



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Monday 8th July 2013

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

Open Forum (7 Parishioners present)

Kevin Cross from Wrentham explained he had recently attended meetings related to the Localism Act and in particular the Neighbourhood Plan. The Neighbourhood Plan is a legally enforceable Plan that is used in the move of control to lower tiers of government. Wrentham are currently looking at the possibility of creating a Neighbourhood Plan. The first step in this process is to decide what your 'Neighbourhood' is, as this can involve Parishes combining. The focus of the Neighbourhood plan can be as wide or as focussed as the authors require but would need 50% support from the Parishes involved. The topics are also wide ranging and could include topics such as Traffic Management or planning but as this is a legally based document there would need to be justification for the decision made as part of the process.

Proposal – Discuss Neighbourhood Plans at the next Parish Council meeting

Agreed.

Wind Turbines in Wenhaston. Residents of Blythburgh, plus their expert advisor, whose comments to Wenhaston Parish Council had been deemed uncountable as they were not from Wenhaston Parish, put forward their reasons for objection to the proposed installation and asked for support from Blythburgh Parish Council. It was pointed out that the closing date for public consultation was Thursday 11th July and the Chairmen stated that procedurally Blythburgh Parish Council could not put together a meeting to discuss this application prior to this date.

A Blythburgh Parishioner then gave a description of the reasons outlined in her objection to the wind turbines in Wenhaston.

Proposal – Clerk to add Wind Turbine planning application to upcoming Planning meeting

Agreed

Proposal – Clerk to contact SCDC to see if a late response to the planning application would be accepted.

Agreed

Parish Council Meeting

13/36. Agree the Agenda

Agreed

13/37. 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

13/38. To note and agree apologies for absence

Cllr Mackley – Recovering from Surgery - Agreed

Cllr DeThabrew – Away for Business - Agreed

13/39. Adoption of Standing Orders for 2013-14

The Clerk reported that SALC have yet to provide guidance on changes to the Standing Orders following the Code of Conduct change. SALC are expecting guidance from NALC in the autumn.

Proposal – Adopt current Standing Orders and Clerk to update and present to Councillors when guidance available

Agreed

13/40. Minutes of Annual Parish Council meeting held on Monday 13th May 2013

Proposal – Accept minutes for 13th May 2013 as presented

Agreed

13/41. Minutes of Special Parish Council meeting held on Monday 24th May 2013

Proposal – Accept minutes for 24th May 2013 as presented

Agreed

13/42. To receive the Clerk’s Report

Proposal – Accept Clerks Report as presented

Agreed

13/43. To receive the report from the planning advisory group

Clerk reported on position with Mill Farm and the vehicular access across Bridleway. Chair of Planning Advisory Group proposed sending letter to Highways agency.

Proposal – Clerk to telephone owner of Mill Farm asking for information related to bridle way. If this is not successful then Clerk to add letter to special planning meeting agenda

Agreed

- To receive any planning decisions
None Received
- To consider any planning applications received by 8th July 2013 and determine the Councils attitude to them.

Appl No.	Date Appl rec'd	Location	Proposal
C13/1208	04/07/2013	Pine Lodge Caravans, Hazel Lane, Thorington	Improvements to existing access to existing caravan and camping site and expansion to 10 holiday caravans
C13/1210	04/07/2013	Pine Lodge Caravans, Hazel Lane, Thorington	Change of land use to gypsy / traveller use and conversion of day room unauthorised through planning system

Proposal – Clerk to organise a Special Meeting to discuss above applications.

Agreed.

13/44. To receive the report from the financial advisory group

8th July 2103	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing
Budget - Current*	£1,189.00	£210.00	£2,100.00	£3,750.00	£200.00	£400.00	£1,500.00	£150.00	£9,499.00
Budget - Initial	£1,020.00								
Spend to date	£526.90	£117.00	£55.00	£3,564.00	£0.00	£0.00	£69.30	£0.00	£4,332.20
Remainder	£662.10	£93.00	£2,045.00	£186.00	£200.00	£400.00	£1,430.70	£150.00	£5,166.80

Note* - Clerk PAYE increased to £10.19 per Hour from 1 June 2013

Bank Statements at 27th June 2013

Community Account £3276.75

Bank Statements at 27th June 2013

Saver Account £7264.21

Total £10540.96

Unpresented Cheques at 13th May 2013

Total Value £271.90

Invoices for payment at this meeting

Total Value £309.66 (To be agreed)

Income Not Deposited

Total Value £825.00

BALANCE £10784.40

Income since 13th May2013 (Include in Balance above)

Blythburgh Latitude Trust Grant - Village Hall Floor £1000.00

Village Hall Committee Grant – Village Hall Floor £1000.00

Locality Budget Grant – Playsite resurfacing £800.00

Donation for loan of Marquee £25.00

- Discuss and agree Financial Risk Assessment

The Clerk reported he had a draft of the Updated Risk Assessment but needed to discuss with the Finance Advisory Group before putting to the Parish Council.

- Discuss/Agree contract of employment for Clerk
Chair and Clerk signed the Clerks contract of employment at the meeting

- Discuss and agree any payments required of the Council.
SALC Training - Cllr Gifkins £117.60

Agreed

Cllr Tytler expenses – Annual Parish Meeting £62.38

Agreed

O. Forsythe - Food for Annual Parish Meeting £41.90

Agreed

SPLG - Annual Subscription £30.00

Agreed

Clerks Expenses – 10th March to 1st July 2013 £57.78

Agreed

13/45. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

Vehicles Speeding					
Date	Hours	Number	Highest on A12	Highest on Dunwich road	Comments
May 2013	24 Hours	55	51mph	50mph	Two sessions completed with no excessive speed recorded

- Blythburgh matters – Ro Williams
The first Community Café was held on 28th June 2013 in Holy Trinity Church and it is proposed to hold further such events on the last Friday of each month.

- Information Boards - Alan Mackley
Proposal – Clerk to ask for installation dates
Agreed

- Environmental Working Party – Cliff Waller
It was reported that there is still no decision on the installation of a sluice gate at the bridge. There was a meeting recently and C Waller is awaiting the minutes.

- Traffic Management Working Party – Alan Mackley. No Report

- Church Working Party – Tom Lond-Caulk. No Report

- Blyth Valley First Responders Group. No Report

- Village Hall Committee

The work on the Village Hall floor is now complete. SCDC had asked for justification for the application of a 0% rate on Council Tax for the Village Hall. A Mackley had responded detailing reasons. No response from SCDC.

The Clerk reported that Sir C Blois BT had given, as a goodwill gesture, permission to use the land not covered by the ESA agreement as a car park for Village Hall users only. The Clerk also reported that if this goodwill gesture is abused, or the land is required by Sir C Blois BT, then access can be removed at any time. To limit any possible misuse the Parish Council agreed to fence off the area available and to install a sign stating for Village Hall users only. This situation to be kept under review.

13/46. To receive an update on the Playsite.

Fencing still in place around the swings. No invoice for work has been received.

Proposal – Clerk to ask when these will be removed

Agreed

13/47. Update on work on Village Hall.

See Above

13/48. Celebrate Blythburgh.

The Celebrate Blythburgh event takes place on 28th July. The TEN has been completed and BarBQue organised. There is a pianist playing over lunch and a band for the afternoon. The White Hart are offering lessons in Boule.

13/49. Training - Feedback by Cllr Gifkins on Training Course

Cllr Gifkins attended for 2 days in June. A very good course which was informative and covered a broad range of topics. Cllr Gifkins felt it had helped make clearer the role of a Councillor and that she was glad she had attended.

13/50. Correspondence

Children, young people and vulnerable adults protection policy. The Clerk reported that SCDC had recommended that Parish Councils adopt a Children, young people and vulnerable adults protection policy.

Proposal – Cllr Gifkins to investigate and report back at next meeting

Agreed

13/51. To discuss any other matter the Chair will allow

Clerk asked about changing the day of meetings to enable Cty / District Cllr M Gower to attend these meetings.

Proposal – Clerk to ask Cllr Gower which days of the week he is free

Agreed

Meeting closed at 8.40pm

Clerks Report - Parish Council Meeting Monday 8th July 2013

Annual Parish Council meeting 13th May 2013

- Review / amend Standing Orders for Adoption at next meeting. I have been in contact with SALC and they are still awaiting guidance on the changes required as part of the Code of Conduct changes. To be covered under an agenda item.
- Telephone Bob Clench of SCC for update on promised report. Have been unable to contact Bob Clench on the telephone numbers I have. This is ongoing.
- Contact SCC Highways to ask about right of way on Bridleway. Contacted SCC and was advised the only place this information was guaranteed to be available was on the Title for the property.
- Planning application C13/0867 – Mill End. Organised Special meeting to discuss this planning application.
- Financial Risk Assessment Update. I have not updated the document for presentation at this meeting. I have a proposed document that I plan to discuss in the Finance Advisory group before putting to the Parish Council. See agenda item.
- Clerks Contract of Employment. This has been updated and is available to be signed.
- PC for the Clerk. I have not purchased a PC for the Clerks role. I plan to do this before the next planned Parish Council meeting.
- Finance. Made payments agreed at the meeting; Speedwatch (Jan – March 2013) £36.06; Speedwatch (April & May 2013) £33.24; SALC Annual Subscription - £117.00
- Obtain sign for the end of Village Hall Driveway. I have not yet ordered a sign stating ‘Village Hall Only – No Access to Church’
- Electoral Review of SCDC. I sent out a link to the information on the review.
- Accommodation erected at 1 Dunwich Road. This has been raised with Flagship Housing but no response has been received. Ref No.
- Bus Stop. I have not removed the waste bin off the side of the brick bus shelter
- Village Hall Car Parking. Conclusion to my correspondence with the Blois Estate. I have a letter from Sir C Blois stating that the strip of land not covered by the ESA can be used for Village Hall users ONLY car parking. This is at his discretion and can be removed at any time. Covered under Village Hall agenda item.

Special Parish Council Meeting - Friday 24th May 2013

- Planning application C13/0867 – Mill End. Contacted SCDC planning department and expressed the Parish Council view of No Objection to this application.
- Finance. Made payments agreed at the meeting; Q1 PAYE, HMRC £54.38, Clerk £217.52 (includes increase from 1st June 2013); Heelis & Lodge, Internal Audit, £55.00; A&P Webb, Village Hall Floor, £3564.00
- Parish Council view to the Electoral reform of SCDC. I expressed the view of the Parish Council that more District Councillors was better for rural areas and that they supported the Opposition proposal of 48 District Councillors to the Electoral reform group.
- Mill Farm. I contacted Land Registry for a copy of the Title document which I have obtained and sent to the Planning Advisory Group.

General

- Finance. Annual Audit return and the Intermediate questionnaire, along with supporting documentation, have been sent to the external auditors.
- Latitude Festival. I received a copy of the letter to residents which I will put up in the notice boards for information.
- Walberswick Parish Council. I have been asked by Cllr Gower if I would take over as temporary Clerk for Walberswick Parish Council following the resignation of their current Clerk, This I have agreed too.