



## BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

### Minutes of Parish Council Meeting Tuesday 14<sup>th</sup> November 2017

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

**Open Forum** (No Parishioners Present), Cllr R Smith.

#### **District Councillor Report; Cllr Catchpole.**

Apologies received from Cllr Catchpole. He did however comment that he hoped to be attending the SCDC Planning Meeting on Thursday 16<sup>th</sup> November.

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

Arrived at 8.30pm and gave his report which focussed on two areas;

Finance. The SCC 2018/19 budget has been put into the Public Domain today 14<sup>th</sup> November. This will then be reviewed and modified accordingly before being presented to the SCC full council in January with a second presentation planned for February when approval will be sought. The budget shows a 1.99% increase to £502M but has a shortfall of £35M. Shortfall should be met by impact of new housing and cost savings but £3M will need to be drawn from accessible reserves. Current Budget is £10M overspent and examples of why were given. Concern was raised about the impact of the upcoming Budget.

Sizewell C. There is a meeting on Thursday 16<sup>th</sup> November at which EDF will announce the results of the Stage II consultation. Stage III consultation is currently expected in late 2018 or early 2019. EDF are currently going through a major data collection exercise but will not share this data with SCC. All very frustrating.

#### **Parish Council Meeting**

17/75. Agree the Agenda

**All Agreed**

17/76. To receive Declarations of Interest / Dispensation on any matters on the agenda  
None received

17/77. To note and agree apologies for absence  
Cllr C Waller; Away with work - Agreed

17/78. Approve Minutes of Parish Council meeting held on 12<sup>th</sup> September 2017  
Spelling mistake highlighted by Cllr Boggis. Minutes amended accordingly.

**Proposal** – Accept minutes for 12<sup>th</sup> September 2017 with amendment

**All Agreed**

17/79. To receive the Clerk's Report

**Proposal** – Accept Clerks Report as presented

**All Agreed**

Clerk to continue to chase Suffolk Highways re removal of the posts along A12 flood defence

17/80. To receive the report from the planning advisory group

- To receive any planning decisions  
None received.
- To consider any planning applications received by 14<sup>th</sup> November 2017 and determine the Councils attitude to them.

| Application No. | Date rec'd | Location                            | Proposal                                                          |
|-----------------|------------|-------------------------------------|-------------------------------------------------------------------|
| DC/17/4187/FUL  | 26/10/2017 | Lane End Dunwich Road<br>Blythburgh | Extension to and conversion of existing<br>garage to new dwelling |

Cllr Mackley presented an overview of the planning application highlighting when the garage with studio above was originally built. The councillors discussed this application, focussing on the location, design and impact and agreed to Object to this application.

**Proposal** – Clerk to contact SCDC and express Objection to this application.

**All Agreed**

Cllr Mackley then discussed the forthcoming SCDC planning meeting and the inclusion of the Hawthorn Farm and 4 Dunwich Road applications. He explained the planners views and recommendations on both applications. He also pointed out that the Parish Councils comments were reported in full. This highlighted the importance of the Parish Councils comments and how seriously they were viewed.

**Proposal** – Clerk to ask to be included on circulation list of notification of planning meetings

**All Agreed**

17/81. To receive the report from the Responsible Finance Officer

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

**All Agreed**

- Income received since last meeting;
  - Precept – 2nd Payment - £3421.50
  - Blythburgh Latitude Trust Grant (MPLC Licence) - £200.00
- Current Financial Position

| 14th Nov 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             | £1,401.73  | £571.64       | £693.90                                                                                          | £99.66      | £184.95                                       | £78.00   | £182.82 | £50.00                  | £3,262.70         | £12,945.43     |
| Remainder                 | £402.42    | £128.36       | £1,418.10                                                                                        | £1,640.34   | £120.05                                       | £322.00  | £67.18  | £100.00                 | £4,198.45         |                |
| Reserve Funds             |            | Allocation    |                                                                                                  |             | TOTAL Spend to date Including Project Spend = |          |         |                         |                   | £12,329.24     |
| General - Precept Reserve |            | 3421.5        |                                                                                                  |             |                                               |          |         |                         |                   |                |
| Village Hall maintenance  |            | 2000          |                                                                                                  |             |                                               |          |         |                         |                   |                |
| Village Hall Driveway     |            | -3056.6       | Village Hall Driveway and carpark resurfaced £6306.60: £2000 grant for Blythburgh Latitude Trust |             |                                               |          |         |                         |                   |                |
| Playsite Update           |            | 2000          |                                                                                                  |             |                                               |          |         |                         |                   |                |
| Election                  |            | 800           |                                                                                                  |             |                                               |          |         |                         |                   |                |
| Village Gateways          |            | 4000          |                                                                                                  |             |                                               |          |         |                         |                   |                |
| Defibrillator maintenance |            | 468.06        | Note: New battery £281.94                                                                        |             |                                               |          |         |                         |                   |                |
| CIL Payments              |            | 2512.85       | Note 3402.43 for 2016-17 added: Village Hall Tables £448: Data Logger £1530.00                   |             |                                               |          |         |                         |                   |                |

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

Total Value £0.00

Invoices for payment at this meeting (To be agreed)

Total Value £1,686.55

**BALANCE £14,666.94**

- Discuss and agree any payments required of the Council
  - Parish Council Insurance; Data Logger, Fido Bin £11.26
  - Blythburgh Inn Ltd; Donation towards Defibrillator Electricity £50.00
  - PAYE – Clerks Remuneration for Q3
    - Clerk £360.84
    - HMRC £90.20
  - SALC – Data Protection Reform Briefing; S Boggis and Clerk £52.80
  - SPLG – Annual Subscription £30.00
  - RoSPA – Annual Playsite Inspection £79.80
  - CAS – Website Hosting £60.00
  - Bus Shelter Cleaning 1/8/17 to 30/11/17 – Thank you payment £85.00
  - Clerk – Padlocks for Data Logger £35.05
  - Suffolk Coastal Norse – Playsite Maintenance £693.00 + vat
- Proposal** – Payments listed above, required of the Council, approved
- All Agreed**

Cllr A Mackley asked for SPLG annual subscription to be withheld until after the meeting on 28<sup>th</sup> November to appoint a new Chair.

17/82. Approve and Accept Annual Audit Return

RFO reported he received a response from BDO relating to the Issues Arising report. BDO Response “I have had a look at the file and the annual return which we signed off and boxes 7 and 8 clearly show £15,737 and it does add up correctly. I will remove this from your file.”

**Proposal** – Approve Annual Audit Return for 31<sup>st</sup> March 2017

**All Agreed**

**Proposal** – Accept Annual Audit Return for 31st March 2017

**All Agreed**

17/83. Feedback from General Data Protection Regulation (GDPR) Briefing

Cllr S Boggis reported that the EU General Data Protection Regulation comes into law on 25<sup>th</sup> May 2018 and would be brought into UK law following exit from the EU. Under this legislation the Parish Council would be considered a Public Authority and are therefore MANDATED to appoint an independent Data Protection Officer. This cannot be the Clerk or a Councillor. The result is the Council will be forced to outsource this service at extra cost. There are minimum requirements that must be met by 25<sup>th</sup> May 2018. NALC & SALC are looking at sharing a DPO across many Parish Councils and are predicting a cost of £800 for year one. Cllr Boggis reported encryption is seen as a solution to many of the concerns raised but this too comes at a cost.

17/84. Budget Proposal for 2018/19

The RFO presented the budget proposal for 2018/19 showing an increase in Core Spend primarily due to the inclusion of a GDPR item. Following the report given by Cllr S Boggis about GDPR the Councillors agreed the GDPR budget item should be raised to £1000. To keep the Core Spend section of the budget proposal at the same level the MPLC licence was to be moved to a separate reserve fund with no funds allocated.

**Proposal** – Approve Budget Proposal with amendments for 2018/19

**All Agreed**

Approved 2018/19 Budget

|                  | Clerk<br>PAYE | Subscriptions | Insurance<br>& Audits | Maintenance | Cllr<br>Expenses | Training  | Misc.     | Donations<br>(section 137) | TOTAL     |
|------------------|---------------|---------------|-----------------------|-------------|------------------|-----------|-----------|----------------------------|-----------|
| Budget - 2018-19 | £1,822.13     | £351.00       | £3,092.00             | £1,515.00   | £320.00          | £400.00   | £250.00   | £150.00                    | £7,900.13 |
| 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 |
| Difference       | £17.98        | -£349.00      | £980.00               | -£225.00    | £15.00           | £0.00     | £0.00     | £0.00                      | £438.98   |
|                  | Increase      | Decrease      | Increase              | Decrease    | Increase         | No Change | No Change | No Change                  |           |

|                                  |           |
|----------------------------------|-----------|
| Projects - Village Hall Footpath | £0.00     |
| <b>Allocated Reserve Funds</b>   |           |
| General - Precept Reserve        | £3,695.00 |
| Village Hall maintenance         | £2,000.00 |
| Village Hall Driveway            | £0.00     |
| Playsite Update                  | £2,000.00 |
| Election                         | £800.00   |
| Village Gateways                 | £0.00     |
| Defibrillator maintenance        | £500.00   |
| MPLC                             | £0.00     |
| CIL Payments                     | £2,512.85 |

17/85. Agree Precept for 2018/19

Having discussed and agreed the budget it was generally agreed that the precept would need increasing to cover the introduction of GDPR. With the change to the tax base for Blythburgh the Councillors agreed a substantial rise in the precept of 8% as this should appear as about a 3.5% Parish Council precept rise in Council Tax bills.

**Proposal** – Increase 2018/19 precept by 8% (£547) to £7390

**All Agreed**

17/86. Playsite Inspection Report - Discuss and agree next actions.

**Proposal** – Clerk to work through the actions detailed in the report.

**All Agreed**

17/87. Village Hall Driveway Footpath – Discuss and agree next actions.

Clerk reported he had not found a free source to help with the specification.

**Proposal** – Clerk to produce a design and circulate for comment.

**All Agreed**

**Proposal** – Clerk to seek at least three quotations based on agreed design.

**All Agreed**

17/88. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.

Cllr Orr-Ewing pointed out the data logger was now in use but he had no data to present at this meeting. It will be interesting to compare results.

| Time Period                  | Location           | Results for period<br>Daily Average |       | Results for period<br>07:00 – 19:00 |        | Results for period<br>19:00 – 07:00 |        | Results for period<br>22:00 – 05:00 |       |
|------------------------------|--------------------|-------------------------------------|-------|-------------------------------------|--------|-------------------------------------|--------|-------------------------------------|-------|
| 9/10/2017<br>to<br>3/11/2017 | A12<br>North Bound | 4511 vehicle / day                  |       |                                     |        |                                     |        |                                     |       |
|                              |                    | < 35mph                             | 88%   | < 35mph                             | 91%    | < 35mph                             | 66%    | < 35mph                             | 63%   |
|                              |                    | 35 to 55mph                         | 12%   | 35 to 55mph                         | 9%     | 35 to 55mph                         | 32%    | 35 to 55mph                         | 34%   |
|                              |                    | > 55mph                             | 13veh | > 55mph                             | 2 veh. | > 55mph                             | 10 veh | > 55mph                             | 6 veh |
| 3/9/2017<br>to<br>1/10/2017  | A12<br>South bound | 6902 vehicle / day                  |       |                                     |        |                                     |        |                                     |       |
|                              |                    | < 35mph                             | 74%   | < 35mph                             | 77%    | < 35mph                             | 50%    | < 35mph                             | 38%   |
|                              |                    | 35 to 55mph                         | 25%   | 35 to 55mph                         | 23%    | 35 to 55mph                         | 46%    | 35 to 55mph                         | 56%   |
|                              |                    | > 55mph                             | 1%    | > 55mph                             | 8 veh  | > 55mph                             | 4%     | > 55mph                             | 6%    |

17/89. Village Gateways: Discuss and agree next actions.

Cllr Boggis stated this was a key, very visible, project for the Parish Council and felt this should go ahead. After some discussion all councillors agreed.

**Proposal** – Clerk to request design and implementation of the Village Gateways.

**All Agreed**

17/90. Community Emergency Planning: Update from Cllr Tytler

Councillor Tytler proposed reducing the current plan by removing the Village Hall as a refuge centre due to the costs of providing heating, lighting and cooking facilities. The Councillors agreed but felt some form of document required

**Proposal** – Cllr Tytler to update Community Emergency Plan

**All Agreed**

17/91. Parish Council Meeting – Change of Day / Date.

The Clerk reported the day for the meeting is not detailed in the Standing Orders

**Proposal** – Move Parish Council meetings to 2<sup>nd</sup> Tuesday of the relevant month

**All Agreed**

17/92. Villager of the Year 2018.

Villager of the Year for 2018 was discussed and the way forward agreed.

17/93. Correspondence.

- **Suffolk Minerals & Waste Local Plan Preferred Options Consultation**

The Clerk visited the associated roadshow and reported the nearest quarry would be in Wangford near an existing quarry. On the Waste element Sizewell A was listed as a waste site to cover any future changes to processing of waste from outside of the district.

**Proposal** – Clerk to response supporting documentation

**All Agreed**

- **Parliamentary Constituency Boundary Review**

The Clerk reported he could see no change to this are. It was agreed no action required.

- **Secretary of State's announcement - creation of new super district for east Suffolk.**

The councillors agreed to support this but would like a name change.

**Proposal** – Clerk to respond supporting the change but to request name be changes to East Suffolk Coastal District Council

**All Agreed**

17/94. To discuss any other matter the Chair will allow

- Cllr Sutton reported the efforts to close the breach in the river wall had failed.

Meeting closed at 8.58pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 14<sup>th</sup> November 2017

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

## Clerks Report to the Parish Council Meeting 14th November 2017

### Parish Council Meeting - Tuesday 12th September 2017

- Clerk to write to residents in Dunwich Road, Angel Lane, The Street and Chapel road asking the residents to cut back their hedges as they are impeding footpaths and roads. Not Completed
- Planning Applications; DC/17/3411/FUL; Heronsway 4 Angel Lane Blythburgh; Removal of shed and erection of double garage. Reported Parish Council view of Objection
- SCDC Local Plan Issues and Options consultation document. Responded using briefing supplied by planning advisory group and agreed via e-mail by Councillors.
- Payments; Made payments as agreed:  
BDO – Annual Audit for year ending 31/3/2017 £120.00; PAYE – Clerks Remuneration for Q2 Clerk £360.84  
HMRC £90.20; Clerks Expenses – 21/3/2017 to 12/9/2017 £22.17; UK Planning Maps £15.60; Parish Council Insurance £573.90
- Annual Audit Return Issues Arising report. BDO eventually responded implying that they had made an error in the figures they used which did not matching those on the return.
- Village Hall Driveway Footpath;  
e-mailed Chair of Village Hall Committee restating Parish Council view of position of path.  
e-mailed Church Warden re specification for footpaths in Church Yard. No response.  
Investigate options for Free support to come up with specifications. E-mailed SALC but they do not offer this type of advice. No other options discovered.  
Investigate cost/specification of block to stop stones migrating onto A12. No progress
- VAS Report. Forwarded information as supplied by Cllr Orr-Ewing to Tim Passmore. Response received “Thank you for providing us with the below detail. Please be advised we have sent this detail onto our Speed Enforcement Team who will review and action accordingly.”
- Hillcrest House, Dunwich Road. Delivered letter to resident responding to points raised, invited them to attend Parish Council meeting to put their ideas forward and to visit the website.
- SCDC - Public Space Protection Orders - For Consultation. Responded stating the Parish Council supported the changes proposed.
- SPLG Annual Subscription. Cllr A Mackley contacted SPLG and invoice now received.
- Dr T Coffey constituency tour. Sent copy of latest Blythburgh Focus to Dr T Coffey. Received response which was forwarded to you all in Clerks Correspondence 9<sup>th</sup> to 19<sup>th</sup> October 2017
- Village Hall Storage. Raise a pre planning advice application. Not completed.

### General Activities

- PAYE. Completed Q3 activities.

- Annual Audit Return. Chased BDO to understand reason for Issues Arising report. Error in their translation of numbers from Annual Return to their system.
- Completed first draft of budget proposal for 2018/19.
- Convened and held a Finance Advisory Group meeting to discuss Budget Proposal for 2018/19.
- Attended GDPR briefing at SALC offices with Cllr Boggis.
- Arranged for Cllr Mackley and Cllr Boggis to attend a Suffolk Preservation Society Urban design training for Parish Councils & Amenities Groups on 21<sup>st</sup> November.
- Completed VAT reclaim forms claiming back £1830.36. No confirmation yet received.
- Requested update to Parish Council Insurance to include cover for Data Logger and Fido Bin

### **Ongoing Actions**

- Air Quality Measurement. Requested Air Quality Measurement be made on A12 at Blythburgh. This has been agreed Ref No. 17/04641/AQMCON
- Planning Applications. Contacted SCDC to request sight of all amendments, either material or non material, prior to their approval. Copied to Cllr Catchpole who followed up on the Parish Councils behalf. Received copy of response he received but there has been no further action. Contacted Cllr Catchpole again but have had no response.
- Community Speedwatch Blythburgh. Contacted PCSO asking how much people may offer for the speed gun but have had no response.
- Village Hall Driveway and Carpark. Clerk to complete pre planning advice forms in relation to signs in car park. Forms Submitted Ref No DC/PREAPP/17/3639. Response Received. Planning application required.
- Play site Inspection. Arrange an Operational inspection in March each year. Not completed yet.
- Ask Suffolk highways for alternatives site for Gateways at the south end of the Village. 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 has now been agreed (DC/15/3254/VLA). Resent e-mail copying Cllr Catchpole. Received e-mail response from Phillip Rowson.