



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of the Parish Council Meeting Tuesday 10th July 2018

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

Open Forum (3 Parishioner and 2 people from Walberswick)

- **Vacant land adjacent A12.** The parishioner who raised the issue did not attend the meeting. No action taken.
- **Blythburgh Phone Box.** A group of 3 parishioners explained the issues they had run into and their current proposal for the use of the Telephone Box in Church Road and the support they had received from various agencies. A petition to 'keep Blythburgh Telephone Kiosk' with 72 signatures was handed to the Parish Council. The group urged the Parish Council to adopt the Telephone box from BT.

Cllr Boggis then asked questions to understand how much of the adoption process the group had completed; Who owned the land? Has planning permission been sought? What maintenance had been planned? Signage for emergency services? Historic England comments?

Cllr Mackley then suggested that there would need to be an agreement between the Parish Council and the group. Were they a constituted group? He expressed his concern over the location and proposed use of the Telephone box and suggested that pre planning advice, including the views of Highways, should be sought.

There was further discussion at which it was made clear to the Parish Council the overriding objective of the group was to keep the Telephone Box and the easiest way to achieve this was for the Parish Council to adopt it. The way forward discussed was for the group to apply for pre planning advice with the Parish Council proposing the Clerk to forward the completed pre application forms and covering information to the District Council.

District Councillor Report; Cllr Catchpole.

- No report. Cllr Catchpole unwell.

County Councillor Report; Cllr Richard Smith;

- Cllr Smith sent his apologies. No report.

Parish Council Meeting

18/46. Agree the Agenda

Additional Items;

Clerk – Purchase of printer cartridges

Boundary Commission Consultation; East Suffolk Wards

All Agreed

18/47. To receive Declarations of Interest / Dispensation on any matters on the agenda

None declared

18/48. To note and agree apologies for absence

Cllr R Orr-Ewing; Working in London; Agreed

18/49. Approve Minutes of Parish Council meeting held on 8th May 2018

Proposal – Accept minutes for 8th May 2018 as presented.

All Agreed

18/50. Approve Minutes of Parish Council Special meeting held on 23rd May 2018

Proposal – Accept minutes of Special Meeting for 23rd May 2018 as presented

All Agreed

18/51. Update on Parish Council Policies;

- Safeguarding Children and Vulnerable Adults Policy;
Cllr J Waller reported she had sought advice about the Parish Councils policy and had been told that in the circumstances described the policy was adequate.

Cllr J Waller then asked if the Village Hall has a Safeguarding Incident report form and book? It was agreed to discuss this later in the meeting

18/52. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

All Agreed

18/53. To receive the report from the planning advisory group

- To consider any planning applications received by 10th July 2018 and determine the Councils attitude to them.

Application No.	Date rec'd	Location	Proposal
DC/18/2256/FUL	13/6/2018	Dolphin House 4 Angel Lane Blythburgh Suffolk IP19 9LU	Erection of two storey front extension

Cllr Mackley gave the background to this application and then presented an overview of the current application. The Councillors discussed concerns relating to the housing build line, the increasing size of the house and the incremental development that was taking place.

Proposal – Clerk to contact SCDC planning stating Objection to this Application

All Agreed

18/54. To receive the report from the Responsible Finance Officer

- Income received since last meeting;
Bank Interest - 4/3/18 to 3/6/18 – 4th June 2018 £4.29
- Current Financial Position

7th July 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	£911.07	£137.46	£0.00	£340.00	£87.70	£0.00	£0.00	£50.00	£1,411.23	£3,695.00
Remainder	£911.06	£213.54	£3,092.00	£1,175.00	£232.30	£400.00	£250.00	£100.00	£6,488.90	
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =				£1,676.23	
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		1950.25	May Grass cutting - £150							
Total		10945.25								

Unpresented Cheques at 27th June 2018

Total Value £651.04

Invoices for payment at this meeting (To be agreed)

Total Value £94.22

BALANCE £13015.41

- Discuss and agree any payments required of the Council.
Defibrillator pads for the AED (£35.00 + £5.95 p&p + Vat) £49.14
Clerk – Printer Cartridges £45.08
Proposal – Payments listed above, required of the Council, approved

All Agreed

18/55. Blythburgh Day; Update on outcome of discussions;

Cllr D Tytler presented his view of Blythburgh Day including his believe that the Parish Council were involved in the event. There followed a long debate about the role of the Parish Council. There followed a discussion about the event insurance purchased by Cllr Tytler. Cllr

Tytler reported he has discussed the event insurance with the garden owners who were happy with proposed insurance cover.

Proposal – Cllr Tytler to send to all councillors a copy of event insurance for approval

All Agreed

Proposal – Blythburgh Parish Council to act as the parent organisation for 2018 Blythburgh Day based on the information provided by and the review presented by Cllr Tytler

All Agreed

18/56. Creative Roadside Planting; Discuss and agree way forward

The Clerk reported that following receipt of information this no longer needed discussing.

18/57. Cars for sale on verges; Discuss and agree way forward

The Councillors discussed the responses from the SNT and SCC.

Proposal – Clerk to raise with SCDC Planning Department or Planning Enforcement

All Agreed

18/58. Update on GDPR and agree way forward;

The Clerk reported he had not actioned getting lockable storage or encrypted hard disc. He did raise the next step that would need to be completed, the provision of a Privacy Statement. This will be presented at the next meeting for approval.

Proposal – Clerk to produce Privacy Statement

All Agreed

18/59. Village Hall Driveway Footpath – Discuss and agree next actions.

Proposal – Clerk to contact civil engineer and arrange for a specification to be drawn up.

All Agreed

18/60. Vehicle Activated Speed Sign.

No data for June 2018. Results for May 2018 shown below

VAS

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	
May 2018	Dunwich Road North Bound								
		< 35mph	89%	< 35mph	91%	< 35mph	75%	< 35mph	70%
		35 to 55mph	10%	35 to 55mph	9%	35 to 55mph	25%	35 to 55mph	29%
		> 55mph	13veh	> 55mph	5 veh.	> 55mph	8 veh	> 55mph	5 veh

Data Logger (No speed display)

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	
May 2018	A12 North Bound								
		< 35mph	84%	< 35mph	88%	< 35mph	61%	< 35mph	50%
		35 to 55mph	15%	35 to 55mph	12%	35 to 55mph	37%	35 to 55mph	46%
		> 55mph	15veh	> 55mph	3 veh	> 55mph	12 veh	> 55mph	7 veh

The VAS is in position to monitor the A12 Northbound traffic and the data logger to monitor the A12 Southbound to get a complete picture over the Latitude weekend.

18/61. Village Gateways.

The Clerk read out the statement from Highways “..the composite gateways are currently being reviewed by our Material, Specification & Innovations Group who assess new products. Unfortunately, this process is delayed matters...”

18/62. Community Emergency Planning.

Cllr Tytler reported he had been contacted by the Community Emergency Planning group to use the Village Hall as part of an exercise on 25th Oct 2018. Unfortunately the Village Hall is used on a Thursday morning so will not be available. The Plan is still under construction

18/63. Village Shop; Discuss proposed future for the Shop.

Cllr Tytler made the Council aware of the proposed closure of the Village Shop unless volunteers come forward to man the shop. A notice will be put in the Blythburgh Focus asking for volunteers.

18/64. Playsite Inspections; Update from Clerk

The Clerk asked if Councillors were happy with the proposed rota sent out. All the Councillors involved were happy and the Clerk said he would implement and send out reminders.

The Clerk reported he was trying to get someone to repair the lifting grass mat.

The Clerk reported the cost of a new bench varied from £100 upwards but were supply only.

Proposal – Cllr J Waller to try to arrange for the seats to be pressure washed

All Agreed

18/65. Grass cutting in Village;

The Clerk reported that while monitoring the grass he noticed the hedges and in particular the brambles were covering the paths. The Clerk obtained a £50 quotation to cut the hedges.

Proposal – Clerk to go ahead and arrange for hedges to be cut for £50

All Agreed

Proposal – Send letter to The Bird House thanking them for cutting back their hedge

All Agreed

18/66. Neighbourhood Watch Scheme

Cllr Tytler reported he had received a letter from L Lewis regarding Neighbourhood Watch. She is considering becoming the Village co-ordinator and was told stickers were hard to come by so when some were found she purchased them and is asking the Parish Council to reimburse her. The Councillors discussed this and although supportive of L Lewis taking on the co-ordinator role they felt that prior notice should have been given to the Parish Council if you plan to claim money from the Parish Council.

Proposal – Clerk to inform L Lewis that they will not pay for the stickers. Clerk to suggest going to the Blythburgh Latitude Trust.

All Agreed

18/67. Correspondence – See Appendix A

- Suffolk Constabulary. Is the Parish Council going to fund a PCSO? The Councillors agreed they could not afford to.
 - Consultation - Suffolk Minerals & Waste Local Plan – Submission Draft. The Councillors agreed no comment required.
 - ScottishPower Renewables Phase 3 Consultation and Public Information Days. The Councillors agreed no comment required.
 - Boundary Commission – East Suffolk Wards. The Councillors discussed the proposal and felt that 18 Parishes between two Councillors meant they were unlikely to see District Councillor.
- Proposal – Clerk to express Councillors view on Councillors being spread to thinly

All Agreed

18/68. To discuss any other matter the Chair will allow

Feedback from Village Hall AGM

- Village Hall Storage Shed. Village Hall would like one put in place
Proposal – Clerk to ask for specification for storage shed from Village Hall committee Chair.
All Agreed
- Village Hall Floor. One quotation received to replace floor £13,000. Parish Councillors on Village Hall committee asked for two more quotations to be obtained.
- Working party. Four people have been nominated to agree the working relationship and responsibilities between the Village Hall Trustees and the Parish Council.
Proposal – Clerk to send Deed of Trust plus current 2015 Constitution document to all members of the working Party.

All Agreed

Other matters

- Speedwatch. Cllr Sutton reported he had sent of 6 completed forms to Suffolk police. The other councillors present congratulated him on this effort.
- Safeguarding. Cllr J Waller brought up the requirement for the Village Hall to hold a Safeguarding Incident book and report form.

Proposal – Cllr Waller to provide proposal for Form and Book for discussion at next meeting

All Agreed

Meeting closed at 8.55pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 10th July 2018

Signed (Chair) _____ Dated _____
