



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Parish Council Meeting Monday 10<sup>th</sup> March 2014

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

#### **Open Forum** (4 Parishioner present)

The Chair introduced Peter Ingram, Programme Director Better Broadband Suffolk, who had been invited to the meeting to update the Parish about broadband in Blythburgh.

Peter Ingram gave a detailed overview of the broadband programme in Suffolk and then focussed in on the implications for Blythburgh. In summary there are four phases to the roll out of better broadband in Suffolk;

- 1 - BT Commercial programme which covers about 50% of the premises (200 000) in Suffolk
- 2 - Phase 1 of better broadband Suffolk which takes coverage to 80% of premises (a further 100 000) in Suffolk and is due for completion by end of 2015. Blythburgh are not part of this phase.
- 3 – Phase 2 of better broadband Suffolk which takes coverage to 95% of premises (a further 50 000) in Suffolk. This phase is currently out for tender and is planned to complete by March 2017. It is expected that Blythburgh will be part of this phase.
- 4 – Phase 3 of better broadband Suffolk which takes coverage to 100% of premises. No information on this was given.

There followed a Q&A session.

- What drives the priority? Simply best value for money i.e. most premises reached. BT have also planned to deploy in such a way that they do not have to 'go back' e.g. 288 fibre cables are being laid in the ducts.
- Why are BT Openreach showing on their website FTTC for June 2014 in Blythburgh? P Ingram did not know but there are 3 cabinets with the Blythburgh code so it could be one of those in Wenhaston.
- Could you please give the costs against premises covered for Suffolk? BT commercial programme covered 200 000 premises, cost unknown. Better broadband Suffolk first phase covers 100 000 premises at a cost of £30M. Better broadband Suffolk second phase covers 50 000 premises also at a cost of £30M. It is currently unknown what the cost for the last 5% of premises will be.
- This is considerable cost per property, how can it be justified? The figure used to justify this is for every £1 spent on broadband it will generate £20 of economic value. It is also estimated that the value add to Suffolk is £2Billion over the next 15 years.

Peter Ingram concluded by pointing to the website for information [www.betterbroadbandsuffolk.com](http://www.betterbroadbandsuffolk.com)

Other items raised in the Open Forum;

How do you become a member of the planning advisory group? The Chair responded that you are appointed by the Parish Council, or you could become a Parish Councillor.

The A12 defence plan meeting was excellent but it appeared SCC were planning against flooding from the East which seemed wrong. Drainage system proposed will require maintenance. Who will do this? The Parish Council? Highways?

Proposal – Clerk to contact SCC to find out who will be responsible for maintaining new drains.

#### **All Agreed**

Cllr Waller noted that the layby was being closed and he was concerned about parking on the bridge. Cllr DeThabrew stated SCC were hoping to use the Station yard as parking and it may be possible for them to leave this in place once work is complete. SCC will need to agree with land owner.

Additional Village Hall car park. It was pointed out that the corner was badly rutted and would it be sensible to prevent people driving through this by inserting posts to mark the corner. The Chair responded that something needed to be done and a solution would be considered prior to the next meeting. It may be possible to get some help from SCC during their planned works.

Police Report from Jamie Newson PCSO 3044; Recorded crime for the parish for the months of January and February 2014 stand at two crimes, these have been: Causing an affray ; Criminal damage to dwelling- where a window was damaged to a residential property.

The next Saxmundham & Framlingham SNT meeting will be held on Wednesday 9th March 2014 at Saxmundham Market Hall from 2pm.

### Parish Council Meeting

13/123. Agree the Agenda

Cllr Mackley stated he would be discussing the planning application process and using Westlea, Dunwich Road, DC/14/0166/FUL, as an example.

13/124. To receive Members' declarations of interest on any matters on the agenda

Cllr Blakesley – Pecuniary interest in DC/14/0166/FUL.

13/125. To note and agree apologies for absence

All Councillors present.

13/126. Minutes of Parish Council meeting held Monday 13<sup>th</sup> January 2014

Proposal – Accept minutes for 13<sup>th</sup> January 2014 as presented

**All Agreed**

13/127. Minutes of Special Parish Council meeting held Thursday 13<sup>th</sup> February 2014

Proposal – Accept minutes for 13<sup>th</sup> February 2014 as presented

**All Agreed**

13/128. Discuss / Agree / Adopt changes to Standing Orders

The Cllrs discussed the Standing Orders and agreed the changes.

Proposal – Clerk to produce a policy for dealing with the media/press for next meeting.

**All Agreed**

Proposal – Adopt changes to Standing Orders

**All Agreed**

13/129. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

**All Agreed**

The Report can be found at the end of these minutes.

Proposal – Change Parish Council meeting night to 3<sup>rd</sup> Tuesday of the month

**All Agreed**

13/130. To receive the report from the planning advisory group

- To consider any planning applications received by 10<sup>th</sup> March 2014 and determine the Councils attitude to them.

Application No.	Date rec'd	Location	Proposal
DC/14/0477/FUL	18/2/2014	Westwood Lodge, Lodge Road, Blythburgh	Retention of converted curtilage listed building to 2 * one bed holiday lets.
DC/14/0478/LBC	18/2/2014	Westwood Lodge, Lodge Road, Blythburgh	Retention of works in connection with change of use of curtilage listed building to 2 * one bed holiday lets.

The Chair of the planning advisory group explained this was a retrospective planning application to keep the changes made. He reported that although there was little to suggest these were used for accommodation in the past the changes had retained the appearance expected of farm out buildings. Councillors discussed the application and agreed they had no objection to this application.

Proposal – Clerk to express Parish Council view to SCDC of no objection to this application

### All Agreed

Application No.	Date rec'd	Location	Proposal
DC/14/0500/FUL	8/3/2014	Mill Way Cottage, Chapel Road, Blythburgh	Demolition of front porch and rear conservatory, erect single storey extension with balcony

The Chair of the planning advisory group explained Mill Way Cottage had many alterations during the 20<sup>th</sup> Century and this planning application was to return the property to a more traditional looking property. This involved removing port hole window and front porch and sunroom at the rear and replacing with a single storey extension with the one possible controversial feature, a balcony. Councillors discussed the application and agreed they had no objection to this application.

Proposal – Clerk to express Parish Council view to SCDC of no objection to this application

### All Agreed

Application No.	Date rec'd	Location	Proposal
DC/14/0635/VOC	8/3/2014	Haw Wood Camp, Darsham Road, Hinton	Variation of condition 9, C11/1425, to enable year round occupation of part of camp.

The Chair of the planning advisory group explained this application did not make sense as it appeared to cover a number of applications, all unrelated.

Proposal – Clerk to request clarification from SCDC

### All Agreed

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/14/0134/TCA	The Green, Priory Road, Blythburgh	To reduce Monterey Cypress by 50% for safety reasons	APPROVED
DC/14/0228/TCA	Priory Cottage, Priory Road, Blythburgh	To crown reduce and balance one multi stem Ash in rear garden.	APPROVED

- The Chair of the planning advisory group explained that it was possible to read the SCDC planning officers recommendation to the SCDC planning committee ahead of the meeting and he gave recent examples;  
Demolition of Amberley and building of 9 houses. He noted the officers supported this; there were some changes to the original plans; defence of the Green Belt Hazel Lane site. He noted that the officers had rejected this modified application but had supported the original application.

Cllr Blakesley left the room

Westlea. He noted that SCDC planning website showed this application as approved; that the officers supported this, although conceding that this was contrary to the Local Plan; the officers used the NPPF but did not point to the protection of ANOB in the NPPF; the quality of the officers report was poor with simple errors made.

The Chair of the planning advisory group asked what was the point of the Parish Council providing a Local perspective if it was to be ignored? He also raised the question should the Parish Council attend planning meetings or should a briefing based on the officer report be sent to District Cllr Gower? This he explained is only really an issue where the officers support an application and the Parish Council object to the application. He finally asked should the Parish Council ask why the officers take the approach they do?

There followed a long disjointed discussion about the way forward.

Proposal – Clerk to ask why the officer take the approach they do

### All Agreed

Cllr Blakesley returned to the room

13/131. To receive the report from the financial advisory group

## Current Financial Position

10th March 2014	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	£1,138.30	£147.00	£822.22	£4,335.80	£120.16	£177.60	£1,651.68	£0.00	£8,392.76
Remainder	£50.70	£63.00	£1,277.78	-£585.80	£79.84	£222.40	-£151.68	£150.00	£1,106.24

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

Bank Statements at 27 <sup>th</sup> February 2014	Community Account	£4152.19
Bank Statements at 27 <sup>th</sup> December 2013	Saver Account	£7266.03
	<b>Total</b>	<b>£11418.22</b>
Unpresented Cheques at 27 <sup>th</sup> Feb 2014	Total Value	£60.00
Invoices for payment at this meeting	Total Value	£1363.93 (To be agreed)
	<b>BALANCE</b>	<b>£9994.29</b>

Outstanding Invoices for work carried out.

Playsite - fixed price contract £1893.60

- Local Audit and Accountability Act 2014

Cllr Blakesley reported some of the key points from the Act which received Royal assent on 30<sup>th</sup> Jan 2014. Changes to the external Audit process requiring the setting up of an independent Audit Panel; A Statutory Code on Local Authority Publicity; Filming and use of Social Media at council meeting will be permitted. The Councillors discussed the impacts of this Act. The Clerk reported that SALC would brief Councils when the implementing directions and detail were received from the Secretary of State.

Proposal – Clerk to add the Act to the agenda when information received from SALC

**All Agreed**

- To review effectiveness of Internal Audit for 2012/13

The Clerk reported that the Finance Advisory Group had discussed this but had not reported their findings to the Council. There followed a discussion about the Internal Audit and what it covered and included the views of the finance advisory group.

Proposal – The Internal Audit performed by Heelis & Lodge was fit for purpose

**All Agreed**

- Discuss and agree any payments required of the Council - See Appendix A.
 

PAYE for Q4;	HMRC £122.40	Clerk £183.30
Clerks Expenses – Postage, Stationary		£68.18
CPRE – Membership renewal		£36.00
Community Action Suffolk – Village Hall Insurance		£954.05

Proposal – Payments required of the Council approved

**All Agreed**

### Meeting Suspended

Cllr Gower presented District Councillor Report; Key points; Boundary Review showing a move of the Wenhaston and Westleton ward moving south to include the villages of Darsham and Dunwich but there is a drive to move this ward to the west to include Villages Cookley, Walpole plus more; Budget, and therefore Community Charge, has been fixed at the same level as last year with only 3 Councillors objecting.

Cllr Gower presented County Councillor Report; Key points; Budget agreed with a £38.5M reduction. This will be recovered by the incinerator at Great Blakenham and by rationalisation of back office functions.

Cllr Gower then went on to talk about the Northern Area planning meeting and reported that the Hazel Lane site application was presented by Philip Ridley, the head of SCDC Planning, showing the officers were aware of the importance of this application.

Meeting Resumed

13/132. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

It was reported that the Speedwatch Group had appointed a Liaison Officer for Community Safety and one of their responsibilities was to collate the information sent to Suffolk Police from the 57 Speedwatch Groups. Below is a table showing the results

Month	Number of Speedwatch areas who have submitted survey forms for January 2014	Number of vehicles recorded speeding within the 30mph limit	Number of letters sent to registered keepers of reported vehicles
January 2014	19 Areas	363 Vehicles	225 Letters

For Blythburgh the Speedwatch results were;

		Vehicles Speeding		
Date	Hours	Number	Highest on A12	Highest on Dunwich road
Jan 2014	12 hours	54	52mph	37mph

- Blythburgh matters – Ro Williams  
The Community Café returns to Holy Trinity Church on Friday 28<sup>th</sup> March commencing at 10am. Thanks go to all those who visited the White Hart during the January and February when the Community Café was held there.
- Environmental Working Party – Cliff Waller  
The Sea Defence wall up to the White Hart was widened to allow for grass cutting. Plant species have been lost as a result of the work on the A12. It remains to be seen if they return.
- Traffic Management Working Party – Alan Mackley  
Still awaiting the promised report from SCC Highways
- Church Working Party – Tom Lond-Caulk
- Village Hall Committee

Ceiling in the Hall has been repaired and the application for projection equipment is ongoing

13/133. Safe Guarding for Children, Young People and Vulnerable Adults.

Cllr D Gifkins presented the Policy for Blythburgh Village Hall that she had produced. The Councillors discussed the policy and its implications. Cllr D Gifkins was thanked for her work on this Policy document.

Proposal – Adopt Safe Guarding for Children, Young People and Vulnerable Adults policy as presented

**All Agreed**

13/134. Electoral Review of Suffolk Coastal; Draft Recommendations.

The recommendations were discussed and in the light of Cllr Gowers comments the Councillors wished to reinforce their view that if the ward increase it was best to do so by increasing in a southerly direction.

Proposal – Clerk to respond to Consultation supporting draft recommendation

**All Agreed**

13/135. Data Protection Registration.

The Clerk reported that it had been suggested the Parish Council needed to hold data protection registration, although he could not give a compelling argument as to why. There followed a long discussion about the registration which was finally put to the vote.

Proposal – Clerk to organise Data Protection registration with the ICO

**Agreed - 5 Cllrs in Favour, 1 Against, 1 Abstained.**

13/136. East Suffolk Travellers Association Registration.

The Clerk reported he had discussed the role of ESTA with its Chair and would ask the Parish Council if it would consider registration.

Proposal – Clerk to arrange registration with ESTA

**All Against**

13/137. Change of day for the Parish Council meeting; Feedback from Clerk.

As agreed following the Clerks Report the 3<sup>rd</sup> Tuesday of the month would be ratified at the annual meeting of the Parish Council and take effect from then.

13/138. Date of Annual Parish Meeting

Friday 16<sup>th</sup> May 2014 at 7.00pm

13/139. Villager of the Year

This would run as in previous year with nomination accepted until 30 April 2014 with the winner announced at the Annual Parish Meeting. One notable change; the question ‘if you were to be nominated would you accept?’ would be asked before the winner is notified.

13/140. Correspondence

‘Halesworth in the Seventies’, Halesworth & District Museum. Request received for a point of contact to support this from Blythburgh. Cllr Mackley agreed to be the contact person.

Defibrillator. A copy of e-mails discussing this was received. The conclusion was that it is possible to attach the defibrillator to the Village shop but £750 needs to be found to fund the cabinet in which to install it.

Proposal – Clerk to apply for Locality Budget funds for cabinet

**All Agreed**

Proposal – Clerk to respond to e-mails saying Parish Council support proposal

**All Agreed**

13/141. To discuss any other matter the Chair will allow

The Clerk reported that he would be commencing the drop in sessions on the 2<sup>nd</sup> April at 10am for an hour and planned to hold them regularly on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month running from 10am until 11am.

The Clerk reported he attended the Enabling Communities Strategy Launch. The key enabler for this Strategy is the £4000 budget held by the District Councillor.

Meeting closed at 9:45pm

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Clerks report to the Parish Council Meeting Monday 10<sup>th</sup> March 2014

**Parish Council meeting Monday 13<sup>th</sup> January 2014**

- Suffolk Superfast Broadband. Sent e-mail to Suffolk Broadband project manager inviting him to attend 10<sup>th</sup> March Meeting. Project Manager agreed to attend.
- Planning Applications. Contacted SCDC planning to express Parish Council view; DC/13/3596/FUL; Red House Cottage, Angel Lane, Blythburgh; No Objection  
DC/13/3708/FUL; Pine lodge Caravans, Hazel Lane, Thorington; Objection
- Made payments agreed by the Parish Council. Payments to; HMRC £122.40; Clerk £183.30; Speedwatch £38.64.
- Locally Owned Vehicle Activated Signs, rules associated with use. Contacted SCC highways team but have had no response to date.
- Status of Hedges in Blythburgh. Item added in the last copy of Blythburgh Focus asking for residents to maintain their hedges. I have noticed footpath now clear near Chapel on Dunwich road.
- Alternate day for Parish Council meetings; 3<sup>rd</sup> Tuesday of the month. Survey of Parish Councillors views on this change show; 3 Cllr are OK; no response from 4 Cllrs.
- Village Hall Car Park. Spoken to Insurer and they have noted that public liability is covered under the Village Hall Insurance
- Training. Attended the Standing Orders Workshop and the Annual Meeting of the Council briefing. Both useful and the Standing Orders are being discussed as a result. Annual Meeting briefing confirmed understanding of the meetings.

- Traffic Management & Vehicle Activated Signs. The promised report for January has not yet arrived. I asked if it would be available for this meeting but received no response. Will continue to chase.
- Light Pollution. Passed on Environmental Health Officer details to P Meredith.

**Special Parish Council Meeting Thursday 13<sup>th</sup> February 2014**

- Planning Applications. Contacted SCDC planning to express Parish Council view;  
DC/14/0166/FUL; South part garden of Westlea, Dunwich Road; Objection  
DC/14/0228/TCA; Priory Cottage, Priory Road, Blythburgh; No Objection  
DC/14/0134/TCA; The Green, Priory Road, Blythburgh; No Objection with conditions
- Made payments agreed by the Parish Council. Payments to SALC; Standing Order Workshop £30 & Annual Parish Meeting briefing £30
- Damaged Post Box. Raised issue with Royal Mail, reference number 1-2891737033, with a response in up to 5 working days. No response received. Will chase.