

# **Blythburgh with Bulcamp and Hinton Parish Council**

Minutes of Parish Council Meeting  
Monday 19<sup>th</sup> November 2007 at 8:00pm

**Present:** Cllr D Tytler (Chair), Cllr R Benson, Cllr L Clapham, Cllr L Lewis, Cllr A Mackley, Cllr R Williams, J Boggis (Clerk).

Open Forum discussion points

- Clerk asked Cllr Leighton about the Locality budget and he said he would look into it.
- A suggestion was made that to save waste the number of agenda's and minutes produced for the meeting should be reduced to 10 copies of each.
- Question raised about the Parish, which includes Bulcamp and Hinton; is there a map that shows the Parish boundaries? Cllr Leighton informed the meeting the Cllr Keable has such a map and will make copies available. Clerk to ask Cllr Keable for copies of the map.

County Councillor report – Cllr Rae Leighton

- Agreed to support the Parish Plan with a £750.00 grant.
- Flood Defence. WDC, SCDC and SCC are joining forces to oppose the Environment Agency plans to stop maintaining the waterways of the Blyth Valley and beyond. There is concern for the A12 as this is the main link into North Suffolk and it needs to be kept open otherwise it will impact commerce in this region. It is recognised that the EA are only implementing the views of DEFRA.
- Management of Waste. It was pointed out that while SCDC are responsible for collecting household waste SCC is responsible for its disposal. The old method was to bury in landfill sites but is now moving towards recycle and compost. As the amount of waste increases by 14% year on year landfill cannot be relied on. SCC has therefore decided to build a waste complex (incinerator) near the A14, as access is important. Technology has moved on considerably in this area with energy generated with little pollution or waste produced.

Questions raised to Cllr Leighton

- Why does Blythburgh only have one wheelie bin? The distribution of the bins was based on a questionnaire sent out to determine the local views on the bins with the most enthusiastic Parishes getting the bins first. Blythburgh was not one of the most enthusiastic Parishes.
- Are there plans to limit collections to fortnightly? For the Black bin bags no. The brown wheelie bin and the green box are already fortnightly.
- Are there any plans to charge for waste collection? Have not heard this mentioned.

## **Parish Meeting Commenced at 8:00pm**

41. To receive Members' declarations of interest on any matters on the agenda  
None raised

42. To note apologies for absence  
No apologies received

43. Minutes of the previous Parish Council meeting held on Monday 10<sup>th</sup> September  
Proposal - To accept minutes of Monday 10<sup>th</sup> September meeting as presented  
**Agreed**

44. Minutes of Special Meeting held on Monday 29<sup>th</sup> October  
Proposal - To accept minutes of Monday 29<sup>th</sup> October meeting as presented  
**Agreed**

45. To receive the Clerk's Report  
Clerk presented report on activities since last meeting. Report attached to minutes.  
Proposal - To accept Clerks report as presented  
**Agreed**

46. To receive the report from the planning sub-committee  
The two applications below were the subject of a special meeting on 29<sup>th</sup> October 2007.  
The Parish Council agreed to oppose both applications.  
Application No. – C07/1876/FUL  
Application No. – C07/1863/FUL

An appeal has been made to the Secretary of State following the refusal of the application.  
Application No. – C07/1024/FUL (tennis court at Old Hospital)

Letter received from SCDC requesting information about a possible breach of control with the stationing of a mobile home and erection of a shed on land south of 1 Stone Cottages, Walberswick Road, Blythburgh.

Proposal – Clerk to respond to SCDC that Blythburgh Parish Council cannot help  
**Agreed**

- To receive any planning decisions

**Application Granted**

Application No. – C07/1571/FUL

Location – The Priory, Priory Road, Blythburgh.

Request – Erection of single storey rear extension, garden wall and interior changes.

**Application Granted**

Application No. – C07/1572/LBC

Location – The Priory, Priory Road, Blythburgh.

Request – Erection of single storey rear extension, garden wall and interior changes.

- To consider any planning applications received by 19<sup>th</sup> November 2007 and determine the Councils attitude to them

None received since special meeting on 29<sup>th</sup> October 2007

47. To receive the report from the financial sub-committee  
The Finance sub-committee held a meeting on Monday 8<sup>th</sup> October. At the meeting the following was discussed:-

Notice at play area entrance – Contact numbers are out of date – needs updating

Proposal – Clerk to find cost of updated notice

**Agreed**

Reviewed Bank statements – See below

Discussed RoSPA, but did not have report to review.

Looked at not planned outstanding bills for Playsite and Road to Village Hall.

Reviewed know further income – Locality Budget - £800.00. Still not received

Reviewed any possible income - VAT reclaim - £1597.67. Now received.

Discussed expenses and how to keep records. Clerk to produce an Expenses claim form and present to this meeting.

Proposal – Make changes agreed at meeting to expenses form and issue

**Agreed**

Proposal – Clerk to draw up list of expenses rates based on National figures

**Agreed**

Discussed the damage to the notice board outside the shop. Outcome was for the Clerk to contact insurance company. This has been done and Clerk now needs estimate for repairs before submitting claim form.

Worked through the budget for 08/09

- Present current accounts

Community Account (current account) = £3161.73

Business Reserve / Step Saver Account = £7632.90

Total = £10794.63

- Discuss and agree any payments required of the Council

Proposal – Pay Lubbock Fine £58.75 for 2004 Audit

**Agreed**

Proposal – Pay Lubbock Fine £58.75 for 2005 Audit

**Agreed**

Proposal – Pay SALC £35.25 for Code of Conduct advertisement

**Agreed**

Proposal – Pay Paul Cook £105.00 for cutting and strimming the playsite grass.

**Agreed**

Proposal – Pay Paul Cook £136.00 for cleaning the bus shelters.

**Agreed**

Proposal – Pay Playsafety Ltd £94.00 for RoSPA report.

**Agreed**

Proposal – Pay Lubbock Fine £158.63 for 2007 Audit

**Agreed**

Proposal – Pay Clerk £218.73 for expenses and remuneration, April to October 2007

**Agreed**

Proposal – Pay Cllr Williams £22.50 expenses for attending Suffolk ACRE AGM.

**Agreed**

- To discuss next years (08-09) budget and agree precept.

Running costs for the year calculated to be £4021.00. Additional costs for general maintenance and the known Village Hall repairs estimated at £1300.00. Question about Speed Watch Campaign costs. Agreed there was enough funding available.

Proposal – 2008-2009 precept to be £5200.00, an increase of £1000.00 (24%)

**Agreed**

**Cllr Tytler declared an interest and stepped down. Cllr Williams took over Chair**

- To discuss and agree Building contractor to complete work on road to Village Hall  
Three quotes received and after discussion Cooper and Denny Ltd chosen.  
Proposal – To appoint Cooper & Denny Ltd to carry out work on road to Village Hall

**Agreed**

- To discuss funding for work on road to Village Hall  
The road to the Village Hall is also a right of way to people who live close by.  
Proposal – Write to people with right of way asking for donation of £100.00

**Agreed**

**Cllr Tytler returned to Chair**

- Report back on outcome of Annual external Audit.  
Lubbock Fine reported ‘no matters have come to our attention giving cause for concern’.  
Audit completion notice now to be displayed.

Proposal – Display Notice of Completion with 30p cost for copies of Audit report

**Agreed**

48. To receive the report from the Parish Plan steering committee.  
The Parish Plan steering group have met once and have 9 members of the committee. The Chair of the committee is Siobhann Quinn. At this meeting they planned out the process and estimated the associated costs. To achieve their Plan they will need support from as many Parishioners as possible. The target is to have a draft Village Plan available by December 2008

- Discuss and agree any funding required.

Proposal – Blythburgh Parish Council to fund 5% of cost, to be kept under review

**Agreed**

Proposal – Blythburgh Parish Council to underwrite the Village Plan to £250.00

**Agreed**

49. To receive update on the Community Speed Watch Campaign.

Cllr Lewis has spoken to the Police about the trial scheme where the initial enthusiasm was dulled by the vetting forms that had to be completed. However having overcome this they felt it went well.

A letter was received detailing the requirements to participate in the scheme; 6 to 8 volunteers who are prepared to give 1 hour per week and have completed the vetting forms and been trained. The speed gun to be used has to comply with Police requirements (estimated cost £2000.00). It is thought that the time from applying to run a Speed watch Campaign to being active is 6 to 8 weeks.

Cllr Keable thanked Cllr Lewis for her enthusiasm and stated that Wenhaston, Bramfield, Middleton and Walberswick have all shown interest in sharing the cost of the scheme.

Cllr Lewis wished it to be recorded that Sizewell ‘A’ had supplied the fluorescent jackets required.

Cllr Lewis spoke to PC Andy Fosse who is going to assist in setting up the scheme in Blythburgh. However before it can start there needs to be data showing that there is a problem. If no data available then SCC will arrange to gather and forward on to Blythburgh Parish Council.

There was a question raised about insurance, which will be addressed nearer the time.

Proposal – Blythburgh Parish Council will support the scheme provided the cost is shared with two other Parishes.

**Agreed**

Proposal – Cllr Lewis to act as scheme Co-ordinator with Cllr Williams as Deputy

**Agreed**

**ANYONE INTERESTED IN GETTING INVOLVED PLEASE SEE Cllr LEWIS**

50. To discuss and agree the way forward following the RoSPA inspection and recommendations for the play site.

The report was discussed and it was agreed nothing had to be done, medium risks only.

Proposal – Leave play equipment and site ‘as is’ and monitor. Future to be decided as part of the Village Plan

**Agreed**

51. Correspondence

51.1 Invite from the environment agency to a drop in session about future of Blyth Estuary. Feedback from those who attended.

This was discussed in open forum but please forward views to Cllr Keable

51.2 Suffolk Fire Authority Consultation on draft Integrated Risk Management Action Plan. Response needed by 24<sup>th</sup> December 2007

Proposal – Cllr Lewis to review and provide feedback

**Agreed**

51.3 Consultation on the Suffolk Mineral development plan. Response needed by 3<sup>rd</sup> December.

Proposal – Cllr Benson to review and provide feedback

**Agreed**

51.4 Note footpath 17 is now closed until 14<sup>th</sup> May 2008

Proposal – Clerk to find out who owns land over which footpath No 17 passes

**Agreed**

51.5 Countryside Access Community Scheme. Does the Parish Council want to join up?

Proposal – Cllr Clapham to review and provide feedback

**Agreed**

52. To discuss any other matter the Chair will allow

Discussion about recycling

Proposal – Clerk to find out what extra recycling bins can be located near existing bins

**Agreed**

Meeting Closed at 9:35pm

Date of next meeting Monday 14<sup>th</sup> January 2008 commencing with an Open Forum at 7:30pm followed by the Council Meeting starting at the earliest of 8:00pm

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Clerks Report – Presented to meeting on 19<sup>th</sup> November

Open forum

- Nothing to follow up

Parish Meeting

- Sent information to SCDC planning department for Application C07/1571/FUL and C07/1572/LBC
- Payments for services provided sent to Brundish Training Centre and Suffolk Acre
- Parish Council Asset Register has been updated but the values have yet to be reviewed
- Asked N Haward to prepare report on what work is required on the Village Hall. Report received but no estimate of cost given as it is dependant on any impact on the Priory ruins
- Parish Council Finance Regulations updated.
- Letter sent to SCC about the release of the locality budget funds. Response received asking where, when and on what the money was to be spent. Information sent, however as the Parish Council has yet to agree the work on the playsite some of the information supplied was speculative. To date the funds have not been released.
- Response sent relating to the Coastal Shoreline Management Plan.
- Looked into the re-introduction of a nighttime bus and found that this is being driven by the conservative party. There are forms available from Cllr Wendy Mawer from Holton. I was also given information from Cllr Clapham who has also been looking into this.

Special Meeting – Planning

- Sent information to SCDC planning department for Application C07/1876/FUL and C07/1863/FUL