

MINUTES OF THE ANNUAL MEETING OF NAYLAND WITH WISSINGTON PARISH COUNCIL HELD ON WEDNESDAY, 8TH MAY 2024, AT 7.30 PM AT NAYLAND VILLAGE HALL AND BY VIDEO CONFERENCING.

Present: Cllrs R Thorogood, L Erith, D Harris, G Battye, A Birchweaver, O Brown, P Fuller, T Leach and S Treharne. D Hattrell (Clerk), J Finch (County Cllr), I Reece (District Cllr) and 3 members of the public attended in person. L Brooks and 1 other resident attended by Video link.

Before Commencement of the Meeting

a. **Public Forum:** A representative attended from Nags Corner to follow up on the need for Affordable Housing in the Parish as discussed at the Annual Parish Assembly. They have land they could bring forward, not purely as an exception site, however, as a mixed development to meet identified housing needs. He confirmed 1/3 would need to be affordable housing, however, there may be some flexibility. He suggested if the Parish Council (PC) were to set up a sub committee to research further, he would be pleased to work with them in this regard. Another resident asked if the PC were formally objecting to the National Grid pylons, and she advised the nettles near the riverbank on Caley Green are overgrown. Cllr G Battye also echoed this point and confirmed our contractors have addressed this before. She went onto ask for the PC to write supporting Suffolk County Council (SCC) in relation to the cutting of the long reed bed on Caley Green. Finally, a resident raised possible sewage in the river to be reported to the Environment Agency.

b. District Council Report

District Cllr Isabelle Reece attended and confirmed she was aware of the car left on Heycroft Way. She has her locality fund to spend in this financial year and other funding is available from the District Council (DC). She offered a meeting with Imogen Tink, Communities Officer at the DC to discuss our play park fencing and other projects. In relation to the bus shelter green planting, she suggested options are put together that are easy to maintain and support biodiversity. It was noted there are two signs missing at the bottom of Champions Hill and both have been reported and are being followed up. Finally, Cllr G Battye asked about the likely changes to waste collection. Cllr Reece explained the change is driven by central government and it is early stages in the planning for this change.

c. County Council Report

County Cllr J Finch arrived after the start of the meeting, and his report issued in advance confirmed that over 400 Suffolk Roads are set to be surfaced this year and the schedules are available online. 99% of pupils receive a preferred primary school place. A new independent Chair has been appointed to lead Special Educational Needs and Disabilities improvement. More Suffolk homes are eligible for energy improvements. A new survey has been launched to find out which aspects of nature in Suffolk are most important to residents. Virtual Fostering and Adoption sessions continue.

Parish Council Meeting

1. **Election of Chair:** Cllr L Erith chaired this item. Cllr G Battye proposed Cllr R Thorogood continues in the Chairman role. This was seconded by Cllr P Fuller and unanimously carried. Cllr R Thorogood confirmed his willingness to continue and duly signed the Acceptance of Office form. Cllr R Thorogood chaired the remainder of the meeting.
2. **Apologies:** were received and accepted from Cllr A Birchweaver and Cllr T Leach.
3. **Approval of Minutes of 10th April Meeting:** These were accepted as a true record.
4. **Declarations of Interest by Councillors:** Nothing was declared.
5. **Appointment of Sub Committee's and Representatives:**
The Sub Committees were resolved as follows: -
Finance: Cllrs Thorogood, Erith, Fuller and Treharne.
Recreation: Cllrs Thorogood, Battye and Harris.
Caley Green: Cllrs Thorogood, Brown, and Harris. Joined by residents Sally Dalton and Patricia Wilkie.
Allotments: Cllrs Erith, Harris, Birchweaver and Leach.
Burial Ground: Cllrs Erith, Brown and Leach.
Planning: All Cllrs
Trees: All Cllrs

Representatives

The following were resolved subject to consent by the parties involved: -

Village Hall: Cllr Harris

Community Council: Cllrs Erith and Treharne

Parish Tree Warden: Terry Bannister

Parish Footpath Warden: Sally Bartrum.

It was agreed for the Clerk to contact our Parish Wardens thanking them for all they were doing for the Parish and confirming they agree to continuing – **Action Clerk.**

It was agreed for all Cllrs to continue with the existing Highways responsibilities and continue to be vigilant reporting any issues they come across in the Village – **Action All.**

All the above was proposed by Cllr G Battye, seconded by the Chair and unanimously carried.

6. **Highways:** This item was deferred until County Cllr J Finch arrived. Cllr D Harris asked about the issues with the by-pass raised in previous meetings. Cllr J Finch confirmed the A134 through Nayland is scheduled to be re-surfaced which should address the issues identified.

7. **Finance Report:**

i) The Chairman read from the bank balances as of 29th April 2024 as £1000 in the Current Account, £43017.16 in the linked Account and £65,000 in the Capital Investment Account making a total of £113,417.89.

ii) **List of pre-agreed payments for the April period** (paid early May 2024): -

| | | | |
|----------------|---------------------------|----------|------------------------|
| Funds Transfer | Mortimer Contracts Ltd | £1016.40 | Litter, open sp, grass |
| Funds Transfer | Employment Costs totalled | £1547.80 | Salary, NI & Pension |
| Funds Transfer | SALC | £470.08 | Subscriptions |
| Funds Transfer | Nayland Village Hall | £63.00 | Hall hire |

iii) **Approval of Annual Governance and Accounting Return 2023/24.**

The End of Year Accounting and Governance Statements for year ending 31st March 2024 had been circulated ahead of the Meeting. The Chair proposed these as a true record subject to audit. This was seconded by Cllr L Erith and unanimously carried. The Chair and Clerk duly signed the Annual Return.

iv) **Approval of CIL Return for year ending 31.3.24.** This had been circulated ahead of the meeting. The Chair proposed approval of this return. This was seconded by Cllr G Battye and unanimously carried. The return was duly signed by the Chair and Clerk.

v) **Charity Payments**

Members considered Charities they have supported previously and acknowledge a donation has been made to the Nayland Community Pantry and recent information has been provided by Suffolk Accident Rescue. Following discussion, Cllr P Fuller proposed we donate £100 each to the following 4 charities: -

- Sudbury Citizens Advice
- Homestart Suffolk
- Age UK
- Suffolk Accident Rescue

This was seconded by the Chair and unanimously carried – **Action Clerk.**

vi) **Urgent work to the cone climber between meetings.**

An urgent health and safety issue with the cone climber was identified between meetings. The quote was £1475, and the full PC were in support. This was therefore authorised. The area has been protected in the meantime. Further on-going maintenance will be considered going forward to avoid a reoccurrence.

8. **Planning**

1. Decisions from the Planning Authority: -

A) The application for Advertisement Consent was refused at Harpers Hill Farm, Harpers Hill. This was as the two large signs are considered over-scaled and not appropriate in the rural and Dedham Vale Area of Outstanding Beauty setting – **DC/23/05311**.

B) Planning Permission was granted for an outbuilding for use as artist studio at 52-54 Bear Street – **DC/24/01052**.

C) Listed Building Consent was granted for roofing tiles and roof lights at 11 Gravel Hill – **DC/24/01128**.

D) Planning Permission was granted for side extension and driveway widening at 5 Elm Grove – **DC/24/00995**.

2. Conservation Area Tree Application at Stourview, 34 Stoke Road – **DC/24/01774**.

Both the Parish Tree Warden and the Parish Council had **No Objections** between Meetings.

3. Householder Application to construct extension, new access, and car port at 27 Harpers Estate – **DC/24/01791**.

Whilst the PC had No Objections to this application, the location plan and block roof plan show the curtilage edge red extends to a small area at the western end of the bus shelter land. This land is owned by the DC and rented to the PC. So, whilst this PC does not object to the application, we agreed to suggest the location plan is clarified.

4. Any other urgent planning matters.

It was noted that despite the refusal of plans for an advertisement board at Harpers Hill Farm, the blank board remains in place. Cllr S Treharne agreed to take a photograph and forward to the Clerk for us to bring this to the attention of the Planning Authority – **Action Cllr Treharne and Clerk**.

In view of the reminder in the Public Forum, it was agreed to send objections from this PC to National Grid in respect of the Norwich to Tilbury pylon proposals – **Action Clerk**.

9. **Street Lighting:** There was nothing to report.

10. **Recreation and Open Spaces:** including Caley Green.

Members thanked Cllr O Brown for circulating photos of the Nayland driveway patching alongside the Recreation Ground and Burial Ground. It was agreed to include an Agenda item for next meeting to consider future funding for the driveway – **Action Clerk**. The Chair had followed through the actions from last meeting and emailed the School and Woodland Corner regarding the parking in the turning circle. The proposed wording for the polite notice Cllr D Harris is organising for the bay to be allocated for visitors to the Burial Ground was approved. It was agreed for the Clerk to remind our contractors to strim near the river on Caley Green – **Action Clerk**. It was also agreed for the Clerk to issue a supportive email to M Lee at the County Council regarding the planned work to the long reed bed – **Action Clerk**. Finally, it was agreed to report the concerns about potential sewage in the river to the Environment Agency – **Action Clerk**.

11. **Village Hall:** including roof project. It was agreed to discuss the progress in relation to the Village Hall Roof project in Committee after the Meeting. From that discussion, it was resolved that the applicant for the Lottery Grant and other grants needs to be the PC. I Wright, the Chair of the Village Hall, confirmed his agreement to make the necessary amendments. For the PC to recover the VAT it must be a non-business activity of the PC and remain so. The Clerk had a phone call scheduled with another Solicitor to quote for the legal work in respect of the Lottery application. The Chair and Cllr S Treharne are supporting the Clerk and I Wright in relation to this project. It was agreed to include an Agenda item for the June Meeting to formalise the allocation of the PC reserve towards this project between the building costs and legal costs. This Council has allocated £55,000 towards this project in total made up from PC CIL monies and other Capital Investment Fund reserves.

12. **Community Council:** The Minutes are regularly circulated, and Cllr L Erith confirmed the calendar photos were ready.

13. **Allotments**: update from the sub-committee. Cllr D Harris suggested emails to Allotment Holders seeking reasons for the payment delays or poor condition of the allotments ahead of termination letters. This was resolved – **Action Cllr D Harris to provide the Clerk with details of the required emails and then the termination letters as required.**
14. **Burial Ground**: There was nothing to report that hadn't been covered elsewhere in the Meeting.
15. **Footpaths**: There was nothing to report.
16. **Correspondence**: The correspondence report had been circulated ahead of the meeting. The items had been picked up under the various agenda items.
17. **Matters Arising from the Annual Parish Assembly**: Cllr L Erith had thanked Graham Walker for his talk on the Lady Anne Windsor Charity. Cllr O Brown will thank Sue Downs from Community Action Suffolk and ask her to follow up to assess suitable locations in the Parish for Affordable Homes – **Action Cllr O Brown**. It was also agreed for Cllr O Brown to provide contact details for Sue Downs to the Clerk – **Action Cllr O Brown** *received with thanks. It was agreed to purchase the video recordings of the online training for planning to enable the full PC to watch together. Cllr D Harris will follow up with our previous Cllr – Ned Cartwright – the setting up of Video/IT equipment for Meetings – **Action Cllr D Harris**.

The meeting closed at **9.15 pm**.