



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council Tuesday 8th May 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 (Cllr Smith, 1 Parishioner)

Creative Roadside planting.

A parishioner raised a discussion held at a recent Blyth Belles meeting. This was related to how to remember Pat, Gillian and Tom who all recently passed away. The idea of low maintenance roadside plantings was discussed as Pat, Gillian and Tom all loved flowers. The parishioner then asked if the Parish Council would support or have any objections to the proposal. The Chair responded the Parish Council would have no objection to the proposal but there were procedural issues and safety issues that would need to be considered.

District Councillor Report; Cllr Catchpole.

- No report. Cllr Catchpole unwell.

County Councillor Report; Cllr Richard Smith;

- Cllr Smith started by apologising for not attending more meetings at Blythburgh. He then gave what was his report to the Annual Parish Meeting. This gave an introduction and potted history of his role as a County Councillor and how he ended up in the Blything Ward. He outlined his role as Cabinet member for Finance, Transformation and Sizewell C which keeps him very busy. He gave an indication of his Locality budget and how he would like to use this. He touched on issues with Suffolk Highways, understanding the frustrations local councils were facing. He completed his report by discussing Sizewell C highlighting the likelihood of stage 3 being ready for response at the end of 2018 and the need for a 20% reduction in cost over Hinkley C and the impacts this could have on local amenities.

Cllr Smith then asked Blythburgh Parish Councillors a question about the wicker fencing along the A12 flood defences. Does the Parish Council want this removed? There followed a long discussion about this that concluded with all agreeing it would be better for them to be removed and Cllr Smith offered to use his part of his highways budget to help fund the removal. This to be discussed during the Parish Council meeting.

Parish Council Annual Meeting

18/1. Election of Chair

Proposal – Elect Cllr D Tytler as Chair

All Agreed

18/2. Election of Vice Chair

Proposal – Elect Cllr A Mackley as Vice Chair

All Agreed

18/3. Agree the Agenda

Additional Items for discussion;

Creative Roadside planting

Wicker fencing along the A12 flood defences

All Agreed

18/4. To receive Declarations of Interest / Dispensation on any matters on the agenda

None declared

18/5. To note and agree apologies for absence

All Councillors present

18/6. Confirmation of Co-opted Councillors

- Cllr J Waller confirmed as Co-opted Councillor
Cllr S Boggis confirmed as Co-opted Councillor
- 18/7. Appointment of Responsible Finance Officer for financial year 2018-19
Proposal – Appoint Clerk as RFO for 2018-19
All agreed
- 18/8. Appointment of Chair and members of the finance advisory group for 2018-19
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
- 18/9. Appointment of Chair and members of the planning advisory group for 2018-19
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
- 18/10. Appointment of Village Hall Trustees
Proposal – Appoint Cllr A Mackley and Cllr J Waller as the Village Hall Trustees
All Agreed
- 18/11. Appointment of Blythburgh Latitude Trust Trustees
Proposal – Appoint Cllr J Sutton and Cllr D Tytler as Blythburgh Latitude Trust Trustees
All Agreed
- 18/12. Appointment of SALC representative
Proposal – Appoint Cllr D Tytler as SALC Representative
All Agreed
- 18/13. Appointment of SPLG representative
Proposal – Appoint Cllr A Mackley as SPLG Representative
All Agreed
- 18/14. Appointment of Blyth Estuary Group Representative
Proposal – Appoint Cllr C Waller as Blyth Estuary Group Representative
All Agreed
Cllr C Waller reported that a meeting was planned that was sadly cancelled due to the death of the Chair Sue Allen. The meeting was going to discuss the sluice gate at Blythburgh but this is now on hold until a new Chair is appointed.
- 18/15. Appointment of Tree Warden
Proposal – Appoint Cllr J Sutton as Parish Council Tree Warden
All agreed
- 18/16. Appointment of Playsite monitors and agreement of rota.
Proposal – Appoint Cllr Tytler, Cllr S Boggis, Cllr R Orr-Ewing, Cllr J Sutton, Cllr J Waller and Clerk as playsite monitors. Clerk to propose a rota.
All agreed
Cllr Tytler discussed the value of inspections if nothing is done when problems reported.
Proposal – Clerk to look into costs of replacement benches
All agreed
Cllr Smith agreed to match the Parish Council funding for the bench.
- 18/17. Review of delegation arrangements
Current only delegated authority is to the Clerk and Cllr Mackley allowing them to respond to ‘Planning Application Referrals’ without need to discuss with Parish Council.
Proposal – Clerk and Cllr Mackley to continue with delegated Authority as detailed above
All agreed
- 18/18. Thank you to volunteers who clean Bus Shelters.

Proposal – Clerk to formally thank those who clean the bus shelters

All agreed

18/19. Discuss, Agree and Adopt Updated Standing Orders

The Clerk explained the updates to the Standing Orders were based on a model Standing Order from NALC and focussed on the introduction of GDPR with some minor changes associated with reporting. The Councillors raised few questions.

Proposal – Adopt Updated Standing Orders as presented

All agreed

18/20. Discuss, Agree and Adopt Financial regulations

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

Proposal – Adopt Financial Regulations

All agreed

18/21. Agree and Adopt Financial Risk Assessment

Proposal – Adopt Financial Risk Assessment

All agreed

18/22. Agree and Adopt Parish Council Policies

- Safeguarding Children and Vulnerable Adults Policy

The Clerk reported the following Policies had not been updated recently hence they were added to the agenda. There was a long discussion about Safeguarding and the impacts.

Proposal – Cllr J Waller to check and propose any updates to the Safeguarding Policy

All agreed

Proposal – Clerk to Contact Blythburgh Day organiser and ask about insurance

All agreed

- Policy for dealing with the Press and other Media
- Complaints Procedure
- Freedom of Information Publication Scheme

Proposal – Agree and Adopt the three policies listed above

All agreed

18/23. Discuss GDPR and agree way forward; Policies, Storage, DPO, etc.

The Clerk reported that due to an amendment tabled by the Government Parish Councils may no longer be required to appoint a DPO. One of the knock on effects of this is the Impact Assessment planned with the DPO Centre has been put on hold. There followed a discussion about storage of data, physical and electronic, and what was required. Clerk reported he was attending a SCDC briefing later this month.

Proposal – Clerk to arrange lockable storage in his home and encrypted backup drive.

All agreed

18/24. Approve Minutes of Parish Council meeting held on 13th March 2018

Councillors discussed a request from a parishioner to change the minutes. After a debate the request was rejected, primarily as the parishioner had not attended the meeting concerned.

Proposal – Accept minutes for 13th March 2018 with amendment.

All Agreed

18/25. Approve Minutes of Parish Council Special meeting held on 9th April 2018

Proposal – Accept minutes of Special Meeting for 9th April 2018 as presented

All Agreed

18/26. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

All Agreed

18/27. To receive the report from the planning advisory group

- **Planning Decisions**

Application No.	Location	Proposal	SCDC Decision
DC/18/0772/FUL	Land Off Amberley Close, Amberley Close, Blythburgh	Construction of five detached houses and garages off private drive	REFUSED

Cllr Mackley suggested councillors should read the report from the SCDC Conservation Officer as this detailed the importance of the fields within the conservation area.

- To consider any planning applications received by 8th May 2018 and determine the Councils attitude to them.

Application No.	Date rec'd	Location	Proposal
DC/18/1572/LBC	e-mail 23/4/2018	The Priory, Priory Road, Blythburgh	Proposed replacement of kitchen window and infill of reveal detail

Cllr Mackley gave an overview of the application. There was little discussion
Proposal – Clerk to contact SCDC planning stating No Objection to this Application

All Agreed

18/28. To Discuss and agree Annual financial statement for 2017-18

The RFO presented the Financial Statement for 2017-18. No questions were raised.

Proposal – Approve Annual Financial Statement as presented for 2017-18

All Agreed

18/29. To Discuss and complete Annual Governance and Accountability Return
2017/18, Part 2

The Clerk highlighted the change in form now the Transparency Code legislation was in force.

- Certificate of Exemption

Proposal – Approve Certificate of Exemption as presented

All Agreed

- Annual Internal Audit Report 2017/18

Proposal – Approve Annual Internal Audit Report as presented

All Agreed

- Section 1 – Annual Governance Statement for 2017/18

Proposal – Approve Annual Governance Statement as presented

All Agreed

- Section 2 – Accounting Statement for 2017/18

Proposal – Approve Accounting Statement as presented

All Agreed

Cllr Smith asked if the Chair would bring forward item 18/38 as he was interested in Councils view.

18/38. Cars for sale on the verges; Discuss and agree way forward

This had been raised with Cllr Orr-Ewing by a parishioner. There was concern raised this was becoming an industry rather than a way of individuals selling their cars and the councillors discussed possible ways to stop it.

Proposal – Clerk to Contact Suffolk Highways asking if they could stop this use of their land

All Agreed

Proposal – Clerk to contact SNT asking if they could stop this selling of cars.

All Agreed

Cllr Smith asked if he could be copied in on correspondence.

18/30. To receive the report from the Responsible Finance Officer

Income received since last meeting;

- First payment of Precept – 27th April 2018 £3695.00
- Bank Interest - 3/12/17 to 3/3/18 – 4th March 2018 £4.29
- Village Hall rates Rebate £2.80

Current Financial Position

8th May 2018	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing (Totals)	Income To Date
Budget	£1,822.13	£351.00	£3,092.00	£1,515.00	£320.00	£400.00	£250.00	£150.00	£7,900.13	
Spend to date	£451.04	£137.46	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£588.50	£3,695.00
Remainder	£1,371.09	£213.54	£3,092.00	£1,515.00	£320.00	£400.00	£250.00	£150.00	£7,311.63	
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =					£588.50
General - Precept Reserve		3695								
Village Hall maintenance		2000								
Village Hall Driveway		0								
Playsite Update		2000								
Election		800								
Village Gateways		0								
Defibrillator maintenance		500								
MPLC		0								
CIL Payments		2100.25								
Total		11095.25								

Unpresented Cheques at 27th April 2018

Total Value £0.00

Invoices for payment at this meeting (To be agreed)

Total Value £641.04

BALANCE £13543.04

- Discuss and agree any payments required of the Council.
 - Grass cutting (Verges to North of A12 & Knoll Green) £75.00 per cut
 - Parish Council agreed for Clerk to pay the above invoices as they arrive through the year.
 - Bus shelter Cleaning 1/12/17 – 4/5/18 (23 weeks) £115.00
 - PAYE – Q1 £368.03 - Clerk
 - £92.00 - HMRC

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

All Agreed

18/31. Village Hall Driveway Footpath – Discuss and agree next actions.

The Clerk reported he had contacted Suffolk Highways asking for information about keeping the stones off the A12, Report number 00206321.

No further action taken.

18/32. Responses to request to cut hedges - Discuss and agree next actions.

The Clerk reported he had contacted Trinity Cottage but had no response. He reported 9 and 10 East View residents had cut their hedge back and he had sent a letter thanking them. The Bird House had agreed to cut their hedge to behind the bollards.

Proposal – Clerk to contact Red House asking them to cut back over hanging shrubs

All Agreed

18/33. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.

We have now had the Data Logger for long enough to be able to get comparisons between it and the VAS on all three of our monitoring positions. Differences vary considerably.

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	
April 2018	A12 North bound	< 35mph	87%	< 35mph	90%	< 35mph	69%	< 35mph	65%
		35 to 55mph	13%	35 to 55mph	10%	35 to 55mph	30%	35 to 55mph	54%
		> 55mph	9 veh	> 55mph	2 veh.	> 55mph	1%	> 55mph	2%
March 2018	A12 South bound	< 35mph	72%	< 35mph	75%	< 35mph	53%	< 35mph	48%
		35 to 55mph	27%	35 to 55mph	24%	35 to 55mph	44%	35 to 55mph	46%
		> 55mph	0.6%	> 55mph	7 veh	> 55mph	3%	> 55mph	6.8%

Data Logger 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	
April 2018	A12 South Bound								
		< 35mph	62%	< 35mph	65%	< 35mph	40%	< 35mph	30%
		35 to 55mph	37%	35 to 55mph	34%	35 to 55mph	55%	35 to 55mph	59%
		> 55mph	0.9%	> 55mph	13veh	> 55mph	5%	> 55mph	11%
March 2018	Dunwich Road North Bound								
		< 35mph	86%	< 35mph		< 35mph		< 35mph	
		35 to 55mph	14%	35 to 55mph		35 to 55mph		35 to 55mph	
		> 55mph	1veh	> 55mph		> 55mph		> 55mph	

18/34. Village Gateways: Update from Clerk.

No Update

Proposal – Clerk to chase Highways asking for quotation and copy Cllr Smith

All Agreed

18/35. Village Hall Insurance, Trustee Indemnity. Update from Cllr Mackley

Cllr Mackley stated that what was a simple question turned out to have a very complex answer. Before the question could be answered the roles of the Village Hall Trust and its interaction with the Parish Council needed to be understood. He proposed a working party be formed to address this question.

Proposal – Clerk to forward Trust Deed to Cllr Mackley

All Agreed

Proposal – Clerk to contact Village Hall Chair asking for two people to join a working party to look at the responsibilities of the Village Hall Trustees and the Parish Council

All Agreed

18/36. Community Emergency Planning: Update from Cllr Tytler

Cllr Tytler reported a meeting had been held and new forms had been received.

18/37. Villager of the Year 2018 competition.

The Clerk reported that 4 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 2018

All Agreed

18/39. Correspondence – None not covered above.

18/40. To discuss any other matter the Chair will allow

- Creative Roadside planting; This was discussed in the open forum

Proposal - Clerk to send letter stating Blythburgh Parish Council had no objection to.

All Agreed

- Wicker fencing along the A12 flood defences; This was discussed in the open forum

Proposal - Clerk to ask Suffolk Highways to remove fence panels and posts copying Cllr Smith

All Agreed

Meeting closed at 9.20pm

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

Signed (Chair) _____ Dated _____