

MINUTES OF THE NAYLAND WITH WISSINGTON PARISH COUNCIL MEETING HELD ON WEDNESDAY, 10th SEPTEMBER 2025, AT 7.30 PM AT NAYLAND VILLAGE HALL AND BY VIDEO CONFERENCING.

Present: Cllr G Battye (Chaired the Meeting), Cllrs P Fuller, K Sheath and S Treharne attended in person. D Hattrell (Clerk), District Cllr I Reece and 2 members of the public attended in person. L Brooks and 1 attended by Video link.

Before Commencement of the Meeting

a. **Public Forum:** Concern was expressed about the District Council (BDC) decommissioning some sheltered housing. A meeting had taken place at Parkers Way, and the Parish Council (PC) had not been invited. The resident confirmed that along with Parkers Way, 8 other sites in the district were affected. District Cllr Isabelle Reece agreed to investigate, however, she had been assured that no one in sheltered housing would lose support. The PC were concerned they hadn't been invited to the meeting so was interested to hear more information. Attention then turned to the Allotment Competition. We were let down by the judge at the last minute, so sadly a competition did not happen this year. Non – material amendments at the site adjacent to Paddock Grove was raised and a suggestion was made to simplify a Housing Needs Survey if that is to take place. A resident attended to discuss improvements to the allotments and was seeking permission to make grant applications for a perimeter fence. The importance of involving all the Allotment holders in the specification was stressed. This item was to be discussed during the PC Meeting. All the above points were noted.

b. District Council Report

District Cllr I Reece attended, and her report issued in advance covered: Councillors are attending briefing sessions about Unitary Authorities. The final proposals in relation to Devolution and the Local Government Reorganisation was to be submitted by 23rd September. Electrical Recycling Banks – there is a new scheme at some locations for residents to dispose of small electrical items. The Suffolk Big Weekend Prize Draw is open as a celebration of Suffolk's varied tourism provision. The Public Consultation for the Dedham Vale National Landscape and Stour Valley Management plan 2026-31 is open for responses. This plan forms the Policy for the Area. A Free Pollinator Event at RSPB Flatford Wildlife Garden was taking place on Friday 26th September. In relation to Local Issues, she is still investigating the maintenance of the Harpers bus shelter green area, public realms suggest placement of a further bin on Caley Green during the summer period and sweeping on the Heights is being chased. Cllr K Sheath agreed to investigate the bin requirement – **Action Cllr Sheath.**

c. County Council Report

County Cllr J Finch had sent his apologies and agreement to follow up any relevant issues and his report issued in advance covered: A new single Council is proposed by Suffolk County Council (SCC). Historical registers and records have been digitalised by The Hold in Ipswich. A guide has been produced to Infrastructure Contributions in Suffolk for developers which is available on the SCC website. Changes resulting from community suggestions have been made to bus services in Suffolk. SCC still opposes Norwich to Tilbury pylons. Virtual Fostering and Adoption sessions continue.

Parish Council Meeting

It was resolved for Cllr G Battye to chair the meeting in the Chairs absence.

- 1. Apologies:** were received and accepted from Cllr Laura Erith (Chair), Cllrs D Harris and O Brown. County Cllr James Finch and Mike Hunter had also sent apologies.
- 2. Approval of Minutes of 23rd July Meeting:** These were accepted as a true record.
- 3. Declarations of Interest by Councillors:** Nothing was declared.
- 4. Highways:** No actions were agreed, however, road surfaces and roadworks around the Village were of concern.

5. Finance Report:

i) The Chair read from the bank balances as of 27th August 2025 as £1000 in the Current Account, £17473.71 in the linked Account and £19,549.04 in the Capital Investment Account, £4,444.86 in the National Savings Account making a total of **£42,467.61**.

ii) List of pre-agreed payments for the August period paid on or by 1st September 2025: -

Funds Transfer	Employment Costs totalled	£1687.22	Salary, NI and Pension
Funds Transfer	Mortimer Contracts Ltd	£5523.60	Rec -Fence, Litter, Grass, Highways
Funds Transfer	Blakes Tree Care Ltd	£1728.00	VH & Burial Gd trees
Funds Transfer	Scott-Moncrieff & Assoc.	£300.00	Legal Fees
Funds Transfer	SALC	£43.20	Training
DD	ICO	£47.00	Annual Data Protection Fee

List of pre-agreed payments for the July period paid on 1st August 2025: -

Funds Transfer	Employment Costs totalled	£1849.19	Salary, NI and Pension
Funds Transfer	Babergh District Council	£2191.20	Bin Empty charges 25/26
Funds Transfer	SALC	£398.40	Internal Audit Fee
Funds Transfer	L Erith	£75.60	Allotmts – wasps’ nest
Funds Transfer	Nayland Village Hall	£44.00	Hall hire – June/July
Funds Transfer	Mortimer Contracts Ltd	£1261.80	Litter, Rec, Grass, Burial Grd

Formal Approval of all the above payments was resolved.

iii) **Internal Audit Report** - This had been circulated to the full PC upon receipt and in good time ahead of the Meeting. The full report is available on the PC Website. **All matters had been approved** with some recommendations for the future.

Recommendations: -

- 1) More detailed budget figures should be recorded in the minutes including projected Income, Expenditure and the agreed Precept for the following year – **Action Clerk**.
- 2) Minute the resulting band D charge for the Parish (following on from point 1) – **Action Clerk**.
- 3) The PC should provide the back-up – one drive – we should not rely on the Clerk’s one drive going forward – **Action Clerk to acquire PC 365 business basic (non-profit) one drive**.
- 4) The Auditor interprets from Standing Order 3d that our Finance Sub Committee Meeting should be open to the public. Strictly a Sub-Committee should be appointed from a committee. As all resolutions are made by the full PC and we do not have a committee structure with delegated authority, it was resolved to rename our Sub Committees to Working Groups to avoid any confusion. The auditor cites reasons for his recommendation of Minutes being produced and that often the PC adopt the recommendations without amendment. He also suggests we produce Terms of Reference so that scope of activity is defined. It can be noted that 3d does not apply to Sub Committee’s, however, in the interest of transparency, this PC will be mindful of this suggestion during the budget preparation this year and include an agenda item for January 2025 PC Meeting to review – **Action Clerk**.

iv) **Review of Effectiveness of Internal Audit and appointment of Auditors** - All Agreed the SALC Internal Audit was comprehensive and useful, so it was resolved to continue to appoint SALC as our Internal Auditor going forward.

v) **Review of Risk Management Policy** – The document was circulated ahead of the meeting. It was resolved to adopt the policy. It is important that all areas in the Village are checked at the appropriate frequencies. Councillors should raise any cost issues with the Finance Working Group ahead of budget – **Action All**.

vi) **Review of Asset Register and Insurance** – The renewal documents had been circulated ahead of the Meeting with the Clerk’s recommendations. It was resolved to renew the insurance on a 3-year Long Term Undertaking in exchange for discount and consistent premiums. The premium quoted on this basis came within budget – **Action Clerk to renew the policy**. The Asset Register is up to date for the current time and will be reviewed again adding asset purchases during this financial year up to 31st March 2026.

iv) Any other urgent Finance Matters: - Nothing was raised.

6. **Planning**

1. **Decisions from the Planning Authority:** -

- a) Planning Permission was granted to erect double carport at 2 Gravel Hill – **DC/24/03691**.
- b) Planning Permission was granted for annexe, outbuilding and extension to culvert at Snowdrop Cottage, Bures Road – **DC/25/01879**.
- c) Planning Permission and Listed Building Consent were granted for rear extension and pitched roof at 5 High Street – **DC/25/02567/68**.
- d) Planning Permission was granted for outdoor pool and covered structure at Westwood, Harpers Hill – **DC/25/02600**.
- e) No Objections were raised by the Planning Authority to tree application at pond – Lock Cottage – **DC/25/03070**.
- f) Planning Permission was granted for side extension and garage conversion at 25 Stoke Road – **DC/25/01526**.
- g) Conditions were approved at 3 Walsh Rise – **DC/25/03306**.
- h) Listed Building Consent was granted for replacement roofing tiles at 52-54 Bear Street – **DC/25/02884**.
- i) Conditions were approved at 52-54 Bear Street – **DC/25/03962**.

2. Householder application for garage and store at 1 Fox Cottages, Bures Road – **DC/25/03186**. The PC had **No Objections**

3. Tree application at Stour House, 23 Court Street – **DC/25/03613**. Both the PC and Parish Tree Warden had **No Objections** between meetings.

4. Lawful Development Certificate (existing) at Caravan Site, Rushbanks Farm – **DC/25/03427**.
It was agreed to provide relevant evidence including recent photographs and confirmation that the site can be seen from the road – **Action Clerk**.

5. Tree applications at 14 Court Str, 43 Bear Str, and Lower Courtwood, 13a Court Street.
There were **No Objections**.

6. Retrospective Householder application for greenhouse at 18 Paddock Grove – **DC/25/03845**.
There were No Objections subject to one comment in relation to the lighting.

7. Bramford to Twinstead traffic management plan.
This was noted.

8. Any other urgent Planning matters: - It was agreed that the non-material amendment of windows in respect of the site adjacent to Paddock Grove had gone through, however, it was agreed to email planning to stress again the importance of consulting on any changes at this sensitive site – **Action Clerk**.

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

8. **Housing Needs Survey/Neighbourhood Planning: Consider the cost of a survey**

It was agreed to put this item on the October agenda – **Action Clerk**. In relation to the Lady Anne Windsor Charity, a meeting had been arranged with BDC – Housing Enabling Officer - on 23rd September 2025.

9. **Recreation and Open Spaces:** Donation of a bench deferred from July Meeting. Updates on Caley Green. The PC agreed to the kind donation of a bench for Caley Green. The siting will be considered and Cllr S Treharne agreed to communicate with the resident donating the bench – **Action Cllr Treharne**. Cllr K Sheath updated the meeting in relation to Caley Green and the new sign at the weir. The revetment is being chased. Cllr Sheath agreed to follow up signage in liaison with the friends of Caley Green – **Action Cllr Sheath**. The new play park fencing is in place and members are pleased with the quality of work and materials.

10. **Village Hall:** Progress towards completion of the Village Hall Roof. The roofing contractor is proceeding well, and the project is due to be completed by the Christmas holidays. The second contract payment was due soon and no additional work above the original specification was anticipated at this stage.
11. **Community Council:** The new defibrillator at Wiston had been fitted that day, so thanks went to the Community Council for seeing this through.
12. **Allotments:** update from Allotment Working Group. An email from Allotment Holder with survey and suggestions was officially received and members commented on the useful work carried out. A new perimeter fence had been suggested, and the PC voted to approve the principle and agreed the project leaders can proceed to consider the specification and accessibility requirements in consultation with all Allotment holders. Thereafter, the PC can consider any comments from Allotment holders and the specification proposed ahead of considering approval for the team to apply for grants. Members were appreciative of this proposal and the offer of help involved.
13. **Burial Ground:** There was nothing to report.
14. **Footpaths:** There was nothing to report.
15. **Frequency of future PC Meetings** – Deferred from July Meeting. Consideration of the meeting frequency remaining the same, formally dropping August and December or reducing to 6 each year – July, September, November, January, March and May. This item was carefully considered, however, with the number of absent Councillors, it was agreed in fairness to the whole PC to defer again to enable all Councillors to have their say – **Action Clerk.**
16. **Correspondence:** The correspondence report had been circulated ahead of the meeting. The items had been picked up under the various agenda items.
17. Next PC Meeting is scheduled for **8th October 2025.**

The meeting closed at **9.40 pm.**