



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Monday 9th July 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 (Six Parishioners present – One left before Parish Council meeting commenced)

A question was raised by a Parishioner about the whereabouts of games equipment he had donated to the Village Hall (the stated timeframe for this donation was 2 to 3 years ago). The Parishioner went on to explain that the equipment had been sourced from a 'good friend' in support of the proposal of the setting up of a games evening in the Village Hall for the younger members of the Village, which was an outcome of the Parish Plan. The Parishioner stated this was not the first time this information had been requested. The Parishioner requested that an e-mail detailing the location of the donated equipment be sent to his 'good friend'. At this point the Parishioner handed a letter to the Chair.

There followed a debate in which the Chair gave a verbal response regarding the location of the equipment, this included equipment still in use in the Village Hall, one piece of equipment that had been "dumped" (unfit for use) and that some of the other equipment that couldn't be used / stored in the village hall had been donated to a charity for local disadvantaged children. The Parishioner pointed out that the broken equipment would have been replaced if this had been raised and that onward donation of the provided equipment was not what the equipment was given to the Village Hall for. The Chair apologised for this.

The Parishioner again stated his disappointment over the handling of the equipment and the need for an e-mail detailing the location, at which point he left the meeting.

At this point the Chair offered to resign over his handling of the equipment, an offer the councillors rejected. The councillors agreed that this was an issue that should be handled by the Village Hall Committee not the Parish Council. It was noted that the items had been donated to the Village Hall via Cllr. Tytler because of his then role on the Village Hall Committee.

A councillor asked if there were any plans to start a Youth Club in the Village to which the response was no one had volunteered to organise and run one when this was discussed at the action setting meeting associated with the Parish Plan and no one had subsequently come forward to take on such a role.

Proposal – Village Hall committee to send a letter of thanks to the Parishioner for the donation of the equipment.

Agreed

Proposal – Village Hall committee to send an e-mail detailing the location of the donated equipment

Agreed

Parish Council Meeting

12/39. Agree the Agenda

Additional Item – Payment to Holy Trinity, Blythburgh

Agreed

12/40. To receive Members' declarations of interest on any matters on the agenda

Cllr Blakesley – Non pecuniary interest – Planning Application

12/41. To note apologies for absence
None – All Cllrs present

12/42. Minutes of Parish Council meeting held on Monday 14th May 2012
Proposal – Accept minutes for 14th May 2012 as presented
Agreed

12/43. Minutes of Special Parish Council meeting held on Monday 28th May 2012
Proposal – Accept minutes for 28th May 2012 as presented
Agreed

12/44. Minutes of Special Parish Council meeting held on Thursday 14th June 2012
Proposal – Accept minutes for 14th June 2012 as presented
Agreed

12/45. To receive the Clerk's Report
Proposal – Accept Clerks Report as presented
Agreed

Proposal – Clerk to ask Environment Agency where the ESA boundary is in relation to Parish Council Property

Agreed

Proposal – Clerk to ask SCDC what happens if the Parish Council do not take ownership of footway light

Agreed

12/46. Revised Code of Conduct

The Councillors all received the revised Code of Conduct before meeting. There was a short debate with the key question being what had changed.

Proposal – Blythburgh Parish Council Adopt revised Code of Conduct

Agreed

12/47. To receive the report from the planning sub-committee

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
C12/0958	Curlew Cottage, Priory Road, Blythburgh	Erection of side storey side extension and open sided glazed canopy to front elevation	GRANTED*
C12/1092	Marsh End, Church Road, Blythburgh	Retention of log cabin as summer house	GRANTED

Note* - SCDC recommended wooden window frames be used. This was a stated condition in the Blythburgh Parish Council response.

- To consider any planning applications received by 9th July 2012 and determine the Councils attitude to them.

Application No.	Date Application received	Location	Proposal
C12/1267	19/6/2012	1 School Cottage, Dunwich Road, Blythburgh	Erection of two-storey & single storey extension

Cllr A Mackley presented the view of the planning advisory group. Cllr Mackley started by outlining the application and stating reference to planning application C10/0420, 2 School Cottages and C11/0886 Westlea. He stated the extension would be brick and the existing house in rendered which may create a 'render sandwich'. In general the group felt there was a shortage of detail about the windows. The proposed new access to the property raised a number of concerns as there was no specification detail of the proposed vehicle access and associated driveway. The concerns raised were; existing access point not shown, existence of an electricity pole in boundary not shown / recognised, no mention of manoeuvring space to prevent parking or reversing onto Dunwich Road, no mention of need to remove hedge to create new vehicle access.

A councillor then raised the point that work the applicant had done for her and a relation had been of the highest quality. The Chair suggested this may be a non pecuniary interest which should have been declared earlier in the meeting.

MEETING CLOSED

The applicant at this point stated that SCC Highways had visited the site and he had followed their guidance. There followed a discussing around this point

MEETING OPENED

The councillors then discussed the application and, those wishing to, viewed the application. There then followed a vote on the proposal that the Parish Council object to the application as the application was short on detail especially in association with the new vehicle access. Five Cllrs voted for; One voted against; One abstained. Proposal carried by majority decision. Proposal – Clerk to express Parish Council view to SCDC of Objection

Agreed

12/48. To receive the report from the financial sub-committee

Current financial position

9th July 2012	Clerk PAYE	Subscriptions	Insurance	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing	Incoming
Budget - Current	£1,020.00	£200.00	£2,000.00	£2,500.00	£200.00	£400.00	£2,000.00	£150.00	£8,470.00	
Budget - Planned	£660.00						£1,750.00			
Spend to date	£165.00	£144.00	£0.00	£1,204.62	£101.68	£0.00	£91.42	£50.00	£1,756.72	£3,090.00
Remainder	£855.00	£56.00	£2,000.00	£1,295.38	£98.32	£400.00	£1,908.58	£100.00	£6,713.28	

Updates to Budget;

Clerks PAYE increase agreed 14th May 2012 backdated to 1st April 2012 (12/18)

Miscellaneous increase agreed 14th June 2012 for Celebrate Blythburgh (12/38)

Bank Statements at 27th June 2012

Community Account £4281.80
Saver Account £6924.73
Total £11206.53

Unpresented Cheques at 27th June 2012

Total Value £124.70

Invoices for payment at this meeting
(To be agreed)

Total Value £1197.07

BALANCE £9884.76

- Discuss Internal Audit Report.

Cllr Blakesley presented the report from the finance advisory group following a meeting held on 6th July. Cllr Blakesley reported that the RFO took the group through the Internal Audit report. The group felt the internal audit was comprehensive and broad ranging covering all the key areas. Four recommendations were made and the groups proposed way forward is

Recommendation 1 – The council should formally consider its internal control arrangement, including risk management arrangements, and minute the review accordingly, during the 2012/13 year.

The group agreed with this and noted that the risk assessment was discussed and agreed at the 14th May 2012 meeting.

Recommendation 2 – The Council should review the level of Fidelity Guarantee cover and set it to a level that will protect the Council against potential loss.

The group discussed this and propose that this be adjusted at the next renewal, October 2012.

Recommendation 3 – The Council produces a reconciliation showing the valuation as at 31 March 2011, add purchase cost of assets acquired in the year, deduct the valuation of assets disposed of, and arrive at the valuation listed as at 31 March 2012.

This is related to the new playsite fence. The group propose that the March 2012 asset register shows March 2011 position, minus 25% for the portion of fence removed, plus a separate item for the new section of fence.

Recommendation 4 – The Council should confirm the amount held in the Business Saver Account as at 31 March 2012 and record any amount in the final account for the year.

This is a dormant account opened in 1993 and superseded in 1995. The group propose to close the account and transfer any funds.

Proposal – Accept the proposals of the Finance working group

Agreed

The RFO raised the situation that at year end the Parish Council had approximately 1.5 times the precept. The recommended value is between 0.5 times and actual precept. This situation can only be supported if the Council has plans for excess. The group discussed 2 option, Adult exercise equipment, and maintenance of the driveway, including the side area, of the Village Hall driveway. The group consider that these would bring the budget back to the recommended end of year values.

- Discuss and agree any payments required of the Council
 - PAYE – Clerk - £201.00; HMRC - £51.00
Agreed
 - Clerks Expenses - £13.62
Agreed
 - Speedwatch – May-July 2012 - £22.57
Agreed
 - Heelis & Lodge – Internal Audit - £125.00
Agreed
 - Village Hall Maintenance – Total £738.88
(Paint - £417.17; Curtains - Material £244.72, Poles £40.99; Consumables £36)
Agreed
 - Holy Trinity Church – Used Three time for meeting in 2011/12 - £45.00
Agreed

12/49. Feedback from Village working parties.

- Speedwatch – Binny Lewis

Date	Hours	Vehicles Speeding		
		Number	Highest on A12	Highest on Dunwich road
May 2012	11 hours	36	48mph	42mph
June 2012	18 hours	3		47mph

- Blythburgh m@tters – Sonia Boggis
 - June – The Jubilee ‘Barn Dance’ held in Holy Trinity Church was a great success. Thanks go to Blythburgh Latitude Trust for funding the dance floor and band.
 - July – No event
 - August – Supporting Holy Trinity Open Church event for the five Fridays in August. This includes tours of the church, childrens activities and cream teas.
 - Sept 15 (Saturday) – Quiz. Please get a team together and come along
 - November 24 – ‘Flicks in the Sticks’ – The Best Exotic Marigold Hotel
- Chair noted this was the most effective, cohesive group formed as a result of the Parish Plan
- Information Boards - Alan Mackley
 - Contracts have been placed with a design agency.
 - Proposal – Clerk to ask for update
Agreed
- Environmental Working Party – Cliff Waller
 - Nesting boxes are being heavily used on water tower, including some additional nests
 - Maintenance to river wall delayed following move of 50+ slow worms
 - The flood protection work on A12 will not commence until September 2013
- Traffic Management Working Party – Alan Mackley
 - Discuss Draft Paper.

The paper was presented by the author A Mackley. He stated he had been following the traffic issues in the village for the past 25 years and has a wealth of information. The key fact appearing was that Blythburgh was ‘too safe’ for the authorities to see it as a high priority. To take this forward the Parish Council would need to develop a strategy based on the impact on the community and SCDC revised conservation area document contains useful support for this. It was stated that in all cases there would be winners and losers. The contents of the document were then discussed and the proposed priorities were seen as;

- Council to have a clear agreed strategy that they would lead
- Displacement of traffic from Angel Lane / Dunwich Road
- Improve pedestrian crossing of A12
- Reduce speed on A12

The councillors then discussed the proposal put forward and there was strong disagreement about Blythburgh being 'too safe' but when the examples raised were challenged there was little supporting evidence or they were outside the Village Boundary. There was agreement that speed was an issue but this was primarily before 7.00am in the mornings.

Proposal – A Mackley to draft a statement of the Councils objectives as a basis for public discussion.

Agreed

Proposal – Clerk to invite SCC Highways to a meeting

Agreed

Proposal – Parish Council to draw up a plan of activities leading to a public meeting

Agreed

- Church Working Party – Tom Lond-Caulk
- Blyth Valley First Responders Group

Four new volunteers have come forward, unfortunately none of them from Blythburgh.

This Blythburgh section of this group is in real danger. PLEASE volunteer

- Village Hall Committee

Held their AGM in June. Lettings have enabled the Committee to fund the manpower involved in the decoration of the Village Hall. The committee are also funding a new sign. The Clerk pointed out the large difference between Electricity bill and income from electricity meter. The Chair reported that the committee were looking to address this.

12/50. To receive an update on the Playsite.

The Chair reported that at the playsite opening a number of adults attending asked if it was possible for an item of adult exercise equipment to be added. The Clerk followed up on this reporting the cost of the equipment to be approximately £1000 + vat plus installation cost. One councillor expressed strong personal objection to this proposal which led to a fractious exchange of views. There was then a more general discussion about adult exercise and the options available.

Proposal – Clerk to obtain quotation for exercise equipment including installation

Agreed

Proposal - Clerk to investigate the impact on insurance of installing exercise equipment

Agreed

12.51. Local Community Radio – Feedback from visit

The Parish Council received an invite to visit Castle Radio and Cllr Mackley, a strong supporter of local radio, visited the station. This has been set up as a community radio and was supported by a SCC and SCDC Councillor which Cllr Mackley felt would stand the station in a good position as it moved forward.

The discussion then broadened to other local radio stations, Deben Radio and Blyth Valley community radio. A shows of hand revealed no one listened to Blyth Valley community radio and only one person had knowledge of someone who did listen to it. There followed a discussion about Blyth Valley Community Radio and its impact on Blythburgh.

Proposal – Clerk to send letter detailing a series of requests for information related to Blythburgh

Agreed

12.52. Celebrate Blythburgh

Cllr Tytler stated that the organisation for Celebrate Blythburgh was complete, matched funding had been agreed with Blythburgh Latitude Trust up to £250 and that boat trips would be from 1.00pm through to 4.00pm.

12/53. Correspondence

None discussed

12/54. To discuss any other matter the Chair will allow

None discussed

Meeting closed at 8.55pm

The next meeting will be on Monday 10th September 2012 commencing with an Open Forum at 7:15pm followed by the Parish Council Meeting.

Clerks Report to Parish Council Meeting 14th May 2012

Meeting 14th May 2012

Village Hall Car Park. Contact Blois Estates who responded “All the area surrounding the Village Hall is part of a long term ESA Agreement, therefore I am unable to agree a car park there”

Information Boards – Contacted Suffolk Coasts & Heaths to ask for Blythburgh Parish Council logo to be added to the Information Board

Japanese Knot Weed – Sent letter to Environment Agency to notify them that Japanese Knot Weed was at the motor cycle track. They sent back a detail response which included the statement “You can make us aware of the presence of Japanese knotweed in a certain area by contacting their local Biological Records Centre.” This I have done.

Planning Applications – Contact SCDC planning department and expressed the view of the Parish Council – C12/0829, Byfield Cottage – No Objection; C12/0849 – Mill Farm Objection

Planning Applications – C12/0849 Mill Farm. Sent letter to blois estates and Natural England informing them of this planning application, including a simple overview of where it may impact them.

Planning Applications – Organised meeting on 28th May to discuss applications C12/0958 and C12/0936.

Payments – Made payments agreed; Speedwatch £16.72; SPLG Subscription £30; Water heater for Village Hall £58.02
Footway Light at Highfield. Contacted SCDC about the costs of this Footway Light. They responded that the cost was ~£70 for last year. The lamp is part of a planned change out to a more efficient lamp. No other costs foreseen.

SCDC Housing Provision. Checked Parish Plan and completed surevy.

Noticeboard – Have not completed getting this pulled upright

Playsite – Have not arranged for the land to be transferred to the Parish Council

Use of Church. Have not made payment for use of the Church 3 times for meetings

Caravans close to Stone Cottage. Enforcement Case No. PAD/EN12/0117

Special Meeting 28th May 2012

Planning Applications – Contact SCDC planning department and expressed the view of the Parish Council; C12/0958 Curlew Cottage – No Objection; C12/0936 White Cottage - Objection.

Payments – Made payments agreed; Holmes Glazing £116.60; D Tytler Expenses £101.68

Sign for Playsite – Had new signs with BIG lottery logo made.

Special Meeting 14th June 2012

Planning Applications – Contact SCDC planning department and expressed the view of the Parish Council; C12/1092 Marsh End – No Objection;

Payments – Made payments agreed; Playsite signs £43.20; Playsite opening expenses £31.50

Budget – Updated budget to cover £250 for Celebrate Blythburgh

Clearance of Rubbish – Could not locate rubbish to be able to direct services to clear

Hedge Cutting in Angel Lane – Requested SCC carry out this operation Ref 2645253

Verge Cutting - Requested SCC carry out this operation Ref 2645251

30mph Sign obscured - Requested SCC carry out this operation Ref 2645256