



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Wednesday 13th May 2020

Note; On 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. This meeting was held remotely using the Zoom application.

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

Open Forum Cllr R Smith and Cllr N Brooks. No Parishioners present.

- **County Councillor Report; Cllr R Smith.** Cllr Smith forwarded his report prior to the meeting to allow Councillors time to read the report. A summary of the report is given below;
 - Suffolk, and in particular our part of the County, has escaped most of the worst effects of the Covid-19 virus. I am aware of the good practice throughout the area, not least in Blythburgh, and to the best of my knowledge local care homes are free of the Covid-19 virus.
 - The Government is asking us to help with the testing regime for the virus and a new site is due to open 14th May at Leiston Leisure Centre. The Ipswich site, at the A14-A12 junction has been operating at near full capacity.
 - The Leiston Household Waste Site also re-opens 14th May, but to use it advance booking a timeslot is necessary. There has been over 3000 people book slots, be patient.
 - The County Council has stated publicly that it wishes EDF Energy to postpone submitting its Development Consent Order to the Planning Inspectorate until Covid-19 has been conquered and we are back to normal times
 - Interestingly Westleton are holding their next Parish Council meeting in their Village Hall. It will be interesting to see how this goes.

- **District Councillor Report; Cllr N Brooks.**

Before Cllr Brooks gave his report the Chair formally thanked Cllr Brooks for the generous Enabling Communities Budget grants towards The Village Hall Storage shed and to the Coronavirus Helpline. All Councillors present concurred.

Cllr Brooks forwarded his report on 10th May to allow Councillors time to read the report. A summary of the report is given below;

- The new Civil Parking Enforcement will be issuing Fixed Penalty Notices as from the 18th May 2020 for serious parking infringements eg dangerous or inconsiderate / obstructive.
 - All internal meetings are now held remotely which does get the meeting completed.
 - As you may have read the final planning approval for the third crossing in Lowestoft has been given and we can now start the process in earnest.
 - The Communities Team has now dealt with more than 1000 referrals through the Home But Not Alone service. Last week (Week 5) there were 175 the lowest yet.
 - Business Grants: The ED team, have completed the c2,000 calls to eligible businesses that had not yet applied for their grant funding. This has been a huge undertaking, and it has resulted in a large number of East Suffolk businesses receiving badly needed grant funding.
 - Council took the decision to re-start the garden waste service from 25th May. Rounds are being re-programmed to accommodate collections over six days instead of five.
 - We have been monitoring fly-tipping complaints closely and the number of incidents has been generally consistent with previous years although we have seen a sharp increase in fly-tipping reports in the last week or so.
- Cllr Smith asked about Parking Enforcement. Cllr Brooks stated ESC will be enforcing the restrictions, where a Traffic Regulation Order is in place from 18th May. Car parks are not

being monitored and the machines are not working. This is all a fluid situation changing daily and depends on how people activities change with the latest guidelines from Government.

- Cllr Smith introduced the proposed changes to the B1125 Blythburgh, Water Tower Crossroads. Cllr Smith was disappointed that the proposal was as limited as it was but Suffolk Highways were not prepared to do more because of long term maintenance costs. Cllr R Orr-Ewing responded that he felt it was a worthwhile improvement with additional warning on the B1125 and clearing of undergrowth. Cllr Boggis agreed with Cllr Orr-Ewing comments but asked if this was an opportunity to enhance the Village Only signage. Cllr Doney gave an overview of the proposed traffic survey looking at weight, speed and volume, now postponed, his discussions with the Suffolk Highways liaison officer and the possible options for the B1125. Cllr Smith thanked people for their comments and agreed to raise the Village Only signage.

Parish Council Meeting

20/1. Agree the Agenda

Additional Item - Masks

All Agreed

20/2. To receive Declarations of Interest / Dispensation on any matters on the agenda

Cllr Orr-Ewing – Verge plantings, reimbursement for Magnolia Tree

Cllr Boggis – Planning Applications relating to Curlew Cottage and Marsh End.

20/3. To note and agree apologies for absence

All Councillors present

20/4. Discuss and Agree way forward; Annual Meeting of the Parish Council

The Clerk reported this would normally be the Annual Meeting of the Parish Council but changes to legislation due to Covid-19 allows this to be postponed to later in the year or cancelled until May 2021. Key function of the Annual meeting is to appoint a Chair for the coming year. Councillors agreed to cancel Annual Meeting for 2020.

Proposal – Cancel Annual Meeting of the Parish Council for 2020, with the Councillors and Clerk maintaining their current roles until May 2021 (details shown below)

All Agreed

Chair Cllr - R Orr-Ewing

Vice Chair - Cllr S Boggis

Responsible Finance Officer – The Clerk

Finance advisory group - Cllr C Saunders Chair, Cllr J Sutton and the RFO

Planning advisory group - Cllr S Boggis Chair, Cllr V Carse and Cllr J Sutton

Village Hall Trustees – Cllr R Orr-Ewing and Cllr M Burrows

Blythburgh Latitude Trust Trustees - Cllr J Sutton and Cllr M Doney

Tree Warden - Cllr J Sutton

20/5. Discuss and Agree way forward; Annual Parish Meeting

The Clerk reported that the changes in the legislation do not cover the Annual Parish Meeting so legally this should go ahead. The Councillors agreed this would be good to hold as a way of gathering the Parishioners together once Government advice allows. The Councillors agreed to hold as part of Blythburgh Day or at a later Parishioners Celebrate Blythburgh Day Proposal – Postpone until later in the year, Government Advice permitting

All Agreed

20/6. Approve Minutes of Parish Council meeting held on 11th March 2020

Proposal – Accept minutes for 11th March 2020 meeting as presented.

All Agreed

Proposal - Chair to sign minutes after the meeting. Date to be agreed.

All Agreed

20/7. Discuss, Agree and Adopt GDPR Data Protection and Management Policy

Cllr Boggis presented the updated policy document to Councillors. After some discussion the document was agreed with the following amendment

Proposal – Section 12 and 17 to refer to the Chair of the Parish Council

All Agreed

Proposal - Adopt GDPR Data Protection and Management Policy with above additions

All Agreed

20/8. Discuss, Agree and Adopt Standing Orders

Proposal – Adopt Standing Orders as presented

All agreed

20/9. Discuss, Agree and Adopt Financial regulations

Proposal – Adopt Financial Regulations as presented

All Agreed

20/10. Discuss, Agree and Adopt Financial Risk Assessment

Proposal – Clerk to amend Financial Risk Assessment to include GDPR risk and present to next meeting for Agreement and Adoption

All Agreed

20/11. Agree and Adopt Parish Council Policies

- Policy for dealing with the Press and other Media
- Complaints Procedure
- Safeguarding Children and Vulnerable Adults Policy
- Freedom of Information Publication Scheme

Proposal – Agree and Adopt the four policies listed above

All Agreed

20/12. To receive the Clerk's Report

Cllr Carse asked about the proposed surveillance camera to monitor recycling area. Clerk reported agreement had been gained from the land owner with restrictions. There followed a discussion about the use of data recorded and who would act on the data. Concern about authorities not accepting the data was raised

Proposal – Clerk to contact ESC to ask what data they accept to follow up fly tipping.

All Agreed

Proposal – Accept Clerks Report as presented

All Agreed

20/13. To receive the report from the planning advisory group

Cllr Boggis reported that the planning applications listed below had been received and reviewed since the last meeting with the Parish Councils view agreed via e-mail. Cllr Boggis noted that the tree warden Cllr Sutton had responded for the Parish Council for application DC/20/1529/TCA and when asked to comment Cllr Sutton stated the Silver Birches were very large, a low amenity tree and he understood the reasoning for the application.

Application No.	Date rec'd	Location	Proposal	Councils view
				Agreed via e-mail
DC/20/1529/TCA	21/4/2020	Curlew Cottage Priory Road	T1 & T2 - Silver birch. 30% crown reduction and thin.	No Objection.
DC/20/1358/FUL	7/4/2020	Site Adjacent 4 Hinton Corner Hinton Blythburgh	Conversion of existing outbuildings to form 2 bedroom holiday let.	No Objection With conditions; Bat / Owl survey required Byway rights to be preserved

Cllr Boggis reported on the decisions received since the last meeting

Application No.	Location	Proposal	ESC Decision
DC/20/0985/FUL	Churchyard And Car Park Of Holy Trinity Church Church Road Blythburgh Suffolk	Improvement of existing entrance approach to church. Planting of trees along centreline of car park.	Permitted 4/5/2020
DC/20/0430/FUL	Marsh End Church Road Blythburgh Suffolk	Erection of a Garden shed and a summerhouse	Permitted 31/3/2020

Cllr Boggis then reported on the Local Validation List consultation. This was a detailed extensive document with the key point being the importance of gaining pre-planning advice. No Councillors had any comments. Councillors agreed no response required.

20/14. To Discuss and agree Annual financial statement for 2019-20

The Responsible Finance Officer gave an overview of the annual finance statement for the year ending 31st March 2020. No questions were raised

Proposal - Approve Annual Financial Statement for 2019-20 as presented

All Agreed

20/15. To Discuss and complete Annual Governance and Accountability Return (AGAR) 2019/20, Part 2

The Clerk/RFO gave an overview of the current AGAR legislation, the various parts of the form, where the figures had come from and the requirements of the Councillors.

- Certificate of Exemption

Proposal – Approve Certificate of Exemption as presented

All Agreed

- Annual Internal Audit Report 2019/20

Internal Audit report still with Internal auditor. Review at next meeting

- Section 1 – Annual Governance Statement for 2019/20

Question raised on point 7. RFO responded Blythburgh Day fund earmarked and the GDPR Data Protection and Management Policy agreed. Financial Risk Assessment to be updated.

Proposal – Approve Annual Governance Statement as presented

All Agreed

- Section 2 – Accounting Statement for 2019/20

Proposal – Approve Accounting Statement as presented

All Agreed

Proposal - Chair to sign above documents after the meeting. Date to be agreed.

All Agreed

20/16. To receive the report from the Responsible Finance Officer

- Income received since last meeting;
Enabling Communities Budget (ESC) - £1694.29
Bank Interest - December 2019 to March 2020 - £3.03
- Current Financial Position;

07-May-20	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing (Totals)	Income To Date
Budget	£2,059.99	£333.08	£1,954.55	£2,261.62	£320.00	£400.00	£250.00	£150.00	£7,729.24	
Spend to date	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,694.29
Remainder	£2,059.99	£333.08	£1,954.55	£2,261.62	£320.00	£400.00	£250.00	£150.00	£7,729.24	
Project - CCTV		£1,567.20								
Project - Village Hall Storage Shed		£1,500.00								
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =					£0.00
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		£1,168.25								
Total		£12,327.50								

Unpresented Cheques at 27th April 2020

Total Value £235.00

Invoices for payment at this meeting (To be agreed)

Total Value £713.69

BALANCE £13686.41

- Discuss and agree any payments required of the Council

SALC – Annual Subscription

£143.79

Bus shelter Cleaning Thank You (1/4/2020 to 28/6/20)

£65.00

PAYE – Q1

£403.92 - Clerk

£100.98 - HMRC

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

All Agreed

20/17. Coronavirus Helpline.

Cllr Carse reported the scheme was working well and had been well received and there had only been one attempted abuse of the service. The prescription delivery service was particularly popular. The question to Councillors was how long should the system continue? As the scheme was receiving referrals from ESC then it was agreed it needed to keep going until the ESC service stopped.

Proposal – Continue with the Coronavirus Helpline until further notice

All Agreed

The Councillors formally thanked Cllr Carse for devising and running this scheme

20/18. Village Hall Driveway Footpath.

Clerk reported no update following shut down of building trade.

20/19. Village Hall Management – Discuss and agree next actions

Cllr Saunders explained all the agreed plans had been put on hold due to Coronavirus. A Request for Trustees was made via the Blythburgh Focus and two people responded. Is this enough evidence that the Parish Council has tried to find new Trustees? Is a meeting required to explain changes to Parishioners? Advice needed.

Proposal – Cllr Saunders to contact CAS to explain situation and ask for advice

All Agreed

Cllr Boggis reported on her visual check of the Village Hall which had highlighted three issues; one of the fire doors would not close, a dripping tap and not having the ability to switch off the fridge. There followed a long discussion about how to resolve these.

Proposal – Cllr Orr-Ewing to look to see if they were easy fixes that he could implement

All Agreed

Cllr Saunders reported she had received an invoice that could only be paid via BACS so she paid from her personal account and then got a cheque made payable to her from the Village Hall account. It was agreed that although not ideal this needed to be done.

There followed a discussion about holding the key to the Village Hall in a key safe rather than its current location. No way forward agreed.

20/20. Village Hall Storage Shed

The Clerk reported he had applied for Schedule Monument consent from Historic England and was awaiting a response prior to applying for planning permission.

20/21. Vehicle Activated Speed Sign

Cllr Orr-Ewing reported he had, at last, got Westcotec to agree the charger provided did not work and that they would supply a new charger. Therefore the VAS is not working.

The data logger is monitoring traffic and it was noted that traffic numbers going north on the A12, in the last week, had fallen from roughly 4000 per day to 1500 per day. However the speed of traffic had increased from 85-92% of vehicles being below 35mph to less than 70% being below 35mph.

20/22. Speedwatch

Cllr Sutton reported the temporary ban on Speedwatch remains. He did report the speed of traffic was noticeably faster and that he had reported one vehicle regularly speeding

Cllr Doney reported that a parishioner had put up homemade slow down signs at the edges of the Village and that the parishioner thought these had a noticeable impact. Cllr Doney agreed to raise with the Suffolk Highways liaison officer.

20/23. Blythburgh Day – Discuss and Agree way forward

Cllr Saunders reported that nothing had yet been cancelled but that no money had been committed. Due to the current Government advice she did not see it happening but proposed that Blythburgh Day is not be cancelled but postponed. If the event is postponed Cllr Saunders proposed it could then become a smaller Village only event.

Proposal – If required postpone Blythburgh Day to later in year

All Agreed

20/24. Villager of the Year. 2020 competition

The Chair reported that the winner in 2020 reflected the unusual times we are living in and would be awarded to the ‘Coronavirus Volunteers’ led and organised by Cllr V Carse as a group. The Councillors congratulated and thanked ALL the volunteers.

20/25. Traffic management on Angel Lane/Dunwich Road.

Cllr Doney reported that the survey was in abeyance due to Coronavirus but that he would keep communication channels open with the Suffolk Highways liaison officer discussing new dates and the possibility of some slow down signs.

20/26. Verges Planting:

Cllr Orr-Ewing reported that the planting was now complete minus Amberley Close which was not part of the original plan. He went on to say there were plans for future plantings, putting guttering and water butts on the bus shelters to ease watering requirements, more volunteers had come forward and that maintenance requirements should fall next year. He thanked all the volunteers.

Cllr Boggis then took the Chair as Cllr Orr-Ewing withdrew from the debate.

Cllr Boggis opened the discussion on an e-mail the Clerk had received and distributed requesting reimbursement for the costs of planting a Magnolia tree for D Tytler, a request received by the Verge Planting team from an individual. Cllr Boggis asked two questions; Is this a Parish Council expense? Should the Parish Council support retrospective requests to refund payments made? There followed a discussion and then Cllr Boggis called for a vote. Proposal – Will the Parish Council fund retrospectively the Magnolia tree, £60 to clear the site, £30 for the Tree.

5 Cllrs in favour, 1 Cllr against and Cllr Orr-Ewing Declaration of Interest

Majority Agreed

It was agreed that this should not set a precedent and any requirement for funds from the Parish Council should be agreed with the Parish Council before any spend being incurred.

Cllr Orr-Ewing returns to Chair

20/27. Correspondence

- East Suffolk Council - Suffolk Coastal Local Plan. The consultation was on the modifications from the external assessment. Cllr agreed no response required

20/28. To discuss any other matter the Chair will allow

- Masks. Cllr Doney reported a group of 7 volunteers were making masks for Villagers based on a design from a London College. The masks are being made available to those who want one. Meryl Doney organising so contact her if you require a mask.
Chair thanked Meryl Doney for her undertaking and the volunteers for making the masks.
- Defibrillator. Cllr Carse reported the defibrillator pads were now out of date and need to be replaced
Proposal – Clerk to order new defibrillator pads

All Agreed

Meeting closed at 9.17pm

These minutes are confirmed as an accurate record of proceedings of the meeting held remotely via the Zoom application on Wednesday 13th May 2020

Signed (Chair) _____ Dated _____
