



# BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

## Minutes of Annual Parish Council Meeting Monday 13<sup>th</sup> May 2013

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

**Open Forum** (No Parishioners present)  
Nothing Raised

### **Parish Council Meeting**

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

13/1. Election of Chair

Proposal – Elect Cllr D Tytler as Chair

**All Agreed**

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

13/2. Agree the Agenda

**Agreed**

13/3. To receive Members' declarations of interest on any matters on the agenda

Non Pecuniary Interest; Cllr D Tytler; Village Hall

Pecuniary Interest; Cllr D Tytler; Celebrate Blythburgh

13/4. To note apologies for absence and agree or otherwise

Cllr D Gifkins – On Holiday

**Agreed**

13/5. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

**All Agreed**

13/6. Election of Co-opted Councillors

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

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

**All Agreed**

13/7. Appointment of Responsible Finance Officer for financial year 2013-14

Proposal – Appoint Clerk as RFO for 2013-14

**All agreed**

13/8. Appointment of Chair and members of the finance advisory group for 2013-14

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**

13/9. Appointment of Chair and members of the planning advisory group for 2013-14

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**

13/10. Appointment of Village Hall Trustees

Proposal – Appoint Cllr D Gifkins and Cllr A Mackley as Village Hall Trustees

**All Agreed**

13/11. Appointment of Blythburgh Latitude Trust Trustees

Proposal – Appoint Cllr A DeThabrew and Cllr D Tytler as Blythburgh Latitude Trust Trustees

**All Agreed**

13/12. Appointment of SALC representative

Proposal – Appoint Cllr A DeThabrew as SALC Representative

**All Agreed**

13/13. Appointment of Tree Warden

Proposal – Appoint Cllr J Blakesley as Parish Council Tree Warden

**All agreed**

13/14. Adoption of Standing Orders, Financial regulations, Complaints procedure for 2013-14

Proposal – Adopt current Financial regulations and Complaints procedure

**All agreed**

Proposal – Review / amend Standing Orders for Adoption at next meeting

**Agreed**

13/15. Minutes of Parish Council meeting held on Monday 11<sup>th</sup> March 2013

Proposal – Accept minutes for 11<sup>th</sup> March 2013 as presented

**Agreed**

13/16. To receive the Clerk’s Report

Proposal – Accept Clerks Report as presented

**Agreed**

Proposal – Clerk to Telephone Bob Clench of SCC for update on promised report

**Agreed**

Proposal – Cllr A DeThabrew to contact East of England Ambulance Service re Co-op ‘Every Minute Counts’ campaign

**Agreed**

Mill Farm. It has been highlighted to the Parish Council that there is extensive grounds works for the wall but this is within the Planning Application. There is still a question about the access / right of way via the Bridle Way

Proposal – Clerk to contact SCC Highways to ask about right of way on Bridleway

**Agreed**

13/17. To receive the report from the planning advisory group

- To receive any planning decisions

None Received

- To consider any planning applications received by 11th May 2013 and determine the Councils attitude to them

Application for Mill End received

Proposal – Clerk to organise a Special Meeting to Discuss

**Agreed.**

13/18. To receive the report from the financial advisory group

Current financial position.

13th May 2013	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing
Budget - Current	£1,020.00	£210.00	£2,100.00	£3,750.00	£200.00	£400.00	£1,500.00	£150.00	£9,330.00
Spend to date	£255.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£255.00
Remainder	£765.00	£210.00	£2,100.00	£3,750.00	£200.00	£400.00	£1,500.00	£150.00	£9,075.00

Bank Statements at 29<sup>th</sup> April 2013

Bank Statements at 11<sup>th</sup> March 2013

Unpresented Cheques at 13<sup>th</sup> May 2013

Invoices for payment at this meeting

First Instalment of Precept plus grant

Community Account £1760.30

Saver Account £7263.30

Total £9023.60

Total Value £0

Total Value £186.30 (To be agreed)

Total £3321.75

BALANCE £12159.05

- Discuss and agree Annual financial statement  
Cllr Blakesley presented the annual financial statement. There were no questions.  
Proposal – Accept / agree / approve the Financial Statement as presented  
**Agreed**
- Discuss and agree Financial Risk Assessment  
The Clerk told the Parish Council that the Financial Risk Assessment need to be broadened and the Financial Advisory group would put a proposal to the next meeting  
**Agreed**
- Discuss and complete Annual Audit return  
Cllr J Blakesley presented the Annual Audit return document and requirements to the council. He explained how the figures were obtained for section one. No comments on section one.  
Proposal – Accept / agree / approve section 1 of annual audit return  
**Agreed**  
Cllr J Blakesley 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**
- Discuss contract of employment for Clerk  
The Clerk offered to leave the meeting but the Cllr agreed the Clerk should stay.  
Cllr Blakesley presented the contract of employment for the Clerk. There was some discussion and some modifications proposed.  
Proposal – Clerk to update contract of Employment by removing section 6.1 and adding pay point rather than a figure as the rate of pay.  
**Agreed**  
Cllr Blakesley proposed that the pay point for the Clerk should be set at pay point 22. This would increase the hourly rate paid to £10.19. Change to be implemented 1<sup>st</sup> June 2013  
**All Agreed**  
There was then a discussion around the PC used by the Clerk. Currently the Clerk used his own machine but this was becoming unreliable. It was agreed the PC could also be used for any Voluntary activities performed by the Clerk not related to the Parish Council.  
Proposal – Clerk to purchase a PC for Council use. Budget set up to £500.  
**Agreed**
- Discuss and agree any payments required of the Council.  
Speedwatch (January – March 2013) £36.06  
**Agreed**  
Speedwatch (April & May 2013) £33.24  
**Agreed**  
SALC Annual Subscription £117.00  
**Agreed**

13/19. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

		Vehicles Speeding			
Date	Hours	Number	Highest on A12	Highest on Dunwich road	Comments
April 2013	17 hours		55mph	40mph	

- Blythburgh m@tters – Ro Williams  
No Report
- Information Boards - Alan Mackley  
Final proposal has been received and agreed. Locations have been agreed. The time scale given was it was hoped they would be in place by July, but early Autumn at latest. It was agreed the Council should publise the installation of the boards.  
Cllr Tytler Proposed a Vote of Thanks to Cllr A Mackley for driving this to conclusion

### **All Agreed**

- Environmental Working Party – Cliff Waller  
The plant list being put together for Blythburgh is growing.  
There was a Blyth Estuary Group meeting to discuss the proposed sluice gate which Cllr Waller missed as he was away and to date has had no feedback.
- Traffic Management Working Party – Alan Mackley  
Cllr Mackley presented his updated document which had additional information added obtained from SCC and during the Sizewell C first stage consultation. The emphasis of the document had changed to the traffic impacts on amenities, quality of life and the historical importance of Blythburgh to the area.  
Cllr Mackley expressed the view this document should be used as the Council Strategy on Traffic management in the Parish. He also expressed the view that it could be used, with the support of the County Cllr, to get a professional survey carried out.  
Proposal – Accept this document, with minor changes, as Parish Council strategy Document  
**Agreed**

- Church Working Party – Tom Lond-Caulk  
No Report
- Blyth Valley First Responders Group  
Currently no first responders in the Village but there has been some interest shown. If interested please contact Ursula Mackley.
- Village Hall Committee  
The Village Hall committee also raised the issue of visitors being unable to find the Church on entering the Village with a number of cars driving up the Village Hall drive. There was a discussion about a 'Brown' sign but these are considered prohibitively expensive.  
Proposal – Clerk to get a sign for end of Village Hall Drive stating 'Village Hall Only – No Access to Church'  
**Agreed**

13/20. To receive an update on the Playsite.

The planned work on the safety surface under the swings has been requested following agreement with the Council. The Locality budget grant has been requested and is on hold until the work commences.

13/21. Update on work on Village Hall.

Quotations have been received to repair and varnish the floor. The preferred supplier was chosen by the Village Hall Committee. Work commences 28<sup>th</sup> May and the Village Hall will be out of action for 1 week. The funding is a three way split; the Parish Council, money in the budget; A Blythburgh Latitude Trust grant request has been raised; the Village Hall committee.

13/22. Villager of the Year. 2013 competition.

The competition is now complete. There were 5 nominees with a clear winner. However the winner does 'not wish to accept' the award. Therefore no award to be made for 2013.

13/23. Celebrate Blythburgh.

The requirement for a contingency fund to cover for a rain effected event was discussed.  
Proposal – Agree a £500 contingency fund to cover for rain effected event

### **Agreed**

13/24. Electoral Review of SCDC

The Clerk raised the proposal to have 43 District Councillors not the 55 there are currently. Cllrs felt they need more information to make a decision.

Proposal – Clerk to send out link to information on the review

### **Agreed**

13/25. Correspondence

Playsite; The Clerk received a call regarding the condition of the grass and the rubbish bin. The Clerk acknowledged that he had not removed the broken bin. The Clerk also reported the grass was as he would expect it to be.

13/26. To discuss any other matter the Chair will allow

It was brought to the attention of Cllrs that living accommodation had been erected in the garden of 1 Dunwich Road.

Proposal – Clerk to contact Flagship Housing to raise the issue

**Agreed**

Meeting closed at 8.35pm

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## Clerks Report - Parish Council Meeting Monday 13<sup>th</sup> May 2013

- Clerks contract of employment. Model contract available from SALC sent to Cllr Blakesley and Cllr Orr-Ewing to use as the basis for the contract. To be discussed in a later agenda item.

- Finance. Made payments agreed at the last meeting; Village Hall Insurance - £932.56, CPRE Annual Subscription - £29.00, Community Action Suffolk (Suffolk ACRE) Annual Subscription - £30.00, Clerks expenses 9th July 2012 to 11th March 2013 - £7.10, PAYE due in April. HMRC £51, Clerk £204

- Information Boards. Asked for an update and have received the final proposal. To be discussed in a later agenda item.

- Traffic Management. Sent e-mail to SCC highway contact, Bob Clench, for report promised in January. I received no response.

- Blyth Valley First Responders Group. Searched for information on the Co-op defibrillator scheme, The Scheme is called 'Every Minute Counts'. There is information on the scheme but no obvious way of applying. Contacted the Co-op about eligibility who stated that they are guided by the East of England Ambulance Service. Interestingly Walberswick and Wenhaston are both on their list to have a defibrillator installed.

- Contact SCDC Planning department for information relating to Mill Farm. The response stated; "Firstly delegated reports. There is no legal obligation to advise a Parish Council of a decision made by the Local Planning Authority.

Moving on to the error you have highlighted, firstly may I apologise for this. I will need to investigate exactly how this occurred.

Finally the use of bridleways. This is not controlled under planning legislation..... The appropriate legislation is enforced by Suffolk County Council."

This will be covered under a later agenda item.

- Playsite. Obtained fixed price quotation. As more than £1500 I circulated to Cllrs who agreed to give go ahead. Have asked for work to begin but have not received a start date. As part of this update to the playsite I have applied for the Locality Budget Grant of £800 agreed with Cllr Leighton towards the cost.

- Noticeboard – This has now been pulled upright thanks to Cllr DeThabrew and Adam Burrows.

- Villager of the Year 2013. This process is now complete and a winner has been declared. This will be covered under a later agenda item.

- Bus Stop. I have not removed the waste bin off the side of the brick bus shelter

- Sizewell C. Invited Sergeant 424 Nigel Thompson to a Parish Council meeting in July and he has agreed to attend.

- SALC Councillor training course. Booked a place for Cllr Gifkins

- Village Hall Car Parking. Continued correspondence with Sir C Blois asking him to reconsider allowing the use of his land as a car park for the Village Hall.

- Annual Internal Audit. Internal audit compete and report received. This needs to be discussed by the Finance advisory group and a report presented to the Parish Council. No major issues.