



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Parish Council Meeting Tuesday 18<sup>th</sup> November 2014

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

**Open Forum** (County & District Cllr Gower + Jon Swallow from SPLG)

Jon Swallow (SPLG) Update on Sizewell 'C'

Jon Swallow started by explaining he had two roles; SPLG and TEAGS;

SPLG: The Sizewell Parish Liaison Group is made up of councillors from 24 Parish and Town Councils, which surround the Sizewell nuclear power station site. The aim of the group is to encourage EDF to share financial responsibility for infrastructure and social provision needs in the local communities that we serve.

TEAGS: The Theberton and Eastbridge Action Group on Sizewell totally oppose 3,000 construction workers being housed 300 yards from Eastbridge, and are deeply concerned that the B1122 is considered fit to carry hundreds of construction lorries each day through Theberton.

Jon Swallow then went on to explain the current position with Sizewell C and the impacts the work at Hinkley Point is having. He explained that there are concerns over the Chinese funding as they are expressing a wish to be involved in the building project. EDF do not appear to want this and have looked to Saudi Arabia for funding.

Jon Swallow then expressed (i) concerns over the B1122 and the planned accommodation site, (ii) the impacts this could have on the local communities, (iii) that this was not sustainable development, (iv) other options that should be considered and (v) the lack of a single point of contact between SCDC and EDF over these issues. He expressed how important it was for interested groups to raise issues with the planning inspectorate at Bristol as these issues would then be considered during the stage II consultation. The date for the stage II consultation seemed to be moving to beyond the general election in 2015.

A number of questions were raised covering a number of areas: the accommodation and the impacts on other communities of spreading over multiple locations; education and were local colleges able to offer suitable courses; use of historic data to back up arguments; how decommissioning was to be paid for; and impacts on the environment.

Proposal – Clerk to add agenda item to next Parish Council meeting to formulate a succinct letter to relevant parties on concerns raised in Blythburgh.

**All Agreed**

**Police Report;**

Recorded crime for the parish stands at 2 crimes which are a Theft-from person this is undetected, and a drink drive offence which a person is being processed for.

The next Saxmundham & Framlingham SNT meeting is due to be held on Wednesday 14th January 2015 at Framlingham Police Station.

Jamie Newson, PCSO 3044, Saxmundham & Framlingham SNT, Tel 101

**District and County Councillor report: Councillor Gower.**

District: Cllr Gower reported that the planning department were very busy and that he had been invited to sit on a group working on the site specific parts of the Local Plan. He also reported that there is a proposed informal hearing on the Pine Lodge site planned for mid December.

Cllr Gower stated that the Sizewell C position had already been discussed.

Cllr Tytler asked about funding for the Gateways for Blythburgh where he foresaw a shortfall of £2200. Cllr Gower said this may be possible via the District Locality budget but that there was a process that needed to be followed.

County: Cllr Gower reported the budget continues to be a key focus with 2015-16 being difficult but that 2016-17 would be much more difficult and services may have to be affected.

Cllr Gower reported that Education, a key topic, early years had shown improvement but that more was still to be done.

### Parish Council Meeting

Reporting; The Chair stated that he would be reporting on the meeting in the Blythburgh Focus.

14/96. Agree the Agenda

- Addition Invoices – P Cook – Grass Cutting - £225
- P Cook – Bus shelter cleaning - £152
- P Cook – Supply and install post for sign £15

**All Agreed**

14/97. To receive Declarations of Interest / Dispensations on any matters on this Agenda  
None received

14/98. To note, discuss and agree or otherwise apologies for absence  
Cllr Mackley, In hospital, Agreed. The Council wish him well.

14/99. Approve Minutes of Parish Council meeting held on 16<sup>th</sup> September 2014  
Proposal – Accept minutes for 16<sup>th</sup> September 2014 as presented

**All Agreed**

14/100. Approve Minutes of Special Parish Council meeting held on 13<sup>th</sup> October 2014  
Proposal – Accept minutes for 13<sup>th</sup> October 2014 as presented

**All Agreed**

14/101. To receive the Clerk’s Report  
Cllr Tytler asked does the Parish Council need to register with the Information Commission. The Clerk responded that this is the advice given and that the finance advisory group had discussed this and agreed it was needed.

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

**All Agreed**

14/102. To receive the report from the planning advisory group

- To receive any planning decisions  
None Received at time of meeting.
- To consider any planning applications received by 18<sup>th</sup> November 2014 and determine the Councils attitude to them.

Application No.	Date Appl rec'd	Location	Proposal
DC/14/2528/PN3	22/10/14	Redcap Farm, Hinton Road, Hinton	Create one 2 bedroom dwelling and one 3 bedroom dwelling

Cllr Waller presented the views of the planning advisory group on this application, which had been sent to the Council for information only. It was explained that this development was allowed due to a change in planning rules by the government; it conforms to the rules that farm buildings which have not been used for a defined period can be converted to housing. Cllr Waller reported that the only area of concern was the Environmental Impact Assessment which was considered inadequate and that any work should be delayed until an appropriate survey can be carried out to properly ascertain the true Bat population of the site. This information was forwarded to the planning officer.

Proposal – Clerk to forward response sent to SCDC to Chair

**All Agreed**

Application No.	Date Appl rec'd	Location	Proposal
DC/14/3230/FUL	22/10/14	Creek Cabin, Reydon Road, Blythburgh	Relocation of existing PV array agreed under C12/0037

Cllr Waller explained that in the view of the planning advisory group the new location made the PV panels less visible than in their original position. There was little discussion but the Cllrs agreed there was no objection to this application

Proposal – Clerk to express Parish Council view to SCDC of no Objection.

**All Agreed**

14/103. Street naming, 9 new dwellings, site of former Amberley, Dunwich Road.

Proposal – Clerk to tell SCDC Amberley Close was the chosen name.

**Agreed** 5 Cllrs in favour, 1 against.

14/104. To receive the report from the financial advisory group

- Income received since last meeting; 2<sup>nd</sup> Precept Payment £3330.24; Blythburgh Latitude Trust Grant of £325 towards Film License.
- VAT reclaim form has been sent to HMRC claiming £482.44. No response has been received from HMRC at time of this meeting.
- The Finance Advisory Group met on 12<sup>th</sup> November to discuss the budget for 2015-16, the internal audit report and the Annual Return Issues arising report.

**Current Financial Position**

18th Nov 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	£1,039.38	£180.00	£823.59	£1,901.22	£446.55	£18.00	£397.93	£50.00	£4,856.67	£7,020.48
Remainder	£427.98	£30.00	£1,103.41	£2,752.38	£428.45	£382.00	£102.07	£50.00	£5,276.29	

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

Bank Statements at 27 <sup>th</sup> October 2014	Community Account	£5890.27
Bank Statements at 27 <sup>th</sup> October 2014	Saver Account	£7593.83
	<b>Total</b>	<b>£13484.10</b>

Unpresented Cheques at 27 <sup>th</sup> October 2014	Total Value	£692.50
Invoices for payment at this meeting	Total Value	£396.84 (To be agreed)
	<b>BALANCE</b>	<b>£12394.76</b>

Additional Invoices for payment at this meeting		£392.00 (To be agreed)
	<b>BALANCE</b>	<b>£12002.76</b>

- Feedback on Internal Audit.  
The Clerk reported on the recommendations made in the report stating the actions associated with these had all been agreed by the Full Council and that only one was outstanding. The Cllrs then discussed the report as a whole and agreed that it was wide ranging covering all the areas the Group felt were important and that it gave an objective view on the Councils internal controls recording whether or not they met the needs of the Council.  
Proposal – Councillors agreed that the Internal Audit meets the Councils needs  
**All Agreed.**  
The Chair wished it be recorded that the Clerk had been thanked by the Internal Auditor.
- Feedback on External Audit.  
There was one minor issue raised; *Grants and other income has incorrectly been classified as Precept in box 2.* Initially it was not clear what it meant but the finance advisory group concluded that the precept shown had been the sum of the income received from SCDC and that this was made up of the Precept plus the Council Tax Grant. No action was required. The Annual Return was then presented to the Council.

Proposal - Audited Annual Return has been approved and accepted by the Council.

**All Agreed**

- Discuss and agree any payments required of the Council.
 

SALC – Budgeting Workshop	£30.00
PAYE – Q3	HMRC
	Clerk
	£293.64
P Cook – Grass Cutting, 15 cuts	£225
P Cook – Bus shelter cleaning. 1/7/14 to 17/11/14	£152
P Cook – Supply and install post for sign	£15

Proposal – Payments required of the Council approved

**All Agreed**

14/105. To discuss and agree budget proposal for 2015-16

The Finance advisory group had met to develop a budget proposal for 2015-16. This proposal was sent to all Cllrs prior to the meeting to allow them time to read and consider questions. There was considerable discussion about the proposal but no changes were made to the proposal.

There was concern expressed about raising the precept but the Cllrs noted that if this was not raised there would be a shortfall on the general running costs of the Parish Council of £179 which was not sustainable.

Proposal – Agreed Budget Proposal (Draft C) for 2015-16

**All Agreed**

Proposal – Agreed Precept increase of 3% (£199.50) to £6843.00 for 2015-16

**All Agreed**

**Agreed Budget for 2015-16**

	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)
Budget - 2015-16	£1,638.00	£219.00	£1,967.00	£1,585.00	£670.00	£400.00	£250.00	£100.00
Budget - 2014-15	£1,467.36	£210.00	£1,927.00	£4,653.60	£875.00	£400.00	£500.00	£100.00
Difference	£170.64	£9.00	£40.00	£-3,068.60	£-205.00	£0.00	£-250.00	£0.00
	Increase	Increase	Increase	Decrease	Decrease	No Change	Decrease	No Change

Projects - Gateways (Year 1)	£3,000.00
Reserves	Allocation
Fund - Village Hall maintenance	£1,000.00
Fund - Village Hall Driveway	£500.00
Fund - Playsite Update	£1,000.00
Fund - Election	£700.00
Fund - VAS	£4,000.00

14/106. Parish Plan. Feedback from working parties.

- Blythburgh m@tters – Ro Williams  
Christmas market in Holy Trinity, 29<sup>th</sup> November, 1.00pm until 6.00pm
- Environmental Working Party – Cliff Waller. No report
- Traffic Management Working Party – Alan Mackley  
Feedback on activities relating to Vehicle Activated Speed Sign;  
Cllr had met with SCC Highways and agreed location for VAS and Cllrs had met with Westcotec to discuss possible signs available.  
Proposal – Council to look to purchase Mini SID from Westcotec.

**All Agreed**

Proposal – Cllr DeThabrew and Cllr Orr-Ewing to be responsible for VAS location.

**All Agreed**

Proposal – Shop to be hub for VAS, batteries etc

**All Agreed**

Proposal – Shop to receive payment of £50 per annum to cover VAS expenses

**All Agreed**

The Cllrs then discussed the Gateways to the Village. There was a long debate about the budget requirements for this and how this could be met.

Proposal – Clerk to start the process for Gateways for Village

**All Agreed**

- Church Working Party – Tom Lond-Caulk. No report
- Village Hall Committee

There was a discussion about work being carried out on the Village Hall without the Parish Council being informed. The concern was liability, held by the Parish Council.

Proposal – Clerk to contact Village Hall Trustee asking to be informed of work being performed on the Village Hall, giving advance notice where possible.

**All Agreed**

14/107. Update on Location of Defibrillator

Clerk to continue to try to get defibrillator housed on the Village Shop wall

14/108. Playsite – Feedback on Annual inspection.

Cllr DeThabrew reported that the inspection report highlighted a medium risk issue, substrate below wood chip had been exposed. This resulted in the overall rating being set as medium. This would need to be addressed in the future.

14/109. Clerk's Information And Networking Event; 5/12/2014, 10am – 2pm, £15 + vat.

Proposal – Clerk to attend Clerk's Information And Networking Event; 5/12/2014

**All Agreed**

14/110. Welcome pack for new residents – Update from Cllr Tytler

Cllr Tytler reported the pack would be a hard copy held in an A5 binder and that it would be given personally to new residents of the Village. Cllr Tytler presented to the Cllrs the current position with the pack. It was agreed this would be a good asset to the Village. There was some discussion about electronic copies and whether residents would be able to buy a copy when complete. This to be agreed in detail as the pack neared completion. Cllr Tytler reported he was looking for advertising to help fund the production of the packs.

Proposal – Financial support, up to £250, be given to produce the packs

**All Agreed**

14/111. Correspondence.

SCDC Consultation – Community Infrastructure Levy (Closed 17<sup>th</sup> November).

The Clerk reported that although this was closed it would be useful for the Cllrs to understand that from April 2015, current plan, all new build would be subject to CIL. Of the money raised 15% would be given to the Parish Council, in April and Oct, for Community Infrastructure Projects, not limited to playsites as with the current s106 funds.

14/112. To discuss any other matter the Chair will allow

None discussed.

Meeting closed at 9.09pm

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## Clerks report to the Parish Council Meeting Tuesday 18<sup>th</sup> November 2014

### Parish Council meeting Tuesday 16<sup>th</sup> September 2014

- Sizewell C. Invite Jon Swallow from SPLG to give an update on Sizewell C at the next Parish Council meeting. We received the update during the open forum.
- The new river wall along A12. Contacted SCC and asked that the impact of the new wall in relation to existing defences is addressed at the next review. No response received.
- Made payments agreed by the Parish Council. Payments to; 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.
- Traffic Management. As requested sent the SCC Highways response to ALL Councillors; Arranged a meeting to discuss with SCC Highways and invited Walberswick to the meeting. A number of follow up events were also arranged.
- Village Hall Insurance. I have received a letter from Trustees stating the projection equipment is ‘Goods in Trust’ and therefore is insured under the Parish Council Insurance.
- Clerk’s Training. Attended the Information And Networking Event and Budgeting Workshop. Both events were very useful and helped with position over recording public meetings and with putting together the draft budget for 2015-16.
- Backup of Parish Council electronic information. I have yet to purchase an external hard drive for backup purposes. I thank Cllr Orr-Ewing for sending the information on backup software.
- Open and accountable local government. Update the Standing Orders for adoption at next meeting.
- Consultation on Open Space, Sport and Pitch Assessments. Responded to the consultation using the information supplied by Cllr Blakesley. Received response thanking the Council for its input.

### Special Parish Council Meeting Monday 13<sup>th</sup> October 2014

- Update to Standing Orders. The Section on Filming, Section 3L has been removed and the Standing Orders re issued to all Councillors.
- Proposed planning development in Blythburgh. Formalised the agreed document and send to SCDC Planners. Thank you received from SCDC.
- Local Validation Requirements consultation. Contacted SCDC stating there was no comment from Blythburgh Parish Council
- Made payments agreed by the Parish Council. Payments to; CAS for Parish Council Insurance under 3 year Long term Undertaking £574.29; CAS for Village Hall Insurance additional Premium to cover projection equipment £22.21; Clerk Networking event at SALC £18.00; Playsafety Limited – Annual Inspection £78.00.

### Ongoing Actions

- Stables at junction of Dunwich Road (B1125) and The Street (B1387). No planning application has been received to date.
- 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.
- Data Protection Registration. Not completed.
- 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. Not completed yet.
- 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. No further information received.