

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD 2 JULY 2024
AT 7.30PM AT THE VILLAGE HALL**

Present: Sean Fry (SF) – Chairman
Martin Nielsen (MN) – Vice-chairman
Adam Sedgwick (AS)
Rosemary Emeny
Linda White (LW)
Fred Grosch (FG)
Vivienne Klimowicz (VK)

Apologies: Stevie Bezencenet (SB), Steve Green (SG), SCC Cllr James Finch (JF)

In attendance: James Dark, Parish Clerk, BDC Cllr Isabelle Reece (IR) until 8.15pm

SF began the meeting by thanking VK for hosting the summer social event.

24.7.1 APOLOGIES FOR ABSENCE

See above. Apologies and the reasons given were accepted (SG on holiday, SB illness).

24.7.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None.

24.7.3 PUBLIC FORUM

No members of the public were present.

24.7.4 MINUTES

24.7.4.1 Minutes of the previous meeting

The minutes of the meetings held 7 May were approved and signed.

24.7.4.2 Minutes of the APM held on 24 April 2024

The minutes were noted.

24.7.4.3 Actions from previous meeting not covered elsewhere on the agenda

No points outstanding.

24.7.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

24.7.5.1 District Councillor's report

The written report and oral update were noted. IR further reported that:

- The public realm department was investigating a bin collection issue raised by VK.
- The public realm department would report back on when it will attend to overgrowth and weeds on Crossfields paths.

Action: Clerk to email IR with a reminder re attending to Crossfields paths, copying in the public realm department.

It was noted that asbestos issues are no longer an immediate concern on Crossfields garages, however some general maintenance work continues to be required.

24.7.5.2 County Councillor's report

No report had been submitted.

24.7.5.2.1 Traffic and highways issues

Report from parking group

This item was postponed until the next meeting as SB had given her apologies.

Traffic control/speeds

It was noted that SCC had been carrying out a monitoring exercise on speed and type of traffic on School St, in advance of a meeting promised by JF on potential solutions for traffic control. VK reported that the primary school would be content to consider any proposals arising rather than put forward potential solutions.

A request from a resident for the parish council to request extension of the speed limit on Scotland St was noted. As a first step it was agreed that JF should be asked to request a traffic monitoring exercise similar to the one on School St.

24.7.6 FINANCIAL MATTERS

24.7.6.1 RFO's report

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

24.7.6.2 Orders requested for payment

It was agreed to approve orders set out on the RFO's report totalling £1,529.18, plus an invoice for grass cutting for £432.00 received following circulation of the RFO's report. In addition, a direct debit payment to PWLB for £287.47 was noted.

23.7.6.3 Internal audit report

The report from SALC was reviewed. It was noted that:

- The auditor had incorrectly stated that the parish council's CIL report had not been published;
- There were some typographical errors in the report that should be corrected.

Action: Clerk to ask the auditor to correct the issues above.

24.7.6.4 Update to financial regulations

The clerk reported that this would be presented to the next meeting.

24.7.7 NEIGHBOURHOOD PLAN

24.7.7.1 Neighbourhood plan progress

No report was made as a NHP Group meeting had not taken place.

24.7.8 COUNCILLORS' AND CLERK'S REPORTS

24.7.8.1 Maintenance of/access to war memorial

LW reported that she and the clerk had met the contractor for church repairs to request that the skip near the war memorial be placed in an alternative location and at a minimum be emptied regularly and bags of sand placed elsewhere. However no action had been taken.

Action: Clerk to write to the Parochial Church Council requesting the actions outlined above.

LW volunteered to oversee maintenance of the memorial on behalf of the parish council, which was agreed. LW reported that moss growth needed to be removed from the memorial. As a first step, before obtaining quotes, she suggested confirming the type of stone the memorial is made of.

Action: Clerk to ask the PCC if the stonemason working on the church could advise on the type of stone the memorial is made of.

24.7.8.2 Parish council website/email addresses

FG reported that councillors' and the clerk's requests are being incorporated in the design. Dedicated parish council email addresses would be circulated to councillors and the clerk shortly.

24.7.8.3 Terms of reference for planning and environment committee

The draft ToR circulated before the meeting were agreed including the change proposed at the planning and environment committee.

24.7.8.4 Butt Road post box

Theft of the post box on Butt Road was noted.

Action: Clerk to contact Royal Mail to request a replacement and the timescale.

24.7.8.5 Roadside advertising policy

Proposed changes to the policy circulated before the meeting were agreed.

Action: It was agreed that the clerk would send the policy to neighbouring parish councils to keep them informed of how signs advertising events in neighbouring parishes would be treated.

24.7.8.6 Volunteering arrangements

A report on expanding volunteering activity in the parish, circulated before the meeting, was noted. It was agreed that potential volunteers should be identified in the parish, and activities identified

Action: FG and RE to co-ordinate this activity and report to the September meeting on potential volunteers and activities.

Action: MN to send FG and RE a list of potential tasks building on existing activity.

24.7.9 CLERK AND CHAIRMAN'S CORRESPONDENCE

Correspondence on legislation clarifying parish councils' ability to provide funding for churches was noted.

RE asked if funds had been transferred to the Recreation Ground Committee from the Coronation event.

Action: Clerk to check and advise RE.

24.7.10 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- PC plans to look into expanding volunteering arrangements
- Speed monitoring on School St/meeting with SCC requested

24.7.11 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

- School St traffic control
- Scotland St traffic control
- Parking group report
- Volunteering

24.7.12 DATE OF NEXT MEETING

Tuesday 3 September 2024 at 7.30pm at the Village Hall

The Chairman closed the meeting at 9.10pm