

BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 11 November 2020

Following The Local Authorities Coronavirus - Flexibility of Local Authority Meetings Regulations this meeting was held remotely over Zoom

Open Forum

District Councillor Report - None

County Councillor Report - None

Parishioners opportunity to raise issues with the Parish Council.

Alan Mackley presented his report on accessibility around the parish using a 3 wheel assistance scooter. He highlighted the need for several issues and changes to enable such a vehicle to move around the parish safely. These include the Village Hall being inaccessible and up to 15 dropped kerbs required. Mr Mackley will forward his findings and supporting documentation to Cllr Orr-Ewing for distribution to the council and discussion at the January meeting

Attendees

From the Council Cllr Orr-Ewing (Chair)
Cllr Boggis (Vice Chair)
Cllr Burrows
Cllr Carse
Cllr Doney
Cllr Saunders
Cllr Sutton
A Besly (Clerk)

From the Public Alan Mackley

Apologies None Received

Declaration of Interest None

Minutes The Minutes of the Council meeting on 9 September 2020 were approved
The Minutes of the Special Council meeting on 28 September 2020 were approved

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Clerk's Report			
	The clerk reported that the process of taking over the role was ongoing and requested that email between councillors could be on the standard address process rather than BCC. Cllr Boggis objected stating she did not want her personal email address in circulation.			
2	Planning Advisory Group Report		Cllr Boggis	
	Approved	Village Hall Storage Shed		
	Approved	Tree Work at Marsh End		
	New	Removal of Ash tree at Cavell Cottage Church Lane (Expiry 17 Nov). Cllr Sutton (Tree Warden) had no objections		

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	New	Part demolition of former chapel, retention of front facade, erection of a pair of semi-detached, one and a half storey dwellings and all associated works. Old Methodist Chapel Dunwich Road (Expiry 30 Nov). After some discussion it was decided that the planning Advisory Group will prepare a briefing and recommendation and circulate via email. If any councillor disagrees with the recommendation, a special meeting will be held for a decision to be made		
	AP1 - 11/20	Cllr Boggis to manage the council's response	Cllr Boggis	30/11/2020
3	Finance Report			
	The Clerk presented the financial statements which will in future be discussed with the Finance Advisory Group ahead of the council meeting. The balance at Bank is currently £21,160.75 with a closing balance after expected transactions of £15,500			
	Payments: The following payments were approved:			
	82.20	Play Safety RoSPA Report	Clerk	
	50.00	Defibrillator donation to the White Hart	Clerk	
	2,847.96	In House Technology Ltd - CCTV Installation	Clerk	
	60.00	CAS One Suffolk Web Hosting	Clerk	
	The Clerk was also given a mandate to raise payments for signature up to a maximum value for the following:			
	100.00	Mr R Orr-Ewing: reimbursement of expenses associated with CCTV installation	Clerk	
	100.00	Mrs V Carse: Covid 19 Response expenses	Clerk	
	100.00	Mr A Besly: Training required to validate the website accessibility regulations	Clerk	
	Bank Mandate: It was confirmed that the current mandate requires 2 signatures from a list of 3: Cllr Orr-Ewing, Cllr Saunders and Cllr Sutton. It was agreed that the Clerk can be given access to the bank account, while the statement address remains that of Cllr Orr-Ewing. It was agreed that the Clerk will set up electronic banking, however payments cannot be made in this way as each payment will still require 2 signatures. Risk assessments should therefore be modified			
	AP2 - 11/20	Clerk to prepare mandate for signature	Clerk	13/11/2020
	Budget 21/22: The clerk presented a draft budget and it was agreed the Finance Advisory Group would review and present a proposal to the council for approval at the January meeting. Cllr Orr-Ewing highlighted that there will be a requirement for more play site maintenance over the next year. To be included in the draft budget			
	AP3 - 11/20	Clerk to work with Finance Advisory Group to prepare budget	Clerk	Next Meeting
	Precept 21/22: Cllr Orr-Ewing recommended that the Precept be increased to continue to fund the facilities that the council provide for the Parish. No one objected to this principal			
4	Internal Audit Report: item closed as it was dealt with at the September meeting			Closed
5	Village Hall			
	Village Hall Management: Cllr Orr-Ewing outlined the plan for the Parish Council to become the sole Trustee of the Village Hall at the AGM on 24 November following guidelines from SALC. The Council will therefore need 2 more meetings per year to manage the Village Hall It was also noted that there was "bounce back" funding available to aid reopening facilities once Covid regulations allow.		Cllr Orr-Ewing	

	Village Hall repairs: Cllr Orr-Ewing reported that quotes are required for the internal repairs and that one quote had been received for external decoration. He offered to arrange for 3 quotes for each	Cllr Orr-Ewing	
	AP4 - 11/20 Obtain 3 quotes for internal repairs and external decoration	Cllr Orr-Ewing	Next Meeting
	Village Hall Storage Shed: Cllr Orr-Ewing reported that the 10 x 12 storage shed will need to be erected on footings that do not disturb any potential archaeological artefacts. He has a plan to prepare the base using concrete blocks. The shed itself had a 25 week lead time given. The clerk will follow up with the suppliers for a revised lead time		
	AP5 - 11/20 Clerk to follow up with Tiger Sheds, agree a lead time and if appropriate (in consultation with Cllr Orr-Ewing), place the order	Clerk	ASAP
	Village Hall Driveway / Footpath: Cllrs Orr-Ewing and Sutton will follow up on quotes and correspondence to get advice on the most cost effective way of providing a footpath from the A12 to the Village Hall. There is also an issue with shingle migrating onto the A12. It was agreed to have a working party to clear these on Friday 13 November at 09.30		
	AP6 - 11/20 Follow up correspondence and quotes for a cost effective footpath	Cllrs Orr-Ewing and Sutton	ASAP
6	Sizewell C: Cllr Boggis reported that there was a new public consultation running to 18 December and that she had booked onto the next JLAG session	Cllr Boggis	
7	Play site maintenance: Cllr Boggis summarised the RoSPA report highlighting that the Multiplay Junior now fell into the high risk category due to ground level decay. After some discussion it was decided not to close the play area as the equipment was only just in high risk zone and RoSPA did not recommend closure. However, the following actions were agreed	Cllr Carse	
	AP7 - 11/20 Find out what a penetration check is and how much it would cost and what the Parish Council insurance position is on continued usage	Cllr Boggis	ASAP
	AP8 - 11/20 Create a plan to identify, log and resolve any reported issues with the play area for discussion at the January meeting	Cllr Orr-Ewing	Next Meeting
	AP9 - 11/20 Clerk to forward inspection reminder to appropriate Councillor each Monday	Clerk	Ongoing
8	Website Accessibility: The Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 are now in force. This means the parish council website should have published their Website Accessibility Statement and identified a plan to resolve weaknesses. Accessibility include but is not restricted to: access from a variety of devices and access by individuals with some impairment. The clerk reported that a website audit was no longer available but offered to undertake some training to ensure the website meets regulations		
	AP10 - 11/20 Clerk to identify and undertake training and report back	Clerk	Next Meeting
9	Recycling Area Surveillance Camera: has now been fitted however, to be effective in viewing number plates of fly tipping offenders the height of some brambles need to be reduced. It was agreed that Cllr Orr-Ewing would draft a request to Sir Charles Blois for permission for the council to maintain the brambles at a suitable height. It was also agreed to include the bottle bank on the weekly play area inspection report	Clerk	
	AP11 - 11/20 Draft request to Sir Charles Blois	Cllr Orr-Ewing	ASAP
10	Coronavirus Helpline: Cllr Carse reported on the Helpline and it was agreed to reimburse her expenses up to £100	Cllr Carse	
11	Vehicle Activated Speed Sign: Cllr Orr-Ewing reported that there appears to be an issue with calibration which will need to be corrected	Cllr Orr-Ewing	

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12	Speed watch: Cllr Sutton reported that immediately before the current lockdown 19 vehicles were recorded exceeding the speed limit within 30 minutes on the A12		Cllr Sutton	
13	Traffic management on Angel Lane/Dunwich Road: Cllr Doney reported that the volume of traffic is generally high with a proportion of through traffic, but excess speed was less of an issue. He will form a working group to prepare a proposal to reduce traffic volume			
	AP12 - 11/20	Form working group and prepare proposal	Cllr Doney	Next Meeting
14	Verges Planting: Cllr Orr-Ewing reported that 1,000 bulbs had been planted along the A12 verges with the help of a donation from a parishioner and the Latitude Trust			
15	Bus Shelter Damage: It was reported that the Perspex front of the southbound bus shelter is broken.			
	AP13 - 11/20	Clerk to liaise with Jim Boggis to arrange a replacement panel	Clerk	ASAP
16	Meeting dates were agreed for the following year: 2nd Wednesday every other month commencing January 2021			
	AP14 - 11/20	Clerk to post dates on website	Clerk	Next Meeting
17	Date of next meeting: Wednesday 13 January 2021 at 19:15			

These minutes are confirmed as an accurate record of proceedings of the meeting held remotely via Zoom on Wednesday 11 th November 2020

Signed (Chair) _____ Dated _____

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