



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Wednesday 13th November 2019

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

Open Forum (1*Wrentham Parish Councillor + Cllr R Smith)

District Councillor Report; Cllr N Brooks.

Cllr Brooks is recovering from surgery. Cllr Smith gave his apologies.

County Councillor Report; Cllr R Smith.

Cllr Smith delighted in reporting that he had at last been able to complete the removal of the wicker fence and posts from the flood defence along the A12, a great improvement.

Cllr Smith then reported that most of the County Council planned activities had been postponed due to the pending general election so there was nothing to report.

Cllr Smith concluded with an overview of his resignation as cabinet member for finance. He reported he had resigned on a point of principle which had been adequately described in the East Anglian Daily Times. He concluded by saying he hoped this would give him more time for supporting the Parishes he represents.

Blythburgh Parish Council Chair thanked Cllr Smith for the removal of the fence, agreeing that it had made a great improvement to the landscape.

Cllr Doney asked Cllr Smith if he had been able to provide a name of a Highway engineer to help with agenda item Traffic management on Angel Lane/Dunwich Road. Cllr Smith responded by saying he would send the information to the Clerk on 14th November.

Parish Council Meeting

19/110. Agree the Agenda

Additional Items Blythburgh Archaeology Group payment £500
 Memorial Seat update
 Holy Trinity Notice Board
 Rough Sleeping.

All Agreed

19/111. To receive Declarations of Interest / Dispensation on any matters on the agenda
None Declared

19/112. To note and agree apologies for absence
Cllr Burrows – Working
Cllr Sutton – Prior Appointment

19/113. Appointment of Village Hall Trustees.
This item deferred to next meeting.

19/114. Approve Minutes of Parish Council meeting held on 12th September 2019
Proposal – Accept minutes for 12th September 2019 meeting as presented.

All Agreed

19/115. Approve Minutes of Parish Council special meeting held on 14th October 2019
Proposal – Accept minutes for 14th October 2019 special meeting as presented.

All Agreed

19/116. To receive the Clerk's Report

Cllr Doney asked about the Air Quality measurements. The Clerk responded that this was ongoing but he did keep asking.

Proposal – Accept Clerks Report as presented

All Agreed

19/117. To receive the report from the planning advisory group

To consider any planning applications received by 13th November 2019 and determine the Councils attitude to them.

Planning Decisions;

Application No.	Location	Proposal	ESC Decision
DC/19/3357/DRC	Long Barn Lyons Farm Southwold Road Bulcamp Blythburgh Halesworth Suffolk IP19 9LA	Discharge of Condition Nos. 3, 4 and 5 of DC/18/5267/PN3 -Prior Notification - Change of use/conversion of Traditional Agricultural Building (long barn) to one dwelling - detailed remediation scheme.	PERMITTED

Cllr Boggis explained that although this application had been permitted the conditions had not been fully discharged and a further application would be required.

Application No.	Location	Proposal	ESC Decision
DC/19/2950/FUL	The Goose Garden Blythburgh Priory Station Road Blythburgh	Conversion of existing outbuilding to provide annexe accommodation	PERMITTED

Cllr Boggis reported on the conditions applied to this approval relating to an annexe.

Application No.	Location	Proposal	ESC Decision
DC/19/3612/FUL	Heronsway 4 Angel Lane Blythburgh IP19 9LU	Retrospective application for summerhouse and oil storage tank	PERMITTED

Cllr Boggis reported ESC view that the objections raised were not material in a planning sense and outlined the ESC planners comments.

Cllr Boggis reported that she would be attending an upcoming ESC event with Cllr Carse where they would seek to understand the link between planning and building regulations.

19/118. To receive the report from the Responsible Finance Officer

- Income received since last meeting;

Precept – 2nd instalment	£3775.00
VAT reclaim	£407.77
Bank Interest 3/6/19 to 1/9/19	£4.30

- Current Financial Position;

06-Nov-19	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	£942.68	£138.23	£646.32	£1,320.47	£190.24	£72.40	£119.10	£0.00	£3,429.44	£8,077.22
Remainder	£942.28	£215.69	£1,445.68	£1,221.39	£129.76	£327.60	£130.90	£150.00	£4,563.30	
Reserve Funds	Allocation				TOTAL Spend to date Including Project Spend =				£4,514.72	
General - Precept Reserve	£3,775.00									
Village Hall maintenance	£2,000.00									
Village Hall Driveway	£235.00				Stroud Associates First payment £765.00					
Playsite Update	£2,000.00									
Election	£934.72				Unconnected Election 2/5/19 £65.28					
Village Gateways	£0.00									
Defibrillator maintenance	£500.00									
MPLC	£0.00									
Blythburgh Day	£284.25									
CIL Payments	£1,600.25									
Total	£11,329.22									

Unpresented Cheques at 25th October 2019
Invoices for payment at this meeting (To be agreed)

Total Value £522.20
Total Value £714.94
BALANCE £14789.78

Proposal – Accept RFO Report as presented

All Agreed

- Discuss and agree any payments required of the Council
 - Clerk – Village Hall Documentation from CAS £54.00
 - Donation - Electricity for defibrillator on Village Shop. £50.00
 - Westcotec – Replacement charger for VAS battery £67.50
 - CAS – Hosting fee for Parish Council Website £60.00 + vat
 - PAYE Q3 Clerk £377.04
 - HMRC £94.20
 - Blythburgh Archaeology Group £500.00*
 - Grass Cutting – October £90.00

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

All Agreed

Note* Grant supplied by Cllr R Smith for this project

The Clerk reported a cheque sent in July had not been cashed.

Proposal - Cllrs agreed that the Clerk should contact recipient and offer to replace cheque.

All Agreed

19/119. Budget for 2020/2021;

The RFO presented the Draft Budget for 2020/21. He outlined the key changes, when compared to 2019/20, and concluded that although the core spend part of the budget had reduced by 3% if the precept remained unchanged there would be a shortfall of £180.00

Proposal – Accept and Agree the Draft Budget for 2020/21 as presented by the RFO

All Agreed

Agreed Budget for 2020/21

Agreed 2020-21 Budget	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	TOTAL
Budget - 2020/21	£2,059.99	£333.08	£1,954.55	£2,261.62	£320.00	£400.00	£250.00	£150.00	£7,729.24
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
Difference	£175.03	-£20.84	-£137.45	-£280.24	£0.00	£0.00	£0.00	£0.00	-£263.50
	Increase	Decrease	Decrease	Decrease	No Change	No Change	No Change	No Change	
Projects - CCTV	£1,567.20								
Project - Village Hall Storage	£1,500.00								
Allocated Reserve Funds									
General - Precept Reserve	£3,975.00								
Village Hall maintenance	£2,000.00								
Village Hall Driveway	£1,000.00								
Playsite Update	£2,000.00								
Election	£1,000.00								
Defibrillator maintenance	£500.00								
Blythburgh Day (earmarked)	£684.25								
CIL Payments	£1,250.25								
Total	£12,409.50								

19/120. Precept for 2020/21.

The RFO reiterated that if the precept were not raised then there would be a shortfall against the budgeted core spend of the Parish Council. The RFO explained the position with the Councils Tax Base and the Governments position over referendum. Members of the Finance Advisory Group supported the RFO position and jointly they proposed a £400, 5.1%, rise in the precept. The Cllrs discussed this with some concern raised about how this should be presented to the parishioners. After further discussion the proposal was agreed.

Proposal – Increase Precept for 2020/21 by £400 (5.1%)

All Agreed

19/121. Internal Audit 2018/19;

The RFO and Finance Advisory Group reported back on their discussion about the Internal Audit Report. The two recommendations were discussed; Recommendation one, the Clerk proposed a Data Protection and Management Policy and then reference out to this Policy which the Cllr agreed; The second recommendation lead to a long discussion about earmarking funds with the Cllrs agreeing to earmark the Blythburgh Day fund for Blythburgh Day.

The Councillors then discussed the effectiveness of the Internal Audit as seen through the report provided. The Councillors agreed the Audit appears wide ranging and thorough.

Proposal – Internal Audit by Heelis & Lodge deemed fit for purpose

All Agreed

19/122. GDPR Policies, Storage, etc.

The Clerk reported that he would have the Data Protection and Management Policy ready for discussion at the next Parish Council meeting.

19/123. Safeguarding Documentation.

The Clerk reported on the wording to be added, based on document provided by Cllr Saunders, to the Safeguarding Document.

Proposal – Clerk to add proposed wording to Safeguarding Report Document

All Agreed

19/124. Verges Planting.

Cllr Orr-Ewing reported on the current state of planting and the PPE that had been loaned by Suffolk Highways. There was also discussion about a memorial Magnolia Tree for D Tytler.

Proposal - Cllr Orr-Ewing to investigate the possibility of a Magnolia Tree for D Tytler

All Agreed

19/125. Traffic management on Angel Lane/Dunwich Road.

No update available from Cllr Doney

19/126. Village Hall Driveway Footpath.

The Cllrs discussed their understanding of the Stroud Associates design and whether it met all the Councils requirements. The Cllrs agreed they believed it did.

Proposal – Clerk to go ahead and get quotations based on Stroud Associates design.

All Agreed

19/127. Village Hall Management.

Cllr Saunders on behalf of the Village Hall Advisory Group gave an update on their discussions. They saw four options; Leave as is; Change number and makeup of Trustees; Change to an Incorporated Charity (CIO); Parish Council become Sole Trustee. Using the various ACRE documents for reference the group believed the way forward was for the Parish Council to become the Sole Trustee. After further discussion the Councillors agreed to pursue this option.

Proposal – Clerk to contact P White at CAS for guidance on this process.

All Agreed

19/128. Vehicle Activated Speed Sign.

Cllr Orr-Ewing reported that as the battery charger had failed the sign had not been in use. He then reported on some general information including the figure of 4.4 million vehicle movements through Blythburgh per year which results in 600 tonne of CO₂ in the Village.

The Clerk reported the new charger was due for delivery 14th November.

19/129. Speedwatch.

Due to inclement weather Speedwatch not permitted to operate.

19/130. Blythburgh Day 2020.

The Councillors discussed a possible date for the event.

Proposal – Cllr Saunders to discuss and agree with village organisations to prevent a clash.

All Agreed

19/131. Correspondence

- Holy Trinity Noticeboard. The Clerk reported a request to place a notice board for Holy Trinity Church in the bus stop at Highfield. The Cllrs discussed and had no issue with this. Proposal – Clerk to contact Holy Trinity Church and give them permission.

All Agreed

- Rough Sleeper Count. The Clerk reported the ESC request for a rough sleeper count in Blythburgh. Cllrs responded they were not aware of any rough sleepers.

Proposal – Clerk to report no rough sleepers in Blythburgh to ESC

All Agreed

- Memorial Seat. Cllr Carse reported back the Horticultural Society would gift the seat to Blythburgh Parish Council but would continue to maintain it. Seat cost £560.00.

Proposal – Cllr Carse to ask Horticultural Society to confirm this in writing

All Agreed

19/132. To discuss any other matter the Chair will allow

- Cllr Doney asked about the Blyth Estuary Partnership. Chair responded this was formed out of the Blyth Estuary Group and the Parish Council had met with them but had heard nothing further. Cllr Doney stated he would follow up on his conversation.
- Horticultural Society. A request was received for the Horticultural Society to display their trophies in some form of cabinet in the Village Hall. The Cllrs decided to defer this until the Village Hall management was resolved when the new team could make a decision on this request.

Meeting closed at 9.25pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Wednesday 13th November 2019

Signed (Chair) _____ Dated _____
