



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Annual Meeting Monday 16th May 2011

Present: Cllr D Tytler, Cllr J Blakesley, Cllr L Clapham, Cllr R Orr-Ewing, Cllr A Mackley, J Boggis (Clerk)

Open Forum (Six Parishioners present)

PAYE. Following the change in rules by HMRC the Parish Council now need to operate a PAYE scheme to pay the Clerk. This process has been put in place and the Clerk will get paid quarterly. The information will be handed over to the Clerk at the first quarter.

Annual Parish Meeting. A question was raised about this meeting. Cllr Tytler explained that this was the opportunity for the parishioners to raise any concerns they have in a formal setting and was a legal requirement of the Parish Council. He explained it would take place on Friday 20th May starting at 7.00pm.

Parish Council Meeting

11/1. Election of Chair

Proposal – Elect Cllr D Tytler as Chair

All Agreed

11/2. Agree the Agenda

Agreed

11/3. To receive Members' declarations of interest on any matters on the agenda

None Declared

11/4. To note apologies for absence

None reported

11/5. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

All Agreed

11/6. Election of Co-opted Councillors

There were two people who were available for co-option. The Chair raised that one of these had not been elected as the Clerk had delivered their completed nomination papers late to SCDC and the Chair proposed that this person be co-opted.

Proposal – C Waller co-opted to Parish Council

All Agreed

The chair noted that one volunteer for co-option had been received but proposed that the remaining place on the Parish Council should be left open to give others time to apply to stand for co-option.

Proposal - The remaining co-option to be completed at a later meeting

Agreed

11/7. Appointment of Responsible Finance Officer for financial year 2011-12

Proposal – Appoint Clerk as RFO for 2011-12

All agreed

11/8. Appointment of Chair and members of the finance advisory group for 2011-12

Proposal – Appoint Cllr R Orr-Ewing as Chair of Finance advisory group

All agreed

Proposal – Appoint Cllr J Blakesley and the RFO as members of the Finance advisory group

All agreed

11/9. Appointment of Chair and members of the planning advisory group for 2011-12

Proposal – Appoint Cllr A Mackley as Chair of Planning advisory group

All agreed

Proposal – Appoint Cllr C Waller and S Boggis as members of the Planning advisory group

All agreed

11/10. Appointment of Village Hall Trustees

Proposal – Delay appointment until final co-option complete

Agreed

11/11. Appointment of SALC representative

Proposal – Appoint Cllr D Tytler as SALC representative

All agreed

11/12. Appointment of Latitude Trust representative

Proposal – Cllr D Tytler and Cllr L Clapham to stand as Parish Council representative

All agreed

11/13. Adoption of Standing Orders, Financial regulations, Complaints procedure for 2011-12

Proposal – Adopt Standing Orders reviewed in 2010-11

All agreed

Proposal – Finance advisory group review financial regulations and complaints procedure and report back at next meeting

Agreed

11/14. Minutes of Parish Council meeting held on Monday 14th March 2011

Proposal – Accept minutes for 14th March 2011 as presented

Agreed

11/15. Minutes of Special Parish Council meeting held on Thursday 28th April 2011

Proposal – Accept minutes for 28th April 2011 as presented

Agreed

11/16. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

Agreed

Clerk raised the issue of meeting SCC to discuss Toby's Walk

Proposal – Cllr C Waller and Cllr L Clapham to meet SCC

Agreed

11/17. To receive the report from the planning sub-committee

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
C/11/0193	Union Farm, Southwold Road, Bulcamp, Blythburgh	Erection of a 5kW wind turbine and 4kW PV system	GRANTED
C/11/0633	Land Opposite Priory Lodge, Priory Road, Blythburgh	Turn land into a small retail area selling plants, herbs, vegetables and cut flowers	WITHDRAWN

- To consider any planning applications received by 16th May 2011 and determine the Councils attitude to them.

Application No.	Date Application received	Location	Proposal
C/11/1010	11 th May 2011	The Bird House, Old Angel Lane, Blythburgh	Extension and cladding of existing outbuilding to form single storey studio / summer house

Cllr Mackley expressed this application was an extension to a current out building, with the extension running away from the road and with the exterior all to be clad. There were no issues foreseen with this change.

Proposal – Clerk to express Parish Council view to SCDC of No Objection

Agreed

11/18. To receive the report from the financial sub-committee

The RFO provided a brief report on the current financial position. First payment of precept received along with a Locality Budget grant of £800, held over from 2010-11 to help with funding the work on the Village Hall new soak-a-ways.

Budget for 2011-12

Clerk	Subscriptions	Insurance	Maintenance	Expenses	Training	Misc.	Donations (Sec 137)
£55 per month salary plus £5 per month stationary	SALC, Suffolk ACRE, CPRE, SPLG	Village Hall and Parish Council	Grass £250 Bus shelter £416 (£8 per week) Speed gun - calibrate £200, Village Hall £500	£25 per Cllr and Clerk	£50 per Cllr and Clerk as Election year	Include information boards £1000.	Age Concern & Villager of the Year - £50, Citizens advice Bureau & Disability advice service - £25.
£720	£200	£2100	£1500	£200	£500	£1750	£150

Bank Balances at 16th May 2011 Unknown as information with Auditor

Additional Committed Spend at 16th May 2011 not included in 2011-12 budget above:

Village Hall Work	= £1600	Estimated as Archaeologist cost unknown.
Information Boards	= £900	Donations from Natural England and Parish Plan
Celebrate Blythburgh	= £185	Profit from 2010 event
Total	= £2685	

- Discuss and agree Annual financial statement
RFO presented the Financial Statement for 2010-11. No questions raised.
Proposal – Agree / Approve Financial Statement for 2010-11
All agreed
- Discuss and agree Financial Risk Assessment
Proposal – Finance Advisory group to review and report back
Agreed
- Discuss and complete Annual Audit return
RFO presented section 1 of report
Proposal – Agree / Approve section 1 of Annual Audit return
Agreed
RFO presented section 2 of report section by section. All answers were yes.
Proposal – Agree / Approve section 2 of Annual Audit return.
Agreed
- Discuss and agree any payments required of the Council
No payments required

11/19. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

Date	Hours	Numbers	Vehicles Speeding	
			Highest on A12	Highest on Dunwich road
April 2011	27 hours	31	47mph	42mph

During 5 sessions no speeding vehicles were recorded.

- Blythburgh matters – Ro Williams
- Information Boards - Alan Mackley
Currently awaiting situation at Suffolk Coasts & Heaths to settle but will continue to chase.
- Environmental Working Party – Cliff Waller
Clerk to send contact information for the Anglian Water person who manages water tower.
- Traffic Management Working Party – Alan Mackley
Struggling to get any support for the work on this. This statement generated considerable debate.

Meeting Closed

There was a considerable discussion around the traffic situation in Church Road, Church Lane, Priory Road, and The Street on the North side of the A12. Issues also raised with Angel lane and the parking on Dunwich Road.

Meeting Opened

The outcome of the discussion was for the Clerk to invite the residents from the North side of the A12 to a meeting, with the view to forming a working party to provide supported suggestions on ways forward to the Parish Council for review.

Proposal – Clerk to send out invite to residents on North side of A12 & PCC

Agreed

- Church Working Party – Tom Lond-Caulk
- Blyth Valley First Responders Group
- Village Hall Committee
- Gas Supply – J Boggis

11/20. To receive an update on the Playsite.

Currently the application to the Big Lottery Fund for £10000 is in the final stages.

Application for £1000 to the Adnams Charity was turned down. With the agreed funding from the Blythburgh Latitude Trust (£2000) and SCDC playsite scheme (£2385) this leaves a shortfall of ~£800.

Proposal – Parish Council to underwrite £800 shortfall

Agreed

Proposal – Clerk to contact Cllr Leighton and ask for grant from Locality Budget

Agreed

11/21. Update on work on Village Hall.

Work is moving forward on the decoration of the Village Hall. The insurance claim is still ongoing.

11/22. Villager of the Year. 2011 competition.

Three people from the village received nominations this year and an adjudication committee was formed. The winner will be announced at the Annual Parish Meeting.

The Clerk formally thanks the people who volunteered to form the adjudication committee for their committed, conscientious and sincere deliberations.

11/23. Correspondence

11/23.1 – SCC request to meet Parish Councillors to discuss Toby's Walk

Discussed as part of Clerks report.

11/24. To discuss any other matter the Chair will allow

Nothing to discuss

Meeting closed at 8.35pm

The next meeting will be on Monday 11th July 2011 commencing with an Open Forum at 7:15pm followed by the Parish Council Meeting.

Clerks Report to Parish Council Meeting 16th May 2011

Meeting 24th January 2011

Contact Land Registry and change ownership of playsite. Contacted the Land Registry and received conflicting information. Contacted SALC to ask for advice and they are seeking legal advice on the best way forward. Still awaiting a response.

Invite SCC to give update on Toby's Walk. Invitation sent to SCC and positive response received. However they would like to meet with some of the Councillors before that meeting. I have asked for volunteers but none have come forward.

Payments required of the Council. Made payments agreed by the Parish Council.

Contact L Lewis re Speedwatch expenses. Spoke with L Lewis about the Parish Council giving her a 'float' of £50 to cover expenses. Her response was that she would prefer to build up expenses to ~£25 and then send an invoice to Parish Council.

Work on Village Hall. Applied for and received building regulations notice and certificate.

Villager of the Year. Adjudication committee was required this year. This was formed and my thanks go to the group for the way they undertook the task.

Locality budget. The sum of £800 from the Locality Budget to fund the work on the Village Hall has just been received after a delay because of the election. Many thanks to Cllr Leighton for his support.

Clearing the Footpaths. SCC have now cleared the paths ways, including cutting back the banks, as requested.

Spare set of keys for the notice board. A second set of keys to the metal notice board are now available from the Clerk.

Special Meeting held Thursday 28th April 2011

Planning Applications. Responded to SCDC with Parish Councils view on the planning applications discussed.

C/11/0592	29th March 2011	Minsmere Nature Reserve, Sheepwash Lane, Westleton	Flood defence works to improve future protection against coastal flooding
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No Objection, with a list of conditions

C/11/0633	5th April	Land Opposite Priory Lodge, Priory Road, Blythburgh	Turn land into a small retail area selling plants, herbs, vegetables and cut flowers
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The Parish Council agreed to object to the application but state they would consider a re-application if further information was made available. List of information required was supplied.

C/11/0866	20th April 2011	Westlea, Dunwich Road, Blythburgh	Construction of new vehicular access
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No Objection, with a list of conditions

C/11/0923	20th April 2011	4 White House Cottage, Bulcamp Drift, Blythburgh	Erection of extension
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No Objection.

Payments required of the Council. Made payments agreed by the Parish Council.