



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Monday 11th July 2011

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

Open Forum (27 Parishioners present)

Village Shop. The meeting was addressed by Teresa Holman, Tenanted Estate Manager from Adnams. Teresa Holman started by telling the meeting that Adnams had recently interviewed 3 different groups of people, who had applied to run the Village Shop in Blythburgh. She stated that the aim was to sustain the long term future of the village shop. Each group had presented a business plan outlining their own unique selling point and how they saw the future of the village shop. Questions were then raised from the floor;

Did the business plans include the future of the Post Office? Yes but only one proposed keeping it.

What links were being set up with the Pub? Adnams support the 'Pub is the Hub' campaign.

Car parking arrangement? 3 spaces allocated in the pub car park.

The shop has failed before, why not again? Ensure the future proprietors are aware of the issues and have a solid business plan which aims to address some of the know issues i.e. longer opening hours.

Will there be a blue badge parking bay? Can look into putting one in the pub car park.

At this point the Chairman concluded the discussion.

(6 parishioners remained)

Police Report. The report from Jamie Newson - PCSO 3044 was read out. Since March 14th 2011 up until July 11th there have been four recorded crimes for Blythburgh, which are as follows:

Criminal Damage-other building

Theft Of Motor Vehicle

Common Assault (no injury)

Burglary Dwelling with intent

PAYE. Sonia Boggis reported that the first payment had been made to HMRC and the Clerk, A pay slip produced, and the P46 sent to HMRC. As promised this was completed but now it needed to be handed over to the Parish Council as no longer appropriate to continue. Cllr D Tytler took the pack of information and passed on to Cllr R Orr-Ewing Chair of Finance advisory group.

Cllr Waller thanked Sonia Boggis for all her efforts in setting up the PAYE scheme for the Parish Council.

Parish Council Meeting

11/34. Agree the Agenda

Additional Payment – Councillor Briefing

11/35. To receive Members' declarations of interest on any matters on the agenda

None Declared

11/36. To note apologies for absence

Cllr Clapham – Had to leave early

11/37. Election of Co-opted Councillors

Councillors met earlier to discuss the election of a co-opted Councillor. Two parishioners put themselves forward and after a debate and vote, Alan DeThabrew was duly elected. A letter of thanks to be sent to the unsuccessful candidate.

11/38. Appointment of Village Hall Trustees

Proposal - Cllr A Mackley and Cllr A DeThabrew appointed as Village Hall Trustees

Agreed

Proposal – Clerk with Chairmen to review number of Village Hall Trustees

Agreed

11/39. Adoption of Financial regulations

Cllr Mackley raised an issue over the ability to spend more than had been budgeted against a specific class

Proposal – Clerk to review document and re-issue for adoption at next meeting

Agreed

11/40. Adoption of Complaints procedure

The complaints procedure was targeted at complaints about administration of the Parish Council and its procedures. It is not targeted at complaints about individuals

Proposal – Adopt Complaints Procedure

Agreed

11/41. Minutes of Parish Council meeting held on Monday 16th May 2011

Proposal – Accept minutes for 16th May 2011 as presented

Agreed

11/42. Minutes of Special Parish Council meeting held on Friday 17th June 2011

Proposal – Minutes accepted for 17th June 2011 but date and title to be changed

Agreed

11/43. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

Agreed

11/44. To receive the report from the planning advisory group

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
C/11/1010	The Bird House, Old Angel Lane, Blythburgh	Extension and cladding of existing outbuilding to form single storey studio / summer house	GRANTED No conditions

- To consider any planning applications received by 11th July 2011 and determine the Council's attitude to them.

Application No.	Date Application received	Location	Proposal
C/11/1178	16 th June 2011	Tanglein, The Street, Blythburgh	Erection of garage – Existing to be demolished

The Parish Council asked for more information from SCDC relating to this application but none was received, therefore the following comments are based on the documentation as received. The Parish Council felt:

- 1 - This application was poorly presented and lacked important information
- 2 - There is no marking of the old or new boundaries, referred to in the application, in the drawings
- 3 - Contrary to the assertion in the documentation received, the proposed garage structure would not be in keeping with the area as all the garages in the area have pitched roofs using clay pantiles.

The Parish Council object to this application. Using the information supplied the design / materials / finish of the proposed building is not appropriate for its prominent location in the conservation area nor are they in keeping with other garages in the vicinity.

Proposal – Clerk to express Parish Council objection to SCDC

Agreed

C/11/1425	29 th June 2011	Haw Wood, Darsham Road, Hinton, Blythburgh	Use of land for stationing 32 lodges for holiday use and many other changes at High Lodge
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This is a large application and the advisory group met Mr J Bidwell on site this morning to discuss. Future discussion is required before a recommendation can be put to the Parish Council

Proposal – Clerk to organise a Special meeting to discuss this planning application

Agreed

11/45. To receive the report from the financial advisory group

Current position against budget

	Clerk	Subscriptions	Insurance	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing
Date									
Budget	720	200	2100	1500	200	500	1750	150	7120
Spend	165	136	0	0	121.76	0	245.91	50	718.67
Remainder	555	64	2100	1500	78.24	500	1504.09	100	6401.33

Other approved expenditure not included in above budget;

Drainage Works on village hall = £1447.90

Insurance works on Village Hall = £3172

Bank Balances at 27th June 2011 Current Account = £17758.67
 Savings Account = £8471.38
 Total = £26230.05

Value of outstanding cheques. £3754.67

Additional approved Committed Spend at 11th July not included in above Budget:

Village Hall Work = £1600 Estimated as Archaeologist cost unknown.
 Information Boards = £900 Donation from Natural England & Parish Plan
 Celebrate Blythburgh = £185 Money set aside for 2011 event.
 Playsite (exec vat) = £15000 (£18000 inc Vat)

- Discuss effectiveness of the Internal Audit
 As part of the annual audit process the scope and effectiveness of the internal audit was discussed. The scope of the internal audit was explained and a review of effectiveness completed, both based on forms supplied by Heelis & Lodge.
 Proposal – Scope and effectiveness of Internal Audit meets Parish Council requirements

Agreed

- Discuss and agree any payments required of the Council
 - Adventure Playgrounds Ltd – Part payment £13824.00
Agreed
 - Clerks Expenses - £15.89
Agreed
 - Clerks Remuneration & HMRC payment - £165.00
Agreed
 - Cllr Briefing by SALC, reduced due to late start - £24.00
Agreed

Proposal - Clerk to look into putting in additional VAT reclaim form

Agreed

Proposal - Clerk to look at insurance cover related to playsite

Agreed

11/46. Feedback from Village working parties.

- Speedwatch – Binny Lewis
- Blythburgh m@tters – Ro Williams

- Information Boards - Alan Mackley
- Environmental Working Party – Cliff Waller
- Traffic Management Working Party – Alan Mackley
The problems with accessing the village shop down Angel Lane would make a useful argument in putting together a paper proposing Traffic Management changes. The proposed development at High Lodge would also be useful in forming an argument.
- Church Working Party – Tom Lond-Caulk
The repairs to the roof, paths and steps were blessed in a service presided over by the Bishop of Dunwich. Simon Pitcher has been appointed Rural Dean and September 8th sees the appointment of a new Vicar.
- Blyth Valley First Responders Group
- Village Hall Committee
- Gas Supply – J Boggis

11/47. To receive an update on the Playsite.

The first phase of the upgrade to the playsite is now complete. The Breeze and painting of the swing is outstanding. A question was asked about what the younger children could use. It was pointed out that the nest swing was designed for younger children as well as disabled children.

11/48. Update on work on Village Hall.

The revisit to the soak a ways is now complete and English Heritage stated *“I am satisfied that the Scheduled Monument Consent has now been complied with and the matter is now closed”*

11/49. Feedback from meeting with SCC to discuss Toby’s Walk

Cllr Waller and Tytler attended the meeting. SCC reported that they had interest from two people looking to run mobile Cafes at the site. However the site is leased from the Blois Estate and currently no commercial activity is allowed as part of the lease. SCC will discuss with the Blois Estate. Questions were raised about a rare wasp and SCC agreed to look into this including the possibility of funding a survey.

11/50. Feedback from SPLG meeting

The council was concerned to learn that a proposal for a representative of the SPLG to sit on the newly formed Suffolk Coastal District Council Sizewell Task Group has been rejected.
Proposal – Clerk to contact Cllr Gower asking for support for the SPLG
Agreed

11/51. Correspondence

None

11/52. To discuss any other matter the Chair will allow

None

Meeting Closed at 9.05pm

Clerks Report to Parish Council Meeting 11th July 2011

Meeting 16th May 2011

Finance Advisory Group. Organised a meeting of the finance advisory group including the review of the Complaints procedure and Financial Regulations. These were sent out to all Parish Councillors for review and adoption at this meeting.

Toby's Walk. Contacted SCC to arrange a meeting to discuss the future of Toby's Walk. The meeting was arranged and attended by two Councillors and a report will be given later in the meeting

Planning Applications. Contacted SCDC and expressed the views of the Parish Council agreed at the meeting.

Financial Risk Assessment. This was not reviewed at the Finance Advisory Group meeting but will be reviewed later in the year.

Traffic/Parking issues on North of A12. Meeting called and all residents living on the North of the A12 invited.

Locality Budget. Sent application to Cllr Rae Leighton for a grant towards the new playsite. Have not yet had a response. Will resend.

Playsite Land ownership. Contacted SALC to ask for advice and they are seeking legal advice on the best way forward. Still awaiting a response.

Meeting 17th June 2011

Planning Applications. Contacted SCDC and expressed the views of the Parish Council agreed at the meeting.

Payments. Made payments to L Lewis, Cllr Tytler, Heelis & Lodge and N Haward as agreed at the meeting

Village Shop. Sent invites to S Lofty and E Hibbert to join the open forum on 11th July meeting to discuss the position with the village hall.