



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Annual Meeting of Parish Council Tuesday 16th May 2017

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

Open Forum (Cllr Smith, 2 Parishioners)

District Councillor Report; Cllr Catchpole.

- No report. Cllr Catchpole sent his apologies

County Councillor Report; Cllr Richard Smith;

- Cllr Smith introduced himself to those present. He reported he had been elected on 4th May 2017 to the Blything Ward, made up of 12 Town / Parish Councils, having previously served for Aldeburgh and Leiston. He is currently a Cabinet member for Finance, Transformation and Sizewell C. He reported he would try to attend meetings, but due to his work load this was unlikely to be on a regular basis. To keep the Town / Parish Councils up to date he intends to send out a detailed monthly report.

Footpaths.

A parishioner reported that they had followed up on their report to SCC about the condition of the footpaths between The Street and Priory Road and Church Road and the Bus stop as no action had been taken. The Parishioner agreed to keep the Clerk updated with progress.

Parish Council Annual Meeting

17/1. Election of Chair (Agenda Item taken by Cllr A Mackley)

Proposal – Elect Cllr D Tytler as Chair

All Agreed

17/2. Agree the Agenda (Cllr D Tytler in Chair)

Additional Items for discussion AOB – Defibrillator

Invoice – Bus Shelter cleaning items £9.66

All Agreed

17/3. To receive Declarations of Interest / Dispensation on any matters on the agenda

None declared

17/4. To note and agree apologies for absence

Cllr R Orr-Ewing – Prior Appointment – Agreed.

17/5. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

All Agreed

17/6. Confirmation of Co-opted Councillors

Cllr J Waller confirmed as Co-opted Councillor

Cllr S Boggis confirmed as Co-opted Councillor

17/7. Appointment of Responsible Finance Officer for financial year 2017-18

Proposal – Appoint Clerk as RFO for 2017-18

All agreed

17/8. Appointment of Chair and members of the finance advisory group for 2017-18

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

17/9. Appointment of Chair and members of the planning advisory group for 2017-18

Proposal – Appoint Cllr A Mackley as Chair of Planning advisory group

All agreed

Proposal – Appoint Cllr C Waller and Cllr S Boggis as members of the Planning Advisory Group

All agreed

17/10. Appointment of Village Hall Trustees

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

All Agreed

17/11. Appointment of Blythburgh Latitude Trust Trustees

Proposal – Appoint Cllr J Sutton and Cllr D Tytler as Blythburgh Latitude Trust Trustees

All Agreed

17/12. Appointment of SALC representative

Proposal – Appoint Cllr D Tytler as SALC Representative

All Agreed

17/13. Appointment of SPLG representative

Proposal – Appoint Cllr A Mackley as SPLG Representative

All Agreed

17/14. Appointment of Blyth Estuary Group Representative

Proposal – Appoint Cllr C Waller as Blyth Estuary Group Representative

All Agreed

17/15. Appointment of Tree Warden

Proposal – Appoint Cllr J Sutton as Parish Council Tree Warden

All agreed

17/16. Discuss, Agree and Adopt Standing Orders

The Clerk reported there had been no changes to the Standing Orders.

Proposal – Adopt Standing Orders

All agreed

17/17. Discuss, Agree and Adopt Financial regulations

The Clerk reported there had been no changes to the Financial Regulations

Proposal – Adopt Financial Regulations

All agreed

17/18. Agree and Adopt Financial Risk Assessment

Proposal – Adopt Financial Risk Assessment

All agreed

17/19. Approve Minutes of Parish Council meeting held on 21st March 2017

Proposal – Accept minutes for 21st March 2017 as presented

All Agreed

17/20. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

All Agreed

Proposal – Clerk to contact Blois Estate to ask if they have a costed proposal for river wall repair

All Agreed

Proposal – Cllr C Waller to raise river wall repair with Blyth Estuary Group

All Agreed

Proposal – Cllr Orr-Ewing to make proposal for Non display version of VAS

All Agreed

17/21. To receive the report from the planning advisory group

- Planning Applications

None Received

- **Planning Decisions**

| Application No. | Location | Proposal | SCDC Decision |
|-----------------|---|---|---------------|
| DC/17/0741/FUL | High Poplars Bowmans Lane Hinton Blythburgh | Internal alterations, rebuilding of garage, conversion of outbuilding | PERMITTED |
| DC/17/0742/LBC | High Poplars Bowmans Lane Hinton Blythburgh | Listed Building Consent - Internal alterations, rebuilding of garage, conversion of outbuilding | PERMITTED |
| DC/17/0770/LBC | The Priory Priory Road Blythburgh Suffolk | Replacement of deteriorated front bay window | PERMITTED |
| DC/17/0769/VOC | The Priory Priory Road Blythburgh Suffolk | Provision of new picket fence and pedestrian gate. | PERMITTED |

17/22. CIL Payment for Oct 16 to Mar 17. Proposals for use of funds required.

The Clerk explained that the Parish Council had received a Community Infrastructure Levy payment of £3402.43.

Proposal – Clerk to obtain approval for spend on VAS and verge cutting

All Agreed

17/23. To Discuss and agree Annual financial statement

The RFO presented the Financial Statement for 2016/17. No questions were raised.

Proposal – Approve Annual Financial Statement as presented for 2016/17

All Agreed

17/24. To Discuss and complete Annual Audit return

The Clerk presented sections 1 & 2 to the Councillors, explaining the object of the governance statement and how the figures were arrived at.

- Section 1 – Governance Statement for 2016/17

Proposal – Approve Section 1 – Governance Statement for 2016/17

All Agreed

- Section 2 – Accounting Statement for 2016/17

Proposal – Approve Section 2 – Accounting Statement for 2016/17

All Agreed

17/25. To receive the report from the financial advisory group

- Income received since last meeting;

Precept – 1st Payment (26th April 2017) £3421.50

CIL Payment for 2016/17 (28th April 2017) £3402.43

Total £6823.93

- **Current Financial Position**

| 15th May 2017 | Clerk PAYE | Subscriptions | Insurance & Audits | Maintenance | Cllr Expenses | Training | Misc. | Donations (section 137) | Outgoing (Totals) | Income To Date |
|---------------------------|------------|---------------|--------------------------------|-------------|---------------|----------|---------|-------------------------|-------------------|----------------|
| Budget | £1,804.15 | £700.00 | £2,112.00 | £1,740.00 | £305.00 | £400.00 | £250.00 | £150.00 | £7,461.15 | |
| Spend to date | £499.65 | £0.00 | £0.00 | £0.00 | £0.00 | £78.00 | £0.00 | £0.00 | £577.65 | £6,823.93 |
| Remainder | £1,304.50 | £700.00 | £2,112.00 | £1,740.00 | £305.00 | £322.00 | £250.00 | £150.00 | £6,883.50 | |
| Reserve Funds | | Allocation | | | | | | | | |
| General - Precept Reserve | | 3421.5 | | | | | | | | |
| Village Hall maintenance | | 2000 | | | | | | | | |
| Village Hall Driveway | | 1250 | | | | | | | | |
| Playsite Update | | 2000 | | | | | | | | |
| Election | | 800 | | | | | | | | |
| Village Gate ways | | 4000 | | | | | | | | |
| Defibrillator maintenance | | 750 | | | | | | | | |
| CIL Payments | | 4490.85 | Note 3402.43 for 2016-17 added | | | | | | | |

Unpresented Cheques at 28th April 2017

Total Value £78.00

Notified Income not yet cleared 28th April 2017

Total Value £3402.43

Invoices for payment at this meeting (To be agreed)

Total Value £7398.16

BALANCE £14585.42

- Discuss and agree any payments required of the Council.
- | | |
|---|-----------------|
| Village Hall Driveway and carpark resurfacing (16/130) | £6306.60 |
| Cartridge Discount, printer cartridges | £65.41 |
| SALC – Annual Membership | £132.69 |
| PAYE – Q1 | £360.84 - Clerk |
| | £90.20 - HMRC |
| Defibrillator Battery (16/138) | £281.94 |
| Open Noticeboard in Bus Shelter – Materials (16/146) | £77.68 + glue |
| Signs for Village Hall Carpark | £82.80 |
| Bus Shelter cleaning items | £9.66 |
| Proposal – Payments listed above, required of the Council, approved | |
- All Agreed**

- 17/26. Village Hall Driveway and Car Park; Demarcation and wheel chair access.
 Following completion of the resurfacing of the Village Hall driveway and car park two issues were raised; People were parking on the driveway; Wheelchair access. These topics generated a great deal of debate. The initial response was for the Chair to ask the Clerk to order large signs which was done. There was then a debate about planning permission for the signs. The conclusion of the debate was the generation of a number of follow up actions
 Proposal – Trail signs to see if this stops people parking on driveway
All Agreed
 Proposal – Clerk to ask for pre planning advice for signs
All Agreed
 Proposal – ALL to come up with solutions to demarcation of driveway / carpark
All Agreed
 Proposal – Clerk to find out legal requirements for wheel chair access
All Agreed
- 17/27. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.
 Cllrs raised the Report circulated by Clerk. This was not as discussed at the last meeting which was to focus on the speeding rather than compliance. Cllr Orr-Ewing was not at the meeting. It was reported the article in the Blythburgh Focus will focus on speeding.
- 17/28. Village Gateways: Update from Clerk.
 The Clerk reported that a design with costing was going to be prepared. The latest question was do the Parish Council want wooden or plastic Gateways.
 Proposal – Clerk to ask for costed proposals for both
All Agreed
- 17/29. Community Emergency Planning: Update from Cllr Tytler
 Cllr Tytler reported there had been a mix up between SCC and the Parish Council and that more information had been received which would allow further development of the plan.
- 17/30. Villager of the Year. 2017 competition.
 The Clerk reported that 3 people were nominated and that the appropriate person had been contacted and invited to the Annual Parish Meeting.
 Proposal – Approve £50 donation to the Villager of the Year for 2017
All Agreed
- 17/31. Date of September meeting – Change to 12th September
 The Clerk raised the request to change the date of the September meeting to 12th September
All Agreed
- 17/32. Correspondence – See Appendix A
- **East Anglian Air Ambulance** - Recycling in your community in partnership with EAAA and The Salvation Army. The Parish Council agreed not to offer a place for a bin as there were already problems with keeping the Recycle area clear.

- **Dog Fouling – Letter from Blythburgh Resident.** The Clerk reported on the finding from the last time this issue was discussed and Cllr C Waller stated that the process meant he had not followed up about being a dog warden. It was agreed to ask to have this issue raised in the Blythburgh Focus as requested by the resident.

17/33. To discuss any other matter the Chair will allow

- The Clerk reported that Ursula Mackley had stepped down as the contact point and monitor of the defibrillator following the appointment of Val Carse as a first responder in the Village. Proposal – Clerk to send official thank you to Ursula Mackley for all she had done in relation to the defibrillator.

All Agreed

- The Clerk asked if anyone would be monitoring the Parish Council emails while he was away. Cllr Mackley volunteered to monitor the emails in the Clerks absence.

Meeting closed at 8.40pm

 These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 21st March 2017

Signed (Chair) _____ Dated _____

 MINUTES
 Clerks Report to the Parish Council Meeting 16th May 2017

Parish Council Meeting - Tuesday 21st March 2017

- Contact land owner about planned repairs to riverbank. Response “..There are no plans to the repair the well unless the council wishes to raise the money to help with the repair. If you are interested in helping fund any repair please let me know...”
- Planning applications;
 DC/17/0770/LBC; The Priory, Priory Road, Blythburgh. Contacted SCDC stating No Objection to this application.
 DC/17/0769/VOC; The Priory, Priory Road, Blythburgh. Contacted SCDC stating No Objection to this application.
 DC/17/0741/FUL; High Poplars Bowmans Lane Hinton. Contacted SCDC stating No Objection to this application.
 DC/17/0742/LBC; High Poplars Bowmans Lane Hinton. Contacted SCDC stating No Objection to this application.
- Payments; Made payments as agreed:
 Q4 PAYE – HMRC £100.00, Clerk £399.65; Clerks Expenses (21st Sept 2016 to 21st March 2017) £34.78; Routine Play Equipment Inspector Course £65.00 + vat; CPRE – Subscription Renewal £40.00; Village Hall Non Domestic Rates £68.56; Community Action Suffolk donation in lieu of subscription fee £20.00.
- Village Hall Driveway and Carpark. Sent letter to N Haward asking for confirmation that he would carry out work. E-mail received confirming he would carry out the work.
- Obtain costs for VAS with no display. Westcotec response “...We produce a data logging unit without a display for £1,195.00 each excluding VAT...”
- Forward Police Report Numbers to D Chenery. Awaiting numbers.
- Send letter thanking those cleaning the bus shelters. Letters delivered by hand.
- Contact Suffolk highways giving the go ahead for Village Gateways to North of Village. E-mail sent but no response received.
- Ask Suffolk highways for alternatives site for Gateways at the south end of the Village. E-mail sent but no response received.
- Community Emergency Planning. Chased SCC regarding this and have received information in return which was forwarded to Cllr Tytler. No progress made using this new information.
- Play site Inspection. Draw up a rota for Routine inspection. This has not been completed yet.
- Play site Inspection. Arrange an Operational inspection in March each year. This has not been completed yet.

- Send a letter of thanks to Cllr Gower. I sent an e-mail thanking Cllr Gower for his support during his time as our District and County Cllr. I received a complimentary response.

General Activities

- PAYE. Completed Start of Year activities.
- Pensions. Completed automatic enrolment duties and received acknowledgement of declaration of compliance. My thanks to Cllr S Boggis for her support during this process.
- Attended HMRC webinar on Mar 23, 2017 1:00 PM - 2:00 PM entitled "Payroll: annual reporting & tasks"
- Ordered, paid for and collected 'Parking' and 'No Parking Driveway' signs
- Contacted SCDC planners about planning permission for car park signs. See agenda item
- Completed end of year finance statement.
- Completed External Annual return statement and associated documentation.
- Arranged, collated information, delivered, communicated with auditor and collected documentation associated with the internal audit.
- Arranged and held meeting of Finance Advisory Group to discussed end of year finances, Internal Audit and external Annual Return documentation. My thanks to Cllr S Boggis for stepping in as Cllr J Sutton was away.

Ongoing Actions

- Bus shelter Flag has fallen off – reported reference No. 4084574. Received note saying will be replaced. No date given as to when.
- David Chenery, SCC Highways. Sent Parish Council traffic documentation to David Chenery as requested. No feedback to date.
- 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.
- Investigate obtaining funds to cover website training from 2016/17 Transparency Fund. Funds are available but currently training is not. Ongoing
- 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 Sign (Angel). Arranged to have Sign cleaned but was not done. Continue to chase.
- Contact Suffolk Highways about the installation of Armco type crash barriers on corner near White Hart on A12. No response.