



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Wednesday 10th July 2019

Present: Cllr R Orr-Ewing (Chair), Cllr S Boggis, Cllr V Carse, Cllr M Doney, Cllr J Sutton, J Boggis (Clerk).

Open Forum (0 Parishioners + District Cllr Brooks)

District Councillor Report; Cllr N Brooks.

Cllr Brooks introduced himself to the Parish Councillors giving a history of his role as a Councillor. In May 2019 he was elected to the Wrentham, Wangford and Westleton ward and is the Cabinet Member with responsibility for Transport, which includes; Car Parking and monitoring; Footways; and Rights of way. He is a member of the Cabinet, Appointments Committee, Planning Committee North, Southwold Harbour Lands Joint Committee and Strategic Planning Committee.

Cllr Brooks then gave an update on;

The 3rd River Crossing in Lowestoft, work should start Feb/March 2020 if signed off in Dec 2019.

The Ipswich Northern relief road and associated consultation

The Four Village Bypass, it was noted SCC focus had been on the Ipswich relief road
SZC stage 4 Consultation, Looking at new "integrated road and rail option"

Cllr Brooks was then asked questions;

- Who is responsible for car parking enforcement in Southwold? Answer – The Police but this will be ESC soon as part of the civil parking enforcement (CPE) changes.

- Is roadside trading now licenced across all of ESC as SCDC did not have a roadside licencing policy but WDC did? Answer – It will take time but if you have a specific query contact licensing who should be able to answer your question or point you to the correct department.

County Councillor Report; Cllr Richard Smith;

- No report. Unable to attend.

Parish Council Annual Meeting

19/47. Agree the Agenda

Add Free Car Parking in Halesworth

All Agreed

19/48. To receive Declarations of Interest / Dispensation on any matters on the agenda

Agenda Item 19/55 – Cllr Boggis had signed a contract of commitment to purchase a plot of land from the applicant of planning applications DC/19/2575/FUL & DC/19/2576/LBC

Agenda Item 19/62 – Cllr Doney was a resident of Dunwich Road.

19/49. To note and agree apologies for absence

Cllr C Saunders – Away - **AGREED**

19/50. Appointment of Co-opted Councillors

The Chair reported there were two candidates but only one vacancy. Both candidates had responded to a request for information from the Clerk. The Councillors discussed who would best fit the role and it was agreed both would offer skills but these skills were very different. The Council felt it would be good to get both involved and concluded that M Burrows would be offered the vacant Councillor position and S Maier would be asked to join the Planning Advisory Group.

Proposal – Clerk to offer vacant councillor position to M Burrows

All Agreed

Proposal – Clerk to offer S Maier a position on the Planning Advisory Group.

All Agreed

19/51. Appointment of Village Hall Trustees.

Postponed to next meeting

19/52. Agree and Adopt Parish Council Policies

- Safeguarding Children and Vulnerable Adults Policy

Changes to policy document agreed by Council.

Proposal – Approve and Adopt policy as presented

All Agreed

- Safeguarding Documentation

The Councillors reviewed the documentation and proposed that the reporting procedure listed be changed to Chair of Parish Council.

Proposal – Approve and Adopt policy with agreed modifications.

All Agreed

Proposal – Clerk to inform Village Hall bookings officer of Safeguarding Documentation

All Agreed

19/53. Approve Minutes of Parish Council meeting held on 14th May 2019

Proposal – Accept minutes for 14th May 2019 as presented.

All Agreed

19/54. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

All Agreed

19/55. To receive the report from the planning advisory group

- Planning Application Approval / Rejection

Application No.	Location	Proposal	SCDC Decision
DC/19/1113/FUL	Lion House The Street Blythburgh	The erection of a single storey extension to gable end and the erection of a 1.8m high closeboard fence	PERMITTED
DC/19/1925/TCA	Forge Cottage Priory Road Blythburgh	Rear garden 1 x Walnut - Fell to ground level. As heavy lean towards property due to previous wind damage and over pruning	No Objections
DC/19/1926/TCA	Priory Lodge Priory Road Blythburgh	Rear garden, 1 x Ash, Fell to ground level as signs of ash dieback and numerous weak unions within trunk and crown-	No Objections

- To consider any planning applications received by 10th July 2019

Application No.	Date rec'd	Location	Proposal
DC/19/2575/FUL	5/7/2019	The White House The Street Blythburgh Blythburgh IP9 9LS	Construction of a single storey rear sun room
DC/19/2576/LBC	5/7/2019	The White House The Street Blythburgh Blythburgh IP9 9LS	Listed Building Consent - Construction of a single storey rear sun room

Cllr Boggis, Chair of Planning Advisory Group, gave an overview of the applications (taken together) highlighting some of the descriptions used, i.e. located in the heart of Medieval Blythburgh. The Councillors then discussed the application agreeing that archaeological supervision / survey would be needed for any ground works and that as a general comment the diagrams made it difficult to find the dimensions.

Proposal – Clerk to notify ESC No Objection but with a condition and an observation

All Agreed

19/56. To receive the report from the Responsible Finance Officer

- Income received since last meeting;

Precept – First Instalment - £3775.00

Blythburgh Village Hall – Payment for Electricity Bills - £110.85

Bank Interest (4/3/19 to 2/6/19) - £4.30

- Current Financial Position

8th July 2019	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing (Totals)	Income To Date
Budget	£1,884.96	£353.92	£2,092.00	£2,541.86	£320.00	£400.00	£250.00	£150.00	£7,992.74	
Spend to date	£471.44	£138.23	£0.00	£663.87	£0.00	£0.00	£110.85	£0.00	£1,384.39	£3,885.85
Remainder	£1,413.52	£215.69	£2,092.00	£1,877.99	£320.00	£400.00	£139.15	£150.00	£6,608.35	
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =					£1,384.39
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 Gateway		£0.00								
Defibrillator maintenance		£500.00								
MFLC		£0.00								
Blythburgh Day		£284.25								
CIL Payments		£1,600.25								
Total		£12,159.50								

Unpresented Cheques at 27th June 2019

Total Value £546.24

Invoices for payment at this meeting (To be agreed)

Total Value £250.21

BALANCE £14197.97

- Bank Mandate

Clerk reported bank mandate had been updated and sent to Barclays. Currently awaiting a response from Barclays Bank.

- Discuss and agree any payments required of the Council

SALC – New Councillor Briefing £55.20

Cllr Expenses – Annual Parish Meeting C Saunders £30.51

Clerk £59.50

Grass Cutting – 21/6/19 and 4/7/19 £105.00

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

All Agreed

19/57. Grass cutting in Village; Payment

Clerk raised that contractor bills for grass cutting every two weeks and with meetings only bi monthly this leaves long delays between invoice being received and payment being made.

Proposal – Clerk to make payment for grass cutting provided below £75 per cut

All Agreed

19/58. GDPR Policies, Storage, etc.;

Clerk reported no update.

Cllr Boggis asked how safeguarding fitted in to GDPR and how should this be addressed.

Proposal – Clerk to contact J Waller for guidance on GDPR statement in policy

All Agreed

19/59. Suffolk Highways; Community Self-Help Event Feedback.

Cllr Orr-Ewing reported this seemed a very good idea but the event became very negative as people became aware of how Suffolk Highways wanted to implement this scheme. The conclusion of those attending seemed to be this was not a realistic solution and that more work was needed to try to reflect and allow for what is happening.

19/60. Roadside Planting;

Cllr Orr-Ewing reported he had applied to the Community Self-Help scheme for permission to carry out roadside planting. He was told this was not possible as he was not trained in traffic management and that he would need to involve Suffolk Highways.

Proposal – Approve Cllr Orr-Ewing to pursue this on Parish Council behalf

All Agreed

19/61. New Councillor Briefing;

Feedback on the event was provided by Cllr Carse who, although explained up front that the presenter had gone sick and J Friend had stepped in at the last minute, felt the meeting wandered around and did not really inform the new Councillors of the powers and role. A disappointing experience. The other councillors who had attended this training in previous year were surprised as they had all found this very useful.

Proposal – Clerk to ask for electronic copy of slide from briefing

All Agreed

19/62. Traffic in Dunwich Road.

Cllr Doney raised the issue of traffic in Dunwich Road / Angel Lane. There was a long discussion about what had been done and what options there were to get this moving again.

Proposal – Cllr Doney to review current traffic documentation and report back

All Agreed

19/63. Village Hall Driveway Footpath;

The Clerk forwarded to Councillors the diagram provided by Stroud Associates. The councillors looked at the diagram and admitted they did not fully understand what was proposed.

Proposal – Clerk to contact Stroud to ask for a briefing giving the logic for the chosen design and confirmation that the design complies with all current legislation.

All Agreed

19/64. Village Hall Management;

The Clerk reported he has agreed for CAS to hold a workshop on either 25th July or if not possible 22nd July. Cllrs present preferred 25th July.

Proposal – Clerk to confirm if Cllr Saunders can make the preferred date.

All Agreed

19/65. Vehicle Activated Speed Sign:

Cllr Orr-Ewing reported that he had focussed on volumes rather than speed for his report and had produced some graphs. Cllr agreed these were fascinating. It was reported these will appear in the next edition of the Blythburgh Focus.

Cllr Sutton asked who the figures were sent to. The Clerk responded the SNT at Halesworth.

19/66. Speedwatch;

Cllr Sutton reported he and a volunteer had carried out a Speedwatch session at 6.30am and nearly all vehicles were breaking the speed limit. He plans a repeat exercise.

19/67. Blythburgh Day;

Cllr Saunders had informed the Clerk the organisation was going well with many volunteers willing to help. The Clerk reported the Parish Council insurance would cover the event provided no access was given to the Priory Ruins.

19/68. Community Emergency Planning:

Clerk reported he had received a copy of the plan but it was not thought to be the latest version. Clerk will contact SCC to see if they have a copy of the latest document.

19/69. Correspondence

- 1 Hour free parking in Halesworth. The Clerk raised that he had received a request for funds towards this. The Parish Council discussed and agreed they would NOT donate towards the costs.
- Sizewell C Stage 4 Consultation. Cllr Boggis gave an overview what had happened to date and what the 4th stage of consultation appeared to cover.

Proposal – Clerk to contact Planning Aid England for support in responding.

All Agreed

19/70. Councillors Register of Interests

All Cllrs completed.

19/71. To discuss any other matter the Chair will allow

Cllr Sutton raised the use of the gateways for advertising. The councillors all agreed this was unacceptable.
Proposal – Cllr Sutton to remove advertising
All Agreed

Meeting closed at 9.50pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Wednesday 10th July 2019

Signed (Chair) _____ Dated _____
