



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Tuesday 15th November 2016

Present: Cllr Tytler (Chair), Cllr S Boggis, Cllr A Mackley, Cllr J Sutton, Cllr C Waller, J Boggis (Clerk).

Open Forum (Cllr Gower; 1 Parishioner)

Traffic in Angel Lane. A Parishioner arrived believing someone from Suffolk Highways had been invited to the meeting. The Clerk apologised stating that he has missed this request and had therefore not invited anyone to attend. The parishioner expressed his thoughts on the traffic issue in Angel Lane. After much discussion it was agreed that the Clerk would invite David Chenery from Suffolk Highways to the next Parish Council meeting.

Proposal – Clerk to invite David Chenery to the next Parish Council meeting.

All Agreed

Cllr Gower then highlighted that with the stage 2 consultation for Sizewell C was about to begin and that this would have an impact on the traffic in Blythburgh. This generated further debate with the Parishioner stressing the urgency of addressing the issues in Angel Lane now not in a decade time when Sizewell C would be having an impact.

The Chair then stopped the debate stating that we were going around in circles and it would be better to wait and discuss the issues with the Suffolk Highways representative.

Cllr Gower; County Councillor Report:

Cllr Gower started by saying he had raised the four issues highlighted by the Clerk to Suffolk Highways and hoped to have a response soon.

Cllr Gower then stated that SCC had been focussed on the proposed Devolution. The SCC vote takes place in November 2016. Cllr Gower expressed his opposition to the proposed Devolution but felt he would be in the minority.

The Clerk raised an observation made by a resident in relation to the new Village Hall kitchen. Although the resident was impressed by the new kitchen, during a recent Village event there was a shortage of plates, cutlery, glasses, etc. and they wondered how the Village Hall committee envisaged the Village Hall Kitchen being used. Cllr Tytler responded that it was not designed to deal with large gatherings more at the Societies that currently use the Hall.

Parish Council Meeting

16/100. Agree the Agenda

Additional Items Payment – Donation for defibrillator electricity

All Agreed

16/101. To receive Declarations of Interest / Dispensation on any matters on the agenda

None Declared

16/102. To note and agree apologies for absence

Cllr R Orr-Ewing – Prior Appointment - Agreed

Cllr J Waller – Working - Agreed

16/103. Approve Minutes of Parish Council meeting held on 20th September 2016

Proposal – Accept minutes for 20th September 2016 as presented

All Agreed

16/104. Approve Minutes of Special Parish Council meeting held on 3rd October 2016
Proposal – Accept minutes for 3rd October 2016 as presented.

All Agreed

16/105. To receive the Clerk’s Report

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

Proposal – Accept Clerks Report as presented

All Agreed

16/106. Discuss Traffic issue in Angel Lane and Dunwich Road.

See Open Forum discussion

16/107. To receive the report from the planning advisory group

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/16/3725/PN3	Redcap Farm Hinton Road Hinton Blythburgh Suffolk IP17 3RG	To create one 2 bedroom dwelling and one 3 bedroom dwelling with joint access to lane shared with red cap farm	REJECTED
DC/16/3610/DRC See also 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.	PERMITTED

Cllr Mackley also mentioned DC/16/3757/FUL, 3 – 4 Fen Cottages, which had been referred to committee. Just before the meeting the Parish Council heard this referral had been rejected and that the planners have recommended this application for approval.

- To consider any planning applications received by 15th November 2016 and determine the Councils attitude to them.

Application No.	Date rec'd	Location	Proposal
DC/16/4071/FUL	7/10/2016	Whitehouse Farm Barns, Bulcamp Drift, Blythburgh Suffolk IP19 9LG	Subdivision of Whitehouse barns to form two holiday units in place of one. Whitehouse Barns are currently arranged as a three bed holiday unit interconnecting with a four bed unit. The intention is to block up the interconnecting doors, to separate the utility room and services, and to subdivide the site with a shared entrance driveway from Bulcamp Drift. No external changes are proposed other than post and wire fence on the new boundary line.

Cllr Mackley referred the Councillors to the Planning Advisory Group briefing distributed before the meeting. He then gave an overview of the application. The Councillors discussed the application and agreed there was No Objection to this application.

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

All Agreed

Cllr Mackley then mentioned DC/16/3542/FUL – Hawthorn Farm. Additional information produced by the applicant has been added to this application. This additional information shows the site from the footpath, intimating that existing buildings are much closer to the estuary than the proposed houses and therefore trying to diminish the impact on the established rear building line. Cllr Mackley proposed that the Parish Council should respond re stating their objection to the application.

Proposal – Clerk to write to SCDC planners re stating objection to DC/3542/LBC

All Agreed

Cllr Mackley then discussed the Wenhaston pre-submission draft Neighbourhood Plan. This he felt could be criticised for its structure and content but pointed out there was considerable work in getting to this stage in the process. He saw no impact on Blythburgh.

Cllr Mackley then announced the Sizewell C Stage 2 consultation would take place from 23rd November 2016 to 3rd February 2017. The Documents have yet to be released. As part of the consultation there will be an Exhibition in the Village Hall on 7th December 2016 from 11am-3pm. He also stated that the SPLG Steering Group will meet on 30th November 2016 to discuss the documentation.

16/108. Site Allocations and Area Specific Policies Development Plan Document. Comments or feedback on consultation.

Cllr Mackley reported that this was a late stage in the preparation of the SCDC Development Plan which deals with changes following public hearings and assessment by independent government inspector. No implications for Blythburgh were seen.

16/109. To receive the report from the financial advisory group

Current Financial Position

15th Nov	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	£1,235.74	£541.67	£620.73	£55.20	£235.18	£30.00	£232.50	£70.00	£13,636.26	£17,926.48
Remainder	£417.86	£97.33	£1,411.27	£1,294.80	£34.82	£370.00	£17.50	£80.00	£6,891.66	
Reserve Funds		Allocation								
General - Precept Reserve		3421.5								
Village Hall maintenance		1500	Spend = £7430.01 Replacement Kitchen; £86.90 Tiles; £266.33 Heater; Installation £2832.00 (Total = £10615.24) - Grant from V							
Village Hall Driveway		750								
Playsite Update		1500								
Election		700								
Village Gateway		3500								
Defibrillator maintenance		500								

Unpresented Cheques at 27 th October 2016	Total Value	£0.00
Notified Income not yet cleared 27 th October 2016	Total Value	£2075.55
Invoices for payment at this meeting	Total Value	<u>£219.80</u> (To be agreed)
	BALANCE	£18188.88

- 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
RoSPA Annual Inspection £79.80
Website Hosting – CAS £60.00
SPLG Annual Subscription £30.00
Donation – Electricity Cost for Defibrillator £50.00
Proposal – Payments listed above, required of the Council, approved
All Agreed

16/110. Budget for 2017/18. Discuss, agree and approve proposed budget.

The RFO presented the proposed budget including the proposed precept for 2017/18. The Councillors discussed the proposed budget and the proposed precept and concluded by agreeing to the budget as presented

Proposal – Agreed Proposed Budget for 2017/18

All Agreed

Proposal – Agree NO increase in precept for 2017/18. Precept £6843.00

All Agreed

Agreed Budget for 2017/18

	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	TOTAL
Budget - 2017-18	£1,804.15	£700.00	£2,112.00	£1,740.00	£305.00	£400.00	£250.00	£150.00	£7,461.15
Budget - 2016-17	£1,653.60	£639.00	£2,032.00	£1,350.00	£270.00	£400.00	£250.00	£150.00	£6,744.60
Difference	£150.55	£61.00	£80.00	£390.00	£35.00	£0.00	£0.00	£0.00	£716.55
	Increase	Increase	Increase	Increase	Increase	No Change	No Change	No Change	
Projects - None	£0.00								

Allocated Reserve Funds

General - Precept Reserve	£3,421.50
Village Hall maintenance	£2,000.00
Village Hall Driveway	£1,250.00
Playsite Update	£2,000.00
Election	£800.00
Village Gateways	£4,000.00
Defibrillator maintenance	£750.00
CIL Payments	£1,088.42

16/111. Internal Audit for 2015/16. Discuss and approve Internal Audit Report.

The Clerk presented the views of the Finance advisory group. The Councillors then discussed the Internal Audit report and considered it was a thorough report checking the Parish Council finances and broader adherence to legislation changes. It was agreed that the Audit was fit for purpose and there was no need seen to change auditor unless savings could be made.

Proposal – Approve Internal Audit Report Fit for Purpose

All Agreed

16/112. CIL Payment for Oct 15 to Mar 16. Proposals for use of funds required.

Proposal – Fund replacement of tables in Village Hall

All Agreed

16/113. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.

Time Period	Location	Traffic Volume - Total	Traffic Volume per Day - Average	Highest Speed	Vehicles below 35mph
9/10/2016 to 5/11/2016	A12, North bound	123,488	4410	2 @ 75-80 mph	88% 108,856 vehicles
10/9/2016 to 7/10/2016	A12 South bound	169,706	6061	1 @ 80-85 mph	73% 123,175 vehicles

16/114. Playsite Maintenance; Update from the Clerk

Clerk had received the following quotation from Suffolk Coastal Norse;

Hedge Cutting /Clearing up 24mts by 17 mts. 2 cuts per year June-August £ 409.50

Refurbishing the play bark. £30.00

Grass cutting play area; 13 cuts per year from April to September; £19.50 per cut £253.50

Labour £663.00

Materials £30.00

Total £ 693.00 Plus vat

Proposal – Accept quotation as presented

All Agreed

16/115. Playsite Annual RoSPA Report. Discuss and agree actions.

The Councillors discussed the report and the recommendations made.

Proposal – Clerk to arrange to work through the issues raised in the report

All Agreed

16/116. Bus Shelter Cleaning; Update from the Clerk

Clerk reported no volunteers had stepped forward to clean bus shelters. Clerk offered to clean bus shelters in interim but attempts needed to be made to find volunteer.

Proposal – Clerk to clean bus shelters as interim solution

All Agreed

16/117. Village Gateways: Update from Clerk.

Clerk reported no update but that Cllr Gower was chasing Suffolk Highways

16/118. Community Emergency Planning: Update from Cllr Tytler

Cllr Tytler reported that he was awaiting guidance on how to progress the Emergency Plan.

Team in SCDC and SCC had not yet provided information.

16/119. Contact details for Parish Clerk and Council members

Clerk asked what details the Councillors were happy to have given to the Public at large.

After some discussion it was agreed that telephone numbers only should be given out.

16/120. Correspondence

- Highways Maintenance Operational Plan.

Parish Councillors agreed there was no need to Comment or give feedback.

- Colin Huggins – Blythburgh Year

Councillors agreed a photograph of the Councillors would be a good idea.

Proposal – Clerk to offer some options

All Agreed

- Consultation about the removal of payphones.

Councillors agreed they could see no Community use for the Phone Box in its current location.

Proposal – Clerk to respond stating No Interest in keep payphone box

All Agreed

16/121. To discuss any other matter the Chair will allow

Nothing raised by the Councillors

Meeting closed at 8.45pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 15th November 2016

Signed (Chair) _____ Dated _____

Clerks Report to the Parish Council Meeting 15th November 2016

Parish Council Meeting - Tuesday 20th September 2016

- Send information on Gateways to Cllr J Finch and Mark Stevens. Information not sent to date.
- Add traffic issue in Angel Lane and Dunwich Road to next agenda, see item 16/106
- Contact Suffolk Highways about the installation of Armco type crash barriers on corner near White Hart on A12.
- Planning applications;
DC/16/3312/FUL; Old Methodist Chapel, Dunwich Road. Contacted SCDC stating Objection to this application.
DC/16/3542/FUL; Hawthorn Farm, Dunwich Road. Contacted SCDC stating Objection to this application
DC/16/3725/PN3; Redcap Farm Hinton Road Hinton. Contacted SCDC stating No Objection to this application
- Arrange a meeting between the Owner of the Old Methodist Chapel and the Parish Council. Invite sent out but no response received to date.
Planning applications; Special Meeting arranged for 3rd October 2016 to discuss the following;
DC/16/3690/LBC; Hawthorn Farm Dunwich Road Blythburgh.
DC/16/3757/FUL; 3-4 Fen Cottages, The Fen, Blythburgh.
- Payments; Made payments as agreed: Notices for Playsite £16.00 + VAT; PAYE – 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.
- Arranged switch of OneSuffolk website access with Community Action Suffolk.
- Arranged for a quotations for maintenance of playsite in 2017. See agenda Item.
- Bus shelter cleaning. Arranged for an advertisement to appear in Blythburgh Focus. See agenda item

Special Parish Council Meeting - Monday 3rd October 2016

- Planning applications;
DC/16/3690/LBC; Hawthorn Farm, Dunwich Road. Contacted SCDC stating Objection to this application
DC/16/3757/FUL; 3-4 Fen Cottages, The Fen, Blythburgh. Contacted SCDC stating Objection to this application
- Wenhaston Neighbourhood Plan Consultation. Contact Wenhaston stating noted with interest but no comment. Have not contacted Wenhaston to date.
- Noisy Motor cycle. Contacted SNT at Halesworth and received e-mail stating they would follow this up.

General Activities

- PAYE – Q3 activities.
- Completed VAT reclaim process. Reclaimed £2075.55
- Completed drafting budget proposal for 2017/18
- Arranged and held meeting of Finance Advisory Group on 9th November to discuss budget proposal, precept for 2017/18 and Internal Audit
- Communicating with local resident over conservation area boundary change. This is ongoing.
- Updated Cllr Gower on Parish Council Traffic issues.
- Completed referral process for Planning application DC/16/3757/FUL
- Gathered information to comply with Transparency Code and forwarded to A Mackley for inclusion on website.

Ongoing Actions

- Recycle area. Asked for area around bottle bank to be cleared. Reference number is: AF129573. I have not checked area recently but had not been cleared up when last checked. Need to chase.
- Speeding through the Village. Asked if 'Caution Pedestrians Crossing' signs could be installed. No response to date. Forwarded request to Cllr Gower and David Chenery.
- Community Emergency Planning. Clerk to look into costs of a generator for the Village Hall. This is ongoing.
- Playsite. Signs stating 'No Ball Games' have been purchased. Not yet been put in place.
- 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.
- Investigate obtaining funds to cover website trailing from 2016/17 Transparency Fund. Ongoing
- Contact SCC highways about installing Armco type barriers.
- 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.