



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Annual Parish Council Meeting Monday 12th May 2014

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

Open Forum (3 Parishioners present)

A Parishioner raised 3 points associated with allegations contained in feedback from the Planning Advisory Group regarding a SCDC planning meeting; The Planning meeting was a shambles; Presentation was flawed; Parish Council objections ignored. The Chair of the Planning Advisory Group responded that he had not attended the SCDC planning meeting, the comments referred only to the accuracy of the available public documentation. The parishioner went on to ask why this was not raised with District Cllr Gower when he arrived at the meeting, Cllr Gower being a member of the SCDC Planning Committee? The Chair responded that he apologised for not raising the points with Cllr Gower. The parishioner also noted that the comments were not in the minutes and went on to suggest that members of the Planning Advisory Group could benefit from attending SCDC planning meetings.

A second parishioner raised issues with the Planning Advisory Group. A copy of his remarks were handed to the Clerk. Before beginning the parishioner apologised for his exit from the last meeting he had attended and expressed the view that it would be of benefit to the Parish to have people with hands on experience of dealing with planning matters. He then detailed inaccuracies in the verbal brief given by the Planning Advisory Group to the Parish Council, stating examples, just as the Planning Advisory Group had done with the Planning Officers report to the committee. He felt such inaccuracies were easily resolved but his frustration was the inaccuracies in the Planning Officers report were considered the reason for the difference in the decisions made.

The second Parishioner then stated that Cllr Blakesley had been asked to leave the room during this discussion, and the parishioner felt that this was not a wholly accurate application of the Standing Orders as the discussion that followed was a general discussion that only used DC/14/0166/FUL, South part of Garden of Westlea, as an example, it was not discussed in detail.

The Chair asked for the points raised by both parishioners to be noted.

A third parishioner then raised the issue of uneven surfaces at the junction of the additional village hall car park and the original path to the village hall. It was pointed out that in the minutes the Chair had agreed and that a solution would be considered before this meeting. The Chair responded no solution had been considered but agreed something needed doing.

Proposal – Consider solution to condition of Village Hall Drive before next meeting

All Agreed.

Police Report; PCSO Jamie Newson

There was a single crime for Blythburgh parish in April 2014; Burglary, dwelling on Dunwich Road.

District and County Councillor report: No reports

Apologies received from Councillor Gower.

Parish Council Meeting

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

14/1. 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

14/2. Agree the Agenda

Addition of minutes of Special Meeting dated 24th March 2014

All Agreed

14/3. To receive Members' declarations of interest on any matters on the agenda

None Declared

14/4. To note apologies for absence and agree or otherwise

All Councillors Present

14/5. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

All Agreed

14/6. 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

14/7. Appointment of Responsible Finance Officer for financial year 2014-15

Proposal – Appoint Clerk as RFO for 2014-15

All agreed

14/8. Appointment of Chair and members of the finance advisory group for 2014-15

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

14/9. Appointment of Chair and members of the planning advisory group for 2014-15

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

14/10. Appointment of Village Hall Trustees

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

All Agreed

14/11. Appointment of Blythburgh Latitude Trust Trustees

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

All Agreed

14/12. Appointment of SALC representative

Proposal – Appoint Cllr A DeThabrew as SALC Representative

All Agreed

14/13. Appointment of SPLG representative

Proposal – Appoint Cllr A Mackley as SPLG Representative

All Agreed

14/14. Appointment of representative

Proposal – Appoint Cllr C Waller as Blyth Estuary Group Representative

All Agreed

14/15. Appointment of Tree Warden

Proposal – Appoint Cllr J Blakesley as Parish Council Tree Warden

All agreed

- 14/16. Agree and Adopt Standing Orders
 Proposal – Adopt current Standing Orders
All agreed
- 14/17. Discuss, Agree and Adopt Updated Financial Regulations
 The Clerk indicated the Financial regulations had been changed to align with latest legislation changes. One other key change was increase of emergency spend by Clerk to £500. The Cllr agreed the changes to the Financial Regulations
 Proposal – Adopt Updated Financial Regulations
All agreed
- 14/18. Agree and Adopt Complaints procedure.
 Proposal – Discuss Complaints procedure at next Parish Council meeting
All agreed
- 14/19. Discuss, Agree and Adopt Policy for Dealing with the Press.
 Clerk presented policy document but pointed out SALC recommendation had been to wait as there is new legislation that will need to be covered. Cllrs agreed to policy as presented.
 Proposal – Adopt Policy for Dealing with the Press
All agreed
- 14/20. Minutes of Parish Council meeting held on Monday 10th March 2014
 Proposal – Accept minutes for 10th March 2014 as presented
All Agreed
- 14/21. Minutes of Special Parish Council meeting held on Monday 24th March 2014
 Proposal – Accept minutes for 24th March 2014 as presented
All Agreed
- 14/22. To receive the Clerk’s Report
 Proposal – Accept Clerks Report as presented
All Agreed
 The grant offered by County Cllr Gower under his Locality Budget was £500 which is £250 short of the money required for a specialist wall mounted defibrillator box. There was a long discussion about funding, availability and first responder situation.
 Proposal – Put Defibrillator box on hold until next meeting
All Agreed
- 14/23. To receive the report from the planning advisory group
- Planning directorate – Sizewell ‘C’ Environmental statement
 Planning advisory group feedback; Cllr Waller had been unable to access the documentation which headlines the areas to be covered in the Environmental statement.
 - WDC – How to get involved in local planning
 Planning advisory group feedback; Cllr Mackley reported that although this is not related to Blythburgh, it gives a very good overview of the planning process and is worth reading.
 - Operation of the National Planning Policy Framework (NPPF).
 Planning advisory group feedback; A consultation document was received with very short timescales. The response sent to the select committee was given to all present. One of the key points raised was that SCDC does not have a five year supply of deliverable housing sites.
 Proposal – Clerk to ask Cllr Gower why SCDC has no 5 year plan
All Agreed
 - To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/14/0805/FUL	Creek Cabin, Reydon Road, Blythburgh	Relocation of approved vehicular access	APPROVED

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			

Planning advisory group feedback; For the Westwood Lodge application the Planning Officers objected on the grounds of unsustainability. The Parish Council had supported this application but some history for this site was subsequently raised showing an enforcement notice had been issued in the past for unauthorised use of the buildings in question for permanent residential use.

- To consider any planning applications received by 12th May 2014 and determine the Councils attitude to them.

Application No.	Date rec'd	Location	Proposal
DC/14/1340/FUL	2/5/2014	Haw Wood Park Caravan Park, Hinton	Erection of new facilities building – amendment to C10/1737

Planning advisory group feedback; The original application had been supported by the Parish Council and this update included an additional building. Main concern considered was impact on local infrastructure, sewer, roads, water, could they cope with the addition load? Cllr Waller reported the additional building was almost complete. The Cllrs then discussed the application and agreed they had no objection but expressed dismay that the building was nearing completion.

Proposal – Clerk to express Parish Council view to SCDC of no objection to this application, but to express dismay at the amount of building work complete.

All Agreed

Cllr Orr-Ewing asked about Herons Way; was the work being carried out within permitted development. After some discussion it was agreed that as Herons Way was not within the conservation area it was within permitted development.

14/24. To receive the report from the financial advisory group

Current Financial Position

12th May 2014	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing
Budget - Current	£1,467.36	£210.00	£1,927.00	£2,760.00	£875.00	£400.00	£500.00	£100.00	£8,239.36
Spend to date	£305.70	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£305.70
Remainder	£1,161.66	£210.00	£1,927.00	£2,760.00	£875.00	£400.00	£500.00	£100.00	£7,933.66

Note: This does not include the playsite surface updates which have rolled into this financial year.

Bank Statements at 25 th April 2014	Community Account	£2728.26
Bank Statements at 27 th March 2014	Saver Account	£7266.94
	Total	£9995.20

Unpresented Cheques at 25 th April 2014	Total Value	£0.00
Invoices for payment at this meeting	Total Value	£2097.06 (To be agreed)
	BALANCE	£7458.14

The Clerk asked if the Budget could be updated to include the upgrade to the playsite surface that had not been invoiced in the previous year. The councillors agreed.

Proposal – Clerk to update budget to include playsite surface upgrade.

All Agreed

- Discuss and agree Annual financial statement
The RFO presented the Financial Statement for 2013/14. No questions were raised.
Proposal – Approve Annual Financial Statement as presented for 2013/14

All Agreed

- Discuss and agree Financial Risk Assessment and Management
The Clerk reported this had been updated and approved in September 2013. There have been no changes since then.
Proposal – Approve Financial Risk Assessment and Management for 2014/15

All Agreed

- Discuss and complete Annual Audit return

The Clerk presented sections 1 & 2 to the Councillors, explaining where the figures had come from and the object of the governance statement.

- Section 1 – Accounting Statement for 2013/14

Proposal – Approve Section 1 – Accounting Statement for 2013/14

All Agreed

- Section 2 – Governance Statement for 2013/14

Proposal – Approve Section 2 – Governance Statement for 2013/14

All Agreed

- Discuss and agree any payments required of the Council.

- Waveney Norse Ltd – Playsite surface £1893.00
- Community Action Suffolk Annual Subscription £30.00
- Speedwatch (February – March 2013) £54.06
- SALC Annual Subscription £120.00

Proposal – Payments required of the Council approved

All Agreed

14/25. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

Binny Lewis is stepping down as local organiser and volunteer in September 2014. The Parish Council thanks Binny for all her hard work and dedication to Speedwatch. Anyone wishing to take on the role of organiser please contact the Clerk.

- Blythburgh matters – Ro Williams

Thank you for the invite to the Annual Parish Meeting.

May 23rd at 7.30pm; Bittern walk starting from Westwood Lodge

May 30th at 10.30am; Community Café in Holy Trinity Church

June 28th; Games evening in the Village Hall – Details TBC

Thank you to all those who took part in the Village litter pick and to the Village Hall Committee for allowing the use of the Village Hall as the start / finish of the litter pick.

- Environmental Working Party – Cliff Waller

The new river wall will extend to 3.4m. The Riverside Cottage, Angel Cottage and Tollgate Cottage protection wall extends to 3.1m. This would make them the lowest point in the Village and therefore increase their flood risk.

Proposal – Clerk to send letter to SCC raising this as an issue

All Agreed

- Traffic Management Working Party – Alan Mackley

Proposal – Clerk to telephone SCC to find out the status of the report

All Agreed

- Church Working Party – Tom Lond-Caulk; No report

- Village Hall Committee

Quotations are being sought for a new kitchen in the Village Hall and applications are being made for grants to fund the new kitchen.

It was noted that the Annual Meeting of the Village Hall committee had happened with little advertising that the event was to take place.

14/26. Villager of the Year. 2014 competition.

The Clerk reported there had been two villagers nominated with the result approximately two to one in favour of the winner. This winner will be announced at the Annual Parish Meeting.

14/27. Celebrate Blythburgh.

The Chair reported that it had been agreed that Holy Trinity Church could be used in the event of a wet day. The event would be in the same format as previous years.

Proposal – Agreed a £500 contingency budget for Celebrate Blythburgh

All Agreed

14/28. Training. Clerks Training; new 2 day course £98.00 + vat

Proposal – Allow Clerk to attend two day training event

All Agreed

14/29. Correspondence

East Suffolk Travellers' Association - Saxmundham Interchange Hub proposal document. The Clerk gave an overview of the document and asked for comments. The Parish Councillors had no comments to feedback to ESTA.

14/30. Date of meeting for 2014/15.

Tuesday 15th July 2014 @ 7.15pm

Tuesday 16th September 2014 @ 7.15pm

Tuesday 18th November 2014 @ 7.15pm

Tuesday 20th January 2015 @ 7.15pm

Tuesday 17th March 2015 @ 7.15pm

14/31. To discuss any other matter the Chair will allow

Cllr Waller asked why sign at end of the track leading to his house had been moved?

Proposal – Clerk to arrange for the sign to be returned to original position

All Agreed

Cllr Waller asked if the gap created in the hedge by SCC be will be closed. Sir C Blois said requested that this happen.

Cllr Waller gave advance warning of possible increased traffic following the announcement that Spring Watch will be based at Minsmere RSPB reserve, starting 26th May.

Meeting closed at 8.57pm

Clerks Report - Parish Council Meeting Monday 12th May 2014

Parish Council meeting Monday 10th March 2014

- The A12 defence plan. A question was raised about who will maintain the new drainage system. SCC responded this would be their responsibility.
- Policy for dealing with the media/press. Policy has been produced, although SALC suggested waiting until a NALC recommendation was received following change in legislation, and sent to all Councillors. Agenda item to cover this item.
- Standing Order. These were updated following the meeting and have been e-mailed to all Parish Councillors.
- Planning Applications. Contacted SCDC planning to express Parish Council view;
- DC/14/0477/FUL; Westwood Lodge, Lodge Road, Blythburgh; No Objection.
- DC/14/0478/FUL; Westwood Lodge, Lodge Road, Blythburgh; No Objection.
- DC/14/0500/FUL; Mill Way Cottage, Chapel Road, Blythburgh; No Objection.
- DC/14/0635/VOC; Haw Wood Camp, Darsham Road, Hinton; Clerk to Request Clarification. Application resent and discussed at special meeting.
- Planning Officers approach to applications. Clerk to ask the rationale for the approach taken by SCDC planning Officers. Response sent to councillors in Clerks Correspondence dated 14th to 22nd April
- Made payments agreed by the Parish Council. Payments to; PAYE for Q4; HMRC £122.40, Clerk £183.30; Clerks Expenses £68.18, CPRE – Membership renewal £36.00, Village Hall Insurance £954.05.
- Traffic Management & Vehicle Activated Signs. The promised report for January has not yet arrived.
- Locally Owned Vehicle Activated Signs, rules associated with use. Contacted SCC highways team but have had no response to date.
- Electoral Review of Suffolk Coastal. Responded to LGBCE on current stage of Consultation stating Parish Council supported draft recommendation.
- Alternate day for Parish Council meetings; 3rd Tuesday of the month. To be confirmed at this meeting.
- Data Protection Registration. Not completed.
- Defibrillator. Applied to Cllr Gower for Locality Budget funds for cabinet. Cllr Gower has offered £500. This leaves £250 to find.
- Damaged Post Box. Royal Mail confirmed it was against their policy to install post boxes on private land and also stated the Village was adequately covered.

Special Parish Council Meeting Monday 24th March 2014

Planning Applications. Contacted SCDC planning to express Parish Council view;

- DC/14/0635/VOC; High Lodge, Darsham Road, Hinton; No Objection but with conditions