



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Parish Council Meeting Tuesday 17<sup>th</sup> March 2015

**Present:** Cllr D Tytler (Chair), Cllr J Blakesley, Cllr A DeThabrew, Cllr D Gifkins, Cllr A Mackley, Cllr R Orr-Ewing, J Boggis (Clerk).

#### **Open Forum** (County & District Cllr Gower) 1 Parishioner

District and County Councillor report: Councillor Gower.

County & District: Cllr Gower reported that both Councils had agreed their budgets and that there would be no increase in precept. He reported that both Councils, over the last 5 years, had reduced their employees, SCDC 40% and SCC 47%, to meet the cuts they faced. He felt that Local Authorities were taking the strain on cuts greater than central government.

The Chair then brought forward the Agenda Item Sizewell C Town and Parish Engagement Event. The Clerk read a letter from S Boggis who attended the event. She stated that she agreed with A Mackley's conclusions. She stated her horror at the lack of leadership shown by the Officers and Members and the need for SCDC and SCC to provide a cohesive "Suffolk View".

A Mackley then gave the views of those from Blythburgh who attended the event (A Mackley, S Boggis & J Boggis). A Mackley outlined the process for Nationally Significant Infrastructure Projects and how different it is to the normal planning process. He summarised the feelings of the attendees; The process restricts the involvement of consultees; The consultation process is controlled by EDF; The consultation process is fragmented; Consultees responses are confidential; Lack of leadership, communication and consultation; A wait and see approach is not enough. He then stated there would be a discussion about the response under the appropriate agenda item.

Cllr Gower stated that the A Mackley summary was a good overview of the event. He went on to say the Officers and Members thought it was a good quality meeting with some very useful exchange of views. He expressed his view on the process, its limitations and his frustrations but hoped the event would enable the Officers and Members to understand the issues and move them forward.

Police Report; Jamie Newson, PCSO 3044

Recorded crime in Blythburgh for January 2015 stands at 2 crimes; Harassment (undetected) & Burglary - other building where electronic items have been taken from an outbuilding (undetected)

Recorded crime in Blythburgh for February 2015 stands at 4 crimes; Cruelty to animals; Assault-actual bodily harm; Theft-from motor vehicle & Theft.

The next Saxmundham & Framlingham SNT tasking & public meeting will be held on Wednesday 8th April 2015 from 2pm at Saxmundham market hall.

A Parishioner then reported he was attending to allow people to ask questions about his planning application and distributed diagrams related to the application. No questions were raised.

#### **Parish Council Meeting**

14/133. Agree the Agenda

**All Agreed**

14/134. To receive Declarations of Interest / Dispensations on any matters on this Agenda

None received

14/135. To note, discuss and agree or otherwise apologies for absence

Cllr C Waller; Away; Agreed

14/136. Approve Minutes of Parish Council meeting held on 20<sup>th</sup> January 2015

Proposal – Accept minutes for 20th January 2015 as presented

**All Agreed**

14/137. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented (attached at end of minutes)

**All Agreed**

14/138. To receive the report from the planning advisory group

- Feedback on Sizewell C joint local authority engagement event  
Covered in Open Forum
- To receive any planning decisions  
None Received
- To consider any planning applications received by 17<sup>th</sup> March 2015 and determine the Councils attitude to them.

| Application No. | Date rec'd | Location                                            | Proposal                                                                |
|-----------------|------------|-----------------------------------------------------|-------------------------------------------------------------------------|
| DC/15/0639/FUL  | 3/3/2015   | Water Tower Compound,<br>Walberswick Rd, Blythburgh | Installation of dipole antenna, satellite dish and associated equipment |

Cllr Mackley explained, on behalf of the planning advisory group, the proposal in the application. The following discussion concluded with the Cllrs agreeing they had no objection to this application.

Proposal – Clerk to express Cllrs view to SCDC of No Objection to this application.

**All Agreed**

| Application No. | Date rec'd | Location                                  | Proposal                                                               |
|-----------------|------------|-------------------------------------------|------------------------------------------------------------------------|
| DC/15/0832/FUL  | 10/3/2015  | Athel Cottage, Church Lane,<br>Blythburgh | Erect small single storey extension & replace window with glazed doors |

Cllr Mackley explained, on behalf of the planning advisory group, the proposal in the application. He reported on the impact the extension could have on light to the neighbouring property and the associated 45 degree rule. The following discussion concluded with the Cllrs agreeing they had no objection to this application but would like the 45 degree rule noted.

Proposal – Clerk to express Cllrs view to SCDC of No Objection to this application but to add the comment on the 45 degree rule.

**All Agreed**

| Application No. | Date rec'd | Location                                   | Proposal                                      |
|-----------------|------------|--------------------------------------------|-----------------------------------------------|
| DC/15/0411/FUL  | 18/2/2015  | 3 Heathside, Wenhaston Lane,<br>Blythburgh | Erection of conservatory to front of property |

Cllr Mackley explained, on behalf of the planning advisory group, the proposal in the application. He reported that No.7 had set a precedent. He also reported neighbours may use the 45 degree rule. The following discussion concluded with the Cllrs agreeing they had no objection to this application but would like the 45 degree rule noted.

Proposal – Clerk to express Cllrs view to SCDC of No Objection to this application but to add the comment on the 45 degree rule.

**All Agreed**

14/139. To receive the report from the financial advisory group

- Report on Current Financial position

Income received since last meeting;

(23/01/2015 to 21/02/2015) Welcome Pack Advertisements £100.00

(21/02/2015) East of England Co-op £100.00

### **Current Financial Position**

|                    |                                |                   |                 |
|--------------------|--------------------------------|-------------------|-----------------|
| Bank Statements at | 27 <sup>th</sup> February 2015 | Community Account | £1061.98        |
| Bank Statements at | 27 <sup>th</sup> February 2015 | Saver Account     | £7594.76        |
|                    |                                | <b>Total</b>      | <b>£8656.74</b> |

|                                                    |             |                         |
|----------------------------------------------------|-------------|-------------------------|
| Unpresented Cheques at 17 <sup>th</sup> March 2015 | Total Value | £0.00                   |
| Invoices for payment at this meeting               | Total Value | £1657.61 (To be agreed) |
| <b>BALANCE</b>                                     |             | <b>£6999.13</b>         |

| 17th March 2015                                                                      | Clerk<br>PAYE | Subscriptions | Insurance &<br>Audits | Maintenance | Cllr<br>Expenses | Training | Misc.     | Donations<br>(section 137) | Outgoing   | Incoming  |
|--------------------------------------------------------------------------------------|---------------|---------------|-----------------------|-------------|------------------|----------|-----------|----------------------------|------------|-----------|
| Budget - Current*                                                                    | £1,467.36     | £210.00       | £1,927.00             | £4,653.60   | £875.00          | £400.00  | £500.00   | £100.00                    | £10,132.96 |           |
| Budget - Initial                                                                     |               |               |                       | £2,760.00   |                  |          |           |                            |            |           |
| Spend to date                                                                        | £1,406.22     | £180.00       | £878.59               | £2,293.22   | £446.55          | £66.00   | £4,354.32 | £50.00                     | £9,674.90  | £7,702.92 |
| Remainder                                                                            | £61.14        | £30.00        | £1,048.41             | £2,360.38   | £428.45          | £334.00  | £3,854.32 | £50.00                     | £458.06    |           |
| Note* - Budget updated to include spend on playsite safety matting                   |               |               |                       |             |                  |          |           |                            |            |           |
| Note - Misc includes spend on Project to buy VAS brought forward from 2015-16 budget |               |               |                       |             |                  |          |           |                            |            |           |

- Discuss and agree any payments required of the Council.  
Cllr Blakesley stated there was not enough funds in the current account to pay the invoices.  
Proposal – Transfer £1000.00 from the savings account to the current account

### **All Agreed**

|                                                             |          |
|-------------------------------------------------------------|----------|
| Community Action Suffolk – Annual Subscription              | £30.00   |
| CPRE - Annual subscription                                  | £39.00   |
| SALC – BDO Briefing + Clerks Election Briefing              | £54.00   |
| ICO - Registration Fee                                      | £35.00   |
| Clerks Expenses – Postage, Stationary & Cartridges          | £40.50   |
| Village Hall Insurance (year 2 of 3 year undertaking)       | £1080.19 |
| PAYE for Q4; Clerks pay (includes rise to £10.527 per hour) | £303.12  |
| HMRC                                                        | £75.80   |

Proposal – Payments required of the Council approved

### **All Agreed**

14/140. Parish Plan. Feedback from working parties.

- Blythburgh m@tters – Ro Williams  
Mini Markey on last Friday of each months starting March 27<sup>th</sup>, 10.30am to 12.00pm  
Blythburgh Film Group considering stopping childrens matinee due to lack of attendance.
- Environmental Working Party – Cliff Waller. No report
- Church Working Party – Tom Lond-Caulk. No report
- Village Hall Committee. No report

14/141. Update on Defibrillator; Location & Insurance

The Clerk reported that he was now in possession of the defibrillator and cabinet and had agreed insurance cover that would need to be confirmed once exact values were know. There was then a discussion about location and the Councillors expressed the view it was best placed on the Village Shop.

Proposal – Clerk to contact Adnams for permission to put defibrillator on shop wall

### **All Agreed**

Proposal – Clerk to generate planning application to put defibrillator on shop wall

### **All Agreed**

Proposal – Clerk to arrange for payment for Insurance once premium confirmed.

### **All Agreed**

14/142. Update on Vehicle Activate Sign; Insurance & Progress

The Clerk reported he was now in possession of the VAS and had agreed insurance cover. He then reported the posts were due to be installed on 21<sup>st</sup> April.

Proposal – Clerk to arrange for payment for Insurance once premium confirmed.

### **All Agreed**

14/143. Update on Village Gateways; Funding & Progress

The Clerk reported grants from the Enabling Communities Budget Scheme and Blythburgh Latitude Trust had been agreed. He then explained there was a delay in requesting the Gateways while SCC Highways updated the process.

Proposal – Clerk to continue chasing SCC Highways

**All Agreed**

14/144. Draft a letter, re Sizewell C, on concerns raised in Blythburgh;

Cllr Mackley believed that a letter was needed to explain the Parish Councils concern and should include a list of actions that are perceived to be needed. He stated it was important to look wider so as not to be declared NIMBYs. He felt SCC & SCDC needed to put together the bigger picture, be proactive, name a lead person and arrange for financial support for consultants to help Parish Councils put together responses to stage 2 consultations. The key areas as seen by Blythburgh were that SCDC / SCC should support; Community Fund; Legacy Housing; Public display of options; D2 road as B1122 is not acceptable; Prevention of Leakage along other minor roads notable the B1125. It was agreed that the letter should be sent to relevant local councils, SCC, SCDC, District Cllr, MP.

Proposal – Clerk to formalise agreed draft letter and distribute

**All Agreed**

14/145. Feedback; Hedge affecting footpath between The Street and Priory Road; Cllr Tytler

No action taken to date; Ongoing

14/146. The Electronic Summons;

The Clerk reported that since 31<sup>st</sup> Jan 2015 it has been lawful to Summons Cllrs to a meeting via an e-mail summons, prior to this it was not lawful. He explained that Cllrs had to consent to this and had the right to withdraw consent.

Proposal – All Cllrs present consent to e-mail summons

**All Agreed**

14/147. Code of recommended practice on local authority publicity;

The Clerk reported that the Law associated with Local Authority Publicity was updated and came into force on 31<sup>st</sup> March 2011. The key reason for raising Local Authority Publicity is there are rules listed in the document covering what Cllrs are allowed to do during an Election. The Cllrs noted these rules.

14/148. Transparency Code – Smaller Authorities;

The Clerk reported that following the abolition of the Audit Commission it had been agreed Councils with a turnover of less than £25000 per annum would not need to have an external audit. To ensure transparency of these Councils a list of documents that have to be displayed was detailed in the code. Due to an oversight these Councils will continue to have external audits until 2017 but still have to comply with the Transparency Code.

14/149. Welcome pack for new residents.

Welcome Pack now ready but distribution will be delayed until after the election.

14/150. Correspondence – None not covered in agenda items

14/151. Meeting dates for 2015;

| Date                                 | Meeting                       |
|--------------------------------------|-------------------------------|
| 19 <sup>th</sup> May 2015            | Annual Parish Council Meeting |
| 22 <sup>nd</sup> May 2015            | Annual Parish Meeting         |
| 14 <sup>th</sup> July 2015 (Changed) | Parish Council Meeting        |
| 15 <sup>th</sup> September 2015      | Parish Council Meeting        |
| 17 <sup>th</sup> November 2015       | Parish Council Meeting        |
| 19 <sup>th</sup> January 2016        | Parish Council Meeting        |

14/152. To discuss any other matter the Chair will allow

Clerk stated the Village Sign (Angel) was in need of clean

Proposal – Clerk to arrange to have Sign clean, max cost £50

**All Agreed**

Cllr Gower stating he was not standing for re-election as District Councillor in May 2015. The Chair of the meeting expressed his disappointment as Cllr Gower had been a great supporter of Blythburgh Parish Council. He then thanked Cllr Gower for all he had done.

Meeting closed at 8.45pm

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## Clerks Report to the Parish Council Meeting Tuesday 17<sup>th</sup> March 2015

### Parish Council Meeting Tuesday 20th January 2015

- Raised an issue with SCC regarding the condition of Wenhasston Lane, Ref No.: 3571006. (Problem Report 00103438) Response “We have investigated your recent report. We are pleased to let you know that as part of our planned maintenance programme, we will be carrying out work to address this issue this financial year.”
- Raised a complaint over signage and lack of notice relating to the road works on the A12 on 13th January 2015. I received an apology from Derek Oldham East Area Highway Manager. Full text is in Clerks Correspondence dated 1<sup>st</sup> to 9<sup>th</sup> February 2015
- Contact SCC Highways for update on VAS and Village Gateways. To be covered in agenda item.
- Contact SCDC Planning asking for copies of decision notices and any material changes to planning applications. Sent e-mail to general planning e-mail address but have since forwarded to head of planning, Philip Ridley. Awaiting response.
- SCDC Issues and Options Consultation, Site Allocation and Area Specific Policies. Responded to consultation asking for greater protection for Priory Road area, Representation ID: 5501
- Planning Application DC/15/0001/LBC; Haw Wood Farm, Darsham Road, Hinton. Contacted SCDC planners to express Parish Council view of no Objection to this application.
- Planning Application DC/15/0025/TPO, The Old Custom House, Station Road, Blythburgh. Contacted SCDC planners to express Parish Council view of no Objection to this application.
- Planning Application DC/14/3967/FUL & DC/14/3968/LBC, White Cottage, The Street, Blythburgh. I ask Cllr Mackley to respond to SCDC expressing Parish Council view of Objection to these applications.
- Made Payments agreed by the Parish Council; Heelis and Lodge – Internal Audit £55.00; SALC – Clerks Networking Event £18.00; External Hard Drive (Backup) £41.99.
- Halesworth Campus Board. Advised that a situation update was not required at this time.
- Consultation on Parish Poll. Missed closing date, therefore did not add Parish Councils view.
- Community Enabling Grant. Following up a request, and support, from Cllr Gower I completed the application form and Cllr Gower submitted to SCDC. I received notification the grant had been agreed and duly completed the grant acceptance form.
- Defibrillator. Following the last meeting I met communicated with the East of England Co-op (Angela Weigh) over a defibrillator and cabinet, plus £100 towards installation. Having complete the forms I am now in the ownership of the defibrillator and cabinet. Further discussion will be held under the agenda item.

### General Activities

- Training. Attended briefing on 2015 Election; There are no requirements specific to the Parish Council Clerk.
- Training. Attended briefing on changes to the Audit regime. This is covered in an agenda item.
- Attended Joint Local Authority Sizewell C town and parish engagement event - 11th March 2015 with Cllr Mackley and Sonia Boggis. This was an eye opening event and feedback will be covered under an agenda item.
- PAYE. Completed automatic enrolment legal duties, nomination of a point of contact, required by the Pensions Regulator.

### Ongoing Actions

- VAS – Have received the VAS from Westcotec.
- VAS – Have received the signed Memorandum of Understanding from Bob Clench.
- Gateways to the Village. Will be covered under agenda item.
- Village Hall. I contacted the Village Hall Chair, copied to Parish Council representative, asking to be informed of work being performed on the Village Hall, giving advance notice where possible. No response has been received.
- Stables at junction of Dunwich Road (B1125) and The Street (B1387). No planning application has been received to date.
- Box for Defibrillator. No longer required and First responder defibrillator has been returned to Gus Jones.
- Defibrillator Cabinet. Applied to Cllr Gower for Locality Budget funds for cabinet. I have sent e-mail stating this grant is no longer required giving reason why it is no longer required.
- Data Protection Registration. Completed. Registration Reference ZA103824.
- Confirm parking arrangements on A12 river bridge. Reference Number: 3430394 - Date of Order: 23/07/2014. We (SCC) will looking into measures to mitigate the effects of parking on the bridge. No further information received.