

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 7 JANUARY 2020 AT 7.30PM**

- Present:** Stevie Bezencenet – Chairman (SB)
Sean Fry (SF) – Vice-chairman
Adam Sedgwick (AS)
Isabelle Reece (IR),
Rosemary Emeny (RE)
- Apologies:** Martin Nielsen (MN), Vivienne Klimowicz (VK)
- In attendance:** James Dark, Parish Clerk (JD), SCC councillor James Finch (7.30-8.15),
BDC councillor Melanie Barrett (7.30-8.00), one member of the public
(7.30-8.30pm)

20.1.1 TO ELECT A NEW CHAIRMAN

Following the resignation of Jeremy Bloomfield (JB) as Chairman and councillor, Stevie Bezencenet (previously Vice-chairman) was elected as Chairman and signed the declaration of acceptance of office form. Sean Fry was elected as Vice-chairman and signed the declaration of acceptance of office form.

20.1.2 APOLOGIES FOR ABSENCE

See above

20.1.3 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None.

20.1.4 PUBLIC FORUM

A member of the public asked about action to reduce speeding in Stoke by Nayland village. SF described the parish's Speedwatch scheme and the restrictions on enforcement of the village's 20mph zone. Councillors discussed the possibility of the parish council funding improved speed restriction measures and asked the clerk to place this matter on a future agenda.

20.1.5 MINUTES

The minutes of the meeting held on 3 December 2019 were approved and signed.

20.1.6 REPORTS OF/REQUESTS TO SCC & BDC COUNCILLORS

20.1.6.1 District Councillor's report

The written report was noted and verbal updates provided.

Following discussion with members of the public at the preceding planning committee meeting, MB was asked whether the district council still owns garages in The Blundens and about these garages' use and condition. Councillors noted that potentially the garages and surrounding area could be a suitable site for consideration as part of the parish council's work on creating the neighbourhood plan. MB agreed to meet AS at The Blundens so that she could become fully aware of the area under discussion and follow up on the extent of any district council ownership of the garages.

20.1.6.2 County Councillor's report

The written report was noted and verbal updates provided. Following a further incident of a burst water pipe on the A134, councillors made JF aware of their concerns over the effectiveness of temporary signage intended to prevent large vehicles using unsuitable roads in the parish during the disruption to traffic on the A134.

20.1.6.2.1 Requests to County Councillor

The clerk reported that before his resignation JB had agreed to contact SCC to request a meeting to discuss issues raised by a resident relating to parking on Sudbury Road. JF agreed to meet the resident to hear his concerns which are understood to be shared by a number of Sudbury Road residents. MB also agreed to meet the resident as the matter could potentially relate to district council as well as county council responsibilities.

Action: Clerk to inform the resident that JF and MB have agreed to a meeting.

The clerk asked JF if he would press for SCC's review of aspects of its new school bus policy to address the policy's impact in restricting school choice for low income families in the parish. This was one of a number of issues with the new policy raised with JF before its introduction. JF committed to pass the parish council's concerns on this matter to the SCC councillor responsible for the policy and its review.

Action: Clerk to write to JF setting out how the new policy will potentially restrict school choice for low income families in the parish.

20.1.6.3 Recreation Ground

Before the meeting, JF had requested a discussion on responsibility for the Recreation Ground following correspondence from a resident on issues caused by the installation of bollards at the entrance. It was explained to JF that:

- The Recreation Ground conveyance requires a committee independent of the parish council to manage the Recreation Ground
- All committee members had resigned
- The parish council is pursuing a solution via the Charity Commission to reinstate the committee.

JF expressed reservations over the historical arrangements for the Recreation Ground and suggested that there may be a need to modernise the documents which allocate responsibilities between SCC, the parish council and the committee.

Actions: SF to send JF a copy of the Recreation Ground conveyance; Clerk to send JF a copy of the parish council's submission to the Charity Commission.

20.1.7 FINANCIAL MATTERS

20.1.7.1 RFO's report

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

20.1.7.2 Orders requested for payment

It was agreed to approve orders totalling £352.45.

20.1.7.3 Bank mandate

The clerk reported that he had not received notification from Barclays to confirm that SF had been added as a signatory to the account, and that Barclays had given contradictory information about arranging online banking.

Action: Clerk to contact Barclays to confirm SF's addition as a signatory and clarify requirements to arrange online banking.

20.1.7.4 Request for contribution to churchyard maintenance

The meeting considered a letter from the Friends of St Mary's setting out pressures in funding the rising cost of churchyard maintenance, and requesting a donation. It was recognised that the churchyard is an important public space. However, councillors considered that it would not be appropriate to make a contribution given that:

- The council already funds church clock maintenance
- There is a longstanding arrangement for the council to contribute funding for the churchyard

wildlife conservation area

- The need for council funding to be balanced across the parish.

The clerk informed the meeting that the contribution for the wildlife conservation area has not been paid for at least three years.

Action: Clerk to write to the Friends explaining the decision.

Action: AS to investigate why the funding for the conservation area has not been claimed as part of a wider conversation with the PCC and the Friends on appropriate, affordable arrangements for churchyard management.

20.1.7.5 Streetlighting

The clerk reported that a bill had been received from SCC, but a small amount of contracted and non-contracted work had not been carried out. The bill was also a small sum above the original quote.

Action: AS to confirm the work outstanding and whether the bill is accurate given work undertaken.

20.1.7.6 2020/21 budget and precept

The draft budget submitted following a BWP meeting was agreed. Expenditure for 2020/21 was estimated at £16,860 including funding for projects. To meet this expenditure requirement, maintain adequate general reserves, and taking into account relevant factors including council tax rises announced by other organisations it was agreed that the precept should increase by 2.9% per household. This would amount to an actual 3.7% increase in the precept to £13,300.

20.1.8 NEIGHBOURHOOD PLAN/HOUSING NEEDS SURVEY

SB reported that JB had agreed to continue as Chairman of the NHP working group.

SB reported that the first draft of the Landscape Character assessment is expected in February and the second draft by the end of the financial year.

AS reported that forms for the housing stock survey that will be part of the evidence base for the NHP had been completed in preparation for a pilot in January. Councillors agreed to conduct the pilot in the areas of the parish where they live.

20.1.9 COUNCILLORS' AND CLERK'S REPORTS

20.1.9.1 Election of representative to SALC

It was agreed to discuss this appointment at the March meeting.

20.1.9.2 Village Hall

IR reported that the Village Hall Committee had agreed a three-month trial of Wi-Fi from May.

20.1.9.3 Recreation Ground

The meeting approved a draft submission to the Charity Commission requesting the CC to:

- Appoint new trustees to the Recreation Ground Management Committee (following the resignation of all members of the committee)
- Revoke the removal of the Recreation Ground charity from the CC's register.

The meeting noted a letter from the primary school requesting remedial action to alleviate problems caused by the installation of posts at the entrance to the Recreation Ground.

Actions: Clerk to send the submission to the CC; Clerk to reply to the primary school explaining that the parish council does not have management control of the Recreation Ground, but is taking action intended to reconstitute the independent Recreation Ground Management Committee.

In view of work on the submission to the CC, it was agreed that it was no longer necessary, at this stage, for the council to take legal advice on actions required to create or re-create an independent organisation to manage the Recreation Ground.

20.1.9.4 Continuity

The clerk reported on outstanding actions JB had agreed to undertake before his resignation.

Actions: The clerk agreed to assume responsibilities relating to GDPR.

20.1.10 CLERK AND CHAIRMAN'S CORRESPONDENCE

The meeting noted a letter from a resident stating that suspected drug dealing, which she thought had previously taken place on the Recreation Ground, was taking place outside her house. Other reports of anti-social behaviour in the village were also noted.

Action: Clerk to respond to the resident thanking her for her vigilance and asking her to report the matter to the police.

The clerk reported on a letter from a former RGMC member requesting that correspondence from JB and the former RGMC chairman's opinions on it be placed before the council. The meeting endorsed the clerk's view that this should not be discussed as it did not relate to the council's priority of moving forward in finding a solution for re-instating arrangements to manage the Recreation Ground.

The clerk reported on a letter from the district council offering local tutorials on use of its website.

Action: Clerk to contact local groups to make them aware of this opportunity.

20.1.11 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Recreation Ground (submission to the Charity Commission)
- Precept
- Bakehouse
- Resignation of JB
- Vacancies on the parish council
- Request to SCC/BDC to meet residents to discuss their concerns over parking arrangements on Sudbury Road

20.1.12 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

20.1.12.1 Bottle bank

Action: SB agreed to contact the district council to request the return of a bottle bank to Stoke by Nayland village.

20.1.12.2 Future items

- Recreation Ground
- Bottle bank
- Neighbourhood Plan
- GDPR
- Location of dog litter bins
- Parish council funding of additional speed restriction measures
- Election of representative to SALC

20.1.13 DATE OF NEXT MEETING

Tuesday 3 March 2020 at 7.30pm in the Village Hall.

The Chairman closed the meeting at 9.55pm.