

MINUTES OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL MEETING HELD ON WEDNESDAY, 13TH SEPTEMBER 2023, AT 7.30 PM AT NAYLAND VILLAGE HALL AND BY VIDEO CONFERENCING.

Present: G Battye (Chaired the Meeting), D Harris, O Brown, S Treharne, D Hattrell (Clerk), I Reece (District Cllr) and 1 member of the public attended in person. Lorraine Brooks and 1 member of the public attended by Video link. Following his co-option onto the Parish Council Adam Birchweaver joined the Meeting.

Before Commencement of the Meeting

a. **Public Forum:** Nothing was raised.

b. **District Council Report**

District Cllr Isabelle Reece attended and reported that businesses in Babergh and Mid Suffolk can apply for funding from the Rural England Prosperity Fund. The District Councils have teamed up with MENTA to offer start-up businesses free expert support and guidance. Further help is planned for residents struggling with the cost of living crisis. Various grants are available for community projects including her Locality Budget of £2000. Some changes in relation to AONB's can be found on <https://landscapesforlife.org.uk/>. Cllr Reece attended her first meeting of the Joint Audit and Standards Committee. Pylons, Broadband, Anglia Water Pipeline, Boxted Mill bridge - she is working with colleagues to address issues for larger scale projects and she recently met representatives from County Broadband. John Ward is currently deputising for David Busby as Leader. She noted that the road sign at the entrance to Church Lane from the High Street still hasn't been replaced. She agreed to chase again. She is taking forward a query regarding the garages on Harpers. She has a suggestion of a speaker for our next Annual Parish Assembly if we are interested - on the subject of Planning Enforcement. She went onto explain her recent meetings with County Broadband and she will organise for them to come to a Parish Council Meeting or arrange a Public Meeting. Reports have been commissioned regarding Boxted bridge.

c. **County Council Report**

County Cllr J Finch had sent his apologies and his report, issued in advance, covered the County Council celebrating a new partnership called Ambling African Women. This aims to break down cultural barriers to accessing Suffolk Countryside. Suffolk Trading Standards are urging a man to hand himself in for sentencing for substantial fraudulent trading. This year the County Council staff and teams have been recognised by being short listed at the Social Worker of the Year Awards. Parents and Carers can now apply for primary and secondary school places for September 2024. Facilities at the Suffolk Fire and Rescue training centre at Wattisham have been upgraded. The County Council fears new energy proposals will harm the Suffolk Coastline. There is a free exhibition "Wolsey's Ipswich" at the Hold. Virtual Fostering and Adoption Sessions continue.

Parish Council Meeting

1. **Apologies:** which were received and accepted from L Erith (Chair), P Fuller and R Thorogood. County Cllr James Finch had also sent his apologies.

Co-option of Member: Adam Birchweaver had applied to join the Parish Council and members agreed unanimously to invite him to be co-opted. A Birchweaver confirmed his willingness to join the Parish Council and he was duly co-opted. The Declaration of Acceptance of Office was signed and A Birchweaver joined the Meeting.

2. **Approval of Minutes of 12th July Meeting:** These were accepted as a true record.

3. **Declarations of Interest by Councillors :** Nothing was declared.

4. **Finance Report:**

i) The Chairman read from the bank balances as at 1st September 2023 as £1000 in the Current Account, £66679.22 in the linked Account and £34794.36 in the Capital Investment Account making a total of £102,473.58.

ii) List of Pre-agreed payments for the August period: -

Funds Transfer	Mortimer Contracts Ltd	£1362.00	Litter/ OpenSp/Grass/Rec/VH
Funds Transfer	Employment Costs totalled	£1342.31	Salary, NI and Pension
Funds Transfer	Babergh District Council	£158.18	Election Costs

Funds Transfer	Fen Street Designs	£94.00	Web hosting (our share 25%)
Funds Transfer	Spingold Design & Print	£48.00	Allotments

List of Pre-agreed payments for the July period: -

Funds Transfer	Mortimer Contracts Ltd	£4042.80	Litter/Grass/Rec
Funds Transfer	Employment Costs totalled	£1369.43	Salary,NI and Pension
Funds Transfer	Nayland Village Hall	£63.00	Hall hire

iii) **Internal Audit Report**

The full Internal Audit Report was circulated to the Parish Council towards the end of July. This Meeting formally received the report and discussed the recommendations.

Appointment of Internal Auditors

Members were pleased with the thorough Internal Audit carried out by SALC and resolved to continue to appoint them as our Internal Auditors.

Internal Audit Recommendations

All was found to be compliant from the Internal Audit with some recommendations as follows: -

- 1) Incorporate change to procurement threshold in the Annual Standing Order Review. Our Standing Orders were compliant and this change in legislation came into force just after our last Annual Review.
- 2) Same applies to the Financial Regulations
- 3) Produce a General Reserves Policy
- 4) Comment was made regarding the Pension Re-declaration which is due every 3 years - the Clerk confirmed our latest one was made in May 23, so we were fully up to date.
- 5) Appointment of Internal Auditors - with Councils agreement, this has been done above.
- 6) Website Accessibility Statement. The new Website has been constructed and final tweaks were being made. The Clerk is looking to install a link from the Community page ahead of our October Meeting. It will have an Accessibility Statement, so will be compliant with the Auditors requirements.

It was resolved for Clerk to draft a Reserves Policy and that together with all our other policies, these are to be reviewed by Finance Committee in the usual way - **Action Clerk and Finance Sub Committee.**

iv) **Review of Insurance arrangements and renewal** - The Clerk had send via email the full insurance renewal invitation and had discussed the potential for further discounts with our agents either in return for a long term undertaking or otherwise. Our arrangements were subject to a comprehensive review in the previous year and only a small increase in premium was being requested this year. Members were content with the current arrangements and delegated to the Clerk between Meetings to agree and settle the final figure up to the amount already quoted - **Action Clerk.**

v) The Clerk explained progress with our new website and will send out the link to full Council between Meetings - **Action Clerk.**

vi) Any other urgent Finance Matters - Nothing was raised.

5. **Planning**

1. Decisions from the Planning Authority:-

- a. Planning Permission was refused for a dwelling with carport and garage at Land Adj to Nayland Primary School, Bear Street, Nayland - **DC/22/05339.**
- b. Conditions were discharged in relation to the flue specification at 5 Church Mews, High Street, Nayland - **DC/23/03010**
- c. Planning Permission was granted for side extension at 17 Stoke Road, Nayland - **DC/23/02386**
- d. Listed Building Consent was granted to render 82 Bear Street, Nayland - **DC/23/02387**
- e. Consent for work to protected trees was granted at Bridge House, 27 Court Street - **DC/23/03006.**
- f. Planning Permission was granted for extensions and garage at 7 Wiston Road - **DC/23/02457.**

- g) Planning Permission was refused for garden room at 82 Bear Street, Nayland with Wissington - **DC/23/02718**.
 h) Conditions have been approved in relation to plasterboard and internal linings at White Hart, 11 High Street - **DC/23/03135**.

- 2. 82 Bear Street** - Householder and Listed Building applications for a garden room to the south of the property - **DC/23/03762/3**.
 There was **No Objections** between Meetings, however, the Planning Authority was asked to note that the garden room would be visible from the public footpath as this was incorrectly stated in the application.
- 3. 16 Bear Street** - Proposed Cart Lodge - **DC/23/03841**.
 There were **No Objections** between Meetings, providing the Heritage Officer approves the design and materials. This is an important setting in the Conservation Area and it is important the Cart Lodge is appropriate to the host dwelling and surroundings.
16 Bear Street - Householder and Listed Building Applications - **DC/23/03852/3**.
 The Parish Council had noted the importance of these works to the structure of the main house. The Parish Council felt it essential for a representative from the Heritage Team to visit the property and consider the materials in relation to its setting and as many of the current materials were re-used as possible. Providing the Heritage Team were satisfied, the Parish Council had **No Objections** to these applications.
- The above applications were considered between meetings to comply with the deadlines.
- 4.** Proposed work to conservation area trees at **Timbers, 22 Court Street - DC/23/04030**. Both the Parish Tree Warden and the Parish Council had **No Objections**.
- 5.** Application to work on Protected trees at **Stour House, 23 Court Street - DC/23/04008**. It was agreed to ask for some additional time to consider this application to allow the Parish Tree Warden to inspect and give her views to the Parish Council - **Action Clerk**.
- 6.** Householder Application for rear extension and alterations at **The Coach House, 86 Bear Street - DC/23/04127**.
 The Parish Council had **No Objections**.
- 7. Any other urgent Planning matters** - The Full Planning Application to construct a storage building at Hill Farm Business Centre had just been received. It was agreed to ask for an extension to consider this application at the next Parish Council Meeting - **Action Clerk**.
- 6. Highways:** It was confirmed that the paper on a reduced 20 mph limit had been officially received from the Conservation Society. It was agreed to defer this item until the October Meeting when our Chair - Laura Erith - will be back to speak to this item - **Action Clerk**.
 D Harris was thanked for knocking on doors in Birch Street to help clear the way for the Babergh District Council sweepers. It was noted between meetings that a tree came down by the bus shelter on Harpers and the debris has been left. The Parish Council are tenants of the bus shelter on land owned by the District Council. G Battye agreed to email District Cllr I Reece to ask for the area to be made clear and tidy in the first instance - **Action G Battye**. The A134/Bear Street bollards are still unlit, so it was agreed to chase County Cllr J Finch on his return - **Action Clerk**. Some Highways signs have been left in the middle of the A134 near the island and at Nags corner. It was agreed for the Clerk to report to County Highways - **Action Clerk**.
- 7. Street Lighting:** D Harris reported a street light obscured by trees on Wiston Road. The Clerk agreed to report to the County Council - **Action Clerk**.
- 8. Recreation and Open Spaces:** There were some correspondence between meetings regarding signage against powered craft using the river. It was agreed to ask the Caley Green working group to make recommendations in this regard - **Action Caley Green Working Group**. D Harris had brought some matters to the notice of the Seasonal Ranger between Meetings. Residents have approached the owners of vans parked inappropriately on Caley Green. It was agreed to monitor for the time being and purchase additional "No Parking" signs if necessary. The Surveyor for the Diocese has inspected the

driveway to the Burial Ground and Vicarage. She has agreed it needs attention and is in the process of obtaining quotes. There has been a request for more cuts per year of the path at the back of the Anchor. D Harris and S Treharne agreed to arrange a site meeting to consider the request - **Action D Harris and S Treharne**. Attention then turned to the Royal Lasting Memorial and it was resolved to keep the bench for our late Queen and the tree for our King. There has been a request for a further bench, which D Harris will investigate at a later date. Quotes were considered for the Copper Beech tree, to install the bench which is currently being made and to install and provide black railings for around the tree. This work was approved and D Harris will provide the Clerk with full details - **Action D Harris and Clerk**. The Community Council has been asked to consider contributing towards the costs, however, it was agreed not to delay instructing the work. D Harris gave the Clerk a map of the problem areas in Nayland for weeds and it was agreed for the Clerk to take this forward to the appropriate authorities - **Action Clerk**.

9. **Village Hall:** including roof project. The Roof Applications for Funding have been made and the outcome awaited. The District Council will add a further £10,000 should the CIL application be approved. The Festival has been scaled down due to lack of ticket sales. The Parish Council confirmed their thanks to the hardworking Village Hall Committee.
10. **Community Council:** The Minutes are regularly circulated and there was nothing to report.
11. **Allotments:**- update from the sub-committee. The hedge of the Allotment field needs attention, as does the hedge along Candy Lane. It was agreed to arrange a site meeting with our grounds maintenance contractors - **Action Clerk, D Harris and G Battye**. D Harris reported that the Best Kept Allotment Prizes and certificates were presented at the Flower Show.
12. **Burial Ground:** Report from the Burial Sub Committee and correspondence between meetings on the Jane Walker Memorial. The Burial Sub Committee have met M George and various matters have been handed over. The project team for the Jane Walker Memorial are excited that they have substantially all the funds they need to place the order of a Memorial Stone subject of course to the Parish Council's Consent in relation to the design and the placing of the Stone. M George has carried out some work checking official records of the former residents of the Jane Walker Hospital and is happy to attend a forthcoming site Meeting. The next stage is to arrange a site meeting with key people from the project team and including D Harris and O Brown representing the Parish Council. The Proposal could form an Agenda item at the October Meeting - **Action Clerk**.
13. **Footpaths:** It was noted at the previous meeting a change in contractor for the County Council brought about a delay with the schedule of footpath cutting this year. All had agreed to report any specific issues to the Footpath Warden as usual. Leaves from an ash tree on the steps at Star Alley and general vegetation needs clearing. It was agreed to ask our grounds maintenance contractors - **Action Clerk**. The meeting was closed briefly to allow District Cllr I Reece to explain that there are new contractors cutting the footpaths and grass verges which has led to some delays, however, the District Council is working with them to resolve the issues. Our Footpath Warden has complained to the County Council regarding the lack of response to a collapsed footbridge. It was agreed for the Clerk to offer assistance in getting a response - **Action Clerk**.
14. **Correspondence:** The correspondence report had been circulated ahead of the meeting. The items had been picked up under the various agenda items.

The meeting closed at **9.33pm**.