

STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 9 JANUARY 2018 AT 7.50PM

- Present:** Isabelle Reece, Chairman (IR)
Jeremy Bloomfield, Vice Chairman (JB)
Adam Sedgwick (AS)
Martin Nielsen (MN)
Andrew Collins (AC)
Sean Fry (SF)
Nicki Bray (NB)
- Apologies:** Vivienne Klimowicz (VK), Stevie Bezencenet (SB),
SCC councillor James Finch (JF)
- In attendance:** James Dark, Parish Clerk (JD), BDC councillor Melanie Barrett (MB)
(7.30-8.05)

18.1.1 APOLOGIES FOR ABSENCE

See above.

18.1.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None declared.

18.1.3 PUBLIC FORUM

No members of the public were present

18.1.4 MINUTES

18.1.4.1 The minutes of the meeting held 5 December 2017 were approved and signed.

18.1.5 REPORTS OF COUNTY & DISTRICT COUNCILLORS

18.1.5.1 District councillor's report

Members welcomed the new leader of BDC's decision to hold a referendum on the proposed merger of Babergh and MidSuffolk District Councils which will supersede the public consultation on the process.

SF asked for an update on the time BDC is taking to conduct local searches. He said he had received reports that it is taking longer than it should. MB said she would look into the matter.

18.1.5.2 County councillor's report

No report was received due to JF's absence from work.

18.1.6 FINANCIAL MATTERS

18.1.6.1 RFO's report

Members received the RFO's report and were satisfied it was a correct record of the PC's financial position. The clerk's report that he is still not receiving bank statements direct to his address was noted.

Action: IR to contacts Barclays to request correspondence be sent to the clerk's address.

18.1.6.2 Orders requested for approval

It was **RESOLVED** to approve orders totalling £786.61.

18.1.6.3 2018-19 budget and precept

AS presented the updated draft budget which forecast a balance of £1,385 at 2018-19 year end. It was noted that this assumed drawing none of the PWLB loan facility. This facility can be used to pay for a proportion of the street lighting project, should the parish council deem it prudent to do so in order to maintain adequate reserves.

IR reported that a resident had agreed to carry out work on the School Street noticeboard which would avoid unbudgeted expenditure of £350 in the current 2017-18 year.

Members discussed the precept rises proposed by other local public bodies and the impact on households in the parish of different rises in the council's precept.

It was **RESOLVED** that the parish council would raise its precept for 2018-19 by 3.5% to £12,385.

Approval of the budget and a decision on whether to draw down a proportion of the PWLB loan will take place at the March meeting.

18.1.6.4 Appointment of internal auditor

Members discussed whether to appoint SALC or seek a pro bono internal auditor. The option for the council to request an exemption from external audit and the clerk's positive opinion on the quality of SALC's service was noted.

It was **RESOLVED** to appoint SALC as the internal auditor for the 2017-18 financial year.

18.1.6.5 Arrangements for review of effectiveness of financial controls, risk assessment and asset register

Members noted the requirement to carry out the reviews before the year end.

Action: Clerk to update and circulate the relevant documents for review at the March meeting.

18.1.6.6 Further financial matters

Members discussed the need to ensure that SCC has all assets and arrangements in place to complete the street lighting project to schedule. The possibility that SCC may have limited funding headroom in the remainder of the 2017-18 financial year was discussed. Members noted that the parish council has the funding available to pay for the lights as soon as they are ordered and before installation if this is required to ensure the project is completed to schedule.

Action: Clerk to contact SCC to ensure that the new street lights are ordered in time for the project to be completed by the end of April 2018 and that SCC will make the necessary arrangements.

18.1.7 NEIGHBOURHOOD PLAN

Members noted BDC's approval of the parish council's application for Neighbourhood Area designation. IR informed members that the Neighbourhood Plan Working Group would meet shortly to discuss how to take forward the initial arrangements for the plan.

18.1.8 ROADSIDE ADVERTISING POLICY

Following concerns expressed at the December meeting over the scope of the policy, it was agreed that members would consider how the policy should be developed and bring proposals to a future meeting.

Action: All councillors to consider how the parish council's roadside advertising policy could be strengthened and send any proposals to the clerk for circulation.

18.1.9 BAPTC MEMBERSHIP

Members noted that BAPTC is a more proactive campaigning organisation than SALC and is strongly focused on planning issues relevant to the parish council's short and medium term work programme.

MN said he would have time to act as the parish council's representative to BAPTC if SB wishes to stand down due to her other council commitments.

It was **RESOLVED** to join BAPTC subject to cost.

Action: Clerk to report to the March meeting on any BAPTC membership costs.

18.1.10 COUNCILLORS' AND CLERK'S REPORTS

18.1.10.1 Matters discussed at planning committee

JB reported on the committee's concerns over the future use of the bridleway to Beacham's Farm for construction traffic to enable building work to take place on the site. AS provided an update on the AONB undergrounding project. These matters are fully recorded in the January 9 planning committee minutes.

18.1.10.2 Community Emergency Plan

NB reported that she had met with SCC to discuss the content the plan should cover and was in the process of filling out a template. She had also booked to attend a training session on rest centres. IR recommended that NB could approach a parishioner with experience in community emergency planning to assist. It was noted that the presence of a first responder in Nayland meant a defibrillator is unlikely to be required for the parish council's plan.

18.1.10.3 Traffic

The clerk reported that there had been no objections to the 20mph zone proposals during the public consultation but SCC had not yet scheduled the work. It was noted that JF had previously informed the parish council that work would begin in November.

The clerk also reported that SCC had not yet responded to his request for a point of contact to take forward action on highways issues, despite pointing out that JF had recommended this approach.

The meeting discussed the grit bin list provided by SCC and noted the errors.

Members noted that progress on these issues may not be possible without JF's intervention and agreed that they should be discussed with JF when he is next able to attend a parish council meeting.

NB agreed to consider whether grit bins should be included within the CEP.

18.1.10.4 No Parking sign on Village Green

The clerk reported that SB had told him that she would provide a progress report to the March meeting.

18.1.10.5 Dog litter bin on the recreation ground

IR reported on a request from the recreation ground committee chairman for the dog litter bin attached to the children's playground fence to be replaced due to its age and unpleasant condition. Members noted that there were no grounds to replace the bin because it is not broken and also that its location is unsuitable.

Action: Clerk to contact recreation ground committee to inform them that the council will not replace the bin but will investigate relocating it.

18.1.10.6 Bottlebank

Members were unclear why the bottlebank had been removed from The Angel car park and whether The Angel would be willing to allow the bottlebank to be returned to the pub car park. MN suggested that an alternative site for the bottlebank would be the recreation ground car park if the pub will not agree to locate it in its car park.

Action: AS to ask the manager of The Angel whether he would be willing to allow the bottlebank to be returned to the Angel car park.

18.1.10.7 Reports from other parish organisations

AS reported that the Christmas candlelight church service had been attended by record numbers and that the collection taking was also a record. IR reported that the Village Hall would be discussing the proposed extension at its next meeting.

18.1.11 CLERK AND CHAIRMAN'S CORRESPONDENCE

The clerk reported that AS's term as one of the parish council's two nominees as Trustees of the LAWC had come to an end. It was **RESOLVED** to reappoint AS as a parish council nominee as Trustee of the LAWC.

Action: JD to inform LAWC of AS's reappointment.

IR reported on correspondence sent to her and the clerk from a resident who was concerned that a streetlight was not working. JB explained that the light was functioning correctly but its operation was affected by the resident's security lighting.

MN pointed out that nuisance caused by poorly-sited or directed security lights covered a wider range of issues and suggested that it is a matter the parish council could start to consider.

Actions: IR to respond to the resident explaining JB's findings.

MN to provide text to IR on the issue of inappropriately directed security lights for her report to the LSPN.

IR reported that a resident had informed the clerk that he had cleared flytipped rubbish from the allotments and left it on a verge for BDC bin men to clear. BDC will not clear refuse of this sort during bin collections, but another resident had removed it.

IR reported that a resident had informed the clerk that his dog had been attacked by another dog on the recreation ground, and that he had reported that matter to the police.

18.1.12 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Precept
- Appeal for speedwatch volunteers
- Security lighting
- Neighbourhood Plan Area designation

18.1.13 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

- Decision on whether to take out the PWLB loan and 2018-19 budget
- Review of effectiveness of financial controls, risk assessment and asset register
- Review of roadside advertising policy
- Report on cost of becoming a member of BAPTC
- No Parking sign for the Village Green
- Bottlebank
- SCC action to address issues in the traffic report

18.1.14 DATE OF NEXT MEETING

Tuesday March 6 at 7.30pm in the Village Hall.

The Chairman closed the meeting at 9.35 pm.