



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Wednesday 8th January 2020

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

Open Forum Cllr R Smith. No Parishioners present

District Councillor Report; Cllr N Brooks.

Cllr Brooks sent his apologies as he is still not fully recovered. He did however state that he had some Locality Budget available and could allocate up to £1000 for a suitable project.

County Councillor Report; Cllr R Smith.

Cllr Smith reported that the SCC budget for 2020/21 had now been published and was with the scrutiny committee. He reported the budget then goes through various stages before being discussed at the full council meeting on 13th February. He reiterated his view that the SCC proposed budget is too high and will argue such at the meeting on 13th February.

Cllr Smith then reported that he had been contacted by Dr T Coffeys office to look into a letter from a Blythburgh resident about their garden wall being knocked down twice. He met with Suffolk Highways where they discussed making Dunwich Road access only to residents or one way. Making Access Only was discounted as Dunwich Road is a 'B' class road making it legally not permitted. They then considered Prohibiting Traffic from one end (No Entry Signs) but this would effect everyone including the Emergency Services.

Cllr Smith then reported that he is continuing to look at the 'Water Tower Junction' primarily at the request of Walberswick Parish Council. This is considered a difficult junction and he is working with Suffolk Highways designers to see how best to remodel this junction. The outcome will go to Walberswick and then to Blythburgh for agreement.

There followed considerable discussion about Dunwich Road and Angel Lane around the discussions Cllr Smith had engaged in with Suffolk Highways. Cllr Doney reported that he too had been in contact with Suffolk Highways and had agreed to meet on 29th January 2020.

Clerk raised correspondence on Holocaust Memorial Day invite he had received.

Proposal – Cllr Doney to represent Parish Council

All Agreed

Parish Council Meeting

19/133. Agree the Agenda

All Agreed

19/134. To receive Declarations of Interest / Dispensation on any matters on the agenda

Cllr Boggis declared an interest in Planning Application DC/19/4621/TCA

19/135. To note and agree apologies for absence

Cllr Saunders – Holiday; **Agreed**

Cllr Sutton – Holiday; **Agreed**

19/136. Appointment of Village Hall Trustees.

Cllr Doney gave an update on the working of the Village Hall Management Advisory Group. He reported the group had highlighted a way forward in moving the Village Hall Management to the Parish Council being the Sole Trustee. This involved a number of steps which they are working through. A number of these needed agreement at this meeting
Proposal – Appoint Cllr Orr-Ewing and Cllr M Burrows as Trustees

All Agreed

Proposal – Hold Special Meeting of Village Hall before the Annual Parish Meeting on 15th May 2020 to agree change in Village Hall Management structure

All Agreed

Proposal – Cllr Doney to produce letter from the Parish Council supporting change to Village Hall Management and have this at the Special Meeting

All Agreed

Proposal – Clerk to send out contact details of advisor at CAS

All Agreed

19/137. Approve Minutes of Parish Council meeting held on 13th November 2019

Proposal – Accept minutes for 13th November 2019 meeting as presented.

All Agreed

19/138. Discuss, Approve and Adopt Data Management & Information Policy

The Councillors discussed the proposed policy and were unhappy with the section on Bring Your Own Device.

Proposal – Cllr Boggis to propose rewording of the section and distribute for comment

All Agreed

Proposal – Clerk to attend GDPR workshop

All Agreed

19/139. To receive the Clerk's Report

Proposal – Accept Clerks Report as presented

All Agreed

19/140. To receive the report from the planning advisory group

- To consider any planning applications received by 8th January 2020

Planning Decisions;

Application No.	Location	Proposal	ESC Decision
DC/19/4621/TCA	White Cottage The Street Blythburgh Suffolk IP19 9LS	T1 Sweet Chestnut in rear garden - to pollard to correct previous works and establish new shape and form	No Objection

Cllr Boggis reported this application was related to a tree in her garden and had not been involved in the discussion or comments made by the Parish Council. These had been carried out by the Parish Council tree warden Cllr J Sutton.

Cllr Boggis did raise one issue around trees in conservation areas. She had noted that a tree surgeon had been fined £42000 for not getting approval for cutting down trees in a conservation area. She noted that the process for approval is currently free but does put some delay in having tree work carried out.

Cllr Boggis raised a conversation she had held with a member of the ESC planning team. ESC are going to consult on making the Planning Application process paperless from early 2020. The Cllrs discussed this proposal and agreed to send a response saying they did not support for two reasons; There is a need to have paper copies available for local residents who do not have internet access; Not been enough notice given to budget for the change. Proposal – Clerk to contact ESC with above feedback

All Agreed

19/141. To receive the report from the Responsible Finance Officer

The RFO highlighted an error he had made in the report sent out. This error had no impact on the final positions or bank reconciliation and has been updated in the information below and on the report to be posted on the website

- Income received since last meeting;
SCC Locality Budget Grant £500.00

- Current Financial Position

07-Jan-20	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	£1,413.92	£198.23	£646.32	£1,320.47	£190.24	£72.40	£173.10	£50.00	£4,064.68	£8,581.52
Remainder	£471.04	£155.69	£1,445.68	£1,221.39	£129.76	£327.60	£76.90	£100.00	£3,928.06	
Reserve Funds		Allocation			TOTAL Spend to date including Project Spend =					£5,739.96
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		£1,510.25								
Blythburgh Archaeology		£0.00	SCC Grant £500 - Payment to Blythburgh Archaeology Group £500							
Total		£11,239.22								

Unpresented Cheques at 27th December 2019

Total Value £656.44

Invoices for payment at this meeting (To be agreed)

Total Value £1522.00**BALANCE £13261.58**

Proposal – Accept RFO Report with appropriate modification

All Agreed

- Discuss and agree any payments required of the Council

Clerk – Village Hall Documentation from CAS £10.00

Westcotec – Replacement battery for VAS £167.50 + vat

ICO subscription (due January 2020) £40.00 (TBC)

Village Hall Insurance (due March 2020) £1190.00 (TBC)

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

All Agreed

19/142. Discuss, Approve and Adopt Safeguarding Incident Report Book.

Proposal - Approve and Adopt Safeguarding Incident Report Book as presented

All Agreed

19/143. Verges Planting: Update from Cllr Orr-Ewing

Cllr Orr-Ewing reported progress is being made as can be seen but there will be a delay in the planting of roses for various reasons relating to availability.

19/144. Traffic management on Angel Lane/Dunwich Road.

Cllr Doney reported discussion had taken place in the open forum. He reiterated his meeting with Suffolk Highways on 29th January 2020 at 9:00am and invited other Cllrs to join him.

19/145. Village Hall Driveway Footpath;

Clerk reported no update

19/146. Village Hall Management;.

Discussed under Agenda Item 19/136

19/147. Vehicle Activated Speed Sign

Cllr Orr-Ewing reported that the ongoing issue with the batteries or battery charger has meant no monitoring is currently happening.

19/148. Speedwatch

Cllr Carse reported due to current weather conditions no monitoring being performed.

Cllr Sutton had distributed an e-mail received from the Police and Crime Commissioner

office in answer to his attempts to get a fixed speed camera installed in Blythburgh The Cllrs

discussed and highlighted one point of note from the e-mail relating to VAS data “..alone is not enough evidence.. ..the Constabulary covertly collect their own data.. “

19/149. Consider the implications for the village and what steps/advice PC should take following recent police activity associated with illegal immigrant landing.

Proposal – Clerk to Contact SNT officer to ask for guidance

All Agreed

19/150. Parish Council Website.

Proposal – Councillors to review content and report back at next meeting

All Agreed

19/151. Parish Council Meetings.

Dates agreed for 2020/21

Date 2 nd Wednesday of month	Meeting
8 th January 2020	Parish Council Meeting
11 th March 2020	Parish Council Meeting
13 th May 2020	Annual Parish Council Meeting
15 th May 2020	Annual Parish Meeting
8 th July 2020	Parish Council Meeting
9 th September 2020	Parish Council Meeting
11 th November 2020	Parish Council Meeting
13 th January 2021	Parish Council Meeting
10 th March 2021	Parish Council Meeting

19/152. Correspondence

- East Suffolk Council, Planning Application process paperless. See agenda item 19/140
- Suffolk Neighbourhood Watch Association. Request for a donation. Councillors discussed and agreed this had not been budgeted for.

Proposal – Clerk to respond that they Council had not budgeted for this

All Agreed

19/153. To discuss any other matter the Chair will allow

Cllr Carse raised condition of gate from White Hart grounds to footpath.

Proposal – Cllr Burrows to discuss with Natural England and report back

All Agreed

Meeting closed at 9.10pm

These minutes are confirmed as an accurate record of proceedings of the meeting held Wednesday 8th January 2020

Signed (Chair) _____ Dated _____