



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Tuesday 16th September 2014

Present: Cllr D Tytler (Chair), Cllr J Blakesley, Cllr A DeThabrew, Cllr D Gifkins, Cllr A Mackley, Cllr R Orr-Ewing, 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 reported on the Extraordinary meeting held by SCDC to discuss moving to new premises. The current Council Offices in Melton are too big, inefficient and outdated and it is planned to sell off for housing. The new premises are designed to help make the necessary savings.

Cllr Gower then explained that there is a Northern Area planning meeting on 16th September.

Cllr Gower then went on to discuss Sizewell C and explained that stage 2 of the consultation process is planned to take place this quarter. However there is still some fairly fundamental information not available and there are many concerns being raised.

Proposal – Clerk to invite Jon Swallow from SPLG to give an update at the next Parish Council meeting.

All Agreed.

Cllr Gower was asked why there did not appear to be a 'Figure Head' at SCDC leading on Sizewell C. Although there was a detailed response the nearest person to a 'Figure Head' was Andy Smith. Cllr Gower did state that he was now on the Joint Local Authority Group dealing with Sizewell C.

County: Cllr Gower reported there was a full meeting of the Council on 17th September where the budget would continue to be a key focus. He also reported there is a consultation running on planned changes to Children Centres.

Holy Trinity Blythburgh. T Lond-Caulk reported on the well supported Friends of Holy Trinity day that took place and the Harvest festival shared with Falkenham.

Parish Council Meeting

The Chair proposed suspending Standing Order 3L following changes in legislation.

All Agreed

14/72. Agree the Agenda

Addition Invoice – BDO LLP Annual Return Audit £120

All Agreed

14/73. To receive Declarations of Interest / Dispensations on any matters on this Agenda

Cllr Tytler Payment (MPLC) required of Parish Council

14/74. To note, discuss and agree or otherwise apologies for absence

Cllr C Waller, Working, Agreed

14/75. Approve Minutes of Parish Council meeting held on 15th July 2014

Proposal – Accept minutes for 15th July 2014 as presented

All Agreed

14/76. Approve Minutes of Special Parish Council meeting held on 4th August 2014

Proposal – Accept minutes for 4th August 2014 as presented

All Agreed

14/77. Approve Minutes of Special Parish Council meeting held on 1st September 2014

Proposal – Accept minutes for 1st September 2014 as presented

All Agreed

14/78. To receive the Clerk's Report

Speedwatch has been SUSPENDED with a review in the Spring..

The new river wall and SCC response raised concerns with the Parish Council.

Proposal – Clerk to ask that the impact of the new wall in relation to existing defences is addressed at the next review

All Agreed

The White Hart Landlady objected to the replacement of the Sign at end of the track leading to Riverside Cottage.

Proposal – Accept Clerks Report as presented (attached at end of minutes)

All Agreed

14/79. To receive the report from the planning advisory group

- To receive any planning decisions

None Received.

- To consider any planning applications received by 16th September 2014 and determine the Councils attitude to them.

None received.

- To formulate and agree response on Local Plan update

Cllr Mackley, Chair of the Planning Advisory Group presented the main points raised at the meeting held on 1st September; Under certain circumstances development would be supported. It should add to the resident population, respect and enrich the character of the village, and avoid exacerbation of problems with traffic and infrastructure; Physical limits boundary would remain almost as is but be extended to include existing and those with planning permission approval; The only practicable direction of development for the village outside the physical limits boundary is south along the A12 on the site bounded by Chapel Road; New buildings should be of High Quality but here there is a need for altruism on the part of landowners and developers to achieve this; Two areas highlighted as possible for development by the planners, Angel Lane and Hawthorn Farm, would need to meet the criteria above before being accepted.

- Meeting with SCDC planners.

Proposal – Planning Advisory Group attend meeting on 25th September at 1:00pm

All Agreed

14/80. To receive the report from the financial advisory group

- The Annual Return was received from BDO, the Government appointed Auditor, today 16th September 2014, and shows minor errors. As a result of the date received the Finance Advisory Group has not yet had sight of completed Annual Return.
- The Internal Audit has been completed and the report received. The Finance Advisory Group have agreed to discuss the report in conjunction with the annual return as the majority of the recommendations relate to the Annual Return.
- Income received since last meeting; Blythburgh Latitude Trust Grant of £360 towards playsite surface replacement

Current Financial Position

16th Sept 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	£180.00	£29.09	£1,901.22	£421.53	£0.00	£7.93	£50.00	£3,262.31	£3,690.24
Remainder	£794.82	£30.00	£1,897.91	£2,752.38	£453.47	£400.00	£492.07	£50.00	£6,870.65	

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

Bank Statements at 27 th August 2014	Community Account	£3585.18
Bank Statements at 27 th June 2014	Saver Account	£7267.85
	Total	£10853.03

Unpresented Cheques at 27th August 2014 Total Value £123.29

Invoices for payment at this meeting Total Value £901.86 (To be agreed)

BALANCE £9947.88

Cllr Tytler asked that the Finance Advisory Group, when proposing a Budget for 2015/16 at the next meeting, to allow some money for Traffic Management measures.

- Feedback on Internal Audit.
This will be discussed with the Annual Return and reported at the next meeting
- Discuss and agree any payments required of the Council
 - Speedwatch (Celebrate Blythburgh) £17.22
 - Speedwatch expenses (Aug & Sept) £7.80
 - MPLC Umbrella Licence £390.00
 - Annual Return Audit Fee BDO LLP £120.00
 - PAYE – Q2 HMRC £73.20
 - Clerk £293.64

Proposal – Payments required of the Council approved

All Agreed (Cllr Tytler not involved in MPLC Umbrella Licence discussion)

14/81. Parish Plan. Feedback from working parties.

- Speedwatch (SUSPENDED) – Binny Lewis

Date	Hours	Vehicles Speeding			Comment
		Number	Highest on A12	Highest on Dunwich road	
August 2014	28 hours	41	52mph	47mph	Speedwatch now being suspended.

The Parish Council raised a vote of thanks for all the drive, enthusiasm, time and effort put into Speedwatch by Binny Lewis. All the volunteers were also thanked by the Parish Council for supporting the scheme.

The Cllrs voted not to fund the giving of presents to the volunteers, Chair had casting vote.

- Blythburgh m@tters – Ro Williams
Film Club, a sub group of Blythburgh m@tters, next film is 3rd October.
- Environmental Working Party – Cliff Waller; No report
- Traffic Management Working Party – Alan Mackley

The long awaited report from SCC has at last been received and a précis was given by Cllr Mackley. SCC had produced a detailed report that addressed the ideas raised by the Parish Council. The VAS and more prominent 'Gateway' 30mph signs were the only options recommended.

Proposal – Clerk to send report to ALL Councillors

All Agreed

Proposal – Clerk to arrange a meeting with Bob Clench in Village Hall

All Agreed

Proposal – Once meeting with Bob Clench arranged Clerk to invite Walberswick PC

All Agreed

- Church Working Party – Tom Lond-Caulk; Report given in Open Forum.
- Village Hall Committee

- Village Hall Insurance

Clerk reported issue with insurance of projection equipment

Proposal – Clerk to arrange for letter from Trustees stating equipment is ‘Goods in Trust’

All Agreed

- Village Hall equipment – asset register

The Councillors agreed that the projection equipment is not Parish Council owned therefore does NOT go on the Parish Council asset register

- MPLC Umbrella Licence

The annual licence for showing films in the Village Hall.

14/82. Update on Location of Defibrillator; Covered in Clerks Report

14/83. Clerk’s Training

Proposal Clerk to attend; Information And Networking Event; 19/09/14, 10am – 2pm, £15 + vat & Budgeting Workshop; Monday, 13th October 9.30am – 12.30pm £25 + VAT

All Agreed

14/84. Welcome pack for new residents.

This was initially suggested as part of the Parish Plan.

Proposal – Cllr Tytler to act as co-ordinator in putting together welcome pack

All Agreed

14/85. Backup of Parish Council electronic information

Proposal – Clerk to purchase external hard drive for backup purposes

All Agreed

Cllr Orr-Ewing stated he would send information on backup software to Clerk

14/86. Correspondence.

- Open and accountable local government. Delegated decisions / Authorities

Proposal – Clerk to update Standing Orders for adoption at next meeting

All Agreed

- Consultation on Open Space, Sport and Pitch Assessments

Proposal – Clerk to respond to consultation using information supplied (Cllr Blakesley)

All Agreed

- Consultation on the future of children's centres in Suffolk

Local change is proposing closure of Reydon Centre and move to Halesworth. The Councillors agreed no response required.

14/87. To discuss any other matter the Chair will allow

Cllr DeThabrew reported that Pamela Pringle had recently died. The Parish Councillors expressed their sympathy to her family & friends.

Meeting closed at 8.45pm

Clerks report to the Parish Council Meeting Tuesday 16th September 2014

Parish Council meeting Tuesday 15th July 2014

- Stables at junction of Dunwich Road (B1125) and The Street (B1387). The local planner was contacted who said that they believe planning permission is required and they are in discussion with the people involved. No timescale as to when the application will be received.
- Box for Defibrillator. I have contacted Gus Jones to ask for way forward. I am currently awaiting his response.
- Defibrillator. Applied to Cllr Gower for Locality Budget funds for cabinet. Cllr Gower has offered £500. This leaves £250 to find. This is currently on hold awaiting next steps from Gus Jones.

- Made payments agreed by the Parish Council. Payments to; 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.
- Traffic Management & Vehicle Activated Signs. Update has been received and will be covered in agenda item 14/81.
- Locally Owned Vehicle Activated Signs, rules associated with use. Will be covered in agenda item 14/81.
- Speedwatch. I have had no one contact me offering to take over the organisational role as a result Speedwatch has been suspended with a review planned for the Spring.
- Data Protection Registration. Not completed.
- 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. Response received and sent out in Clerks Correspondence 18th to 26th August.
- Sign at end of the track leading to Riverside Cottage. This has been replaced close to previous position. I am awaiting the invoice.
- Road signs in need of repair;
Arrange for broken road sign (Cycle) on A12 to be replaced. Reference Number: 3430413 - Date of Order: 23/07/2014. Inspected location and works ordered to replace post and erect sign within next 3 months
Arrange for broken 30mph sign on Dunwich Rd to be replaced. Reference Number: 3430424 - Date of Order: 23/07/2014. Sign Replaced.
- Confirm parking arrangements on A12 river bridge. Reference Number: 3430394 - Date of Order: 23/07/2014. We (SCC) will looking into measures to mitigate the effects of parking on the bridge.
- Celebrate Blythburgh. Checked position with Insurance and completed event form to confirm insurance cover. No additional cost but they would not cover tours of Priory under PC insurance.
- Purchase of Reference material for the Clerk. Local Council Administration by Charles Arnold Baker and The Local Council Clerk's Guide have arrived and the invoice of £94.20 paid.
- Arrange for insurance to include new equipment in Village Hall. Sent list of equipment to CAS and asked to be added to current insurance. Additional cost £29.09 until renewal then £52.95 annually.
- Invoice has been received and paid. Will be covered under minute 14/81.

Special Parish Council Meeting Monday 4th August 2014

- Planning Applications. Contacted SCDC planning to express Parish Council view;
- DC/14/2204/FUL; 5 White House Farm Cottage, Bulcamp Drift; Objection with comments
- Pine Lodge Caravan Appeals. Responded stating the Parish Council stood by its original objections and attached copies of the objections to the response.
- Local Plan Documents – Advance notice of Consultation. It was agreed it would be important to canvas parishioners and I was asked to arrange a Special Meeting for Monday 1st September. This meeting took place as requested.
- Made payments agreed by the Parish Council. Payments to; Harry Stebbing Workshop, Lettering £7.93; Clerk expenses, Lock for Cupboard £7.62; Cllr Tytler Expenses for Celebrate Blythburgh £50.92
- Flood Alleviation works on A12. Traffic entering Village faster following the works. Contact SCC Highways to see if the commencement of the 30mph zone could be moved further away from the Village. Spoke to Bob Clench who said; All speed limits were checked against current criteria and they all conformed. Therefore for a change to take place there needs to be a change in circumstance, i.e. new buildings. However SCC are reviewing their criteria on 30mph areas and there is a possibility that there will be the ability for residents, PC etc, to request a change. Please note that there is a formal, legal process that has to be adhered to and SCC would look to the applicants of the speed limit change to fund this. Currently between £3500 and £5500.

Special Parish Council Meeting Monday 1st September 2014

- No actions raised at the meeting.