



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Tuesday 13th March 2018

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

Open Forum (Five Parishioners Present)

- **Suffolk Highways Hedge Cutting.** A Parishioner reported that the footway between Chapel Road and Wenhaston Lane was unusable following the recent hedge cutting.
Proposal – Clerk to report to Suffolk Highways
All Agreed
- **First World War Anniversary.** A Parishioner asked if anything was planned to commemorate the centenary of WW1 ending. Cllr Tytler reported that there was a themed meal, film and hopefully information about the soldiers from Blythburgh. The Parishioner asked about the 'shrouds of the Somme' (<https://shroudsofthesomme.com/>) or the 'There But Not There' figures (<https://www.therebutnotthere.org.uk/>). The Parishioner then offered to research, with others, the history of the Blythburgh soldiers. There were further discussions about a display related to the Blythburgh soldiers. The Parishioner agreed to liaise with others in the Village.
- **A Parishioner raised planning application DC/18/0772/FUL.**
The parishioner raised the impact on the households along Chapel Road, was there a requirement for more 4 bedroom houses and that there would be no removal of hedges as they were all taken out during the Amberley Close development.
- **District Councillor Report; Cllr Catchpole.**
No report received from Cllr Catchpole.
- **County Councillor Report; Cllr Richard Smith;**
Apologies received from Cllr Smith. No report received.

Parish Council Meeting

17/110. Agree the Agenda

Addition of payment and receipt of Village Hall non domestic rates.

All Agreed

17/111. To receive Declarations of Interest / Dispensation on any matters on the agenda

None Declared

17/112. To note and agree apologies for absence

All Councillors Present

17/113. Approve Minutes of Parish Council meeting held on 9th January 2018

Proposal – Accept minutes for 9th January 2018 as presented

All Agreed

17/114. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

All Agreed

Proposal – Clerk to contact Suffolk Highways stating the panels along A12 flood defence could pose a danger to road users as they are being blown down in the wind.

All Agreed

Proposal – Clerk to contact Historic England about Village Hall storage
All Agreed

17/115. To receive the report from the planning advisory group

- To receive any planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/17/5343/FUL	Mill Farm Dunwich Road Blythburgh Suffolk	The proposal is to remove an existing timber post and rail fence and replace it with a ditch (Ha Ha)	PERMITTED
DC/17/5076/ROC	Creek Cabin Reydon Road Blythburgh	To allow variation in design to increase in ridge height	PERMITTED
DC/17/4560/FUL	Land To The Rear Of Lion House The Street Blythburgh	New four-bedroom bungalow	WITHDRAWN

- To consider any planning applications received by 13th March 2018 and determine the Councils attitude to them.

Application No.	Date rec'd	Location	Proposal
DC/18/0772/FUL	e-mail 8/3/2018	Land Off Amberley Close, Amberley Close, Blythburgh	Construction of five detached houses and garages off private drive

Cllr Mackley presented an overview of the planning application highlighting the development was outside the physical boundary, the impact on the conservation area, the design in association with the NPPF and Conservation Area Appraisal, and need for more housing. The councillors discussed this application, focussing on the physical boundary, design and overall impact and agreed to Object to this application.

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

17/116. To receive the report from the Responsible Finance Officer

- Income received since last meeting; None
Grant rebate; Village Hall Non Domestic rates 2017/18. This has been applied for and a grant of £2.80 has been allocated. Forms completed for a BACS transfer of grant.
- Current Financial Position

13th March 2018	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	£1,852.77	£661.64	£927.96	£199.66	£184.95	£130.80	£217.87	£100.00	£4,275.65	£14,775.79
Remainder	-£48.62	£38.36	£1,184.04	£1,540.34	£120.05	£269.20	£32.13	£50.00	£3,185.50	
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =					£17,070.81
General - Precept Reserve		3421.5								
Village Hall maintenance		2000								
Village Hall Driveway		-2056.6	Village Hall Driveway and carpark resurfaced £6306.60: £2000 grant for Blythburgh Latitude Trust: £1000 from CIL Payments							
Playsite Update		2000								
Election		800								
Village Gateways		271.38	Design Costs 3728.62							
Defibrillator maintenance		468.06	Note: New battery £281.94							
CIL Payments		1512.85	Note 3402.43 for 2016-17 added: Village Hall Tables £448: Data Logger £1530.00: Village Hall Driveway £1000							
Total		8417.19								

Unpresented Cheques at 27th February 2018
Invoices for payment at this meeting (To be agreed)

Total Value £0.00
Total Value £2288.77
BALANCE £11,155.02

Proposal – Accept Responsible Finance Officer Report as presented
All Agreed

- Discuss and agree any payments required of the Council

Clerk – Expenses; 12/9/17 to 5/3/18	£79.41
Clerk – Suffolk Cloud website Training Course	£20.00
CPRE Annual Subscription	£40.00
PAYE Q4 - Clerk	£360.84
HMRC	£90.20
Village Hall Non Domestic Rates 18/19	£75.57

Proposal – Payments listed above, required of the Council, approved
All Agreed

17/117. Responses to request to cut hedges.

Two Parishioners responded to request both stating their hedges had been cut or trimmed. In both cases the Parish Councillors believed the hedges needed cutting back further.

Proposal – Cllr Mackley to talk to residents of Bird House

All Agreed

17/118. First World War Anniversary.

The Cllrs wished to thank C Huggins for raising this item. The Parish Council agreed they would not, directly, be doing anything but supported the action discussed in the open forum.

17/119. Verge / Grass cutting.

The Clerk had obtained a quotation for cutting the grass along the North side of the A12 from the brick bus shelter to the Village Hall and for Knoll Green. The quotation included an initial clear up, £575 with a regular 3 weekly cut costing £75 per cut. There was considerable debate about funding this and the need for a cut every 3 weeks.

Proposal – Clerk to appoint contractor to carry out work detailed above.

All Agreed

17/120. PKF Little John External Audit Briefing.

Clerk reported the changes, part of the Transparency Code, which comes into force on 1st April 2018. The Audit process is the same with the same forms needing completing but with the addition of an exemption form which is the only form sent to the external auditors.

17/121. Discuss and Agree Village Hall Insurance.

The Clerk asked if there was enough cover for the renovated Kitchen. After some debate the Cllrs agreed that an inventory of the Village Hall along with a valuation of the Village Hall were required. The Clerk also asked about the Trustee indemnity, currently not covered by the Village Hall insurance.

Proposal – Cllr Mackley to look into the requirement for Trustee Indemnity

All Agreed

Proposal – Make payment for Village Hall insurance as quoted, £866.72

All Agreed

17/122. Update on changes to Parish Council Website – Cllr Mackley

The Clerk opened by stating the software had been updated by CAS and this had caused some initial problems. Cllr Mackley then explained the changes and that although there had been issues it had simplified a number of tasks. He also stated once updates complete it had been agreed that the Clerk would maintain the Parish Council page on the website.

Cllr Mackley then reported he had been approached by Wenhaston to ask if he would put Wenhaston events on to the Blythburgh Website.

Proposal – Cllr Mackley to report Blythburgh happy to put a link to Wenhaston event page

All Agreed

17/123. Village Hall Driveway Footpath.

Information sent out from Clerk and Cllr Mackley had conflicting advice. Cllr Mackley argued the path should be 1.8m wide as a minimum. It was also considered that there were two other issues; Stones drifting onto A12; Bay for Disabled Parking.

Proposal – Clerk to look to obtain specifications

All Agreed

17/124. Parking on path opposite Priory Road on A12

Cllr Sutton reported he had received a number of complaints about parking on the footpath opposite Priory Road / A12 junction. Clerk responded this was a Police issue as the single white line at the edge of the A12 has a no parking zone both sides of it.

Proposal – Cllr Sutton to contact Police about the parking on the footpath

All Agreed

17/125. Vehicle Activated Speed Sign:

- Report from Cllr Orr-Ewing.

VAS Data

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	
8/1/2018 to 18/2/2018	A12 North Bound								
		< 35mph	87%	< 35mph	91%	< 35mph	69%	< 35mph	65%
		35 to 55mph	13%	35 to 55mph	9%	35 to 55mph	30%	35 to 55mph	30%
		> 55mph	8 veh	> 55mph	1 veh.	> 55mph	6 veh	> 55mph	4 veh
18/2/2018 to 18/3/2018	Dunwich Road North Bound								
		< 35mph	92%	< 35mph	93%	< 35mph	90%	< 35mph	94%
		35 to 55mph	8%	35 to 55mph	7%	35 to 55mph	10%	35 to 55mph	6%
		> 55mph	12veh	> 55mph	6 veh	> 55mph	6 veh	> 55mph	2 veh

Data Logger results

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	
8/1/2018 to 18/2/2018	A12 South Bound								
		< 35mph	63%	< 35mph	66%	< 35mph	40%	< 35mph	40%
		35 to 55mph	36%	35 to 55mph	34%	35 to 55mph	55%	35 to 55mph	52%
		> 55mph	1%	> 55mph	14veh	> 55mph	5%	> 55mph	8.5%
18/2/2018 to 18/3/2018	A12 North Bound								
		< 35mph	84%	< 35mph	87%	< 35mph	68%	< 35mph	66%
		35 to 55mph	16%	35 to 55mph	13%	35 to 55mph	30%	35 to 55mph	32%
		> 55mph	12veh	> 55mph	2 veh	> 55mph	10 veh	> 55mph	8 veh

- Feedback on communications with Westleton Parish Council
Contact has been made but no further action completed.

17/126. Village Gateways:

Design has now been received and the Parish Councillors were asked to choose a Gateway.

Proposal – Clerk to inform designers the choice of Four bar with cross member

All Agreed

17/127. Community Emergency Planning:

Cllr Tytler reported this is ongoing and will be ready for release by next meeting.

17/128. Meeting dates for 2018/19

Date 2 nd Tuesday of month	Meeting
8 th May 2018	Annual Parish Council Meeting
18 th May 2018	Annual Parish Meeting
10 th July 2018	Parish Council Meeting
11 th September 2018	Parish Council Meeting
13 th November 2018	Parish Council Meeting
8 th January 2019	Parish Council Meeting
12 th March 2019	Parish Council Meeting

17/129. Villager of the Year 2018.

Cllr Tytler reminder Cllrs there would be a form in the next addition of the Focus.

17/130. Correspondence.

- **New Nuclear policy review and revision consultation;** This was considered beyond the Parish Councils requirements or understanding. No response needed
- **Consultation on Air Quality in Suffolk Coastal.** The Consultation highlights changes to reduce air pollution in areas of Suffolk Coastal. No response needed.
- **Suffolk Coast and Heaths Area of Outstanding Natural Beauty Boundary Review.** The changes proposed are in the south of the region. No response needed.
- **BBC Radio Suffolk Village of the Year Competition.** Blythburgh Parish Council have responded with a show of interest in being entered into the competition.
- **Suffolk Highways: Community Self Help - Survey.** The scheme will enable parish councils to undertake work that Suffolk Highways does not have the budget to undertake. Clerk completed the survey on behalf of the Parish Council

17/131. To discuss any other matter the Chair will allow

- Cllr Waller reported he had attended meeting of the Blyth Estuary Group (BEG). He reported there is a growing number of people resisting the sluice option at Blythburgh. There was talk of raising river walls to 3.1m. Cllr Waller was suggesting 3.1m to protect housing and 2.8m to flood planes.

Meeting closed at 8.49pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 13th March 2018

Signed (Chair) _____ Dated _____
