



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Tuesday 20th September 2016

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

Open Forum (Cllr Catchpole & Cllr Gower; 11 Parishioners)

Steven Bainbridge from Evolution Town Planning LLP, the agent for planning application DC/16/3542/FUL, opened with an explanation of the planning system and what was proposed in the planning application.

The Parishioners present then presented their views on this application;

Parishioner 1. Key points were; Plot 1 would affect the setting of a grade II listed building and the change to the building line to the rear of the houses on Angel Lane and Dunwich Road.

Parishioner 2. He not aware of this application.

Parishioner 3. Key points were; Plot 1 would overlook windows and gardens and no consideration for root protection or location of trees in their garden.

Parishioner 4. Key point was; The Ecological survey was poor, it did not take into account the protection afforded to reptiles or the status of the local wildlife.

Parishioner 5. Key points were; A change of use from agricultural to residential request required and the compromise of the building line to the rear of the houses in Dunwich Road and Angel Lane.

Parishioner 6. Asked why there was a Listed Building Consent application.

Steven Bainbridge was then asked to respond to the points made; Building line not in local policy document; He was happy to address the overlooking concern; Ecological Study followed standard methodology; By default the application is asking for a change of use of land; Their arboricultural experts stated the neighbouring tree roots would not be effected; The Listed Building Consent application concerns the curtilage barn which was built before 1948 and is in the curtilage of Hawthorn Farm and therefore by default a listed building.

There then followed a debate about the clearing of the site, the Topological Survey and the order in which event should happen. The Chair of the meeting then closed this debate.

Cllr Catchpole, District Councillor Report;

Cllr Catchpole reported that SCDC had been focusing on Devolution and East Suffolk District Council. Work on Devolution continues with a Yes/No vote to be taken on 31st October 2016. If the vote is Yes then the elected Mayor will be in place by May 2017.

The formal combining of Waveney and Suffolk Coastal District Councils in to East Suffolk District Council is still on track to be in place for the next District Council Elections in 2019. Cllr Catchpole raised concern over the name, it would be a shame to lose the word Coastal from the name as it aptly describes the district.

Cllr Gower; County Councillor Report:

Cllr Gower started by saying SCC had also been focussed on the proposed Devolution. The SCC vote takes place on 2nd November 2016 Cllr Gower expressed the need for more discussion and consultation and that he personally saw little advantage in the proposal.

Cllr Gower then talked about the issues over the last 3 years with the Highways department. A recent meeting, he believes, has enabled the Head of Highways to understand the issues which is the first step to resolving them.

Cllr Gower was then asked that information relating to the delay in Blythburgh getting its Village Gateways be sent to the head of Highways and the portfolio holder at SCC.
Proposal – Clerk to send information on Gateways to Cllr J Finch and Mark Stevens
All Agreed

Traffic in Angel Lane. A Parishioner raised the question of traffic in Angel Lane, but first thanked the Parish Council for their role in resolving the traffic issues associated with the Latitude Festival. Returning to the traffic in Angel Lane, the Parishioner described Angel Lane as a rat run. He expressed the view that the traffic was probably getting worse, drivers were ignoring the signs, there were often queues of 200 yards and that the only way forward was self help. There followed a discussion around this point and the Chair agreed to add to the agenda of the next Parish Council meeting.

Proposal – Clerk to add traffic issue in Angel Lane and Dunwich Road to next agenda
All Agreed

Police Report. The Chair reluctantly read out the Police report after explaining that the report was not just for Blythburgh but covered 6 Wards around Halesworth. Highlights from the report; Burglary Dwelling 3; Serious Sexual Offences 1; Drug Trafficking 5; Violence with injury 6; Anti-Social Behaviour 17.

Parish Council Meeting

16/75. Agree the Agenda

Additional Items

Payment - Village Hall Kitchen Update – Heater

Payment - Village Hall Kitchen Update – Installation of Kitchen

All Agreed

16/76. To receive Declarations of Interest / Dispensation on any matters on the agenda

None Declared

16/77. To note and agree apologies for absence

Cllr Mackley – Working - Agreed

16/78. Election of Co-opted Councillors

The Chair explained there were three candidates S Boggis, L Taylor-Shayle and S Wickham and that the vote, a show of hands, would take place in alphabetical order. Cllr C Waller reported that each candidate had provided information about themselves and their reasoning for their application to be a Councillor.

S Boggis was duly co-opted with a unanimous vote.

The Chair thanked all three applicants for applying to take on the role of Councillor.

16/79. Approve Minutes of Parish Council meeting held on 19th July 2016

Proposal – Accept minutes for 19th July 2016 as amended

All Agreed

16/80. Approve Minutes of Special Parish Council meeting held on 15th August 2016

Proposal – Accept minutes for 15th August 2016 as presented.

All Agreed

16/81. To receive the Clerk's Report

The Clerk reported he had distributed his report before the meeting and therefore would not read the whole report out but select what he considered key items.

Proposal – Accept Clerks Report as presented

All Agreed

Proposal – Clerk to contact Suffolk Highways about the installation of barriers.

All Agreed

16/82. To receive the report from the planning advisory group. As Cllr Mackley was absent and Cllr C Waller has suggested he may also be away S Boggis presented the Report.

To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/16/2451/LBC	The Priory Priory Road Blythburgh IP19 9LR	Repositioning of small window on the rear elevation, minor internal adjustments and installation of new joinery.	GRANTED

It was reported there had been an error with this application with a referral being raised which the Clerk completed and returned only to find the application had been granted. An apology was received with the explanation given as human error.

To consider any planning applications received by 20th September 2016 and determine the Councils attitude to them.

S Boggis started by saying Cllr Mackley had distributed a briefing note to all Councillors regarding the planning applications and therefore she would only touch on the key points.

Application No.	Date rec'd	Location	Proposal
DC/16/3312/FUL	16/8/2016	Old Methodist Chapel Dunwich Road Blythburgh Suffolk.	Demolition of existing chapel building and erection of a pair of semi-detached houses with associated car parking and external works.

Key point; The Parish Council decided at its meeting on 19 July 2016 that it should seek registration of the chapel as a non-designated heritage asset. To be consistent with this decision the Parish Council should now formally progress this action and therefore object to this planning application. All Cllrs agreed.

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

All Agreed

Proposal – Clerk to arrange a meeting between the Owner and the Parish Council

All Agreed

Application No.	Date rec'd	Location	Proposal
DC/16/3542/FUL	2/9/2016	Hawthorn Farm Dunwich Road Blythburgh IP19 9LT	Erection of one dwelling, conversion of a barn to a dwelling and relocation of vehicular access.

Key points; Breach of rear building line and could be seen as a test case; vehicular access improved but data quoted was before Ambereley Close development; Storage of chemical at site and the possibility of asbestos. The Councillors discussed these and other points highlighted in the open forum and agreed to object to this application primarily because of the development at plot 1 and the extension of plot 2.

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

All Agreed

Application No.	Date rec'd	Location	Proposal
DC/16/3690/LBC	16/9/2016	Hawthorn Farm Dunwich Road Blythburgh Suffolk	No works, alterations or otherwise are proposed to the listed building. This application concerns the curtilage barn.

S Boggis reported that the group did not understand the need for this application. Although an explanation was given in the open forum further investigation required.

Proposal – Not enough information to respond. Planning advisory group to investigate further

All Agreed

Application No.	Date rec'd	Location	Proposal
DC/16/3757/FUL	16/9/2016	3-4 Fen Cottages, The Fen, Blythburgh Suffolk IP19 9NF	Erection of single storey side extension to dwelling

S Boggis reported this application had arrived late and required further investigation. She proposed that discussion be postponed to a special meeting. All councillors agreed.

Proposal – Clerk to arrange a special meeting

All Agreed

Application No.	Date rec'd	Location	Proposal
DC/16/3725/PN3	17/9/2016	Redcap Farm Hinton Road Hinton Blythburgh	To create one 2 bedroom dwelling and one 3 bedroom dwelling with joint access to lane shared with red cap farm

S Boggis reported this application was covered by legislation allowing for converting farm buildings into accommodation and was linked to an earlier application. The Councillors discussed the application and Cllr C Waller reported that a full bat survey was required. Otherwise there was No Objection to this application.

Proposal – Clerk to contact SCDC stating No Objection detailing the above comment.

All Agreed

16/83. To receive the report from the financial advisory group

20th Sept	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	£413.75	£36.00	£168.12	£30.00	£22.50	£70.00	£9,206.30	£14,304.98
Remainder	£832.50	£511.08	£1,618.25	£1,314.00	£101.88	£370.00	£227.50	£80.00	-£2,461.70	
Reserve Funds		Allocation								
General - Precept Reserve		3421.5								
Village Hall maintenance		1500	Spend = 7430.01 Replacement Kitchen; £86.90 Tiles - Grant from Village Hall Committee 9207.66							
Village Hall Driveway		750								
Playsite Update		1500								
Election		700								
Village Gateway		3500								
Defibrillator maintenance		500								

Bank Statements at 27th August 2016

Community Account £10628.58

Bank Statements at 27th June 2016

Saver Account £6599.83

Total £17228.41

Unpresented Cheques at 27th August 2016

Total Value £86.90

Notified Income not yet cleared 27th August 2016

Total Value £0.00

Invoices for payment at this meeting

Total Value £4429.96 (To be agreed)

BALANCE £12711.55

Proposal – Accept Responsible Finance Officer Report as presented

All Agreed

Discuss and agree any payments required of the Council.

Notices for Playsite £16.00 + VAT

PAYE (new hourly rate £10.632) - HMRC £83.00

Clerk £331.64

Clerks Expenses £67.06

Dog Bin £175.00 + VAT

Parish Council Insurance £620.73

Village Hall Kitchen Heater £266.33

Village Hall Kitchen Installation £2360.00 + VAT

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

All Agreed

16/84. To Approve and Accept the Annual Return including BDO Certification

The Clerk presented the Annual return. There was little discussion.

Proposal – Approve and Accept the Annual Return for 31st March 2016

All Agreed

16/85. CIL Payment for Oct 15 to Mar 16. Proposals for use of funds required.

Clerk reported he had agreement from SCDC to spend the CIL money on maintenance to the playsite, bark and hedge, and new furniture for the Village Hall. There was still money available. Any proposals from the Councillors? None forth coming.

16/86. 2017/18 Budget. Cllrs to propose projects to include in budget.

Clerk, in role as Responsible Finance Officer, reported he would be presenting the budget for 2017/18 at the next meeting. Would Councillors please let him know of any requirements they had by 31st October 2016.

16/87. Future of OneSuffolk Website Hosting Service;

SCC are stopping support for OneSuffolk, the current free website hosting service used by the Parish Council. The Clerk presented the various options and the Councillors agreed to stay using OneSuffolk which will be supported by Community Action Suffolk from 1st November. Proposal – Clerk to arrange switch of OneSuffolk website access

All Agreed

16/88. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.

Time Period	Location	Traffic Volume - Total	Highest Speed	Vehicles below 35mph
9/8/2016 to 10/9/2016	Dunwich Road, North bound	51,489	1 @ 60 – 65 mph	93% 47,909 vehicles
4/7/2016 to 8/8/2016 Includes Latitude Traffic	A12, North bound	193,357	2 @ 70 – 75 mph	90% 142,199 vehicles

There followed a discussion about getting a second VAS but the councillors agreed that this was not worth pursuing based on SCC Highways guidance.

16/89. Playsite Maintenance; Update from the Clerk

Clerk reported the playsite grass had not been cut this summer, as with last year, and Councillors suggested looking for different arrangements for 2017.

Proposal – Clerk to arrange for quotations for maintenance of playsite in 2017.

All Agreed

16/90. Bus Shelter Cleaning; Update from the Clerk

Clerk reported the bus shelters were not been cleaned regularly and Councillors suggested looking for different arrangements for 2017.

Proposal – Clerk to arrange for advertisement to appear in Blythburgh Focus.

All Agreed

16/91. Village Gateways: Update from Clerk.

No feedback from Suffolk Highways – Will continue to chase.

16/92. Community Emergency Planning: Update from Cllr Tytler

Meetings arranged with SCC and SCDC emergency Planning teams on 28th September and 5th October to discuss plan and Village Hall suitability.

16/93. Correspondence.

None not covered during meeting

16/94. To discuss any other matter the Chair will allow.

Cllr C Waller asked if there were any update on cutting of hedges in Angel Lane and Dunwich Road. Clerk reported he had received no update from SCC.

Meeting closed at 8.45pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 20th September 2016

Signed (Chair) _____ Dated _____

Clerks Report to the Parish Council Meeting Tuesday 20th September 2016

Parish Council Meeting - Tuesday 19th July 2016

- Village Gateways. Clerk to send Cllr Gower information on Village Gateways indicating why there is such a delay. Information sent to Cllr Gower.
- Election of Co-opted Councillors. Notice asking for volunteers put in noticeboards.
- Village Hall carpark and driveway. E-mail sent to N Haward re surfacing of Village Hall carpark and driveway. No response received.
- Stables near Water Tower. Forwarded information about the Stables to Cllr Catchpole.
- Planning applications; DC/16/2451/LBC; The Priory Priory Road Blythburgh; Repositioning of small window on the rear elevation.... Contacted SCDC stating Objection to this application.
- Listed Buildings. Distributed notes from meeting about Planning run by the Suffolk Preservation Society.
- Register the Chapel building as a Non Designated Heritage Asset. This is not possible until a planning application effecting the Chapel is received.
- Proposals for use of CIL funds. Contacted Suffolk Norse about refurbishing the playsite bark. Quotation received £489.50 + VAT. Confirmed this is an acceptable use of funds with SCDC.
- Payments; Made payments as agreed: Villager of the Year – Winners Cheque £50.00 & Honour board lettering £7.50; MPLC Umbrella Licence Fee £413.75; Blythburgh PCC – Use of Church for Meeting 15.00.
- Community Emergency Planning. Clerk to look into costs of a generator for the Village Hall. This is ongoing
- Community Emergency Planning. Informed SCDC that Blythburgh PC are producing an Emergency Plan.
- Dog Bin. Agreed location with Suffolk Coastal Norse and have requested Plastic bin be installed.
- Appoint Cllr C Waller as Dog Warden for Village. I have tried to locate the correct person to inform but have met with little success. SCDC do not have a dog warden.
- PRS for Music formal consultation. This was forwarded to Village Hall Committee to respond.
- SCDC bi-annual engagement forums. Responded stating Blythburgh Parish Councils support for these.
- King Onna Wuffing. Responded stating they need to get agreement from the land owner.
- Village Hall Kitchen refurbishment. Received donation of £9207.66 from Committee towards the cost of refurbishment. Made first payment for kitchen refurbishment of £7430.01
- Playsite. Signs stating 'No Ball Games' have been purchased. Not yet been put in place.
- Festival Republic. Sent formal thank you to Festival Republic for the work completed on their traffic management plan. Received acknowledgement e-mail.

Special Parish Council Meeting - Monday 15th August 2016

- Planning applications; DC/16/3031/FUL; Hinton Lodge Hinton Lodge Road Hinton ; Re-organisation of farmyard - erection of new agricultural store, workshop.... Contacted SCDC to express No Objection to this application.
- 2016 – 2018 National Salary Award. Updated PAYE accordingly.
- Payments; Made payments as agreed: Tiles for Village Hall Kitchen - £86.90
- Free 1 hour parking Halesworth Town. Cost to Town Council for 2016/17 was £6666. Recycle area. Asked for area around bottle bank to be cleared. Reference number is: AF129573
- Speeding through the Village. Asked if 'Caution Pedestrians Crossing' signs could be installed. No response to date.

General Activities

- PAYE – Completed Q2 activities.
- Communicated again with SCDC planners over lack of information being sent out. This is not a new policy.
- Communicating with local residents who wish to become a Parish Councillor
- Communicating with SALC to understand co-option process.

Ongoing Actions

- Investigate obtaining funds to cover website trailing from 2016/17 Transparency Fund. Ongoing
- Contact SCC highways about installing Armco type barriers. Have been unable to find legislation discussed at last meeting. Have been informed by Highways England that no such legislation exists.
- Appoint Cllr J Sutton as Parish Council Tree Warden. SCDC has been notified and Cllr J Sutton is in their system.
- Compensation from Badger Building Ltd. An email was sent on 13th 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.