



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Clerks Report to the Parish Council Meeting 10th July 2019

Parish Council Meeting - 14th May 2019

- Parish Council Vacancy. Contacted Blyth View Management committee about vacancy for a Councillor. Sent out response to all Councillors. See agenda Item.
- Playsite Monitoring Rota. Completed rota and distributed along with guidance document and inspection report.
- Bus Shelter Cleaning. Sent out thank you letters to those involved.
- Safeguarding Children and Vulnerable Adults Policy. See Agenda Item.
Updated policy as requested.
Received electronic copy of safeguarding document from J Waller.
- Payments; Made payments as agreed;
Bus shelter Cleaning Thank You (1/4/2019 to 30/6/19) £75.00; PAYE – Q1, Clerk £377.24, HMRC £94.20; Bus Shelter Maintenance £393.87
- Village Hall Driveway & Footpath. Chased Stroud Associates. See agenda item.
- Village Hall Governance. Paid electricity bills and banked recompense cheque. Spoke to Paul White and he is prepared to come and give a workshop about management of the Village Hall. Obtained the username and password for the Village Hall access to the Charity Commission website. Contacted the Village Hall secretary. See agenda Item.
- Community Emergency Planning. Contacted O Forsythe who is going to try to find the document and if successful will forward to me.
- New Councillor Briefing. Booked three places on course.
- Bank Mandate. Received electronic mandate form, thanks to Cllr Orr-Ewing. Have sent to relevant people to sign and have posted to Barclays.

General Activities

- Communications with Stroud Associates over a survey of the Village Hall Driveway and Car park
- Completed the Annual Governance and Accountability Return and put required notices in noticeboards and documentation on to the website.
- Completed Q1 process associated with PAYE.

Ongoing Actions

- New grit bin process. New grit bin at end of Priory Road has been requested. Second request sent on 26th June. Awaiting response from SCC Highways.
- Suggestion Box. This is awaiting return.
- Cars for sale on the verges. Raise with SCDC Planning Department or Planning Enforcement. This has not been raised with SCDC yet.
- Bin on Knoll Green. Concern had been raised about the use as an unofficial rubbish bin. Clerk to arrange to turn into a flower pot. No progress. Discussed as part of verge planting scheme.
- Air Quality Measurement. Requested Air Quality Measurement be made on A12 at Blythburgh. This has been agreed Ref No. 17/04641/AQMCON. Chased this to discover they are going to place a diffusion tube in the area which will monitor nitrogen dioxide, when available.