

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 5 MARCH 2019 AT 7.30PM**

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

19.3.1 APOLOGIES FOR ABSENCE

See above.

19.3.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

19.3.3 PUBLIC FORUM

No members of the public were present

19.3.4 MINUTES

The minutes of the meeting held 8 January 2019 were approved and signed.

19.3.5 REPORTS OF/REQUESTS TO BDC AND SCC COUNCILLORS

19.3.5.1 District councillor's report

The meeting noted the written report.

JB reported that a member of the district council's customer services team had advised incorrectly on the parish and district councils' responsibilities for aspects of council tax policy. He asked MB to feed back the correct position. MB said this would not be possible as JB was not aware of the name of the customer services team member he had spoken to.

19.3.5.2 County councillor's report

The meeting noted the written report and then considered related local issues.

19.3.5.2.1 20mph zone

The clerk reported that SCC was intending to repair 'build outs' in the 20mph zone in the spring. The meeting considered ways to improve observance of the limit.

Actions: It was agreed that:

- JB would investigate additional VAS sites with a view to making an application for permission
- The clerk would contact James Finch to point out that the planned extensions to the 30mph zones on Park Road and Stoke Road had not materialised and that that this needs to be investigated and remedied.
- The clerk would contact adjacent parishes to request that they raise awareness among residents of the need to observe the 20mph zone.

19.3.5.2.2 School bus policy

Members noted that JF's report highlighted the need for parents to meet SCC's deadline for applying for school bus passes.

Action: IR to include this information in her report for the LSPN to help raise awareness.

The clerk reported that JF had offered to arrange a further meeting of the school bus policy working group. MN requested that the group consider whether a media strategy or other actions may focus SCC on preventing perverse impacts on the parish.

19.3.6 FINANCIAL MATTERS

19.3.6.1 RFO's report

Members received the RFO's report and were satisfied it was a correct record of the PC's financial position. The forthcoming increase in the clerk's salary was noted. The draft specification for the war memorial project was approved with an amendment.

The position on projects was clarified. During the period when the neighbourhood plan is under development, the parish council will only take forward new projects if urgent work is required.

19.3.6.2 Orders requested for payment

It was agreed to approve orders totalling £462.55.

19.3.6.3 Review of internal control, financial risk assessment, asset risk assessment and asset register

The statement of internal control was reviewed, approved and signed.

The financial risk assessment was reviewed and approved.

The asset register was reviewed and approved.

The financial risk assessment was reviewed and approved.

During the reviews the following was noted:

- The need for a solution which will avoid the need for repeated reinstatement of dragons teeth on Clipt Bush Corner
- The risk related to The Downs roadside footpath.

Actions:

- JB to reinstate dragons teeth pending consideration of a longer term solution
- AS to update the May meeting on discussions relating to The Downs footpath

19.3.6.4 Further financial matters arising

The clerk reported that the district council had provided a new CIL section on its website.

Members considered that CIL funding may be appropriate for renewals work on a number of assets.

Actions: Clerk to clarify CIL rules and whether there are funds for the parish council to bid for.

19.3.7 GDPR

JB reported that he was in the process of drawing up relevant policies.

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

19.3.8 NEIGHBOURHOOD PLAN/HNS/UNDERGROUNDING

19.3.8.1 Neighbourhood Plan

The meeting noted a written report from IR. She further reported that the bookshop owner had agreed to make his premises available for smaller public meetings.

19.3.8.2 Housing Needs Survey

AS reported that he would arrange a meeting with Nayland Parish Council so that the working parties could consider jointly how to act on the survey findings.

19.3.8.3 Undergrounding

AS reported that community engagement events had taken place to brief parishioners.

AS further reported that undergrounding BT's wires would be more complex than 'piggybacking' on UKPN works. Funding sources may need to be investigated to take forward elements of the scheme that are dependant on undergrounding BT's wires.

19.3.9 BMSDC ENGAGEMENT AND ADMINISTRATION

Members considered that the council's experience demonstrates a number of systemic faults in the district council's processes for administration and engagement. It was agreed that the chairman and vice chairman should meet the district council's chief executive to discuss concerns over systemic failings in processes for:

- Notifying the parish of planning applications and decisions
- Providing effective cover for planned and unplanned staff absence so that district council business can progress seamlessly.

Further concerns that it would be legitimate to raise at the meeting included:

- In some instances, lack of awareness among district council staff over BMSDC's responsibilities, who should deal with them and how they should be dealt with
- Failure to deliver on the promise of a manned, fully-equipped drop in centre in Hadleigh.

Action: It was agreed that the clerk would write to the BMSDC chief executive requesting a meeting with the parish council to discuss the issues identified.

19.3.10 COUNCILLORS' AND CLERK'S REPORTS

19.3.10.1 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.

19.3.10.2 Streetlighting project

Priority outstanding issues were identified as:

- Removal of the light near Focus School in line with the original parish council resolution
- Proper functioning of the intelligent lighting system.

Action: JB to press SCC to address these issues.

19.3.10.3 Recreation ground

Correspondence was received from the recreation ground management committee regarding responsibility for maintenance of the western boundary. The meeting considered that this responsibility lies with the management committee.

IR noted that Henry Engleheart had maintained the hedge on the western boundary and that the family may wish to continue doing so.

Action: It was agreed that:

- The clerk would write to the management committee outlining the parish council's position.
- AC would write to John Engleheart asking if he wishes to maintain the hedge.

The clerk raised the management committee's views on insurance in relation to indemnifying the county council. Members considered that the parish council has no liabilities in relation to the recreation ground and that it is the recreation ground management committee's responsibility to ensure all liabilities, including indemnity for SCC, are covered in its insurance.

19.3.10.4 CiLCA

The chairman requested that the clerk provide an assessment of the additional hours CiLCA work will require at the May meeting. The council would then be in a position to consider whether to sign the SALC learning agreement.

19.3.10.5 Further reports since the issue of the agenda

MN reported that a large number of footpath fingerposts had fallen. If SCC is unable to replace them promptly, MN said a group of volunteers would do so.

In preparation for a meeting with the grasscutting contractor, it was agreed that MN should seek to agree changes to the specification to include the verge between Stoke Tye and Plough Lane subject to a suitable reduction in grasscutting elsewhere in the parish.

19.3.11 CLERK AND CHAIRMAN'S CORRESPONDENCE

IR reported correspondence from a parishioner requesting that vandalism damage on Clipt Bush Corner be attended to.

Action: Clerk to write to the parishioner outlining the steps in hand.

19.3.12 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- School bus opt-in
- APM
- Speedwatch

19.3.13 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

19.3.13.1 APM presentation

In view of recent vandalism in the village, IR suggested that the police should be invited to present on Neighbourhood Watch and other community action options that would help prevent these incidents.

Action: It was agreed that NB should invite PC Small to give the presentation on this topic.

19.3.13.1 Future agenda items

- Receipt of GDPR policies
- Streetlighting project completion – outstanding issues
- Parish council CiLCA support obligations
- Grasscutting/footpath report

19.3.14 TO CONFIRM DATE OF NEXT MEETING

Tuesday 7 May at 7.30pm in the Village Hall

The chairman closed the meeting at 9.45pm.