



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Annual Parish Council Meeting Tuesday 19th May 2015

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

Open Forum (0 Parishioners present)

Police Report; Please find below recorded crime for the parish in April 2015

Burglary-other building	1
Criminal damage	1

The next Saxmundham & Framlingham SNT public and tasking meeting is due to be held on Wednesday 8th July 2015 from 2pm at Framlingham Police Station.

Jamie Newson, PCSO 3044

District Councillor Report; No Report.

County Councillor Report; No Report. Apologies received from Councillor Gower.

Parish Council Meeting

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

15/1. 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

15/2. Agree the Agenda

Add update on Vehicle Activated Sign, output obtained to date.

All Agreed

15/3. To receive Members' declarations of interest on any matters on the agenda

None Declared

15/4. To note apologies for absence and agree or otherwise

All Councillors Present

15/5. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

All Agreed

15/6. Election of Co-opted Councillors

The proposal was to postpone co-option while Councillors look for a suitable candidate.

15/7. Appointment of Responsible Finance Officer for financial year 2015-16

Proposal – Appoint Clerk as RFO for 2015-16

All agreed

15/8. Appointment of Chair and members of the finance advisory group for 2015-16

Proposal – Appoint Cllr R Orr-Ewing as Chair of Finance advisory group

All agreed

Proposal – Appoint Cllr J Sutton and the RFO as members of the Finance advisory group

All agreed

15/9. Appointment of Chair and members of the planning advisory group for 2015-16

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

- 15/10. Appointment of Village Hall Trustees
Proposal – Appoint Cllr A Mackley as one of the Village Hall Trustees
All Agreed
Appointment of second Trustee postponed until co-option of additional Councillor.
- 15/11. Appointment of Blythburgh Latitude Trust Trustees
Proposal – Appoint Cllr A DeThabrew and Cllr D Tytler as Blythburgh Latitude Trust Trustees
All Agreed
- 15/12. Appointment of SALC representative
Proposal – Appoint Cllr A DeThabrew as SALC Representative
All Agreed
- 15/13. Appointment of SPLG representative
Proposal – Appoint Cllr A Mackley as SPLG Representative
All Agreed
- 15/14. Appointment of representative
Proposal – Appoint Cllr C Waller as Blyth Estuary Group Representative
All Agreed
- 15/15. Appointment of Tree Warden
Proposal – Appoint Cllr J Sutton as Parish Council Tree Warden
All agreed
- 15/16. Agree and Adopt Standing Orders
Proposal – Adopt current Standing Orders
All agreed
- 15/17. Agree and Adopt Financial Regulations
Proposal – Adopt Financial Regulations
All agreed
- 15/18. Agree and Adopt Financial Risk Assessment
Proposal – Adopt Financial Risk Assessment
All agreed
- 15/19. Agree and Adopt Complaints procedure.
Proposal – Adopt Complaints procedure
All agreed
- 15/20. Discuss, Agree and Adopt Policy for Dealing with the Press.
Clerk presented updated policy document pointing the updates required because of the new reporting procedures. Cllrs discussed the policy and then agreed the policy as presented.
Proposal – Adopt Policy for Dealing with the Press
All agreed
- 15/21. Approve Minutes of Parish Council meeting held on 17th March 2015
Proposal – Accept minutes for 17th March 2015 as presented
All Agreed
- 15/22. Approve Minutes of Parish Council Special meeting held on 8th April 2015
Proposal – Accept minutes for 8th April 2015 as presented
All Agreed
- 15/23. To receive the Clerk's Report
Proposal – Accept Clerks Report as presented
All Agreed
Proposal – Clerk to ask SCDC planners what the position is with the Stables at junction of Dunwich Road (B1125) and The Street (B1387).
All Agreed
Proposal – What is the position with SCC following unauthorised changes to entrance Mill Farm off Dunwich Road. Cllr Tytler to follow up.

All Agreed

15/24. To receive the report from the planning advisory group

- To receive any planning decisions
None Received
- To consider any planning applications received by 19th May 2015 and determine the Councils attitude to them. None Received
- Cllr Mackley reported that he received an alert from the SCDC planning system stating there was a new application for a property next to Westlea.
- Cllr Mackley reported he had no further update on the Hazel Lane situation and was unaware of any further appeals.

15/25. To receive the report from the financial advisory group

Income received since last meeting;

- (29/4/2015) First precept payment £3423.65

Current Financial Position

19th May 2015	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing	Incoming
Budget	£1,638.00	£219.00	£1,967.00	£1,585.00	£670.00	£400.00	£250.00	£100.00	£6,829.00	
Spend to date	£378.92	£123.00	£25.91	£0.00	£0.00	£0.00	£0.00	£0.00	£527.83	£3,423.65
Remainder	£1,259.08	£96.00	£1,941.09	£1,585.00	£670.00	£400.00	£250.00	£100.00	£6,301.17	
Projects - Gateways (Year 1)	Parish Council 3000; SCDC Grant received 2500; Blythburgh Latitude Trust Grant agreed 5000									
Reserves	Allocation									
Fund - Village Hall maintenance	1000									
Fund - Village Hall Driveway	500									
Fund - Playsite Update	1000									
Fund - Election	700									
Fund - VAS	358 Purchased VAS in 2014-15 (3642). Remainder to fund posts.									

Bank Statements at 27th April 2015

Community Account £2781.37

Bank Statements at 27th April 2015

Saver Account £6595.63

Total £9377.00

Unpresented Cheques at 27th April 2015

Total Value £25.91

Invoices for payment at this meeting

Total Value £137.22 (To be agreed)

BALANCE £9213.87

- Discuss and agree Annual financial statement
The RFO presented the Financial Statement for 2014/15. No questions were raised.
Proposal – Approve Annual Financial Statement as presented 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 2014/15
Proposal – Approve Section 1 – Accounting Statement for 2014/15

All Agreed

- Section 2 – Governance Statement for 2014/15

Proposal – Approve Section 2 – Governance Statement for 2014/15

All Agreed

- Discuss and agree any payments required of the Council.
 - Stanfords for Business, Map for Planning application £29.10
 - SCDC, Planning application Fee £87.72
 - Cartridge Discount, printer cartridges £20.40

Proposal – Payments required of the Council approved

All Agreed

15/26. Parish Plan. Feedback from working parties. This section to be moved to open forum.

- Blythburgh m@tters – Ro Williams
New ‘A’ boards are very good and can be borrowed by anyone in the Village.
- Environmental Working Party – Cliff Waller
The plant list is nearing completion. The planting on the new river walls are failing.
- Church Working Party – Tom Lond-Caulk; No report
- Village Hall Committee.
The AGM of the Village Hall has been set for 27th May starting at 6.00pm.

15/27. Villager of the Year. 2015 competition.

The Clerk reported there had been three nominations with the winner getting approximately half of the votes. This winner will be announced at the Annual Parish Meeting.

15/28. Celebrate Blythburgh.

The Chair reported that the general running of the event had been handed over to the White Hart where it would now take place on 12th July 2015. It would be a different event with vouchers for one drink and one item of food. To do this it was agreed that £500 was needed. Proposal – Agree a £250 payment for Celebrate Blythburgh

All Agreed

Proposal – Cllr Tytler to ask about public liability insurance

All Agreed

15/29. Correspondence

Wenhaston Neighbourhood plan, interested parties consultation. Wenhaston were asking for comments. It was pointed out the transport routes for buses from Blythburgh go through Wenhaston and that there were resources that Blythburgh used i.e.sports field.

Proposal – Clerk to comment on transport and resources that effect Blythburgh residents.

All Agreed

SALC Councillor briefing. There are briefings being offered, the nearest being Wangford community centre on Tuesday 30th June

Proposal – Clerk to request a place for Cllr J Sutton.

All Agreed

15/30. Date of meeting for 2015/16.

Tuesday 14th July 2015 @ 7.15pm

Tuesday 15th September 2015 @ 7.15pm

Tuesday 17th November 2015 @ 7.15pm

Tuesday 19th January 2016 @ 7.15pm

15/31. To discuss any other matter the Chair will allow

Cllr Mackley commented on EDF traffic survey reporting that when he had asked for detailed information nothing useful was given. Clerk reported he had also asked for more detail about the traffic surveys but had yet to receive a response.

Cllr Waller asked if there was any warning of road closures. The Clerk reported he does get notices which are sent out in the Clerks Correspondence.

Cllr Orr-Ewing reported on the Vehicle Activated sign. He gave an overview of the results obtained to date and agreed to give an update at each meeting. He reported he is monitoring battery usage as this is currently unknown. If anyone wished to receive the data collected please contact Cllr Orr-Ewing.

Proposal – Purchase a set of steps for the people moving the VAS

All Agreed

Meeting closed at 8.44pm

Clerks Report - Parish Council Meeting Monday 19th May 2015

Parish Council Meeting Tuesday 17th March 2015

- Planning Application DC/15/0639/FUL, Water Tower Compound, Walberswick Rd, Blythburgh. Contacted SCDC planners to express Parish Council view of no Objection to this application.
- Planning Application DC/15/0832/FUL Athel Cottage, Church Lane, Blythburgh. Contacted SCDC planners to express Parish Council view of no Objection to this application.
- Planning Application DC/15/0411/FUL 3 Heathside, Wenhaston Lane, Blythburgh. Contacted SCDC planners to express Parish Council view of no Objection to this application.
- Made Payments agreed by the Parish Council; Community Action Suffolk – Annual Subscription £30.00; CPRE - Annual subscription £39.00; SALC Briefings – BDO Briefing + Clerks Election Briefing £54.00; ICO - Registration Fee £35.00; Clerks Expenses – Postage, Stationary & Cartridges £40.50; Village Hall Insurance (year 2 of 3 year undertaking) £1080.19; PAYE for Q4, Clerks pay £303.12, HMRC £75.80
- Defibrillator; Location. Contacted Adnams and obtained written permission to put defibrillator on shop wall. Generated Planning Applications DC/15/1447 & 1448 to put defibrillator on shop wall.
- Vehicle Activate Sign; Progress. One post installed on 21st April with second installed on 14th May. VAS is currently installed on the post in Dunwich Road.
- Village Gateways; Funding & Progress. £2500 grant received from SCDC Enabling Communities Budget Scheme. SCC Highways still have not updated the process for Gateways.
- Sizewell C, Letter raising concerns of Blythburgh Parish Council. Letter drafted by Cllr Mackley formalised and distributed. A number of responses received including from the local MP.
- Village Sign (Angel). Arranged to have Sign cleaned but was not done. Will chase.

Special Parish Council Meeting Wednesday 8th April 2015

- Planning Application DC/15/0833/FUL Athel Cottage, Church Lane, Blythburgh. Contacted SCDC planners to express Parish Council view of no Objection to this application.
- Planning Application DC/15/0983/FUL Little Thorbyns, The Street, Blythburgh. Contacted SCDC planners to express Parish Council view of no Objection to this application.
- Made Payments agreed by the Parish Council; SALC - Annual subscription £123.00; Parish Council Insurance, additional premium for VAS & Defibrillator £25.91.
- Southwold Town Council in relation to the Sizewell C letter distributed by Blythburgh Parish Council. Passed on SPLG contact details which they were not aware of. I have included Southwold Town Council on local distribution list. I ask that there were no meetings until after the elections.

General Activities

- PAYE. Completed end of year activities for 2014-15 and have set up for 2015-16.
- Annual Parish Meeting. Have invited local groups to attend, put up notices and generated an agenda.
- Villager of the Year. I have administered this annual competition.
- Arranged for the annual Internal Audit to be completed. This is now complete but no report has been issued this year. Trying to find out why.
- Following steps laid out for completion of the Annual return Audit by external auditors.
- Have held two meet the clerk sessions since last meeting but no one has attended. This has allowed me to continue rationalising the Parish Council records.

Ongoing Actions

- Gateways to the Village. Will be covered under agenda item.
- Village Hall. The Village Hall Chair confirmed verbally that the Parish Council would be informed of any planned work on the Village Hall
- Stables at junction of Dunwich Road (B1125) and The Street (B1387). No planning application has been received to date.
- Contact SCDC Planning asking for copies of decision notices and any material changes to planning applications. Sent e-mail to general planning e-mail address but have since forwarded to head of planning, Philip Ridley. Awaiting response.
- 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.