



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Parish Council Annual Meeting Monday 14<sup>th</sup> May 2012

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

#### **Open Forum** (Five Parishioners present)

First Parishioner spoke about their concerns with the proposed vehicular access to Mill Farm via Lodge Lane. Their concerns centred on; impacts of users of Lodge Lane; Visibility for vehicle to see and be seen; Safety. The impact of the inclusion of a solid wall in place of a hedge was seen as just adding to the issues already highlighted.

Second Parishioner reiterated what had been said and added there was no evidence of vehicular access to Mill Farm via Lodge Lane. They then stated their concerns over the proposed wall, stating that the last incident of flooding was 2001 and of their concern of 'creeping urbanisation'

Third Parishioner spoke supporting what had previously been said but adding that the majority of houses in Dunwich Road had hedges fronting onto the road and that this wall would be out of keeping with this area of the Village.

There was then a question raised about car parking for the users of the Village Hall; would it be possible to use the land closer to the Village Hall? The Chair reminded the Council of the question of ownership. The Clerk responded that this had been reported at a previous meeting.

Proposal – Clerk to Contact Blois Estates for use of land as Car Park

**Agreed**

District Cllr M Gower then gave a short report. He explained that he was on the Planning board for SCDC and that there was an application for a Railway centre at Wenhaston currently being discussed.

#### **Parish Council Meeting**

Vice Chair Cllr A Mackley opened the meeting and took the first point on the agenda

12/1. Election of Chair

Proposal – Elect Cllr D Tytler as Chair

**All Agreed**

Following his election as Chair for a further year Cllr Tytler took over as chair of the meeting

12/2. Agree the Agenda

Additional payment required of Parish Council for Village Hall Maintenance

Two additional Planning applications received.

**Agreed**

12/3. To receive Members' declarations of interest on any matters on the agenda

None Declared

12/4. To note apologies for absence

None reported

12/5. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

**All Agreed**

12/6. Election of Co-opted Councillors

The proposal was to continue with the current co-opted Councillors

Proposal – A DeThabrew and C Waller co-opted to Parish Council

**All Agreed**

12/7. Appointment of Responsible Finance Officer for financial year 2012-13

Proposal – Appoint Clerk as RFO for 2012-13

**All agreed**

12/8. Appointment of Chair and members of the finance advisory group for 2012-13

Proposal – Appoint Cllr J Blakesley as Chair of Finance advisory group

**All agreed**

Proposal – Appoint Cllr R Orr-Ewing and the RFO as members of the Finance advisory group

**All agreed**

12/9. Appointment of Chair and members of the planning advisory group for 2012-13

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**

12/10. Appointment of Village Hall Trustees

Proposal – Appoint Cllr A Mackley and Cllr A DeThabrew as Village Hall Trustees

**Agreed**

12/11. Appointment of SALC representative

Proposal – Appoint Cllr D Tytler as SALC representative

**All agreed**

12/12. Appointment of Tree Warden

Proposal – Cllr L Clapham to stand as Parish Council Tree Warden

**All agreed**

Meeting Closed

Question from the Floor; What does a Tree Warden Do? Cllr Clapham explained that she was still investigating the full role but generally it was to keep a watching brief on Trees and hedges in the Village and to keep a list of the protected trees and monitor their condition.

The campaign ‘Plant a Tree for the Jubilee’ was raised and briefly discussed.

Meeting Opened

12/13. Adoption of Standing Orders, Financial regulations, Complaints procedure for 2012-13

Proposal – Adopt current Standing Orders, Financial regulations and Complaints procedure

**All agreed**

12/14. Minutes of Parish Council meeting held on Monday 12<sup>th</sup> March 2012

Proposal – Accept minutes for 12<sup>th</sup> March 2012 as presented

**Agreed**

Cllr Mackley pointed out his comments on the conservation appraisal were to be added and that the whole process was to be delayed by one month.

12/15. Minutes of Special Parish Council meeting held on Monday 16<sup>th</sup> April 2012

Proposal – Accept minutes for 16<sup>th</sup> April 2012 as presented

**Agreed**

12/16. To receive the Clerk’s Report

Proposal – Accept Clerks Report as presented

**Agreed**

Proposal – Clerk to ask for Parish Council Logo to be added to the information boards

**Agreed**

Proposal – Clerk to send a letter to Environment Agency about Japanese Knot weed

### **Agreed**

12/17. To receive the report from the planning advisory group

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
C12/0188 LBC	Union Farm, Southwold Road, Bulcamp	Refurbishment of domestic outbuilding to form library	GRANTED
C12/0189	Union Farm, Southwold Road, Bulcamp	Refurbishment of domestic outbuilding to form library	GRANTED
C12/0446	23 Blyth View, Bulcamp, Blythburgh	Internal alterations to bedroom, bathroom and utility room	GRANTED

- To consider any planning applications received by 14<sup>th</sup> May 2012 and determine the Councils attitude to them.

Application No.	Date Application received	Location	Proposal
C12/0829	26/4/2012	Byfield, Chapel Road, Blythburgh	Erection of Extension

Cllr Mackley explained this extension was to improve the bathroom, bedroom and kitchen of what is a tiny cottage. The location means that only the neighbours are directly effected and Cllr Mackley pointed out the proximity to the boundary. After some discussion the councillors agreed that there was no reason for objection to this application.

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

### **Agreed**

Application No.	Date Application received	Location	Proposal
C12/0849	25/4/2012	Mill Farm, Dunwich Road, Blythburgh	Erection of new boundary wall and vehicular access

Cllr Mackley gave an overview of the application and explained that there were two parts; Erection of a 2m high by 50 m long wall to replace the privet hedge; Vehicle access via Lodge Lane. He went on to explain the reasoning given for these changes; Safety of Access and flooding. The following discussion was a very detailed examination of the application. The conclusion of the discussion was that the proposed vehicular access did not offer any safety improvement over current parking arrangements and the removal of the hedge was completely out of context with that part of the Village. Cllr DeThabrew reiterated the issue relating to mis representation of the Parish Council minutes.

Proposal – Clerk to express Parish Council view to SCDC of Objection

### **Agreed**

Application No.	Date Application received	Location	Proposal
C12/0958	8/5/12	Curlew Cottage, Priory Road, Blythburgh	Erection of side storey side extension and open sided glazed canopy to front elevation
C12/0936	10/5/12	White Cottage, The Street, Blythburgh	Erection of single storey, first floor rear extension and new chimney stack

Cllr Mackley reported that the planning advisory group had not had time to review these applications

Proposal – Clerk to arrange a special meeting to discuss planning applications

### **Agreed**

12/18. To receive the report from the financial advisory group

Cllr Orr-Ewing took the council through the annual financial statement explaining the large difference between this and the previous years accounts. There then followed a discussion about the financial statement

Proposal – Accept / agree / approve the Financial Statement as presented

**Agreed**

The Clerk / RFO then presented the Financial Risk Assessment to the council and explained the proposed change. After some discussion the council agreed.

Proposal – Accept / agree / approve the Financial Risk Assessment

**Agreed**

Cllr Orr-Ewing then explained the Annual Audit return document and requirements to the council. He explained where the figures were obtained for section one. No comments on section 1.

Proposal – Accept / agree / approve section 1 of annual audit return

**Agreed**

Cllr Orr-Ewing then explained section 2 of the Annual Audit return, the governance statement. The council listened and agreed with his statements.

Proposal – Accept / agree / approve section 2 of annual audit return as presented

**Agreed**

Cllr Blakesley then raised the issue of the Clerks remuneration. He explained that currently the Clerk was receiving below national minimum wage and that the level should be £8.50 per hours as described in the NACC pay rates document. Cllr Blakesley believes the Clerk worked on average 10 hours per month and therefore proposed that the remuneration be increased to this level

Proposal – Increase Clerk remuneration to £1020 per annum.

**Agreed**

Updated budget for 2012-13

	Clerk	Subscriptions	Insurance	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing
Budget	1020	200	2000	2500	200	400	1750	150	8220

- Discuss and agree any payments required of the Council
  - Speedwatch – January to April 2012 - £16.72

**Agreed**

- SPLG Annual Subscription - £30.00

**Agreed**

- New Water Heater in Village Hall - £58.02

**Agreed**

12/19. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

		Vehicles Speeding		
Date	Hours	Numbers	Highest on A12	Highest on Dunwich road
March – April 2012		67	58mph	

During one session no speeding vehicles were recorded.

- Blythburgh m@tters – Ro Williams
- Information Boards - Alan Mackley  
This is now moving forward and a designer has been selected. Awaiting more information.
- Environmental Working Party – Cliff Waller  
Contacted Anglian Water, who manages water tower, to ask them to move house martin nests from North to South side of water tower. Work on river banks to commence soon as work underway to move slow worms. The dangers of Japanese Knot weed were again raised.
- Traffic Management Working Party – Alan Mackley  
A draft report has been produced, circulated to councillors and will be discussed at a future meeting. An SCC engineer has been in contact with the Clerk asking for information about the traffic situation in Blythburgh and any history that is available. A copy of the draft report was sent to him along with a request to hold a meeting. No response to date.

- Church Working Party – Tom Lond-Caulk
- Blyth Valley First Responders Group  
Great concern was expressed over the future of the group as no new volunteers are coming forward. PLEASE contact Ursula Mackley or John Blakesley if you are interested.
- Village Hall Committee

12/20. To receive an update on the Playsite.

The Clerk reported that the ‘D’ shackles on the swing had been changed and the water had been drained from the Dynamic Breeze equipment.

Cllr Tytler then reported that the official opening of the playsite was to be the 9<sup>th</sup> June from 2.00pm to 4.00pm. The opening would be carried out by Ipswich “Sackers” Witches Speedway.

12/21. Villager of the Year. 2011 competition.

Four people from the village received nominations this year and there was a clear winner. The winner will be announced at the Annual Parish Meeting.

Proposal – Provide £50 cheque to the winner

**Agreed**

12/22. Parish Council approach to Anonymous complaints

The councillors discussed their views on responding to anonymous complaints. The Clerk reported the Parish Council did not have to respond to anonymous complaints. The conclusion was the Parish Council would not, in general, respond to anonymous complaints but in some special cases they may.

12/23. Correspondence

12/23.1 – SCDC Footway lighting in the Parish of Blythburgh

Proposal – Clerk to ask for a breakdown of the costs involved

**Agreed**

12/23.2 – SCDC Scrutiny of Housing Provision within SCDC.

Proposal – Clerk to use Parish Plan to provide any related information

**Agreed**

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

Following the planning application discussion it was suggested that relevant parties should be contacted about the application

Proposal – Clerk to contact Blois Estate and Natural England informing them of planning application

**Agreed**

Meeting closed at 8.50pm

The next meeting will be on Monday 9<sup>th</sup> July 2011 commencing with an Open Forum at 7:15pm followed by the Parish Council Meeting.

## Clerks Report to Parish Council Meeting 14<sup>th</sup> May 2012

### Meeting 12<sup>th</sup> March 2012

Planning applications – Contacted SCDC to express the Parish Council view on the three planning applications discussed; 23 Blyth View and two for Union Farm

Draft conservation area appraisal for Blythburgh – As requested distributed, via e-mail, the response compiled by the Chairman based on the discussion at the meeting. No responses were received in the given time so forwarded to SCDC. Received a response from SCDC asking for clarification on the errors in the stated Historical information. I contacted Cllr Mackley for this information and forwarded his comments to SCDC.

Finance - Made the payments agreed at the meeting

Information boards – Contacted Suffolk Coasts & Heaths to inform them the Parish Council had £1000 budgeted for the boards. Have had further contact over exact location of the boards and the logo's to be added to the boards. I have not confirmed which logo's are to be applied.

Japanese Knot Weed – Contacted SCDC about the Japanese Knot Weed and had a response from Clive Pink stating "It is the landowners responsibility to control these plants although they are not legally obliged to remove them. Naturally occurring growth and spread of invasive plants is not an illegal activity. However it is illegal to knowingly cause the spread through incorrect methods of removal or disposal, although it is very difficult to prove. Incorrect removal methods could become enforceable by the Environment Agency as a waste issue but it would be very difficult to prove in this case as the bunds have been in place a few years now and knotweed may have come from motorbike tyres or wind blown seed. Otherwise, a landowner could only really be prosecuted by a civil action. The District Council does not have the duty to prosecute and the relevant enforcement authority for potential offences under the Wildlife and Countryside Act 1981 is the Police. Each Police District normally has a Wildlife Liaison Officer."

Playsite – Following a report from a local resident about children damaging one of the fences an e-mail was sent to the SNT asking that the PCSO visit the playsite. No feedback received to date.

Bus shelter – Contacted glass repair service . They will replace the missing pane of glass, using safety glass, and fix all others as they to are loose. Cost is £97 + VAT.

Notice Board – Discussed this with Adam Burrows who has agreed to use the winch on his vehicle to help straighten the notice board.

Diamond Jubilee Mug. Sent letter to Sue Ireland Cutting stating that the Parish Council did not feel the mug would fit with their thoughts / plans for the Diamond Jubilee.

Clerk reported the damaged Road sign, on Dunwich Road at the entrance to the Village when coming from the Westleton direction, to SCC. This has been repaired.

Playsite - Have contacted H Maslen about the change of ownership and have received her agreement but have not contacted a solicitor about arranging for the change of land ownership.

Use of Church – Agreed with Church warden to make a payment once a year for use of the church for Parish Council meetings. Three Special Meeting held in Church as Village Hall not available; 3<sup>rd</sup> October, 8<sup>th</sup> December and 1<sup>st</sup> February.

### Special Meeting – 16<sup>th</sup> April

Planning applications – Contacted SCDC to express the Parish Council view on the planning application discussed; Riverside Cottage

Impact of Traffic Movements associated with the Latitude Festival – Following the point made by a Parishioner I have contacted SNT to ask if the emergency service have any plans to deal with the queues. My e-mail has been forwarded to Inspector Aitken. I have had no response to date. I have also received a letter from the Festival organisers detailing the results of discussions held with SCC in relation to traffic management. This letter lists the details of the proposed changes.

Finance - Made the payments agreed at the meeting

Caravans close to Stone Cottage – Visited the SCDC to ask if any of the conditions associated with this planning applications had been completed. They could not find the relevant file and I was asked to e-mail my request. I duly e-mailed SCDC but have had no response to date.