



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Parish Council Meeting Tuesday 18<sup>th</sup> July 2017

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

**Open Forum** (2\*SZC team, 1\* members of the public, No Parishioners)

**Informal introduction by John McNamara, the new Community Relations Manager, who recently joined the Sizewell C team;**

John McNamara gave a potted career history; Started as a journalist; joined the Sizewell B team; worked for British Energy in Scotland and London; worked for Nuclear Industry Association; worked for NuGen as part of the Moorside Nuclear Power Station team; Joined Sizewell C team four weeks ago. He then reported where he could be contacted and what was emerging from the Stage II consultation as the 'hot topics', the top two being accommodation and transport.

Cllr Mackley asked about the state of the crucial decisions for Sizewell C go ahead. J McNamara responded these are constantly under review and that no commercial decision has yet been made.

Cllr Waller asked about decommissioning costs. J McNamara confirmed these are included in the proposals.

Member of public asked will the proposed feedback on Stage II consultation pre-empt Stage III consultation. J McNamara responded possibly.

Member of public asked what is the Stage III time scale. J McNamara responded sometime after completion of review of Stage II consultation responses and likely to be 2018.

**District Councillor Report; Cllr Catchpole.**

No report. Cllr Catchpole currently on extended sick leave.

**County Councillor Report; Cllr Richard Smith;**

No report.

**Footpaths.**

A parishioner reported that they are continuing to chase 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.

**Proposal** – Request article added to Blythburgh Focus asking all Parishioners to cut their hedges where they are impeding footpaths and roads.

**All Agreed**

**Parish Council Meeting**

17/34. Agree the Agenda

Addition; Donation for Bus shelter cleaning

**All Agreed**

17/35. To receive Declarations of Interest / Dispensation on any matters on the agenda

Cllr Tytler – Payment of Cllr Expenses

17/36. To note and agree apologies for absence

Cllr Sutton – Attending a Funeral – **Agreed**

Cllr J Waller – Recently given birth – **Agreed**

17/37. Approve Minutes of Parish Council meeting held on 16<sup>th</sup> May 2017

Proposal – Accept minutes for 16<sup>th</sup> May 2017 as presented

**All Agreed**

Cllr Boggis noted that the Blythburgh Focus reported that a Dog Warden had been appointed. This was agreed an editorial error.

17/38. To receive the Clerk’s Report

Proposal – Accept Clerks Report as presented

**All Agreed**

17/39. To receive the report from the planning advisory group

- Proposal from T Webster.

The Parish Council has accepted the principle of conversion of the chapel for residential use. It noted that the concern about main access to Dunwich Road had been reflected by eliminating doors on east elevation. However from the available information it is difficult to judge whether overall the character of the building viewed from the east and the sides will be preserved. The Parish Council agreed no decisions can be taken until receipt of a definitive planning application.

**Proposal** – Clerk to feedback comments to T Webster

**All Agreed**

- To consider any planning applications received by 17th July 2017

Application No.	Date rec'd	Location	Proposal
DC/17/2499/FUL	9/6/2017	3 And 4 Hinton Corner Hinton Blythburgh Suffolk	Alterations and extensions to two dilapidated cottages to bring them back into use

Cllr Mackley presented an overview of the planning application highlighting the many discrepancies with in the application. The councillors discussed the application and agreed no objections but asked that the poor quality of the application be expressed.

**Proposal** – Clerk to contact SCDC and express No Objection to this application but to add comment about the poor quality of the application documentation.

**All Agreed**

- DC/17/2546/TCA - To fell Ash tree in garden following recent branch failure causing damage to house.

Clerk reported that he had responded to this application with No Objection after consultation with the planning advisory group and SCDC Arboricultural and Landscape Manager.

17/40. To receive the report from the Responsible Finance Officer

**Proposal** – Accept Responsible Finance Officer Report as presented

**All Agreed**

- Income received since last meeting; None.
- Current Financial Position

18th July 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	£950.69	£132.69	£0.00	£9.66	£65.41	£78.00	£160.48	£50.00	£8,035.47	£6,823.93
Remainder	£853.46	£567.31	£2,112.00	£1,730.34	£239.59	£322.00	£89.52	£100.00	£-574.32	
Reserve Funds		Allocation								
General - Precept Reserve		3421.5								
Village Hall maintenance		2000								
Village Hall Driveway		-5056.6	Village Hall Driveway and carpark resurfaced	£6306.60						
Playsite Update		2000								
Election		800								
Village Gateways		4000								
Defibrillator maintenance		468.06	Note: New battery	£281.94						
CL Payments		4490.85	Note 3402.43 for 2016-17 added							

Unpresented Cheques at 27<sup>th</sup> June 2017

Total Value £671.18

Invoices for payment at this meeting (To be agreed)

Total Value £1707.52

**BALANCE £12818.24**

- Discuss and agree any payments required of the Council.  
 Villager of the Year Honour board lettering TBC (less than £20)  
 Annual Parish Meeting expenses, Cllr Tytler £97.37  
 Motion Picture Licence £438.95  
 Bus shelter cleaning donation (1/4/17 to 31/7/17) £90.00

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

**All Agreed**

17/41. Village Hall Driveway and Car Park;

- Demarcation and Access.  
 It was reported by Cllr Mackley that the Village Hall committee had stated that something needed doing in relation to Access for visitors to the Village Hall who did not arrive by car. There followed a discussion, including leaving the Village Hall to examine the driveway, about type, size and location of a footpath and more generally the Duty of Care. The conclusion was to initially propose a path 1.2m wide be installed beside Abbey Cottage.  
**Proposal** – Clerk to put proposal to Village Hall Committee asking for response before 12<sup>th</sup> September 2017, the date of the next Parish Council meeting.

**All Agreed**

**Proposal** – Clerk to confirm Village Hall insurance covers Carpark.

**All Agreed**

**Note:** Cllr Tytler reported the Village Hall floor had just been refurbished and that the contractor had reported the floor would need replacing in the next 2 years.

- Blythburgh Latitude Trust Grant – Offer up to £2000.00  
 The Clerk reported that a grant of up to £2000.00 had been offered by the Blythburgh Latitude Trust towards the cost of refurbishing the Village Hall driveway and carpark.  
**Proposal** – Clerk to request full grant of £2000.00 be paid

**All Agreed**

17/42. CIL Payments;

- Approval to Spend CIL payments  
 Clerk reported approval had been received to purchase a VAS and maintenance of the verges in the Village. SCDC stated CIL receipts should be used to improve, replace and maintain infrastructure as well as anything else that is concerned with addressing the demands that development places on the area.
- Discuss and agree way forward - Purchase 16 \* Tables for Village Hall - £1171.20  
 The Councillors discussed the tables and agreed with the proposal.

**Proposal** – Clerk to order tables as agreed with the Village Hall Committee

**All Agreed**

17/43. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.

- Present VAS results obtained since last meeting

Time Period	Location	Results for period Daily Average		Results for period 07:00 – 19:00		Results for period 19:00 – 07:00		Results for period 22:00 – 05:00	
		1411 vehicle / day		1200 vehicle / day		140 vehicles / day		30 vehicles / day	
30/4/2017 to 2/6/2017	Dunwich Road, North bound	< 35mph	92%	< 35mph	93%	< 35mph	78%	< 35mph	71%
		35 to 55mph	8%	35 to 55mph	7%	35 to 55mph	22%	35 to 55mph	28%
		> 55mph	7 veh.	> 55mph	3 veh.	> 55mph	4 veh	> 55mph	2 veh
		6041 vehicle / day						174 vehicles / day	
4/6/2017 to 2/7/2017	A12 South bound	< 35mph	72%	< 35mph	76%	< 35mph	47%	< 35mph	35%
		35 to 55mph	28%	35 to 55mph	24%	35 to 55mph	49%	35 to 55mph	57%
		> 55mph	1%	> 55mph	0.2%	> 55mph	4%	> 55mph	8%

- Present proposal for second VAS without display  
Cllr Orr-Ewing had circulated a proposal detailing the reasoning for having a VAS without display. The councillors discussed the proposal and agreed that monitoring the traffic without the behaviour changing display was a good idea.

**Proposal** – Clerk to order VAS without display

**All Agreed**

17/44. Village Gateways.

No update from SCC Highways. Clerk to Chase

17/45. Community Emergency Planning

The development of the plan is not complete.

17/46. Feedback on Blyth Estuary Group views of riverbank repair.

Cllr C Waller reported back from a recent meeting in which it was agreed money may be available to repair the bank but access would be required.

**Proposal** – Clerk to contact Blois Estate asking for access to repair river wall

**All Agreed**

17/47. Correspondence – See Appendix A

- **PCSO Jamie Newson – Community Speedwatch Blythburgh.**

I understand that the scheme has disbanded. If Blythburgh has no need for the equipment then would it be interested in selling this on to another scheme?

**Proposal** – Clerk to contact PCSO asking how much people may offer.

**All Agreed**

- **EConsultation Parish Clerk – Coastal.**

Suffolk Coastal and Waveney District Councils are looking to move all planning application information to an electronic system. Clerk reported he had responded, after consultation with the planning advisory group, that Blythburgh Parish Council did not support this approach and saw this as a way of shifting costs away from SCDC to Parish Councils.

17/48. To discuss any other matter the Chair will allow

None raised

Meeting closed at 9.10pm

-----  
These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 18<sup>th</sup> July 2017

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

## Clerks Report to the Parish Council Meeting 18th July 2017

### Parish Council Meeting - Tuesday 16th May 2017

- Contact land owner about planned repairs to riverbank. Asked land owner to keep the Parish Council informed of any future plans to repair the river bank.
- CIL - Clerk to obtain approval for spend on VAS and verge cutting. Response "...the proposed works do fall within the category for CIL spend..." See agenda Item.
- Payments; Made payments as agreed:  
Village Hall Driveway and carpark resurfacing - £6306.60; Printer cartridges - £65.41; SALC – Annual Membership - £132.69; PAYE – Q1, £360.84 – Clerk, £90.20 – HMRC; Defibrillator Battery - £281.94; Open Noticeboard in Bus Shelter - £77.68; Signs for Village Hall Carpark - £82.80; Bus Shelter cleaning items - £9.66, Villager of the Year - £50.00
- Village Hall Driveway and Carpark. Clerk to find out legal requirements for wheel chair access. Received Information sheet from CAS. See agenda item.
- Village Hall Driveway and Carpark. Clerk to complete pre planning advice forms in relation to signs in car park. Ongoing.
- Gateways. Contacted D Chenery asking for quotation for both plastic and wooden gateways. Response "...I've forwarded to our design team to provide you with costs for either option..."
- Defibrillator. Sent thank you to Ursula Mackley for all that she has done.

### General Activities

- PAYE. Completed Q1 activities.
- Annual Audit Return. Audit Return, along with supporting documentation, sent to BDO. My thanks to Cllr S Boggis for checking documentation prior to sending.
- Annual Audit Return. Parishioners Right to Inspect accounts advertised. My thanks to Cllr Mackley for putting documentation on to Website.
- Attended informal training on how to update website. My thanks to Ro Williams for this.

### Ongoing Actions

- 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.
- Ask Suffolk highways for alternatives site for Gateways at the south end of the Village. E-mail sent but no response received
- Forward Police Report Numbers to D Chenery. Awaiting numbers.
- 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.
- 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 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.