

BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of the Parish Council Annual meeting held on 5 May 2021 over Zoom

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

Attendees

From the Council

Cllr Orr-Ewing (Chair)
Cllr Boggis (Vice Chair)
Cllr Carse
Cllr Doney
Cllr Saunders
A Besly (Clerk)

From the Public

Lucy Harrison (part, open forum only)

Apologies

Cllr Burrows, Cllr Boggis (Vice Chair)

Declaration of Interest

Cllr Doney Non Pecuniary interest in item 23 Planning Rosemary Cottage

Notes and Actions

	Description	Actions and Agreements	Owner	Complete by date
1	Election of Chair	Cllr Doney proposed that Cllr Orr-Ewing continue as Chair seconded by Cllr Saunders, All Agreed		
2	Election of Vice Chair	Cllr Orr-Ewing proposed that Cllr Boggis continue as Vice Chair seconded by Cllr Saunders, All Agreed		
3	Delivery of Acceptance of Office forms	The Clerk will arrange for acceptance of office forms to be signed as soon as possible	Clerk	ASAP
4	Confirmation of Minutes			
	The Minutes of the Council meeting on 10 March 21 were approved as an accurate record			
	The Minutes of the special Council meeting on 8 April 21 were approved as an accurate record			
	The Clerk will arrange for the Chair to sign as soon as possible		Clerk	ASAP
5	Reminder for Members to review and update their Register of Interests on the ESC website		All	ASAP
6	Review of delegation arrangements to staff	Financial Regulations s4.1 provides that the Chair and Clerk together may approve up to £500 spend which needs to be reported at the next meeting. All Agreed that this is appropriate	NFA	
7	Review and adoption of appropriate standing orders and financial regulations;	New standing Orders were reviewed and adopted. All Agreed Existing Financial Regulations were reviewed and re-adopted. All Agreed Clerk will update review dates and post on website	Clerk	ASAP
8	Review of inventory of land and assets including buildings and office equipment;	The existing asset register was agreed as presented.		
9	Confirmation of arrangements for insurance cover in respect of all insured risks;	Standard Parish Protect policy Includes: £10m for Employers liability and Public Liability Fidelity insurance £25k, Officials Liability £1m. Village Hall insurance is separate and should also be reviewed by the Village Hall Management Committee This is considered appropriate - All Agreed		

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10	Review of the council's and/or staff subscriptions to other bodies;	The council's only current subscriptions are SALC, CPRE & ICO All Agreed		
11	Review of the council's complaints procedure	The Existing Complaints Procedure was reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
12	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;	The Existing Procedures were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
13	Review of the council's policy for dealing with the press/media;	The Existing Policies were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
14	Review of the Councils employment policies and procedures including: - Privacy Notice for Employees and officials - Member/Officer Protocol	The Existing Policies were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
15	Review of the Councils remaining policies and procedures including: - Code of Conduct - GDPR Management - Privacy Notice General - Risk Assessments and Safeguarding	The Existing Policies were reviewed and re-adopted - All Agreed Clerk will update review dates and post on website	Clerk	ASAP
16	Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	There was no s137 expenditure for 2020/21 as this has been allocated to CIL expenditure All Agreed		
17	Review of the Council's end of year accounts including: Receipts and Payments summary Asset Register Reserves allocation			
	FAG have reviewed the end of year accounts and have recommended adjustments to the Reserves allocation (Circulated). All the accounting schedules were approved - All Agreed			
18	Review of the Council's Annual Governance and Accountability Return (AGAR)	FAG have reviewed the AGAR and recommend that it is approved (Circulated) - All Agreed The clerk will arrange for them to be signed and posted on the website	Clerk	ASAP
19	Approve 2020/21 Certificate of Exemption (AGAR part 2 page 3)	FAG have reviewed the Certificate of Exemption and recommend that it is approved (Circulated) - All Agreed The clerk will arrange for it to be signed, submitted and posted on the website	Clerk	ASAP
20	Approve Heelis and Lodge internal audit plan	FAG have reviewed the Heelis & Lodge Audit Plan and recommend that it is approved (Circulated). The audit plan was reviewed and approved - All Agreed		
21	Approve Internal Control Statement and Report	The internal Control report has been completed by Cllr Boggis and circulated for approval - All Agreed The clerk will arrange for it to be signed and posted on the website	Clerk	ASAP

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22	<p>Approve Payment Schedule: The following payment schedule was approved - All Agreed. Clerk will raise payment SALC Membership £147.67</p>	Clerk	ASAP
24	<p>Open Forum: Lucy Harrison who lives in 2 School Cottages joined the meeting at this point and outlined objections to planning application for 1 School Cottages which include: - Invasion of privacy due to scale and windows providing a view into her home - Loss of light due to the scale of the proposal - Proposal is far in excess of current neighbours extensions - There is no site plan to describe accurately the scale of the proposal - The garage is predominantly living space and it would be difficult to get a car into it - The garage has 1st floor living space and a balcony overlooking neighbours Lucy has provided detailed objections both to Blythburgh PC and ESC in writing</p>		
23	<p>Planning: There were three planning applications to review</p>		
	<p>DC/21/1506/FUL. Location: 1 School Cottages, Dunwich Road, Blythburgh IP19 9LZ. Erection of a single-storey rear extension with oak framing/brick walls and pan tile roof and installation of new wood burner in extension. Erection of new separate pitched roof garage in masonry/timber cladding on existing property driveway. PAG provided a briefing to the council which supported Lucy Harrison's presentation. The council agreed that an objection should be posted on ESC portal. Cllr Carse will draft the objection and the Clerk will post it on ESC planning portal</p>	Cllr Carse and Clerk	ASAP
	<p>DC/21/1625/FUL. Rosemary Cottage, Church Lane, Blythburgh IP19 9LP. Rear and side ground floor extension with additional loft storage. PAG provided a briefing to the Council and it was agreed that the Council has no objections Cllr Carse will draft the comment and the Clerk will post it on ESC planning portal</p>	Cllr Carse and Clerk	ASAP
	<p>DC/21/1690/AME. Non Material Amendment of DC/20/3142/FUL. Location: High Lodge Leisure Darsham Road Hinton Blythburgh Saxmundham Suffolk IP17 3QT. This has been approved by ESC</p>	NFA	
25	<p>Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</p>	<p>The following schedule of meetings was approved: Blythburgh PC Meeting Dates 2021/22 Wednesday 14 July 2021 Wednesday 8 September 2021 Wednesday 10 November 2021 Wednesday 12 January 2022 Wednesday 09 March 2022 Wednesday 11 May 2022 APCM Cllr Doney reported that the village hall reopens on 21 June so it was agreed that meetings will take place at this venue and commence at 19:15</p>	
26	<p>Date of next meeting: Wednesday 14 July 2021 at 19:15 in the Village Hall</p>		
	<p>AOB. Cllr Orr-Ewing reported that the suppliers of the village hall shed have failed to provide an installation team. He has requested a refund of installation costs and will arrange this locally</p>		

These minutes are confirmed as an accurate record of proceedings of the meeting held remotely via Zoom on Wednesday 5 May 2021

Signed (Chair) _____ Dated _____

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