



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Annual Parish Council Meeting Tuesday 17<sup>th</sup> May 2016

**Present:** Cllr A Mackley, Cllr R Orr-Ewing, Cllr J Sutton, Cllr C Waller, Cllr J Waller, J Boggis (Clerk).

**Open Forum** (Cllr Gower & 1 Parishioners present)

Cllr Gower; County Councillor Report:

Cllr Gower started by saying he would keep his report brief as he was aware that the Annual Parish Meeting was taking place on 27<sup>th</sup> May which he would be attending. He then explained that now the SCC Budget had been set there was attention on the proposed Devolution and election of an East Anglian Major Mayor. He expressed the view this needs more discussion and there must be consultation. He then mentioned educational results were improving and that it appeared Wrentham were going to keep their fire station.

**Parish Council Meeting - Cllr R Orr-Ewing Chaired the meeting.**

16/1. Election of Chair

Proposal – Elect Cllr D Tytler as Chair

**All Agreed**

16/2. Agree the Agenda

Add Village Hall Non Domestic Rates Reminder £62.62

**All Agreed**

16/3. To receive Members' declarations of interest on any matters on the agenda

None Declared

16/4. To note apologies for absence and agree or otherwise

Cllr D Tytler – Away - Agreed

Cllr A DeThabrew – No reason given – Not agreed

16/5. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

**All Agreed**

16/6. Election of Co-opted Councillors

Cllr J Waller is currently the only Co-opted Councillor

16/7. Appointment of Responsible Finance Officer for financial year 2016-17

Proposal – Appoint Clerk as RFO for 2016-17

**All agreed**

16/8. Appointment of Chair and members of the finance advisory group for 2016-17

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**

16/9. Appointment of Chair and members of the planning advisory group for 2016-17

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**

16/10. Appointment of Village Hall Trustees

Proposal – Appoint Cllr A Mackley and Cllr J Waller as the Village Hall Trustees

**All Agreed**

16/11. Appointment of Blythburgh Latitude Trust Trustees

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

**All Agreed**

16/12. Appointment of SALC representative

Proposal – Appoint Cllr D Tytler as SALC Representative

**All Agreed**

16/13. Appointment of SPLG representative

Proposal – Appoint Cllr A Mackley as SPLG Representative

**All Agreed**

16/14. Appointment of representative

Proposal – Appoint Cllr C Waller as Blyth Estuary Group Representative

**All Agreed**

16/15. Appointment of Tree Warden

Proposal – Appoint Cllr J Sutton as Parish Council Tree Warden

**All agreed**

16/16. Discuss, Agree and Adopt Updated Standing Orders.

The Clerk explained the changes to the Standing Orders were required to align with the Public Contracts Regulations 2015. The changes were discussed and agreed

Proposal – Adopt updated Standing Orders

**All agreed**

16/17. Agree and Adopt Financial Regulations

The Clerk explained the changes to the Financial Regulations were also required to align with the Public Contracts Regulations 2015. The changes were discussed and agreed

Proposal – Adopt updated Financial Regulations

**All agreed**

16/18. Agree and Adopt Financial Risk Assessment

Proposal – Adopt Financial Risk Assessment

**All agreed**

16/19. Agree and Adopt Complaints procedure.

Proposal – Adopt Complaints procedure

**All agreed**

16/20. Discuss, Agree and Adopt Policy for Dealing with the Press.

Clerk sent out two documents with the same names that filled differing functions. Cllrs discussed both policies and asked for clause 10 to be reworded and the two documents to be combined.

Proposal – Clerk to update and combine documents for discussion at next meeting.

**All agreed**

16/21. Approve Minutes of Parish Council meeting held on 15<sup>th</sup> March 2016

Proposal – Accept minutes for 15<sup>th</sup> March 2016 as presented

**All Agreed**

16/22. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

**All Agreed**

16/23. To receive the report from the planning advisory group

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/16/0100/FUL	Water Tower Barn Walberswick Road Blythburgh Suffolk	Erection of new pig lairage and loading facility, feed bins and amenity building.	GRANTED
DC/16/0190/FUL	The Priory, Priory Road, Blythburgh	Conversion of ancillary building to single residence	GRANTED
DC/16/1032/TCA	Chancel End Priory Road Blythburgh	T1 and T2 Macrocarpa conifers - to be felled following recent history of branch splitting and stem collapse.	GRANTED

- To consider any planning applications received by 17<sup>th</sup> May 2016 and determine the Councils attitude to them.

Application No.	Date rec'd	Location	Proposal
DC/16/1737/TCA	5/5/2016	Land Between Abbey House And Old Custom House Station Road Blythburgh Suffolk	2 x Conifer removal (T1+T2). Replant 3 x Crab Apple. 1 x Ash (T3) light thin. 1 x Oak 2(T4) lowest branches removal. 1 x Tree of Heaven (T5) light thin

Cllr Mackley explained that limited information was received from SCDC on this application but information was available on the website. Cllr Sutton explained he saw no issue with the proposals. The Councillors discussed and agreed the removal of the Conifers but encouraged the applicant to ensure the future of the other trees was not compromised

Proposal – Clerk to contact SCDC stated No Objection but with the above comments.

**All Agreed**

Application No.	Date rec'd	Location	Proposal
DC/16/1579/LBC	21/4/2016	The Priory, Priory Road, Blythburgh	Provision of new picket fence and pedestrian gate

Cllr Mackley explained this application. There was little discussion and the councillors agreed, provided the finish was consistent with the current fence. The Councillors also noted there was other work taking place at the Priory and though this should be mentioned in the response to SCDC.

Proposal – Clerk to contact SCDC stated No Objection but with the above comments.

**All Agreed**

16/24. CIL Payment for Oct 15 to Mar 16 . Proposals for use of funds required.

The Clerk explained that the Parish Council had received a Community Infrastructure Levy payment of £1675.82 which was unexpected. He asked the Councillors to think of a use for these funds.

Proposal – Clerk to add CIL projects to next meeting agenda

**All Agreed**

16/25. Discuss and Agree Responses to Consultations on Pre Submission documents for;

- The Felixstowe Area Action Plan
- Site Allocations and Area Specific Policies

This document was the last stage of the update to the Local Plan and the consultation was about the process of producing the document not the contents. The Councillors agreed no comment was required.

16/26. To receive the report from the financial advisory group

Income received since last meeting;

Community Infrastructure Grant for 2015/16 £1675.82

First Precept Payment. (Payment date 29/4/2016) £3241.50

Bank Interest £0.82

Total £4917.32

**Current Financial Position;**

17th May 2016	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing	Incoming
Budget	£1,653.60	£639.00	£2,032.00	£1,350.00	£270.00	£400.00	£250.00	£150.00	£6,744.60	
Spend to date	£410.55	£0.00	£0.00	£36.00	£0.00	£0.00	£0.00	£0.00	£446.55	£4,917.32
Remainder	£1,243.05	£639.00	£2,032.00	£1,314.00	£270.00	£400.00	£250.00	£150.00	£6,298.05	
Reserve Funds		Allocation								
General - Precept Reserve		3421.5								
Village Hall maintenance		1500								
Village Hall Driveway		750								
Playsite Update		1500								
Election		700								
Village Gateways		3500								
Defibrillator maintenance		500								

Bank Statements at 27 <sup>th</sup> April 2016	Community Account	£6672.27
Bank Statements at 27 <sup>th</sup> April 2016	Saver Account	<u>£6599.01</u>
	<b>Total</b>	<b>£13271.28</b>
Unpresented Cheques at 27 <sup>th</sup> April 2016	Total Value	£0.00
Notified Income not yet cleared 27 <sup>th</sup> April 2016	Total Value	£3241.50
Invoices for payment at this meeting	Total Value	<u>£652.21</u> (To be agreed)
	<b>BALANCE</b>	<b>£15860.57</b>

- Discuss and agree Annual financial statement  
The RFO presented the Financial Statement for 2015/16. No questions were raised.  
Proposal – Approve Annual Financial Statement as presented for 2015/16  
**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 – Governance Statement for 2015/16  
Proposal – Approve Section 1 – Governance Statement for 2015/16  
**All Agreed**
  - Section 2 – Accounting Statement for 2015/16  
Proposal – Approve Section 2 – Accounting Statement for 2015/16  
**All Agreed**
- Discuss and agree any payments required of the Council.

Cartridge Discount, printer cartridges	£21.12
SALC – BDO Briefing	£25.00 + vat
SALC – Annual Membership	£127.92
PAYE – Q1	Clerk £328.55 & HMRC £82.00
Village Hall Non Domestic Rates	£62.62

  
Proposal – Payments required of the Council approved  
**All Agreed**

- 16/27. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.  
Cllr Orr-Ewing reported he had not brought the latest figures to the meeting but they were much as the previous readings for South bound Traffic on the A12.  
Cllr C Waller stated that following the repair to the road surface the speed of traffic had noticeably increased. It would be interesting to compare the results from the VAS.  
Cllr J Waller then brought up the issue of having Armco barriers in the village. She explained that there appeared to be legislation that meant if there were a number of accidents over a defined period of time then these barriers can be requested.  
Proposal – Clerk to contact SCC highways about installing such barriers  
All Agreed
- 16/28. Village Gateways: Update from Clerk  
No progress. Not high priority. Clerk to continue to chase.
- 16/29. Community Emergency Planning: Update from Cllr Tytler  
Postponed to next meeting.
- 16/30. Transparency Fund 2016/17. Should the Parish Council apply for funds?  
The Clerk reported that there were funds available to ensure that Councils comply with the Transparency Code. He then explained what is required to comply with the Code, including putting information on to the website. Cllr Orr-Ewing suggested that maintenance of the Parish Council section of the website should be part of the Clerks job description even though this is done by Cllr Mackley. Clerk reported he would need training to be able to do this.

Proposal – Clerk to look to obtain funds to cover website trailing from Transparency Fund

**All Agreed**

16/31. Villager of the Year. 2016 competition.

The Clerk reported that a person had been nominated and that he had spoken to them and they were happy to accept the award. The Clerk would not divulge who it was.

16/32. Community Action Suffolk (CAS). Membership donation.

Membership of CAS is now free and the Clerk explained that the Council had budgeted £30.

Proposal – Clerk to arrange for £20 donation to CAS

All Agreed

16/33. Correspondence.

Anglian water - Help us reduce pollution in your parish! Anglian Water are looking to launch a new campaign called “Pollution Watch”. Would the Parish Council like to be involved in the project.

Proposal – Clerk to find out what is involved as Councillors are keen to be involved

**All Agreed**

SCDC - Consultation on Air Quality Improvements in Felixstowe. This is your chance to view and comment on a new air quality report for the Felixstowe Air Quality Management Area (AQMA) which recommends that this AQMA could now be revoked.

Proposal – Clerk to respond stating that Blythburgh do not support revoking the AQMA

**All Agreed**

16/34. To discuss any other matter the Chair will allow

Nothing raised

Meeting closed at 8.50pm

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These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 17th May 2016

Signed (Chair) \_\_\_\_\_ Dated \_\_\_\_\_  
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## Clerks Report to the Parish Council Meeting Tuesday 17<sup>th</sup> May 2016

### Parish Council Meeting - Tuesday 15<sup>th</sup> March 2016

- Contacted Blois Farms Estate asking for permission to resurface carpark area. Agreement was given
- Spoke with P Cook and confirmed he will continue cleaning bus shelter and grass cutting
- Responded to SCDC planners about status of stables near Water Tower. They stated on 8<sup>th</sup> April “..we will take an enforcement report to members of the planning committee to determine the most appropriate course of action to take..”. I have heard no more.
- Planning application.  
DC/16/1032/TCA; Chancel End, Priory Road, Blythburgh; T1 and T2 Macrocarpa conifers - to be felled following recent history of branch splitting and stem collapse. Contacted SCDC to express No Objection to this application.
- Vehicle Activated Speed Sign. I have forwarded the information to Halesworth Police Station as we are no longer covered by Saxmundham. No response
- Payments; Made payments as agreed: CPRE Annual Subscription, £39.00; Village Hall Insurance, £1155.04; Modification to Bus Shelter, £1178.40; PAYE Q4, Clerk £328.55 & HMRC £82.00; New Defibrillator Pads, £34.99; Clerk expenses, £45.17.
- Bus Shelter. Arranged for a power wash clean of the Bus Shelter and made payment of £36.00
- Bus Shelter. I asked if there was a standard sign about prosecuting people who misuse the bus shelter but was told there was not. It is up to the Parish Council to produce wording.
- Planning Aid England Support for Sizewell C Stage 2 Consultation. Contacted PAE stating Blythburgh Parish Council are interested in the offer of support

### General Activities

- PAYE – Year End and New Year activities have been completed. Attended two HMRC 1 hour webinars "Getting payroll information right" & "Payroll: annual reporting & tasks" to help with these activities
- Attended External Audit Briefing at the SALC office in preparation for the annual audit process.
- Completed the Internal Audit Process and have received Internal Audit Report
- Organised and attended a meeting of the Finance Advisory Group
- Completed the Annual Audit report and associated documentation
- Sent invites for the Annual Parish Meeting

### Ongoing Actions

- Compensation from Badger Building Ltd. An email was sent on 13<sup>th</sup> January 2016 to SCDC requesting compensation from Badger Building Ltd to help with traffic issues in Angel Lane. No response has been received, but application is still pending (DC/15/3254/VLA).
- Village Gateways. Contacted SCC Highways asking for; North of Village; Gateways installed as replacement to current signs; South of Village; Gateways installed near the bus shelters if possible. See agenda item for update.
- Village Sign (Angel). Arranged to have Sign cleaned but was not done. Will chase.
- Contacted SCDC Planners and Cllr Catchpole about planning application C08/1861, Part of Haw Wood Camp, Darsham Road, Hinton, Continued use of land for the siting of one mobile home in association with dog & rabbit breeding, as this is STILL shown as pending. Awaiting response.