STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD 7 MAY 2024
7.30PM AT THE VILLAGE HALL

Present:	Sean Fry (SF) – Chairman Martin Nielsen (MN) – Vice-chairman Adam Sedgwick (AS) Stevie Bezencenet Vivienne Klimowicz (VK) Rosemary Emeny (RE) Fred Grosch (FG) Steve Green (SG) Linda White (LW)
Apologies:	BDC Councillor Isabelle Reece (IR)
In attendance:	James Dark, Parish Clerk (JD), SCC Councillor James Finch (JF) (8.15-8.45), 3 members of the public (7.30-8.00)

24.5.1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN
SF was elected chairman in succession to SB and signed a Declaration of Acceptance of Office forms. MN was elected as vice-chairman in succession to SF and signed a Declaration of Acceptance of Office form.

24.5.2 APOLOGIES FOR ABSENCE
None.

24.5.3 DECLARATIONS OF INTEREST IN ANY AGENDA ITEM
None.

24.5.4 PUBLIC FORUM
Agenda item 24.5.7.2.1(b) on School St traffic was discussed with the members of the public present who had written to the parish council on this matter. Residual issues on this item would be discussed with JF who had given notice that he would not arrive at the meeting until later in the evening.

The members of the public raised concerns over traffic levels on School St which had been brought to a head when the street had been used as a diversionary route during roadworks. Potential solutions raised by residents during a public meeting facilitated by the parish council had been circulated with the agenda. The parish council agreed to endorse these potential solutions for discussion with SCC Highways, along with 'follow-up papers' from a group of residents. This would follow on from correspondence with SCC Highways and JF at the end of 2023 on the need for a solution.

It was noted that the primary school and Recreation Ground Committee should also be involved in discussions to find a solution to traffic issues on School St. One of the members of the public present, who had contributed to the 'follow-up papers', offered to join any potential meeting with SCC Highways to assist in putting forward the view of this group of residents.

Action: It was agreed unanimously that the parish council would write to JF requesting a meeting on this issue between the parish council/relevant local stakeholders and SCC Highways.

Action: VK to contact the school to further understand their concerns and their view on the potential solutions.

24.5.5 APPOINTMENT OF COMMITTEE MEMBERS; REVIEW TERMS OF REFERENCE; REVIEW OF COUNCILLORS' RESPONSIBILITIES

24.5.5.1 Planning and environment committee membership

MN, SF, VK, FG AS, SB and SG were appointed. The clerk was asked to circulate details of SALC planning training to committee members who would advise if they wish to attend.

24.5.5.2 Planning and environment committee terms of reference

The committee's terms of reference were reviewed. It was noted that the current ToR had been designed several years ago at a time when responsibility for considering Quiet Lanes had been devolved to the committee.

Action: MN to present proposals for revision/update to the ToR at the July parish council meeting.

24.5.5.3 Review of councillors' responsibilities

Recreation Ground Committee

RE, a member of the Recreation Ground Committee, agreed to continue reporting to the parish council on relevant recreation ground matters.

Village Hall Committee

It was noted that FG is the parish council's representative on the committee. LW reported that she had joined the committee.

LAWC

It was noted that AS and RE had been appointed as trustees, on the Parish Council's nomination, for a fixed term of four years starting January 2022.

Grasscutting and footpaths

MN agreed to continue as lead councillor for grasscutting, but would be likely to propose a transition to another councillor as with the transfer of the lead councillor for footpaths role to SG.

Assets

FG agreed to continue as lead councillor.

PCC/Community pantry

AS agreed to continue to act as lead councillor. RE agreed to provide assistance on community pantry matters.

Police liaison

SF agreed to continue as lead councillor.

Primary School

VK agreed to continue as lead councillor for liaising with the school.

Public transport

SB and VK agreed to continue as lead councillors for day to day public transport issues, arranging assistance from other councillors as necessary. RE agreed to provide support.

Parking group

SB, FG and VK were confirmed as members of the group. LW agreed to join the group.

MN indicated he would be willing to act as the Suffolk parish councils' representative on the Dedham Vale National Landscape Partnership. The parish council agreed to support an application from MN.

24.5.6 MINUTES

24.5.6.1 Minutes of the previous meeting

The minutes of the meeting held 5 March 2024 were approved and signed.

24.5.6.2 Actions from previous meeting not covered elsewhere on the agenda

FG reported that he expected to issue dedicated parish council email addresses for the July parish council meeting.

24.5.7 REPORTS OF/REQUESTS TO BDC & SCC COUNCILLORS

24.5.7.1 District Councillor's report

IR had sent her apologies. She intended to provide a report shortly after the meeting.

24.5.7.2 County Councillor's report

The written report and oral updates were noted.

24.5.7.2.1 Highways and traffic

Scotland Street access to houses

JF reported that he had been following up requests to repair access tracks to houses at the bottom of Scotland Street with SCC's Community Liaison Engineer.

School St traffic

JF was updated on the discussion in the public forum including that the parish council would be requesting a meeting with SCC Highways. JF reported that he had commissioned a speed survey on School St and would send dates to the parish council. He indicated that if SCC is to take action it would be important that process is followed and therefore the best timing for a meeting would be after the speed survey data is available. This would most likely be in July.

Parking

MN reported on potential outline concepts for additional parking on the field next to The Crown. It was agreed these should be discussed with relevant stakeholders, starting with Tendring Hall Estate.

Action: Clerk to contact the land management agent for Tendring Hall Estate to request a meeting with parish councillors.

24.5.8 FINANCIAL MATTERS

24.5.8.1 Annual accounts 2023-24

The accounts were reviewed approved and signed.

24.5.8.2 Certificate of Exemption for 2023-24

It was agreed that the conditions for exemption from limited assurance review and submission of the AGAR to the external auditor had been met, and that the parish council would certify itself as exempt. Therefore, the Certificate of Exemption was reviewed, approved and signed for the clerk to send to the auditor.

24.5.8.3 Annual Governance Statement 2023-24

The Annual Governance Statement in the Annual Governance and Accountability Return was reviewed, approved and signed.

24.5.8.4 Accounting statements 2023-24

The accounting statements in the Annual Governance and Accountability Return were reviewed, approved and signed.

24.5.8.5 RFO's report

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

The CIL report for 2023-24 was reviewed, approved and signed.

The dates for exercise of public rights were agreed as 3 June to 12 July 2024.

The clerk requested approval for some refresher training which was approved.

It was agreed to extend the existing website contract by three months while work on the new website continues, including after it goes live.

24.5.8.6 Orders requested for payment

It was agreed to approve orders listed on the RFO report totalling £1,541.63, plus payment of a £384.00 invoice for grasscutting received since the circulation of the report. The clerk reported that VAT is now being charged on grasscutting invoices which can be claimed back.

24.5.9 REVIEW OF STANDING ORDERS, REGULATIONS, POLICIES AND INTERESTS

24.5.9.1 Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were reviewed. All changes to the Standing Orders in a paper circulated before the meeting were agreed with the addition of clarifying that the clerk's final decision on the agenda should be made following discussion with the chair.

The clerk reported that NALC had issued new model Financial Regulations on the day of the meeting. The clerk would review these and propose any necessary changes at the July meeting.

24.5.9.2 Policies

Policies on roadside advertising, GDPR and volunteering were reviewed. No changes proposed.

24.5.9.3 Assets/adequacy of land and asset insurance

It was agreed that this item should no longer form part of the standard agenda for the annual meeting as it is adequately covered during the regular meeting/agenda cycle.

24.5.9.4 Register of interests

All parish councillors confirmed that their register of interest forms were up to date or that they would review them shortly.

24.5.10 NEIGHBOURHOOD PLAN

SB reported that a meeting of the NHP Group would take place shortly to discuss draft text that had been developed to date.

24.5.11 COUNCILLORS' AND CLERK'S REPORTS

24.5.11.1 Lock-up

AS reported that he had examined the lock-up with a view to potentially using it for the community pantry, but it's location is not suitable. However it may be suitable for a community asset for other purposes.

24.5.11.2 Website

FG thanked SG for feedback on the draft of the new website. It was agreed that councillors should provide feedback on this within two weeks.

24.5.11.3 War memorial

LW reported that there is considerable builders' clutter around the war memorial including a skip. It was noted that the PCC had been asked at the annual parish meeting if it would be practical to find a new location for the skip.

24.5.12 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

•School St traffic
•How to report anti-social behaviour and highways matters (also to be included on the website)
•Website

24.5.12 FUTURE AGENDA ITEMS

• Volunteering in view of SCC's withdrawal from certain light and non-critical maintenance.

24.5.13 DATE OF NEXT MEETING

Tuesday 4 July 2023 at 7.30pm at the Village Hall. The Chairman closed the meeting at 9.45pm.