



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of the Parish Council Meeting Tuesday 8th January 2019

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

Open Forum Cllr Gower (District Cllr), 0 Parishioners

- **District Councillor Report; Cllr Michael Gower.** Cllr Gower discussed three areas; Parish Councils long term planning, the need to consider this; SCDC Local Plan, which has just been approved by the SCDC Council, and how he felt an opportunity had been missed; SZC stage 3 consultation highlighting areas with changes and others area with no change.
- **County Councillor Report; Cllr Richard Smith;**
Cllr Smith sent his apologies but stated he is still pursuing the removal of the Wicker fence and posts on the A12 flood defence.

Proposal – Clerk to send letter to Natural England supporting Cllr Smith

All Agreed

Parish Council Meeting

18/117. Agree the Agenda

Additional Items; Election Training for Clerk
Telephone call from Forestry Commission
Emergency Plan

All Agreed

18/118. To receive Declarations of Interest / Dispensation on any matters on the agenda
None declared

18/119. To note and agree apologies for absence

Cllr C Waller; Unwell; **Agreed**

Cllr R Orr-Ewing; Away on Business; **Agreed**

18/120. Approve Minutes of Parish Council meeting held on 13th November 2018

Proposal – Accept minutes for 13th November 2018 as presented.

All Agreed

18/121. Approve Minutes of Special Parish Council meeting held on 14th December 2018

Proposal – Accept minutes for Special meeting held on 14th December 2018 as presented.

All Agreed

18/122. Parish Council Policies; Cllr J Waller

- Discuss Proposed Safeguarding Incident book and Report form for Village Hall.
Cllr J Waller presented her findings with the Councillors agreeing that although not required it would be sensible to have a Safeguarding Incident Book
Proposal – Cllr J Waller to investigate process document and book

All Agreed

18/123. To receive the Clerk's Report

- Cllr Mackley asked had local contractor be contacted for grass cutting in Village. Clerk responded he didn't have contact details. Cllr Mackley passed business card to Clerk
- Cllr Mackley asked why local Civil Engineering consultants had not been consulted as he had found one in Ipswich with a simple internet search. Clerk said he would follow up on information supplied by Cllr Mackley.
- Cllr Mackley asked had any information relating to the Telephone box been received. Clerk responded no.

- Cllr Mackley asked if there had been any information from Blyth View. Clerk responded he had had no communication with Blyth View and was unaware of Cllr Orr-Ewings dealings.
Proposal – Accept Clerks Report as presented

All Agreed

18/124. To receive the report from the planning advisory group
Nothing to report

18/125. Playsite grass and hedge cutting; Discuss and agree way forward.
Clerk reported quotation received from Suffolk Coastal Norse.
Proposal – Clerk to contact local contractor for quotation

All Agreed

18/126. To receive the report from the Responsible Finance Officer

- Income received since last meeting;
Bank Interest - Sept to Dec 2018 £4.30
VAT Reclaim – Nov 2017 to Oct 2018 £1609.03

- Current Financial Position

3rd Jan 2019	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	£1,831.13	£197.46	£696.23	£838.20	£147.52	£67.00	£10.50	£100.00	£3,888.04	£9,283.28
Remainder	-£9.00	£153.54	£2,395.77	£676.80	£172.48	£333.00	£239.50	£50.00	£4,012.09	
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =					
General - Precept Reserve		3695								
Village Hall maintenance		2000								
Village Hall Driveway		0								
Playsite Update		2000								
Election		800								
Village Gateways		-4457.62								
Defibrillator maintenance		450.86	Spare Defib Pads bought - £49.14							
MFLC		0								
CIL Payments		1600.25	May Grass cutting - £150; July Grass and Hedge Cutting - £200; September grass cutting - £150							
Blythburgh Day		284.25	Profit from 2018 event							
Total		6372.74								

Unpresented Cheques at 26th December 2018
Invoices for payment at this meeting (To be agreed)

Total Value £460.03
Total Value £1036.60
BALANCE £10 442.34

Proposal – Accept RFO Report as presented

All Agreed

- Discuss and agree any payments required of the Council
Suffolk Coastal Norse - Playsite maintenance £831.60
Bus Shelter cleaning 4/5/2018 31/12/2018 – Thank you £170.00
ICO – Annual Subscription £35.00

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

All Agreed

18/127. Draft Budget 2019-20; Discuss and agree way forward.
Clerk apologised for late delivery of budget proposal for discussion at this meeting. Clerk ran through the proposal highlighting key areas of change and the reason for the change
Proposal – Accept RFO budget proposal for 2019-20 as presented

All Agreed

Agreed 2019-20 Budget	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	TOTAL
Budget - 2019-20	£1,884.96	£353.92	£2,092.00	£2,541.86	£320.00	£400.00	£250.00	£150.00	£7,992.74
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
Difference	£62.83	£2.92	-£1,000.00	£1,026.86	£0.00	£0.00	£0.00	£0.00	£92.61
	Increase	Increase	Decrease	Increase	No Change	No Change	No Change	No Change	

Allocated Reserve Funds	
General - Precept Reserve	£3,775.00
Village Hall maintenance	£2,000.00
Village Hall Driveway	£1,000.00
Playsite Update	£2,000.00
Election	£1,000.00
Village Gateways	£0.00
Defibrillator maintenance	£500.00
MPLC	£0.00
Blythburgh Day	£284.25
CIL Payments	£1,600.25

18/128. Precept for 2019-20; Discuss and agree way forward.

Precept discussed as part of budget proposal

Proposal – Increase precept by £160.00 to £7550.00 (2.1% increase)

All Agreed

18/129. Internal Audit 2017-18; Discuss and agree way forward.

Councillors considered the Internal Audit report for 2017-18. They considered if fit for purpose covering all areas of interest in appropriate detail.

Proposal – Agree and Accept Internal Audit report for 2017-18 as presented

All Agreed

Proposal – Clerk to continue to use Heelis & Lodge for internal audit

All Agreed

18/130. Sizewell ‘C’

Cllr Mackley outlined his initial thoughts on the stage 3 consultation

Proposal – Clerk to organise Special Meeting to discuss proposed response before 26th February 2019 and to include Planning Advice England in meeting.

All Agreed

Proposal – Clerk to distribute Stage 2 response to all Councillors

All Agreed

18/131. Update on GDPR – Data Audit

Clerk reported he had completed Data Audit Questionnaire and would distribute when written up. Key point to note with GDPR google, e-mail account, will now be holding data in Ireland not outside EU.

18/132. Village Hall Driveway & Footpath – Discuss and agree next actions

Proposal – Clerk to obtain quotations from other consultants to provide specifications

All Agreed

18/133. Vehicle Activated Speed Signs: Report from Cllr Orr-Ewing.

The Gateway at the start of the 30mph limit on the North side of the village was installed in November and it will be interesting to see what difference this makes to the figures. The A12 Southbound traffic was monitored with the VAS during December and the results are encouraging but as this covered the holiday period it would be wise to allow more data to accumulate before reaching any conclusion. The Data logger will be monitoring this position during January which might give a more accurate picture.

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	
November 2018	Dunwich Road North Bound								
		< 35mph	90%	< 35mph	92%	< 35mph	72%	< 35mph	75%
		35 to 55mph	10%	35 to 55mph	8%	35 to 55mph	28%	35 to 55mph	25%
		> 55mph	5 veh	> 55mph		> 55mph		> 55mph	
December									

2018	A12 South bound	< 35mph	75%	< 35mph	78%	< 35mph	50%	< 35mph	45%
		35 to 55mph	25%	35 to 55mph	22%	35 to 55mph	47%	35 to 55mph	50%
		> 55mph	0.5%	> 55mph	7 veh	> 55mph	3%	> 55mph	8 veh

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	
November 2018	A12 North Bound								
		< 35mph	84%	< 35mph	88%	< 35mph	62%	< 35mph	55%
		35 to 55mph	16%	35 to 55mph	12%	35 to 55mph	36%	35 to 55mph	41%
		> 55mph	14veh	> 55mph	3 veh	> 55mph	11 veh	> 55mph	6 veh

18/134. Speedwatch;

Cllr J Sutton reported that on average in a 30 minute window 10 – 15 vehicles are recorded exceeding 35mph. The number of occasions Speedwatch is active is dependent on weather and adhering to police guidance.

18/135. Village Gateways:

Clerk reported Gateways have been installed.

Proposal – Clerk to ask when ‘dragon tooth’ road markings will be added

All Agreed

18/136. Community Emergency Plan

Cllr Tytler reported the plan was complete with the exception of should the Village Hall be listed as a refuge. The Councillors discussed this but did not reach a conclusion.

Proposal – Cllr Tytler to send emergency plan to SCDC/SCC emergency planning team

All Agreed

18/137. Correspondence

- SALC Offering Election Briefing for Clerks at £25+vat

Proposal – Clerk to attend briefing

All Agreed

- Grass Cutting in Village. Current contractor has asked if the Council would like the grass cut. Councillors agreed it needs cutting but wanted Local contractor to carry out work

Proposal – Clerk to contact Local contractor and ask to cut grass

All Agreed

- Forestry Commission. Clerk reported a call he received from the Forestry Commission regarding the opening of a quarry in Dunwich Forest to obtain materials for their own use. Any impacts are likely to be felt in the Spring for a period of 6 weeks.

18/138. To discuss any other matter the Chair will allow

No matters raised

Meeting closed at 8.45pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Tuesday 8th January 2019

Signed (Chair) _____ Dated _____
