



**BLYTHBURGH with BULCAMP & HINTON
PARISH COUNCIL**

**Minutes of Parish Council Meeting
Tuesday 12th September 2017**

Present: Cllr Tytler (Chair), Cllr S Boggis, Cllr A Mackley, Cllr J Sutton, Cllr C Waller,
Cllr J Waller, J Boggis (Clerk).

Open Forum (No Parishioners Present)

District Councillor Report; Cllr Catchpole.

No report. Cllr Catchpole currently on extended sick leave.

County Councillor Report; Cllr Richard Smith;

Sent apologies as at other Parish Council meetings. Nothing to report at the meeting.

Hedges.

A parishioner reported that they are continuing to chase SCC about the condition of the footpaths between The Street and Priory Road and Church Road and the Bus stop. The Parishioner asked that the hedges in these areas be cut back in preparation. The Parish Council agreed there are many hedges in the Village that need cutting back.

Proposal – Clerk to write to residents in Dunwich Road, Angel Lane, The Street and Chapel road asking the residents to cut back their hedges as they are impeding footpaths and roads.

All Agreed

Parish Council Meeting

17/56. Agree the Agenda

Additional items to discuss; Village Hall Storage
SPLG Subscription
Dr T Coffey visit

All Agreed

17/57. To receive Declarations of Interest / Dispensation on any matters on the agenda
Cllr Mackley – Planning application (near neighbour)

17/58. To note and agree apologies for absence
All Councillors present

17/59. Approve Minutes of Parish Council meeting held on 18th July 2017
Proposal – Accept minutes for 18th July 2017 as presented
All Agreed

17/60. Approve Minutes of Special Parish Council meeting held on 7th August 2017
Proposal – Accept minutes of Special meeting held on 7th August 2017 as presented
All Agreed

17/61. To receive the Clerk’s Report
Proposal – Accept Clerks Report as presented
All Agreed

17/62. To receive the report from the planning advisory group

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/17/2499/FUL	3 And 4 Hinton Corner Hinton Blythburgh Suffolk	Alterations and extensions to two dilapidated cottages to bring them back into use	PERMITTED

- Response from T Webster.
The response received was discussed and it was agreed no further action required.
Proposal – Clerks to thank T Webster and state Parish Council waiting to see application
All Agreed

- To consider any planning applications received by 12th September 2017 and determine the Councils attitude to them.

Cllr A Mackley left the room

Application No.	Date rec'd	Location	Proposal
DC/17/3411/FUL	25/8/2017	Heronsway 4 Angel Lane Blythburgh IP19 9LU	Removal of shed and erection of double garage

Cllr Boggis presented an overview of the planning application highlighting an earlier application that included the garage. The garage was removed from the earlier application following discussion with SCDC planners. The councillors discussed this application and the earlier application and agreed to Object as there was no material difference in this application
Proposal – Clerk to contact SCDC and express Objection to this application highlighting comments made by the Case Officer relating to the earlier application.

All Agreed

Cllr A Mackley returned to the room

17/63. SCDC Local Plan Issues and Options consultation document.

The consultation concludes on 30th October 2017 and a review has yet to take place.

Proposal – Agree response via e-mail using briefing supplied by planning advisory group

All Agreed

17/64. To receive the report from the Responsible Finance Officer

Proposal – Accept Responsible Finance Officer Report as presented

All Agreed

- Income received since last meeting;
 - Blythburgh Latitude Trust Grant (Village Hall Driveway & Carpark) - £2000
 - Village Hall Committee Grant (Tables for Village Hall) - £500
- Current Financial Position

12th Sept 2017	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing (Totals)	Income To Date
Budget	£1,804.15	£700.00	£2,112.00	£1,740.00	£305.00	£400.00	£250.00	£150.00	£7,461.15	
Spend to date	£950.69	£571.64	£0.00	£99.66	£162.78	£78.00	£167.22	£50.00	£2,079.99	£9,323.93
Remainder	£853.46	£128.36	£2,112.00	£1,640.34	£142.22	£322.00	£82.78	£100.00	£5,381.16	
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =				£9,616.53	
General - Precept Reserve		3421.5								
Village Hall maintenance		2000								
Village Hall Driveway		-3056.6	Village Hall Driveway and carpark resurfaced £6306.60: £2000 grant for Blythburgh Latitude Trust							
Playsite Update		2000								
Election		800								
Village Gateways		4000								
Defibrillator maintenance		468.06	Note: New battery £281.94							
CLL Payments		4042.85	Note 3402.43 for 2016-17 added: Village Hall Tables £448							

Unpresented Cheques at 25th August 2017

Total Value £6.74

Invoices for payment at this meeting (To be agreed)

Total Value £1212.92

BALANCE £14231.78

- Discuss and agree any payments required of the Council
 - BDO – Annual Audit for year ending 31/3/2017 £120.00
 - PAYE – Clerks Remuneration for Q2 Clerk £360.84
 - HMRC £90.20
 - Clerks Expenses – 21/3/2017 to 12/9/2017 £22.17
 - UK Planning Maps, Pre planning advice map £15.60
 - Parish Council Insurance. Long Term Undertaking has expired
 - No LTU - £604.11

- 3 Year LTU - £573.90 – Parish Council agreed 3 Year LTU
- 5 Year LTU - £543.70

Proposal – Payments listed above, required of the Council, approved

All Agreed

17/65. Approve and Accept Annual Audit Return

RFO reported he did not understand the Issues Arising report and had asked for clarification.

Proposal – Wait for response before approving and accepting Annual Audit Return

All Agreed

17/66. Annual Internal Audit Report

The RFO highlighted the issues raised and discussed with the Councillors.

- Discuss and agree way forward on Issues Raised

Proposal – Obtain printout of bank balance direct from bank

All Agreed

- Discuss if Internal Audit fit for purpose

Proposal – Internal Audit completed by Heelis & Lodge fit for purpose

All Agreed

17/67. Proposal for funding related to repair of river wall – Cllr Orr-Ewing

Cllr Orr-Ewing started by say Yes the Parish Council could afford to give money towards the River Wall repair but what is the Parish Councils priority as doing so would severely limit spend in other areas. There then followed a debate about the role of the Parish Council in such a repair, the design, accounts, ongoing commitment, what was being saved and if this was philosophically correct. The conclusion was to wait for a response from the Blyth Estuary Group.

Note; Work is currently taking place but no one was aware of what was happening.

17/68. Village Hall Driveway Footpath – Discuss and agree next actions.

The Chair of the Village Hall committee supplied a proposal just prior to the meeting. This suggested the footpath be in line with the disabled access ramp and act as a delineation point between driveway and carpark. This started a long debate about what is required; footpath & something to stop stones migrating onto highway; location of footpath, Parish Councillors wish for it to be beside Abbey Cottage; Specification of work required, how to get free advice; Who was responsible, Parish Council or Village Hall committee?

Proposal – Clerk to contact Chair of Village Hall Committee restating their position re path

All Agreed

Proposal – Clerk to contact Church Warden re specification for footpaths in Church Yard

All Agreed

Proposal – Clerk to investigate cost/specification of block to stop stones migrating

All Agreed

Proposal – Clerk to investigate options for Free support to come up with specifications

All Agreed

17/69. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.

Time Period	Location	Results for period Daily Average		Results for period 07:00 – 19:00		Results for period 19:00 – 07:00		Results for period 22:00 – 05:00	
7/8/2017 to 3/9/2017	Dunwich Road, North bound	1730 vehicle / day							
		< 35mph	92%	< 35mph	93%	< 35mph	84%	< 35mph	82%
		35 to 55mph	8%	35 to 55mph	7%	35 to 55mph	16%	35 to 55mph	18%
		> 55mph	11veh	> 55mph	3 veh	> 55mph	5 veh	> 55mph	3 veh
17/7/2017 to 7/8/2017	A12 North Bound	4664 vehicle / day							
		< 35mph	90%	< 35mph	93%	< 35mph	72%	< 35mph	60%
		35 to 55mph	10%	35 to 55mph	7%	35 to 55mph	27%	35 to 55mph	27%
		> 55mph	13veh	> 55mph	2 veh.	> 55mph	11 veh	> 55mph	8 veh

The councillors then discussed who this data should be sent to.

Proposal – Clerk to send information to Tim Passmore

All Agreed

Correspondence; Hillcrest House, Dunwich Road. The Councillors thought this was a good time to discuss the letter received. The Councillors were encouraged that a resident had contacted the Parish Council. The Councillors went through the letter in detail discussing CIL, Responsibilities, Accident Statistics, Traffic Volumes and what the Parish Council were currently doing and had done in the past.

Proposal – Clerk to write to resident responding to points raised and to encourage them to attend Parish Council meeting to put their ideas forward and visit the website.

All Agreed

17/70. Village Gateways: Update from Clerk.

Clerk had contacted D Chenery having obtained his mobile. Information promised but not received. Note; Information had been received but not found by Clerk. Ongoing.

17/71. Community Emergency Planning: Update from Cllr Tytler

No update.

17/72. November Meeting – Change date to 14th November.

Councillors discussed meeting days, dates and reasons to change them

Proposal – Change meeting dates to Second Tuesday of the relevant months

All Agreed

Clerk to check if any Standing Orders need to be updated

17/73. Correspondence – See Appendix A

- **SCDC - PUBLIC SPACE PROTECTION ORDERS - FOR CONSULTATION.** The councillors discussed some of the changes and agreed with the measures proposed.

Proposal – Clerk to respond stating they supported the changes proposed.

All Agreed

- **Hillcrest House, Dunwich Road, Resident.** See 17/69 above for Councillors comments.

17/74. To discuss any other matter the Chair will allow

- **SPLG Annual Subscription.** Clerk reported this did not seem to have been paid in this financial year

Proposal – Cllr A Mackley to confirm is subscription is due

All Agreed

- **Dr T Coffey constituency tour.** Parishioners were very unhappy with the responses and attitude of Dr T Coffey

Proposal – Clerk to send copy of latest Blythburgh Focus to Dr T Coffey

All Agreed

- **Village Hall Storage.** The Village Hall committee are seeking some form of storage shed behind the village hall

Proposal – Clerk to raise and send a pre planning advice application

All Agreed

Meeting closed at 8.55pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 12th September 2017

Signed (Chair) _____ Dated _____

Clerks Report to the Parish Council Meeting 12th September 2017

Parish Council Meeting - Tuesday 18th July 2017

- Request article added to Blythburgh Focus asking all Parishioners to cut their hedges where they are impeding footpaths and roads. Article appeared but could have been more prominent.
- Feedback Parish Council comments to T Webster re Methodist Chapel, Dunwich Road. Response received, see agenda item.
- Planning Applications; DC/17/2499/FUL, 3 And 4 Hinton Corner Hinton Blythburgh Suffolk. Reported Parish Council view of No Objection but commented on poor quality of application
- Payments; Made payments as agreed:
Villager of the Year Honour board lettering £6.74, Annual Parish Meeting expenses £97.37, Motion Picture Licence £438.95, Bus shelter cleaning donation (1/4/17 to 31/7/17) £90.00.
- Village Hall Driveway and Carpark Path. Put proposal to Village Hall Committee asking for response before 12th September 2017. Response received states due to holidays it has not been possible to arrange a meeting.
- Village Hall Driveway and Carpark. Confirmed with CAS Car park and any surrounding green area owned by the Parish Council has Public Liability cover.
- Village Hall Driveway and Carpark. Requested Blythburgh Latitude Trust to release the full grant of £2000.00. This has been received and banked.
- Village Hall. Ordered tables as agreed with the Village Hall Chair. Cost less than stated in minutes at £948. Currently awaiting delivery.
- VAS without display. Called a data logger, this has been ordered with a spare battery and I am awaiting notification of shipping. Cost £1275.
- Contacted land owner about access to repair the riverbank. See response under Special Meeting below.
- Community Speedwatch Blythburgh. Contacted PCSO asking how much people may offer for the speed gun but have had no response.

Special Parish Council Meeting - Wednesday 7th August 2017

- Planning Applications. DC/17/2750/FUL & DC/17/2751/LBC, Hawthorn Farm Dunwich Road Blythburgh Suffolk. Reported Parish Council view of No Objection but detailed conditions the Parish Council would like to see imposed.
- Planning Applications. Contacted SCDC to request sight of all amendments, either material or non material, prior to their approval. Copied to Cllr Catchpole who followed up on the Parish Councils behalf. Received copy of response he received but there has been no further action.
- SALC. Have booked places for Cllr Boggis and Clerk for the "All you need to know about the reform of data protection legislation" briefing.
- River Wall. Produced a proposal for funding repair of river wall and discussed with the Finance Advisory Group.
- River Wall. Sent e-mail thanking Sir C Blois for his suggestion about repairs to the river wall.
- River Wall. Forwarded e-mail from Sir C Blois to Cllr Waller to discuss with the BEG.
- Air Quality Measurement. Requested Air Quality Measurement be made on A12 at Blythburgh. This has been agreed Ref No. 17/04641/AQMCON
- Posts on the A12 flood defence. Asked if the posts could be removed but have had no response.

General Activities

- PAYE. Completed Q2 activities.
- Annual Audit Return. Notice of Conclusion of Audit displayed. My thanks to Cllr Mackley for putting documentation on to Website.
- Followed up complaint about Vegetable Stall on Dunwich Road. No restrictions in SCDC relating to Street Trading all that is required is Land Owner permission.
- Convened a Finance Advisory Group meeting to discuss Audits and River Wall funding proposal
- Arranged for Planning Advisory Group to attend meeting with SCDC planners.
- Updated Parish Council Information on InfoLink Suffolk. Currently just has Clerks information.

Ongoing Actions

- Village Hall Driveway and Carpark. Clerk to complete pre planning advice forms in relation to signs in car park. Forms Submitted Ref No DC/PREAPP/17/3639.
- Play site Inspection. Arrange an Operational inspection in March each year. This has not been completed yet.
- Ask Suffolk highways for alternatives site for Gateways at the south end of the Village. E-mail sent but no response received
- Forward Police Report Numbers to D Chenery. Awaiting numbers.

- David Chenery, SCC Highways. Sent Parish Council traffic documentation to David Chenery as requested. No feedback to date.
- Speeding through the Village. Asked if 'Caution Pedestrians Crossing' signs could be installed. No response to date. Forwarded request to Cllr Gower and David Chenery.
- Compensation from Badger Building Ltd. An email was sent on 13th January 2016 to SCDC requesting compensation from Badger Building Ltd to help with traffic issues in Angel Lane. No response has been received, but application is still pending (DC/15/3254/VLA).
- Village Sign (Angel). Arranged to have Sign cleaned but was not done. Continue to chase.
- Contact Suffolk Highways about the installation of Armco type crash barriers on corner near White Hart on A12. No response.