

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD 3 SEPTEMBER 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)
Steve Green (SG),
Vivienne Klimowicz (VK)

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

In attendance: James Dark, Parish Clerk, BDC Cllr Isabelle Reece (IR) until 8.15pm, 1 member of the public until 8pm

24.9.1 APOLOGIES FOR ABSENCE

See above. Apologies and the reasons given were accepted (SB family matter, JF holiday).

24.9.2 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM

None.

24.9.3 PUBLIC FORUM

Marcia Brocklebank of the Dedham Vale Dark Skies Campaign gave an update on the campaign's objectives and development in support of a request to the council for a commitment that it has no plans for streetlighting in Thorington Street. This commitment would be part of an application to the International Dark Sky association to designate Thorington St a dark sky community, should residents agree to the campaign making the application.

Action: It was agreed that the clerk would provide this commitment that the parish council has no plans at the current time for streetlighting Thorington St.

Marcia Brocklebank agreed to ask the campaign's astronomer to give the guest speech at the 2025 Annual Parish Meeting when the parish council contacts her with a date.

24.9.4 MINUTES

24.9.4.1 Minutes of the previous meeting

The minutes of the meetings held 2 July were approved and signed.

24.9.4.3 Actions from previous meeting not covered elsewhere on the agenda

No points outstanding.

24.9.5 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

24.9.5.1 District Councillor's report

The written report and oral update were noted. IR further reported that she had asked the public realm department to address maintenance requirements on Crossfields/Goldenlonds but some requests had also been made by the parish council and some works had been done by residents. It was noted that lead councillors or the clerk should always copy IR into any such requests to the district council to prevent IR duplicating effort and ensure everyone is informed.

24.9.5.2 County Councillor's report

No report had been submitted, JF had given his apologies.

24.9.5.2.1 Traffic and highways issues

Report from parking group

In SB's absence the clerk confirmed that the members on the parking groups are SB, LW, FG and VK. It was noted that the Crown had not provided marshalls to direct traffic to parking on the Recreation Ground during the recent beer festival.

Action: At an appropriate time for SB, SF and SB to remind the manager of the Crown that they had agreed to put marshalls and other measures in place to reduce the impact of traffic during events.

Traffic control/speeds

It was noted that next steps to address speed control in the parish could not move forward until SCC provides the results of its speed monitoring exercises.

It was agreed that, to ensure appropriate focus is maintained on long running items, a designated councillor should give a report at each meeting on project progress and intended timelines. VK agreed to report at each meeting on traffic matters on School St and Sudbury Road.

Pedestrian route via Church Street

A letter from SCC indicating that it is minded to remove a pedestrian route along Church Street towards Rowley Cottages from its records had been circulated before the meeting. It was noted that records appear to show this route is maintainable at SCC expense, but SCC's position now appears to be that this is an error.

Action: Clerk to respond to SCC asking them to delay a decision on whether to remove the pedestrian route from records in order to clarify what the status of the route should be.

Sudbury Road pavement

SG reported that the pavement on Sudbury Road is overgrown, requiring pedestrian to walk on the road in places. It was noted that SCC has indicated that it will not prioritise clearance works on the pavement.

Action: VK/MN to contact One School to request that pupils carry out clearance as they had previously as part of their community work. If they are not able to, SCC would be asked to do it.

24.9.5.2.2 Public transport

VK reported that she had contacted SCC to request that errors in the published bus timetable shown at the stop are corrected and that the bus company has said it will do this.

24.9.6 FINANCIAL MATTERS

24.9.6.1 RFO's report

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

Action: VK and AS to set themselves up for online access for the bank account.

24.9.6.2 Orders requested for payment

It was agreed to approve orders on the RFO's report totalling £791.38, plus invoices for grass cutting (£192.00) and bin emptying (£745.20) received following circulation of the RFO's report.

24.9.6.3 Insurance cover

The clerk explained that the insurance renewal quote was for the second year of a three-year index linked deal and the sum insured for assets reflected latest updates to valuations for insurance purposes. It was agreed to renew the insurance and approve payment of £608.98.

24.9.6.4 Update to financial regulations

The clerk reported that NALC's latest model financial regulation include some significant updates including insertion of legal requirements. Therefore he recommended that the model

regulations should be adopted rather than retrofitting the existing parish council regulations. The clerk confirmed that the model regulations leave scope for local requirements to be inserted.

Action: Clerk to provide adapted model financial regulations to the November meeting for consideration. This should include responsibility for reporting to the parish council on specific matters in the regulations or the Standing Orders as appropriate.

24.9.7 NEIGHBOURHOOD PLAN

24.9.7.1 Neighbourhood plan progress

No report to the council was made in SB's absence.

24.9.8 COUNCILLORS' AND CLERK'S REPORTS

24.9.8.1 Use of The Downs during proposed remodelling of LAWC almshouses

A response from LAWC to the parish council's request for further information on specific aspects of the project had been circulated before the meeting.

It was agreed that the response covered many necessary issues, but the commitments LAWC will make to the parish council in exchange for access should be formally stated. This would include assurance that any temporary impacts on the footpath and trees on The Downs as a consequence of construction requirements should be made good.

Action: Clerk to contact LAWC requesting this formal assurance.

It was noted that future responsibility for maintenance of the layby near The Downs needed to be resolved at an appropriate time.

24.9.8.2 War memorial maintenance

LW reported on the extent of the light cleaning that can potentially be carried out by volunteers and the works that will need to be carried out by a specialist.

LW further reported that she had started work on drawing up records of the people commemorated by the memorial which are listed in the church. It was agreed she should write an article in the LSPN requesting information and photographs.

24.9.8.3 Arrangements for volunteering

It was agreed that RE/FG should place an item in the LSPN to publicise an event in the village hall where residents could drop in to find out about volunteering opportunities and contribute ideas.

24.9.8.4 Website

FG reported that the new website is ready for a demonstration. This would take place on 11 September.

24.9.9 CLERK AND CHAIRMAN'S CORRESPONDENCE

No items.

24.9.10 ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

- Separate reports on volunteering and war memorial
- Road closures (if information available), Dark Skies report to the meeting, bus issues.

24.9.11 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

- Traffic control report
- Parking group report

24.9.12 DATE OF NEXT MEETING

Tuesday 5 November 2024 at 7.30pm at the Village Hall

The Chairman closed the meeting at 9.20pm