



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Monday 9th September 2013

Present: Cllr A Mackley (Vice-Chair), Cllr J Blakesley, Cllr D Gifkins, J Boggis (Clerk).

Open Forum (2 Parishioners plus Cllr Gower present)

A question was asked about the situation with the Pine Lodge planning applications. The Chair responded that this would be covered under the report from the planning advisory group.

Cllr Gower then presented his District and County Councillor reports
District Councillor Report. The Electoral review of SCDC has moved to the next stage now that it has been agreed to reduce the number of District Cllrs to 43. This means that each Cllr should now represent approximately 2400 electors and this stage of the review is focusing on changes to the ward boundaries to reflect this. Due to the location of the Blything Ward movement is really only possible to the south or west.

The next development management meeting is on September 11th. The Pine Lodge applications will not be discussed at this meeting although a number of District Cllr recently made a visit to the site. There followed some discussion about the Planners submission to the NADS-C regarding these applications and Cllr Gower suggested that it was possible for the Parish Council to comment on this report.

Proposal – Clerk to send Parish Council comments about Planners submission to the NADS-C focussed on the AONB impacts to Cllr Gower

Agreed

County Councillor Report. There is a lot of activity following the summer period. Discussions are underway regarding procurement, property and finance.

The proposal for a Sluice at Blythburgh is changing as the impacts of the sluice gate could create flooding in the Southwold Harbour area. The new proposal is to build bunds on either side of the A12, a cheaper and quicker solution.

Cllr Gower asked about Mill Farm and it was reported that the Parish Council had sent a letter to SCDC planners stating that Blythburgh Parish Council believed there has been a deviation from the agreed planning approval in relation to the wall, both its height and alignment, and the extent of the hard tarmac surface.

Parish Council Meeting

13/60. Agree the Agenda

Clerks raised the receipt of the invoice for the Information Boards.

Agreed

13/61. To receive Members' declarations of interest on any matters on the agenda

None declared

13/62. To note apologies for absence

Cllr Tytler; Flight time changed; Agreed

Cllr Waller; Attending Blyth Estuary Meeting Agreed

Cllr Orr-Ewing Away on other side of Country Agreed

Cllr DeThabrew Unwell Agreed

13/63. Minutes of Parish Council meeting held on Monday 8th July 2013

Proposal – Accept minutes for 8th July 2013 as presented

Agreed

13/64. Minutes of Special Parish Council meeting held on Thursday 25th July 2013

Proposal – Accept minutes for 25th July as presented, with spelling mistake amended.

Agreed

- 13/65. To receive the Clerk's Report
 Proposal – Accept Clerks Report as presented
Agreed
 Proposal – Agree date to meet with Bob Clench of SCC Highways
Rejected - Postpone for present
 Proposal – Clerk to add support contract to purchase of PC for Clerk duties
Rejected – Not required, could use BlythWeb if problems encountered
 Proposal – Nominate Councillors to attend Yoxford meeting on Neighbourhood Plans
Agreed – Cllrs Mackley and Blakesley to attend on 23rd Sept at 6.30pm
- 13/66. To receive the report from the planning advisory group
 Chair of Planning Advisory Group reported on the Pine Lodge applications. He pointed out that the planners had presented a report recommending acceptance of the applications but there was no decision at the North Area Development Sub-Committee meeting. At the meeting the District Councillors agreed to make a site visit.
 The Chair pointed out the change in emphasis in planning policy, the application is OK unless it can be shown there is something wrong. In the case of Pine Lodge the emphasis has been put by planners on economic benefits as outlined in the National Planning Policy framework NPPF, to the neglect of the protection of the Area of Outstanding Natural Beauty AONB, although the NPPF stresses this as well.
 Proposal – Clerk to send Parish Council comments about Planners submission to the NADS-C focussing on the AONB impacts to Cllr Gower
Agreed
- To receive any planning decisions
 No planning decisions received
 - To consider any planning applications received by 9th September 2013 and determine the Councils attitude to them.
 Application C12/0195 was reissued. This application was discussed at the meeting on 25th July, therefore the same comments to be sent to SCDC planning
 Proposal – Clerk to express Parish Council view to SCDC of no objection
Agreed
 Application DC/13/2535/EXT. This application was a repeat of application C10/1878 to prevent from lapsing due to time expiry. Parish Council had no objection to original application, therefore the same comments to be sent to SCDC planning
 Proposal – Clerk to express Parish Council view to SCDC of no objection
Agreed
 - Update on building work at Mill Farm.
 The Chair of Planning Advisory Group pointed out that the Parish Council could not appeal against the planning decision but could use other devices, i.e. the Ombudsman, but they would not change the decision just criticise the District Council. All the Parish Council could do was to draw the attention of the authority to the deviation between the implementation and the planning approval.
- 13/67. To receive the report from the financial advisory group
 The audit for the year ending 31st March 2013 is now complete. There were no matters which came to the attention of the auditor that required the issuing of a separate additional issues arising report. The Cllrs present then discussed the audit report.
 Proposal – Following audit opinion being received approve the annual return
Agreed
 Proposal – Following audit opinion being received accept the annual return
Agreed
 The notice of conclusion of audit along with section 1 to 3 of the return will be displayed, as required, in the notice boards

9th Sept 2013	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	£147.00	£55.00	£3,564.00	£120.16	£117.60	£111.20	£0.00	£4,641.86
Remainder	£662.10	£63.00	£2,045.00	£186.00	£79.84	£282.40	£1,388.80	£150.00	£4,857.14

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

Bank Statements at 26 th July 2013	Community Account	£3555.19
Bank Statements at 27 th June 2013	Saver Account	£7264.21
	Total	£10819.40

Unpresented Cheques at 9 th Sept 2013	Total Value	£0
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Invoices for payment at this meeting (Insurance cost estimated)	Total Value	~ £2024.78 (To be agreed)
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BALANCE	~ £8213.06
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Income since 8th July 2013 (Include in Balance above)

Donation for loan of Marquee	£35.00
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Outstanding Invoices for work carried out.

Playsite - fixed price contract	£1893.60
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- Discuss and agree Financial Risk Assessment
The Clerk presented to the Cllrs the updated Financial Risk Assessment and Management Document.
Proposal – Agree and Adopt the Financial Risk Assessment and Management Document
Agreed
- Discuss and agree any payments required of the Council - See Appendix A.
The Clerk reported that the Clerks PAYE and Parish Council Insurance were due at the end of the month and that he was seeking approval now to make the spend when required.
PAYE - HMRC plus Clerks remuneration £305.70
Agreed
Parish Council Insurance - ~3% increase ~ £680.00
Agreed
Speedwatch – For June and July £39.08
Agreed
SCC – Information Boards £1000.00
Agreed

13/68. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

Date	Hours	Number	Vehicles Speeding		Comments
			Highest on A12	Highest on Dunwich road	
August 2013	12.5 hrs	13		40mph	

Cllr Gifkins asked if the data was used. It was explained that the data was forwarded to the police who issued letters to people recorded speeding.

There was then a discussion about flashing 30mph signs

Proposal – Clerk to contact Shadingfield PC to enquire about their new sign

Agreed

- Blythburgh m@tters – Ro Williams
Community Café which takes place last Friday of the month in Holy Trinity Church

- Information Boards - Alan Mackley
These have now been installed and an invoice received. Will be removed from agenda for future meetings.
- Environmental Working Party – Cliff Waller – No Report
- Traffic Management Working Party – Alan Mackley
Cllr Gower had received the Strategy paper and had suggested that the best way to introduce this to SCC highways was via David Chenery.
Proposal – Clerk to send strategy document and then set up a meeting with David Chenery
Agreed
- Church Working Party – Tom Lond-Caulk
Saturday 14th September – Historic Church cycle ride. All volunteers welcome
Sunday 22nd September – Harvest Festival – Please let J Allen know if you wish to attend the lunch
- Blyth Valley First Responders Group
No representatives in Blythburgh. Remove from future agenda.
- Village Hall Committee – No meeting since last Parish Council meeting – No report.

13/69. To receive an update on the Playsite.

Clerk reported that the new matting had been laid, a temporary measure for the school summer holidays, before work could recommence to reseed the area and lay the matting on top of the grass. Timescales are unknown as work is weather dependant.

13/70. Co-op 'Every Minute Counts' campaign

Feedback from Cllr A DeThabrew (minute number 13/16)

Cllr A DeThabrew not at meeting. Postponed to next meeting

13/71. Children, young people and vulnerable adults protection policy

Feedback from Cllr D Gifkins (minute number 13/50)

Cllr Gifkins reported this policy is aimed at those who work directly with or for Children, young people and vulnerable adults when they are not supervised by their carers. When looking at other Councils approach it could be seen the policy was targeted at specified events and it was very dependent on what the Parish Council did.

The conclusion of a discussion on this topic was that the Parish Council did not appear to have a need for a Children, young people and vulnerable adults protection policy. The Cllrs did however believe that the Village Hall Committee may need such a policy along the lines of the Holy Trinity Church policy.

13/72. Electoral review of Suffolk Coastal

Discuss and agree response to ward boundary changes. <http://consultation.lgbce.org.uk>

The Parish Council discussed where and what the common interest was with surrounding Villages. The outcome of this discussion was that moving towards Westleton would link Villages with the common themes of Sizewell and the B1125

Proposal – Clerk to respond to consultation suggesting moving towards Westleton for the above reasons

Agreed

13/73. Neighbourhood Planning

Feedback from Chair and Clerk (minute number 13/57)

The document produced was discussed at the meeting and the Clerk expanded on some of the points in the document. The conclusion of the discussion was to attend the meeting at Yoxford and then for the Parish Council to make a decision on the way forward.

13/74. Correspondence – See Appendix A

Proposal – Clerk to attend the SALC Document Management Briefing costing £25 + vat.

Agreed

13/75. To discuss any other matter the Chair will allow

Cllr Blakesley raised the issue of overgrown hedges in Dunwich Road.

Proposal – Tree Warden to carry out survey of status of hedges in Blythburgh

Agreed

Cllr Mackley asked about the change of day for the Parish Council meeting, mentioned in the Clerk Report, to enable the District Councillor to attend.

Proposal – Clerk to canvas opinion for holding meetings on Thursday evenings

Agreed

Meeting closed at 8.55pm

Clerks report to Parish Council Meeting - Monday 9th September 2013

Parish Council meeting 8th July 2013

- Discuss Neighbourhood Plans at the next Parish Council meeting. This was an agenda item on the Special Parish Council meeting on 25th July.
- Add Wind Turbine in Wenhaston planning application to Special Parish Council meeting on 25th July. This application was added to the agenda.
- Contact SCDC to see if a late response to the Wind Turbine in Wenhaston planning application would be accepted. Contact SCDC and was told this would be OK.
- 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. I did not have a contact number or he resident of Mill farm and therefore added the Letter to the agenda on 25th July Special Parish Council meeting.
- Clerk to organise a Special Meeting to discuss planning applications. Meeting arranged for 25th July.
- Make payments agreed by the Parish Council. Made payments to SALC £117.60, Cllr Tytler Annual Parish Council meeting expenses £62.38, O. Forsythe Annual Parish Meeting food £41.90, SPLG - Annual Subscription £30.00, Clerks Expenses £57.78.
- Check installation dates for Information Boards. Asked when the boards would be installed and they were installed before a response was received.
- Village Hall Parking Area. I have arranged for two signs to be made, one stating no access to church and the other that Village Hall users park at their own risk. These will cost £30.
- New matting at Playsite. The fencing around the swings was removed and the new matting installed temporarily. The contractors will need to return and reseed the area covered by the matting.
- District Councillor availability. Contacted Cllr Gower who stated Thursdays was the best evening for him as it did not coincided with other local council meetings.
- Telephone Bob Clench of SCC for update on promised report. Managed to contact Bob Clench and he would like to meet to update the council on what he has achieved to date. He suggested meeting with the same group and was looking for dates to meet. I said I would send them to him after the meeting on 9th September.
- Financial Risk Assessment Update. I have updated the document for presentation at this meeting. See agenda item PC for the Clerk. I have not purchased a PC for the Clerks role. When I looked into this I was asked about an additional support plan. This had not been agreed. Are the Parish Council meeting happy for me to take out a support plan?.
- Bus Stop. I have removed the waste bin off the side of the brick bus shelter

Special Parish Council meeting 25th July 2013

- Contacted SCDC planning department. Contacted SCDC planning to express Parish Council view;
C12/0195 Lavender House, Wenhaston, Installation of wind turbine, no objection
C13/1208 & C13/1210 Pine Lodge Caravans, Thorington, objection to both applications
C13/0418 Land opposite Red House Farm, Thorington, objection
- Letter regarding Mill Farm. This was sent to SCDC Planning, SCC highway Agency, District Cllr Gower and other users of the bridleway. Have followed up with SCDC (Patsy Dobson) and SCC (ref No. 3063742). SCDC have not moved forward on this yet. SCC sent letter to Owner who pointed them to B Haward, his agent. SCC sent letter to B Haward with the following points raised; Planning permission had an 'Informative Note' requiring discussion with Right of Way team which was not done; Concerns over the transition point from solid to rough surface; Visibility impact when

using the new entrance onto bridleway. A Statutory document stating right of way was received. Communication is ongoing.

- Neighbourhood Plans. I have put together an overview document, based on information leaflet from CPRE and NALC, of the process and what is required, see agenda item.

- Neighbourhood Plans. Contact Yoxford Parish Council. Response "I will add this to the correspondence for the next meeting on the 5th September. Neighbourhood planning will be on the agenda. We are intending to hold a separate meeting with a speaker for this topic."

Update from that meeting; "Yoxford Parish Council are holding a Neighbourhood Planning meeting on Monday 23rd September. 6.30pm at Yoxford Village Hall (large hall). Gillian Benjamin and Jennie Catling from SCDC will be attending to speak at the meeting. The meeting is intended to be an introduction to the Councillors to help them understand how it works. We would like to invite you to send a representative from Blythburgh PC to attend."

- Neighbourhood Plans. Contact Darsham Parish Council. Response ".....I have this afternoon discussed this with my chairman and we agree that this would not receive any support from the remaining Councillors and feel any discussions would be a non-starter."

- Latitude Festival traffic. Contact relevant groups stating issue with Traffic. Letter sent Festival Republic and Suffolk Police. Response received from Suffolk Police saying the letter had been sent to their events planning and traffic management departments.