



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Tuesday 15th July 2014

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

Open Forum (County & District Cllr Gower + 1 Parishioner present)

Police Report; No Report

Apologies received from PCSO Jamie Newson.

District and County Councillor report: Councillor Gower.

District: Cllr Gower talked about the lack of a 5 year housing supply plan and how the Inspectors viewed this. He pointed out that there was wide variations here but stressed that the result of recent appeals did show that the Local Development Framework Plan did hold some sway.

Cllr Gower then discussed a number of recent planning applications and decisions. He finished by stating that SCDC were considering moving from their current premises in an attempt to save money. He expressed concern over how this would be viewed.

County: Cllr Gower reported he had spoken to Mark Bee, the leader of SCC, about the road works and especially the wicker fencing and how it was viewed locally. Cllr Tytler asked for this to be discussed during the Council meeting and an agreed position to be taken by the Parish Council. Cllr Gower reported that he has asked Mark Bee, with projects like the Flood Alleviation project on the A12, to keep the Parish Councils informed.

Parish Council Meeting

14/42. Agree the Agenda

Add; Road works on A12
Stables near the water tower

All Agreed

14/43. To receive Declarations of Interest / Dispensations on any matters on this Agenda

Cllr Tytler Payments required of Parish Council
Cllr Waller Work on the Flood Alleviation to the A12
Parish Council No Parking Sign

14/44. To note, discuss and agree or otherwise apologies for absence

Cllr DeThabrew Working Agreed

14/45. Discuss, Agree and Adopt updated Code of Conduct

There was some discussion about the meaning of the Appendix Part1 & Part 2 and whether it was relevant. After further discussion the Cllrs agreed to the updated Code of Conduct
Proposal - Adopt updated Code of Conduct

All Agreed

14/46. Discuss, Agree and Adopt Complaints procedure.

There was discussion about what complaints this related to and the implications of the timescales listed. After further discussion the Cllrs agreed to the Complaints procedure.
Proposal - Adopt Complaints procedure.

All Agreed

14/47. Approve Minutes of Annual Parish Council meeting held on 12th May 2014
 Proposal – Accept minutes for 12th May 2014 as presented
All Agreed

14/48. Approve Minutes of Special Parish Council meeting held on 24th June 2014
 Proposal – Accept minutes for 24th June 2014 as presented
All Agreed

14/49. To receive the Clerk’s Report
 The Clerk noted that the Village Hall driveway potholes had been filled.
 Proposal – Accept Clerks Report as presented
All Agreed

14/50. To receive the report from the planning advisory group
 • To receive any planning decisions
 The following two planning application had been granted, as viewed on the SCDC website, but no paper copy had been received.

Application No.	Location	Proposal	SCDC Decision
DC/13/3010/FUL	Amberley, Dunwich Road, Blythburgh	Demolition of Amberley and erection of 9 houses plus access	APPROVED
DC/14/1577/FUL	White House Cottage, Station Road, Blythburgh	Replacement garage and garden room, new gates and fence.	APPROVED

• To consider any planning applications received by 15th July 2014 and determine the Councils attitude to them. No planning applications received.

Stables at junction of Dunwich Road (B1125) and The Street (B1387). Discussion of this had been postponed from the Special Meeting on 24th June.

Proposal – Clerk to contact SCDC planners to see if they are expecting a planning application for the stables

All Agreed

14/51. To receive the report from the financial advisory group
 The Annual return has been sent to BDO, the Government appointed Auditor. No feedback has been received.

The Internal Audit has been completed and the report received. The Finance Advisory Group have yet to discuss the report but plan to do so before the next meeting.

Income received since last meeting; First instalment of precept £3330.24; Bank Interest £0.91.

Current Financial Position

15th July 2014	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing	Incoming
Budget - Current*	£1,467.36	£210.00	£1,927.00	£4,653.60	£875.00	£400.00	£500.00	£100.00	£10,132.96	
Budget - Initial				£2,760.00						
Spend to date	£672.54	£150.00	£0.00	£1,893.60	£0.00	£0.00	£54.06	£50.00	£2,820.20	£3,330.24
Remainder	£794.82	£60.00	£1,927.00	£2,760.00	£875.00	£400.00	£445.94	£50.00	£7,312.76	

Note* - Budget updated to include spend on playsite safety matting

Bank Statements at 27th June 2014

Bank Statements at 27th June 2014

Community Account £3910.84

Saver Account £7267.85

Total £11178.69

Unpresented Cheques at 27th June 2014

Invoices for payment at this meeting

Total Value £366.84

Total Value £252.35 (To be agreed)

BALANCE £10559.50

• Feedback on Internal Audit. Postponed until next meeting.

- Discuss and agree any payments required of the Council.
 - Speedwatch (May - July 2014) £49.00
 - SPLG Annual Subscription £30.00
 - Cllr Tytler – Annual Parish Meeting expenses £105.32
 - Clerks Expenses 10th March – 10th July 2014 £68.03

Proposal – Payments required of the Council approved

All Agreed (Cllr Tytler not involved in his expense claim discussion)

14/52. Parish Plan. Feedback from working parties.

- Speedwatch – Binny Lewis

Binny Lewis is stepping down as local organiser in September 2014

Date	Hours	Vehicles Speeding			Comment
		Number	Highest on A12	Highest on Dunwich road	
June 2014	31 hours	71	50mph	48mph	It was noted the lorries delivering to flood alleviation site were repeat offenders
May 2014	18 hours	63	52mph	52mph	

- Blythburgh M@tters – Ro Williams; A subset of the group has been agreed to run the Film Nights. This subgroup is made up of T & P Goss, H Burrows and D Tytler. The opening dates are 5th & 6th September. Watch the noticeboards for details (license condition)
- Environmental Working Party – Cliff Waller; The development of the plant list continues with a projected 500 – 600 plants being recorded.
- Traffic Management Working Party – Alan Mackley; Response from B Clench, SCC Highways “...SCC had completed our Report on the Blythburgh Traffic Management Report but unfortunately at the very last minute the SCC Policy on Vehicular Activate Signs, which was referred to in the SCC Report, was revised and we have been waiting for the approved final Policy to be issued. I will find out the current status of this Policy and attempt to issue our Report in the near future....”

Road Works on A12. The Cllrs agreed to support the current use of wicker fencing.

Proposal – Clerk to confirm parking arrangements on A12 river bridge.

All Agreed

Proposal – Clerk to arrange for broken road sign on A12 to be replaced.

All Agreed

- Church Working Party – Tom Lond-Caulk; Events taking place in Holy Trinity Church
 - 2nd August – Horticultural Society Annual Show
 - 3rd August – World War 1 service
 - 10th August – Animal Service
 - 22nd to 23rd August – Music in Country Church’s
- Village Hall Committee; Projector, screen, sound and control systems being installed. Grant has been applied for from Magnox Electricity to renew the Kitchen.

14/53. Celebrate Blythburgh - Update.

It has been agreed that it is logistically not sensible to have a fallback plan to move to Holy Trinity in the event of rain. Otherwise planning is nearing conclusion.

14/54. Agree Location of Defibrillator

Co-ordinator for Blyth Valley First Responders informed the Clerk that the possible volunteer from Blythburgh has not come forward despite several attempts to reach them.

Proposal – Clerk to give go ahead for defibrillator to mounted on the wall of Village Shop

All Agreed

14/55. Update on driveway to Village Hall and additional car park.

Potholes have been repaired. Thanks to Cllr DeThabrew for arranging this.

14/56. Agree purchase of Reference material for the Clerk.

Clerk asked to update reference material; Local Council Administration by Charles Arnold Baker £65 + p&p; The Local Council Clerk's Guide £16 plus p&p.
Proposal – Clerk to purchase above detailed reference material
All Agreed

14/57. Correspondence.

Consultation on Suffolk Advisory Parking Standards. It was agreed that no response was required from the Parish Council but that it would be used as a reference document for future planning applications.

14/58. To discuss any other matter the Chair will allow

Proposal – Clerk to arrange for sign to be relocated to original location at the end of track leading to Riverside Cottages

All Agreed

Proposal – Clerk to arrange for insurance to include new equipment in Village Hall.

All Agreed

Meeting closed at 8.14pm

Clerks report to the Parish Council Meeting Tuesday 15th July 2014

Parish Council meeting Monday 12th May 2014

- Condition of Village Hall Drive. The Parish Council agreed to consider solution to before the next meeting. This will be covered under agenda item 14/55.
- Box for Defibrillator. This was put on hold at last meeting. This will be covered under agenda item 14/54.
- Ask Cllr Gower why SCDC has no 5 year housing plan. A response was received which was distributed to you all in Clerks Correspondence dated 26th June to 3rd July.
- Planning Applications. Contacted SCDC planning to express Parish Council view;
- DC/14/1340/FUL; Haw Wood Park Caravan Park, Hinton; No Objection but with comments.
- Clerk to update budget to include playsite surface upgrade. Completed.
- Made payments agreed by the Parish Council. Payments to; 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.
- Traffic Management & Vehicle Activated Signs. Update has been received and will be covered in agenda item 14/52.
- Locally Owned Vehicle Activated Signs, rules associated with use. Contacted SCC highways team but have had no response to date.
- Speedwatch. I have had no one contact me offering to take over the organisational role.
- Alternate day for Parish Council meetings; 3rd Tuesday of the month. Completed.
- 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. To be covered under agenda item 14/54.
- The new river wall will extend to 3.4m and therefore impact Riverside Cottage, Angel Cottage and Tollgate Cottage as their protection wall extends to 3.1m. Contacted SCC to find out if they were aware of this and the long term impacts. No response received to date. Ref No. 3423305
- Sign at end of the track leading to Riverside Cottage. Why has this been moved? With the help of Cllr DeThabrew we have been unable to find out who moved the sign. As a result no action has been taken to relocate the sign.

Special Parish Council Meeting Tuesday 24th June 2014

- Planning Applications. Contacted SCDC planning to express Parish Council view;
- DC/14/15/1577/FUL; White Hart Cottage, Station Road; No Objection but with comments
- DC/14/15/1649/FUL; Land and building to north of Whitehouse Farm Barns, Bulcamp Drift; No Objection but with conditions
- Made payments agreed by the Parish Council. Payments to; PAYE – Q1, HMRC £73.20, Clerk £293.64
- Agenda item 14/41. Cllr DeThabrew raised the stables in Dunwich. Deferred to this meeting and will be added as an additional agenda item.