

MINUTES OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL MEETING HELD ON WEDNESDAY, 9th SEPTEMBER 2026, AT 7.30 PM AT NAYLAND VILLAGE HALL AND BY VIDEO CONFERENCING.

Present: Cllr D Harris (Chair), Cllrs G Battye, D Finnigan, P Fuller, and K Sheath attended in person. D Hattrell (Clerk), and 1 member of the public attended in person. L Brooks and 2 others attended by Video link.

Before Commencement of the Meeting

a. **Public Forum:** M Hunter reminded about the litterpick and will contact Cllr O Brown as usual. It is scheduled for 10th October. It was observed that the bin near Parkers Way had been reinstated. We will keep the replacement litter bin as a spare for the time being.

b. **District Council Report**

District Cllr Isabelle Reece had sent apologies. Her general report was circulated and local matters outlined were as follows: -

1. Cemetery wall works were underway.
2. Heycroft Bus Stop vegetation overgrowth – Public Realm got back to Cllr Reece with the following, so it should be done this week:
The area in question was cut by Babergh Public Realm at the start of the season. However, due to the reduced cutting schedule brought about by weather conditions, the site has not been revisited in recent weeks. This location is normally included within a four-weekly maintenance schedule and the operative responsible for the area is currently on annual leave, however the site was to be attended the following week.....
3. Litter bin update for Caley Green in high season: she reminded about the suggested extra bin (litter and dog) provision during ‘high season’ in Nayland with Wissington. The PC can install extra/bigger ones that you just use maybe during the summer months or arrange more frequent emptying. Sharon Bayliss said to contact her direct to discuss our needs, and how much extra it will cost the parish, and perhaps get a contractor quote to see if it is more competitive.
4. Drainage & skirting Harpers Hill: after she contacted the Cabinet Member’s office about this long-standing matter, a site meeting was arranged with the Babergh officer who has been trying to deal with it and Melanie Hall from Suffolk Highways, along with another of her colleagues, to look at the area in question. She subsequently received an update from the SCC Cabinet Support Office:
At the time of inspection, the issue did not meet the intervention threshold for reactive repairs. The site has been logged with the Drainage Asset Team for consideration as part of a programme of future planned works. Whilst the location remains under review, it is not currently considered a high priority for funding when assessed against competing drainage priorities across Suffolk. The Community Liaison Team is investigating... whether there are any further measures that can be taken at the present time.
Cllr Reece is chasing a further update.
5. Babergh Planning Dept is keeping Cllr Reece in the loop regarding Caley Green

c. **County Council Report**

County Cllr D Laws was unable to attend. He had contacted the PC between meetings regarding potential Village entry signs. This was to be discussed under Highways.

Parish Council Meeting

1. **Apologies:** were received and accepted from Cllr O Brown.
2. **Approval of Minutes of 8th July PC Meeting:** These were accepted as a true record.
3. **Declaration of Interest by Councillors:** Nothing was declared.

- 4. Highways:** The Chair is to ask for a detailed proposal regarding the potential village entry signs. In relation to the parking issues at Parkers Way including on the junction, it was agreed for Cllr D Finnigan to contact our local police. To consider future parking restrictions, it was agreed to seek an assessment from County Cllr Darius Laws and County Council Engineer Melanie Hall. Cllr D Finnigan agreed to liaise with them on the visit – **Action Clerk and Cllr D Finnigan.**

5. Finance Report:

i) The bank balances as of 27th August 2026 are £1000 in the Current Account, £35,534.72 in the linked Account and £21,444.35 in the Capital Investment Account, £4,504.20 in the National Savings Account making a total of **£62,483.27.**

ii) List of pre-agreed **payments** for the July period paid on or by **1st August 2026:** -

Funds Transfer	Employment Costs totalled	£1651.96	salary, NI and Pension
Funds Transfer	Mortimer Contracts Ltd	£544.80	litter/open space/burial ground
Funds Transfer	M George	£22.99	planting
Funds Transfer	Nayland Village Hall	£16.00	hall hire
Funds Transfer	Broxap Ltd	£616.74	High Str new bin
Funds Transfer	North Essex Window Cleaning	£30.00	bus shelter clean
Funds Transfer	A Griffiths	£25.00	horsewatering
Cheque	1 st Prize Allotments	£20.00	allotments
DD	ICO	£47.00	subscription
DD - card	Zoom	£15.59	monthly subscription

List of pre-agreed **payments** for the August period paid on or by **1st September 2026:** -

Funds Transfer	Employment costs totalled	£1618.70	salary, NI and Pension
Funds Transfer	CAS Insurance Services	£559.27	PC Insurance
Funds Transfer	Glasdon UK Ltd	£222.97	repairs to bin/asset
Cheque	3 rd Prize Allotments	£10.00	allotments
Funds Transfer	Mortimer Contracts Ltd	£442.80	litter
Funds Transfer	Babergh District Council	£2851.20	bin empty charges
DD – card	Zoom	£15.59	monthly subscription

Formal Approval of all the above payments was resolved.

iii) Review of Internal Audit Report.

- 1) CIL funds transferred into earmarked reserves – completed
- 2) Appoint non-signatory cllr to reconcile bank from scribe – Cllr K Sheath volunteered.
- 3) Recommend salary signed off by two cllrs – as 12 equal months, suggest done annually when the national pay award announced – The Clerks Salary was approved and signed off by 2 Councillors in Committee following the meeting.
- 4) Recommends signed AGAR uploaded to website – this has been done with signatures redacted.
- 5) GDPR recommendations - **to be actioned**
- 6) Although our Data and Information Management Policy are compliant with IT Policy, suggest re-name it for the sake of clarity and review wording – **to be actioned**
- 7) Review of Asset Register and comparison with insurances – done annually and on next review should consider auditors recommendations – **see agenda item**
 - *The Clerk advised Property on the Insurance Schedule has a declared value of £60,057 which under the PC endorsement covers all the relevant street furniture/play equip etc. This exceeds the value on our Asset Register of £52,103 by a comfortable margin to allow for the few historical lower values. We follow the guidance and add purchase prices when assets are acquired and take the items off completely when they are disposed of. Our Asset Register can be found on the Finance page of our website.*
 - The Asset Register and Insurance were then discussed and reviewed and as usual the purchases during this financial year will be added before the final version is uploaded. A running total can be found on Scribe Accounting.

iv) **An item was considered in Committee following the meeting – approval to pay** the increased national rates following the recent announcement. The Clerk left the room for this item. Once agreed two Councillors signed off the new rate and expenses going forward.

v) **Effectiveness of Internal Audit and appointment of Auditors** – whilst we successfully challenged one aspect of the auditor's assessment, SALC handled our complaint professionally and efficiently. A comprehensive audit provides opportunities for continuous improvement and is welcomed. It was therefore resolved to continue to appoint SALC as our Internal Auditors.

vi) **Risk Management Policy** – This was reviewed and updated.

vii) **Review of Asset Register and Insurance** – see Internal Audit action 7) The Asset Register is to be updated with purchases during this financial year ahead of the year end. The insurance cover has been reviewed and meets our needs presently.

viii) It was agreed to prepare for review of our policies at Finance Committee in December 2026 – **Action Clerk.**

ix) **Any other urgent Finance matters** – Members took the opportunity to thank the Clerk for all her hard work in relation to the audit.

6. Planning:

1. Decisions from the Planning Authority: -

- a) The Planning Authority raised No Objections to tree applications at Alston Court, 2 Court Street – **DC/26/02914** & Longwood House, 31 Stoke Rd – **DC/26/03195**
- b) Conditions were approved at 14 Church Lane for construction mgmt. plan, materials, fenestration, eaves and verges and bat license – **DC/26/02701.**
- c) Conditions were approved at 16 Paddock Grove for fencing and windows – **DC/26/02510.**

2. Both the PC and our Parish Tree Warden had No Objections to notifications of tree works at the following: -

- Alston Court, 2 Court Str – **DC/26/02914**
- Longwood House, 31 Stoke Rd – **DC/26/03195**
- Lower Courtwood, 13A Court Str – **DC/26/03469**

3. Kingfishers, 108 Bear Str – **DC/26/02973** – application for variation of condition. The PC had **No Objections** subject to the Planning Officers views in relation to this planning condition.

4. Further consultations for rear of Anchor Inn seasonal business – **DC/25/05611.** The PC had **No Objections** subject to 10 conditions.

5. Stourfields, 42 Stoke Rd – oak framed shelter – **DC/26/03355.** The PC had **No Objections.**

6. **85 Bear Street – To replace roof over lounge – DC/26/03126.** The PC had **No Objections** providing there are suitable conditions for compliance with para 6.4 of Bat Report and the surface of Star Alley (Right of Way) is not damaged during the construction.

7. **Any other urgent Planning matters** – Nothing was raised.

7. Street Lighting: Parkers Way Street lighting now stays on all night as requested by residents. Cllr O Brown had indicated he will be surveying the street lighting when the evenings become darker – **Action Cllr O Brown.**

8. Housing Needs Survey: Cllr P Fuller is still in touch with progress towards the Rural Exceptions site at Leavenheath. G Walker is progressing matters and had previously confirmed residents from Nayland would benefit, if the project was successful. They are discussing with potential partners. At the time of the Meeting, one of the alms houses in Stoke by Nayland was vacant. Information regarding a potential Housing Needs Survey was awaited. The funding via the Parish Council CIL had been moved to our Earmarked Reserves for the time being.

- 9. Recreation and Open Spaces:** Progress towards revetment and landscaping, and bins for 2027. Memorial trough and war memorial planting. In relation to the planting, the Chair proposed incorporating the two planters on the war memorial with the trough planting and agree for Mary George to plant them as she kindly suggested. This was seconded and unanimously carried – **Action Clerk to contact Mary George.** Cllr K Sheath explained the progress at Caley Green and that Natural England were seeking some planting, so a compromise was being considered. The Engineer, Concertus, is now working on a revised plan and Cllr Sheath will keep apprised of developments. In relation to the bins on Caley Green and the capacity issue, Cllr Sheath agreed to discuss with Public Realms and Friends of Caley Green and then work with the Chair to make a proposal to the PC – **Action Cllr Sheath and Chair.** The PC then took the opportunity to thank Sally & John Dalton for their excellent stewardship of Caley Green and support to the Village over the years and all wished them well with their home move. The surface of the Fairfield driveway was noted as deteriorating again, so it was agreed for the Clerk to report to the Surveyor for the Diocese – **Action Clerk.** Cllr Sheath was thanked for chasing the work to trees along Horkesley Road which have now been resolved. It was agreed to leave the logs unless in the way of maintenance. In relation to the Village Sign, Cllr D Finnigan reported that the contractor he had in mind has since retired. It was agreed for the Clerk to establish details, if possible, of the contractor used by Great Horkesley Parish Council – **Action Clerk.** P Fuller also had an avenue to explore on this matter and would report any progress to the next meeting – **Action P Fuller.** It was agreed to include “Village Sign” as an agenda item for next meeting – **Action Clerk.**
- 10. Village Hall:** The Minutes of the Village Hall Meeting had recently been shared. The PC has not been approached regarding the kitchen improvements and a fallen tree on Webbs Meadow. The Chair is investigating resolution of the fallen tree. The figures should be available soon in relation to the kitchen improvements. The gardening working party was scheduled for 17th October – **Action All.**
- 11. Community Council:** There was nothing to report.
- 12. Allotments:** It was agreed to encourage a meeting about the Allotment Association Terms of Reference. A potential idea was raised about considering other uses for the Allotment field. The Chair has discussed with the farmer, who has no objections for the use to be altered. He has also agreed to make contact ahead of mowing next time. Cllr Sheath was arranging a site meeting with Natural England to start generating some ideas of a more natural use of the field – **Action Cllr Sheath.**
- 13. Burial Ground:** The Clerk updated the meeting that our tree surgeon has made contact regarding potential replacement trees to the one that died which was growing out of a grave, originally a memorial tree. The daughter is keen that the tree is replaced with a rowan which was her mother’s favourite tree. She has been consulted on the type of rowan suggested by the tree surgeons for a location such as a Burial ground - which is a sorbus “autumn spire”. A quote is being obtained for the PC to consider – **Action Clerk.** The Chair will continue to monitor damage in the cremation area which may be caused by animals, and she will report to the next meeting – **Action Chair.** It was agreed for Councillors to view the cremation area of the Burial Ground between meetings and to include an agenda item at the next meeting to see if any improvements should be considered – **Action All and Clerk.** Work continues to the old Burial Ground wall, and it was agreed for the Chair to photograph any issues with the work for the Clerk to send to the District Council representative – **Action Chair and Clerk.**
- 14. Footpaths:** It was agreed to invite the Footpath Warden to the next meeting for a progress report and offer any assistance that he may need – **Action Clerk.**
One item was agreed to discuss in Committee following the meeting.
- 15. Correspondence:** The correspondence report had been circulated ahead of the meeting. The items had been picked up under the various agenda items. Cllr Finnigan is to attend the next passenger group meeting (- **Action Cllr Finnigan**) and L Brooks was thanked for updating the timetable information for residents.
- 16.** Next PC Meeting is scheduled for **14th October 2026.**

The meeting closed at **9.15 pm.**