



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Parish Council Meeting Tuesday 19<sup>th</sup> July 2016

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

#### **Open Forum** (Cllr Catchpole & Cllr Gower)

Cllr Catchpole, District Councillor Report;

Cllr Catchpole reported that SCDC had been focusing on Devolution and East Suffolk District Council. SCDC had been told Brexit would not impact devolution but the subsequent change in Government Ministers may have an impact. The original idea has changed with East Anglia now requiring two Mayors, one for Norfolk & Suffolk and one for Cambridge & Peterborough. SCDC voted to support devolution.

On the combining of Waveney and Suffolk Coastal District Councils in to East Suffolk District Council, SCDC have a cabinet meeting to discuss how to move this forward and to review the results of a report looking into the cost savings.

Cllr Catchpole was then asked questions about the planning process, the devolution consultation and the impact of devolution. There then followed considerable debate.

Cllr Gower; County Councillor Report:

Cllr Gower started by saying SCC had also been focussed on the proposed Devolution. He expressed the view that there needs to be more discussion and consultation as he personally saw little advantage in the proposed devolution.

He then mentioned the improved traffic management leading up to the Latitude Festival and all agree it was much better.

Footpaths are also currently on his agenda especially footpath 18 on the north side of the river. Cllr Gower is actively trying to get this path usable again.

Cllr Gower was then asked about the position with Suffolk Highways and the delay in Blythburgh getting its Village Gateways. Cllr Gower said he would follow this up.

Proposal – Clerk to send Cllr Gower information on Gateways

**All Agreed**

#### **Parish Council Meeting**

16/45. Agree the Agenda

Additional Items

Village Hall Kitchen Update

Ball games at the Playsite

**All Agreed**

16/46. To receive Declarations of Interest / Dispensation on any matters on the agenda

None Declared

16/47. To note and agree apologies for absence

All Councillors present

16/48. Election of Co-opted Councillors

The Clerk reported he had received a letter from SCDC stating no election had been claimed and therefore The Parish Council could fill the vacancy via co-option.

The Councillors discussed the position and agree to co-opt at the next meeting.

Proposal – Clerk to put up a notice asking for volunteers to fill the vacancy

**All Agreed**

16/49. Agree and Adopt Policy for Dealing with the Media

There was little discussion about the document and no changes requested.

Proposal - Adopt Policy for Dealing with the Media

**All Agreed**

16/50. Approve Minutes of Parish Council meeting held on 17<sup>th</sup> May 2016

Spelling error highlighted which was marked on the minutes.

Proposal – Accept minutes for 17<sup>th</sup> May 2016 as amended

**All Agreed**

16/51. Approve Minutes of Special Parish Council meeting held on 15<sup>th</sup> June 2016

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

**All Agreed**

16/52. To receive the Clerk’s Report

Proposal – Accept Clerks Report as presented

**All Agreed**

Proposal – Clerk to contact N Haward re surfacing of Village Hall carpark and driveway

**All Agreed**

Proposal – Clerk to send information about the Stables near Water Tower to Cllr Catchpole

**All Agreed**

16/53. To receive the report from the planning advisory group

- To receive any planning decisions

| Application No. | Location   | Proposal  | SCDC Decision |
|-----------------|--|---|---------------|
| DC/16/1579/LBC  | The Priory, Priory Road, Blythburgh                        | Provision of new picket fence and pedestrian gate   | GRANTED       |
| DC/16/2035/FUL  | The Goose Garden Blythburgh Priory Station Road Blythburgh | Installation of solar PV panels, new house conversion.  | GRANTED       |
| DC/16/1977/ROC  | Lyons Farm Southwold Road Bulcamp Blythburgh               | Application No. C06/0792/FUL Condition Number(s): 3 Removal: To allow for aluminium satin black window frames | GRANTED       |

- To consider any planning applications received by 19<sup>th</sup> July 2016 and determine the Councils attitude to them.

| Application No. | Date rec'd | Location                                   | Proposal   |
|-----------------|------------|--|--|
| DC/16/2451/LBC  | 1/7/2016   | The Priory Priory Road Blythburgh IP19 9LR | Repositioning of small window on the rear elevation, minor internal adjustments and installation of new joinery. |

Cllr Mackley, on behalf of the planning advisory group, explained this application. He highlighted much of the documentation was not sent out and that of the documentation available it was wholly inadequate with a lot of detail missing. He expressed the group view that they could not come to a reasoned conclusion due to lack of information. The Councillors discussed and agreed to object to the application on the basis that a reasoned decision could not be reached with the information supplied.

Proposal – Clerk to contact SCDC stating Objection detailing the above comments.

**All Agreed**

Cllr Catchpole asked to be copied into the response to SCDC.

16/54. Listed Buildings and Planning applications: Feedback from Cllr Mackley

Cllr Mackley reported on a training event he attended with S Boggis about Planning run by the Suffolk Preservation Society. The event looked at Heritage and why it was important and reported a conservation resourcing crisis. This conservation crisis puts pressure on Parish and Town Councils to ask the ‘right’ questions of planners. However SCDC were commended for their conservation work.

Proposal – Clerk to distribute notes from meeting

**All Agreed**

16/55. Report on ‘Listing’ the Primitive Methodist Chapel in Dunwich Road

Cllr Mackley reported his findings on the process for 'listing' the Primitive Methodist Chapel as there is currently no protection through planning and the building resides outside the conservation area. To 'list' the Chapel there needs to be an architectural and historic interest. Cllr Mackley presented arguments to cover both these areas and also raised a contextual argument. There then followed a lengthy debate about the impact of 'listing' and the option of a Non Designated Heritage Asset registration.

Proposal – Register the Chapel building as a Non Designated Heritage Asset

**All Agreed**

16/56. CIL Payment for Oct 15 to Mar 16 . Proposals for use of funds required.

The Cllrs proposed a number of suggestions; Resurfacing of Village Hall carpark; New tables for the Village Hall; refurbishing bark at the playsite.

Proposal – Clerk to investigate cost of refurbish bark at the playsite

**All Agreed**

16/57. To receive the report from the financial advisory group

Current Financial Position;

Income received since last meeting; Bank Interest (7th March to 5th June) £0.82

| 19th July 2016            | Clerk PAYE | Subscriptions | Insurance & Audits | Maintenance | Cllr Expenses | Training | Misc.   | Donations (section 137) | Outgoing (Totals) | Income To Date |
|---------------------------|------------|---------------|--------------------|-------------|---------------|----------|---------|-------------------------|-------------------|----------------|
| 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             | £821.10    | £127.92       | £0.00              | £36.00      | £168.12       | £30.00   | £0.00   | £20.00                  | £1,203.14         | £5,097.32      |
| Remainder                 | £832.50    | £511.08       | £2,032.00          | £1,314.00   | £101.88       | £370.00  | £250.00 | £130.00                 | £5,541.46         |                |
| 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> June 2016

Community Account £9882.11

Bank Statements at 27<sup>th</sup> June 2016

Saver Account £6599.83

**Total £16481.94**

Unpresented Cheques at 27<sup>th</sup> June 2016

Total Value £544.93

Notified Income not yet cleared 27<sup>th</sup> June 2016

Total Value £0.00

Invoices for payment at this meeting

Total Value £478.75 (To be agreed)

**BALANCE £15458.26**

- Discuss and agree Report from Responsible Finance Officer

Proposal – Accept Responsible Finance Officer Report as presented

**All Agreed**

- Discuss and agree any payments required of the Council

Villager of the Year – Winners Cheque £50.00

Villager of the Year – Honour board lettering TBC (~£10.00)

Annual MPLC Umbrella Licence Fee £413.75 (Cllr Tytler reported he had applied for a Blythburgh Latitute Trust grant of £200 to cover part of the cost)

Blythburgh PCC – Use of Church for Meeting £15.00

Proposal – Payments listed above, required of the Council, approved

**All Agreed**

16/58. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.

Traffic on the A12 Northbound was monitored from 7th July to 10th July and 14th July to 17th July. This shows on Latitude Thursday an extra 2,355 vehicles, an extra 1182 on Friday, 829 on Saturday and 1,160 on Sunday. At no time did the average speed drop below 25mph.

From both the stats and direct observation there appeared to be no disruption from Latitude traffic arriving for the festival. Conclusion, Latitude traffic plan a great success! Next year I suggest we move the VAS to the A12 Southbound location for the Monday as I understand that by mid morning the road was very congested with traffic leaving the festival site.

Other monitoring results;

| Time Period           | Location         | Traffic Volume - Total | Highest Speed   | Vehicles below 35mph    |
|-----------------------|------------------|------------------------|-----------------|-------------------------|
| 8/5/2016 to 6/6/2016  | A12, North bound | 132,863                | 2 @ 75 - 80 mph | 88%<br>116,865 vehicles |
| 14/6/2106 to 4/7/2016 | A12 South bound  | 120,559                |                 | 70%<br>84,069 vehicles  |

16/59. Village Gateways:

Comments from SCC Highways “Unfortunately I am still unable to take this matter forward at this time due a number of similar schemes which I am currently dealing with which I will need to progress first. I should also advise that our service is currently subject of a review and it is likely that a new team will be formed specifically to deal with road safety concerns such as this. If this matter has not been resolved before the establishment of the new team then I will hand over your request to them once the team is established.”

Proposal – Clerk to forward information Cllr Gower to progress

**All Agreed**

16/60. Community Emergency Planning:

Cllr Tytler presented the plan to date. The Councillors discussed and agreed a range of options to move the plan forward

Proposal – Clerk to look into costs of a generator for the Village Hall

**All Agreed**

Proposal – Cllr Tytler to investigate suitability of Village Hall as emergency Centre

**All Agreed**

Proposal – Clerk to inform SCDC that they are producing an Emergency Plan

**All Agreed**

16/61. Purchase, Installation and maintenance of dog bins.

The Clerk reported on the options; 25L Plastic Bin £175, 50L Metal Bin £244. The Councillors then discussed the possible locations.

Proposal – Clerk to discuss proposed location with Suffolk Coastal Norse and progress with Plastic bin if location agreed

**All Agreed**

Proposal – Appoint Cllr C Waller as Dog Warden for Village

**All Agreed**

16/62. Correspondence

- PRS for Music formal consultation.

Proposal - Forward Information to Village Hall Committee to respond

**All Agreed**

on proposed tariff to simplify the licensing of its members copyright music within premises

- Highways England.

No response required.

- SCDC bi-annual engagement forums.

Proposal – Respond by stating support for these and will attend as possible

**All Agreed**

- King Onna Wuffing.

Proposal – Clerk to respond stating they need to get agreement from the land owner

**All Agreed**

- The Rights of Way and Access Development Team.

No response required.

16/63. To discuss any other matter the Chair will allow

Village Hall. Cllr Tytler reported that the Village Hall committee has arranged for the kitchen to be refurbished and has applied and received grants from; Lottery £5273.98; Adnams 933.68; Suffolk Coastal Enabling Communities £500; SCC Locality Budget £2500. This totals £9207.66 which will be donated to the Parish Council who will pay for the work.

Proposal – Make first payment for kitchen refurbishment of £7430.01

**All Agreed**

Clerk reported he had received a complaint about ball games in the play site.

Proposal – Clerk to purchase and hang signs stating ‘No Ball Games’

**All Agreed**

Cllr Sutton proposed formal thank you be sent to Festival Republic for the work completed on their traffic management plan

**All Agreed**

Meeting closed at 9.05pm

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These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 19<sup>th</sup> July 2016

Signed (Chair) \_\_\_\_\_ Dated \_\_\_\_\_

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## Clerks Report to the Parish Council Meeting Tuesday 19<sup>th</sup> July 2016

### Parish Council Meeting - Tuesday 17th May 2016

- Appoint Cllr J Sutton as Parish Council Tree Warden. I have not yet notified SCDC
- Policy for Dealing with the Press. I have updated and combined documents. See agenda item
- Planning applications;
  - DC/16/1737/TCA; Land Between Abbey House And Old Custom House, Station Road, Blythburgh; 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. Contacted SCDC to express No Objection to this application.
  - DC/16/1579/LBC; The Priory, Priory Road, Blythburgh; Provision of new picket fence and pedestrian gate. Contacted SCDC to express No Objection to this application with comments about other work.
- Community Infrastructure Levy payment Projects. An agenda item has been added as requested.
- Payments; Made payments as agreed: 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 full year, £62.62
- Contact SCC highways about installing Armco type barriers. Have been unable to find legislation discussed at last meeting. Have asked Cllr J Waller for more information. Ongoing.
- Investigate obtaining funds to cover website trailing from 2016/17 Transparency Fund. Ongoing
- Community Action Suffolk (CAS). Donation of £20 has been sent and a receipt and thankyou letter received.
- Anglian water “Pollution Watch” campaign. Emailed Anglian water about campaign and have had no response. I have put up the poster from the campaign website in the noticeboards.
- SCDC - Consultation on Air Quality Improvements in Felixstowe. Did not respond as I missed the closing date.

### Special Parish Council Meeting - Wednesday 15th June 2016

- Planning applications;
  - DC/16/2035/FUL; The Goose Garden Blythburgh Priory, Station Road, Blythburgh; Installation of solar PV panels, new house conversion. Contacted SCDC to express No Objection to this application.
  - DC/16/2201/LBC; The Priory, Priory Road Blythburgh; Provision of new pattress plates and tie bars to restrain gable end, works to existing brick floor to install underfloor heading, provision of new oak library shelves and wall lining. Contacted SCDC to express No Objection to this application.
- Feedback on Suffolk Preservation Society event. An agenda item has been added as requested.
- Additional Village Hall Carpark following notification of Estate sale. Contacted Savills and have received response saying they will notify new owners of current agreement.
- Resignation of Alan DeThabrew. Sent e-mail thanking Alan DeThabrew for his service to the Parish Council.
- Payments; Made payments as agreed: Annual Parish Meeting expenses, £84.38
- Contact SCC and raise issue of hedges in Angel Lane. Report reference number: 00141783
- Contact SCC and raise issue of blocked drain in Angel Lane. Report reference number: 00142530
- Investigate process for obtaining dog bins. An agenda item has been added as requested.

### General Activities

- PAYE – Completed Q1 activities.
- Discussed loan of Speed Gun to Reydon Parish Council. The conclusion was that Reydon do not wish to borrow the speed gun.
- Communicated with SCDC planners over lack of information being sent out. This does not appear to be a new policy as planner surprised. However latest planning application received only had cover sheet.
- Communicating with local resident who wishes to become a Parish Councillor

### 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. This has now been raised as an enforcement case reference No. ENF/2016/0230/USE.