planning committee meeting, were noted.

### **19.12.7.2 CILCA**

SALC's email on the benefits of CILCA was noted. It was agreed that if the Parish Council plans activities in the future that require the General Power of Competence, a solution to achieve it would be considered at the appropriate time.

### **19.12.7.3 Dog litter bins**

JB reported that requests had been received for more bins in the parish.

**Action:** It was agreed that JB should include the issue in his report for the LSPN, asking for people to contact the Clerk by email with suggestions for bin locations.

### **19.12.7.4 Private school buses**

It was noted that private school buses collecting and dropping off children from roadside locations are causing some traffic issues by the Village Green and outside The Crown. It was considered that the Recreation Ground car park would be a more suitable collection point.

**Action:** Clerk to write to the schools requesting that collection and drop off be at the car park.

### **19.12.7.5 Lorry Watch**

The Parish Council gave its formal approval for Lorry Watch to proceed.

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

Following a letter from a resident, JB reported that he would request a meeting with SCC to discuss options to improve parking for residents on Sudbury Road.

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

- Speedwatch

- Dog bins

- Recreation ground management arrangements subject to a clear position following liaison with the Charity Commission.

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

- Recreation Ground
- Neighbourhood Plan
- GDPR
- 2020/21 Budget and precept **19.12.11 DATE OF NEXT MEETING**  
Tuesday 7 January 2020 at 7.30pm in the Village Hall.

The Chairman closed the meeting at 9.55pm.