

**STOKE BY NAYLAND PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD 7 JULY 2020 AT 7.30PM (Skype meeting)**

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

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

**In attendance:** James Dark, Parish Clerk (JD), SCC councillor James Finch (JF) (7.30-8.05), BDC councillor Melanie Barrett (MB) (7.35-7.45), one member of the public (7.30-8.30)

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**20.7.1 APOLOGIES FOR ABSENCE**

See above

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

VK confirmed to the meeting that she is a member of Stoke by Nayland village's Recreation Ground Management Committee (RGMC).

**20.7.3 MINUTES**

The minutes of the meeting held on 5 May 2020 were approved. (These would be signed at a date agreed by the Chairman and Clerk).

**20.7.4 REPORTS OF/REQUESTS TO SCC & BDC COUNCILLORS**

**20.7.4.1 District Councillor's report**

The written report was noted and oral updates provided.

Following reports from residents, councillors requested that Babergh District Council cut back trees and bushes protruding into gardens and a passageway on Crossfields. In response, MB said she would report back on BDC's responsibility for the issue and the action BDC could take.

MB also said she would report back on progress in completing the Thorington Street Conservation Area appraisal.

**Action:** MB to report before the September meeting on these issues.

**20.7.4.2 County Councillor's report**

The written report was noted and oral updates provided.

**20.7.4.2 .1 Highways and Traffic**

Following questions from councillors on requirements for fitting speed humps, JF responded that the first step in a potential installation would be to supply SCC with data. JF said he could make a contribution to speed monitoring for this purpose from his budget, and requested that the parish council fund the remaining sum, estimated to be c.£500.

**Action:** Councillors to identify preferred sites for speed monitoring; Clerk to inform JF.

JF further reported that he would continue to pursue the longstanding issue of correct positioning of 20mph roundels with SCC officers.

SF reported that Suffolk Police had approved five sites for Community Speedwatch to carry out monitoring in the 20mph zone.

**20.7.5 PUBLIC FORUM**

The member of the public was the Chairman of the RGMC, in attendance to take part in discussion of the item on the Recreation Ground. No other members of the public were present.

## **20.7.6 RECREATION GROUND**

It was agreed that this item of the agenda should be brought forward. The RGMC Chairman explained that the committee has insufficient funds to cover annual running costs due to be paid in the coming months, as set out in a written submission circulated before the meeting. Reasons included the impact of COVID-19 on fundraising and the low balance the revived RGMC had inherited.

Councillors recognised that the RGMC has a short term financial requirement and the importance of the facility to the parish. Therefore, it was agreed that:

- The parish council should contribute up to £1,000 to the Recreation Ground's running costs in 2020/21 in relation to insurance, rates and utility bills, as requested;
  - This funding would be released on request if agreed by the Clerk and Chairman of the Council.
- Prior to this decision, the Clerk reported that the parish council had adequate reserves to fund this contribution.

It was recognised that, potentially, the RGMC may request contributions to cover running costs in future years, depending on the results of revived fund raising activity. The parish council also noted the RGMC's Chairman's report on the need for repairs to the children's play area before it could be reopened, and the plan to cover this cost through fundraising.

A report from the RGMC highlighting the poor condition of the dog bin and lack of grit in the grit bin was circulated before the meeting. It was agreed that the Clerk should ask BDC to replace the dog bin and SCC to fill the grit bin on the Recreation Ground and the bottom of the hill on Scotland Street.

**Action:** Clerk to contact BDC to request dog bin replacement and SCC to request grit bin filling.

## **20.7.7 FINANCIAL MATTERS**

### **20.7.7.1 RFO's report**

Members received the RFO's report and were satisfied it was a correct record of the PC's financial position. The date for the start of the Exercise of Public Rights was noted.

### **20.7.7.2 Orders requested for payment**

It was agreed to approve orders totalling £1,511.68.

## **20.7.8 AUDIT**

### **20.7.8.1 Internal audit report**

SB noted that the report highlighted that three recommendations raised in previous years had not been implemented. The Clerk explained that the parish council had considered these recommendations previously and decided they should not be implemented (Standing Orders, minutes), or should be implemented proportionately (asset register), for the following reasons:

- Adopt NALC Standing Orders:** The council had agreed to adopt its own Standing Orders rather than NALC's model, and had reviewed the Standing Orders/Financial Regulations to ensure statutory requirements are covered;
- Report certain financial information in the minutes:** It was difficult to see the case for this given that RFO reports containing this information are circulated to councillors before meetings, considered at meetings and posted on the website;
- Add more information to the asset register:** The council had agreed that more information should be added to the asset register if considered proportionate. This would be done as resources allow. However, it was noted that adding some information may not be possible due to the historic nature of the assets.

### **20.7.8.2 Review of Standing Orders and Financial Regulations**

This review had not taken place in May due to arrangements related to the impact of COVID-19. The Clerk reported that the previous review of the Standing Orders and Financial

Regulations had considered that the documents were compliant with statutory requirements, and that NALC/SALC had not indicated the need for any updates since then. Therefore no updates were proposed for compliance reasons.

It was noted that the Standing Orders did not contain provision for making electronic payment, and this need had been highlighted by COVID-19.

**Action:** It was agreed that the Clerk should update the Standing Orders to allow for electronic payments consistent with the council's processes for approving and paying orders.

### **20.7.8.3 Review of asset register and adequacy of insurance**

It was noted that there was no change to the assets on the register or their value. Insurance provisions were considered appropriate.

### **20.7.9 NEIGHBOURHOOD PLAN**

SB asked councillors to provide final comments on the draft Landscape Character Assessment by 13 July so that it could be returned to the consultant.

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

#### **20.7.10.1 Footpaths**

It was noted that vehicular use of the footpath from Butt Road is established for access to the allotments, but there had been recent reports of vehicles travelling further along the path on a stretch where it is only suitable for pedestrians, and creating the possibility of fly-tipping. As the path is on land owned by Tendring Hall Estate, it was agreed that these concerns should be raised with the Estate.

**Action:** MN to draft a letter to the Estate highlighting these issues and asking whether the Estate has any suggestions to manage the risks. Clerk to send the letter.

AS noted that vegetation is encroaching on The Downs footpath following clearance by volunteers last year.

**Action:** It was agreed that AS should ask the grass cutting contractor to contact MN regarding potential clearance work.

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

SB reported that she had been notified of a small fire in the woods adjacent to Butt Road and reported this to the police.

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

- Recreation ground
- Concern over observance of 20mph zone/Speedwatch sites in 20mph zone
- Covid-19/looking out for neighbours.

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

##### **20.7.13.1 Outstanding issues**

It was noted that two councillors had not been able to attend recent meetings due to COVID-19 further impacting councillor resource at a time when the council is below its full contingent.

**Action:** To help address this situation, it was agreed that AS/SB should approach the church warden to ask whether parish council meetings could be held in the church.

##### **20.7.13.1 Future agenda items**

- Neighbourhood Plan
- GDPR
- Observance of 20mph zone/speed monitoring

•Recreation Ground.

**20.7.15            DATE OF NEXT MEETING**

Tuesday 1 September 2020 at 7.30pm – venue TBC.

The Chairman closed the meeting at 9.40pm.