



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Clerks Report to the Parish Council Meeting 13th May 2020

Parish Council Meeting – 11th March 2020

- Data Management & Information Policy. Worked with Cllr Boggis to agree wording for Section 19 of Policy document on bring your own devices. See agenda item 20/7
- Planning –
DC/20/0773/AME; Location - Creek Cabin Reydon Road Blythburgh. Contacted ESC and expressed Parish Council view of No Objection but added note stating Blythburgh Parish Council concerns about continuous raising of building height.
DC/20/0985/FUL; Location - Churchyard And Car Park Of Holy Trinity Church Church Road Blythburgh. Contacted ESC and expressed Parish Council view of No Objection.
- Payments; Made payments as agreed;
PAYE Q4, Clerk - £377.04, HMRC - £94.20; Bus Shelter cleaning thankyou (30/9/19 to 30/3/2020) - £130.00; Village Hall Non Domestic Rates - £98.33; Grass Cutting Jan & Feb 2020 - £60.00; CAS membership (Voluntary donation) - £25.00
- Village Hall Management. Started to arrange meeting for 15th April but ON HOLD until government guidance allows such gatherings.
- Village Hall Driveway & Footpath. Discussed inviting Duncan & Sons back with Cllr Sutton. ON HOLD until government guidance allows construction industry to return to work.
- Blythburgh Day. Sent invite to Dr T Coffee our MP. Have not sent invite to Cllr Brooks yet.
- Parish Council Website. Updated the Planning section as agreed.
- Grit Bin. Have not yet purchased the grit bin.
- Parish council support to residents during Coronavirus outbreak. Sent out information received from SALC.
- Suffolk County Council Funded School Travel for 2020/2021. Put poster in noticeboard.
- Catch it Bin it Kill it (CiBiKi) Campaign Material. Put poster in noticeboard.
- Reydon Neighbourhood Plan. Responded to ESC stating Blythburgh Parish Council had no comments.
- Village of the Year. Sent nomination form and associated words to Focus Editors.

General Activities

- Attended SALC training on Zoom Platform on 29th April at 7pm
- Completed Enabling Communities Budget form for grant towards the costs associated with the Village Hall Storage Shed £1694.29. Thank you to Cllr Brooks for agreeing this
- Completed Enabling Communities Budget grant acceptance form for above grant.
- Village Hall Storage Shed. Completed and returned Scheduled area consent form to Historic England.
- Completed Enabling Communities Budget form for grant towards the costs associated with the Coronavirus volunteers for £100. Thank you to Cllr Brooks for agreeing this
- Completed Enabling Communities Budget grant acceptance form for above grant.
- Completed Annual Finance statement for 2019/2020.
- Completed parts of the Annual Governance and Accountability Return 2019/20 Part 2 that are completed by the Responsible Finance Officer.
- Arranged Internal Audit with Heelis & Lodge
- Compiled and Delivered documentation required as part of the Internal Audit.
- Tried to keep up to date with the various changes due to the Covid-19 pandemic.

- Contacted Verge Planting team about location for grit bin and have an agreed location.
- Put together a rota for Parish Councillors to monitor / check the Village Hall
- Held trial remote meeting with Chair and Vice Chair using Zoom platform.
- Completed Small Business grant form (Retail, Hospitality and Leisure Grant Fund) for the Village Hall. Village Hall received a £10,000 grant which has been received.
- Sent information regarding the Parish Council Coronavirus Helpline to CAS, SALC, ESC and SCC for advertising on the plethora of systems available.

Ongoing Actions

- Community Partnerships. Clerk to contact the partnership to state Parish Council support. Not complete
- Community Emergency Planning. Contact SCC to see if they have up to date copy, Ongoing.
- New grit bin. SCC Highways agreeing to Grit Bin at Priory Road / A12 junction. Clerk to purchase grit bin of up to £250 inc vat. Ongoing
- 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 ESC 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. Recent communication with member of PCC and have agreed they can remove.
- 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.