

BLYTHBURGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 19th February 2007

Present: Mr Benson, Mr. Boggis (Clerk), Mrs. Lewis, Mr. Lond-Caulk, Mrs. Waller,
Mrs Williams (Chair for Meeting),

1. Apologies

Apologies received from Mr Waller and Mrs Maslen (Acting Chair)

2. Minutes of meeting held on Monday 4th December 2006.

Minutes approved.

Proposed – Mrs Waller

Seconded – Mrs Lewis

3. Matters arising

- I. Letter received from SCDC acknowledging receipt of request to extend the 40mph speed limit on A145 to past the B1123 junction. No further response.
- II. e-mail received from Mr Bell saying that as he had not heard from the Parish Council he contacted English Nature direct and a memorial seat had been erected.

4. Correspondence

4.1 Discussed at Meeting

- i. Leaflet on how to become a Parish Councillor – Two copies were received and the meeting agreed more should be made available and placed in shop to encourage people to stand forward in forthcoming elections. Mr. Lond-Caulk agreed to discuss this with the shop owner.
- ii. Suffolk Coastal Local Development Framework Consultation for the Core Strategy Issues and Option – Regulations 25. Documents were sent to the Parish Council for review and to return any comments by 8th April.
- iii. A revised model code of conduct for Local Authority Members consultation paper received for comment on by the Parish Council. No comments raised by the Parish Council Members.
- iv. SCDC – Footway Standard Lighting in Blythburgh. SCDC are proposing changing the lighting to dusk to Midnight not dusk to dawn to save money. The Blythburgh Parish Council discussed and agreed to support this change.
- v. SCC – Reminder of the closure of footpaths No 17 & 18 in Blythburgh and that it is an offence to use them and the public **MUST** stay off the closed footpaths.
- vi. SCC – A12 (north) speed limit review. The letter that had been seen by village residents was discussed. The view was that the 40mph limit to the north of Blythburgh should be maintained to beyond the Southwold turning. Clerk to send a letter stating this to SCC.
- vii. SCDC – Village of the Year competition. Application forms were received for entrance into the competition. This does not have to be driven by the Blythburgh Parish Council. If anyone is interested please let a member of the Parish Council know or contact SCDC direct. Application needs to be in place by 5th April 2007.
- viii. SCC – Review of sponsored bus service. With the renewal of some contracts coming soon the SCC were looking for peoples views. None expressed by Blythburgh Parish Council as the letter had gone to the old Clerk and arrived too late.
- ix. Halesworth Volunteer Centre. Letter received listing the services offered and asking for support for the services they offer. They are a registered charity and are

looking for support. Clerk asked to get more leaflets to publicise the services offered.

- x. SCC. Letter and leaflet about the Halesworth Pathfinder service.
- xi. Postwatch. Post Office Network consultation. Letter received asking for updated contact details so they can keep Blythburgh Parish Council up to date with decision that may affect the area.
- xii. Suffolk Coastal Services Ltd. Junk mail. Letter received with a poster about how to stop unwanted junk mail through the Mail Preference Service. To stop unwanted mail – Call 0845 703 4599 or register online at www.mpsonline.org.uk
- xiii. Blythburgh WI. Letter asking that some of their belongings may remain in the Village Hall (mainly pictures) and that if at some point in the future they are to be removed that they are offered to Blythburgh WI first. There were 10 pictures listed in the letter and are recorded at the end of these minutes.
- xiv. Paul Bennett. Letter discussing the flooding problems in Church Lane and the impacts this flooding will have on the drainage and sewerage systems in Blythburgh if something not done. Mr Bennett is proposing an increase in the height of the old Southwold Railway line footpath as there is not plan to repair the south side of the river wall. The Blythburgh Parish Council agreed to send a letter to the various agencies to support this.

4.2 On circulation to Parish Council Members

- i. SALC – Information leaflets from SALC on East Of England Plan, WEB site Access, Suffolk Family Carers, Training courses, Village of the year competition, the local government and public involvement in Health Bill.
- ii. Coast and Heaths - Winter 2006/07 edition
- iii. Campaign for Rural England – Fieldwork pamphlet, December 2006
- iv. Parish Bulletin – Winter 2006
- v. Suffolk Coastal Local Strategic Partnership leaflet
- vi. Optua – News and Views, Issue No.6 Dec 2006
- vii. Suffolk Preservation Society – Suffolk View magazine, Winter 2006
- viii. Suffolk Coastal Resource Network – Information leaflet, New Support workers for Community groups.
- ix. Parish and town councils working towards crime prevention – an evaluation and good practice paper.
- x. SALC – The local councillor Volume 2 issue 3 – Autumn 2006
- xi. Local Council News sheet – winter edition
- xii. Timberline play equipment - Equipment pamphlet
- xiii. Glasdon seating collection - pamphlet and price guide

5. Finance.

- I. Parish Council Precept for 2007-2008. Parish Council received request on future level and a 5% increase was agreed.
- II. Campaign to Protect Rural England. Subscription for 2007-2008 requested. Meeting agreed to pay £27.00 subscription for another year. It was also suggested that the letter regarding flooding be sent to this organisation to see if they could help in the debate.
- III. Suffolk Accident Rescue Service. Request for a donation received. Parish Council unaware of the role of this organisation so before making a donation have asked for more information.
- IV. Annual External Audit. Audit for year ending March 31st 2006 completed and signed off by external auditors Lubbock Fine. Fee of £58.75 paid for this service.

6. Play Site.

- I. Quotation for repairs to playsite received from Suffolk Coastal Services Ltd. Quotation, Labour £1000.00, Parts £806.00, Total £1806.00 plus VAT. Clerk requested to find other contractors to carry out the work and get further quotations. This work had planned to be funded under the SCDC Outdoor Play Space Fund but this is only for new or improved play space equipment. The Clerk had been requested to contact Councillor Rae Leighton to request a grant from the Locality Budget.
- II. SCDC – Copy of the Outdoor Playing Space Parish Schedule 2006 (SPG15) for Blythburgh received.

7. Planning Matters

7.1 Applications

Application Supported by Blythburgh Parish Council

Application Number; C06/2328/FUL

Location; Water Tower, Walberswick Road

Proposal; Installation of 2 x 300mm diameter dish antenna to the existing 30m lattice mast and small equipment cabinet

Application Number; C07/0084/FUL

Location; Former Blythburgh Hospital, Blyth View

Proposal; Extension of north elevation and conversion of nurses wing to 4 dwellings (revised scheme)

Application Number; C07/0085/LBC

Location; Former Blythburgh Hospital, Blyth View

Proposal; Demolition of existing north elevation and erection of new north elevation and alterations in connection to 4 dwellings (revised scheme)

Application Number; C07/0086/FUL

Location; Former Blythburgh Hospital, Blyth View

Proposal; Construction of tennis court and associated 4m high boundary chain link fencing

Points Raised by Blythburgh Parish Council

Application Number; C07/0258/OUT

Location; Land adjacent to No1, Highfield, Blythburgh

Proposal; Erection of a detached bungalow

Points raised; Removal of Silver Birch Tree. Is this allowable?

7.2 Notification of decisions of Planning Applications

Planning Permission – **Granted** for

Application Number; C06/1932/FUL

Location; Water Tower, Walberswick Road

Proposal; Installation of 300mm diameter dish antenna to the rooftop of water tower

8. Minutes of Special Meeting 18th December 2006

Minutes approved.

Minutes of the Special Meeting of the Parish Council held on Monday 18th December 2006. Meeting called to discuss annual audit report for year ending 31st March 2006.

Present: Mrs Maslen (Acting Chair), Mr Benson, Mr. Boggis (Clerk), Mrs. Lewis, Mr. Lond-Caulk, Mrs. Waller, Mr Waller, Mrs Williams,

1. Apologies

None, all members of Parish Council present.

2. Financial Statement

The financial statement and bank reconciliation for year ending 31st March 2006 was presented to the meeting. This was reviewed, agreed and accepted by all those present.

3. Annual Return to External Auditors

The Annual return completed by the Clerk was presented to the meeting, with each section was reviewed individually but the main focus on section 2.

Section 1 – Statement of accounts. Prior to the meeting Mrs Lewis had reviewed the figures and checked against the cashbook, bank statements and receipts available. The meeting agreed and accepted the figures as presented.

Section 2 – Statement of Assurance.

1. Agreed – Yes
2. Agreed – Yes
3. Agreed – Yes
4. Agreed – Yes. Mrs Lewis and the Clerk agreed to show any persons interested in inspecting and questioning the Parish Councils accounts.
5. Agreed – Yes. For future reference the Clerk was asked to produce a Risk Assessment on the management / control of the Parish Councils finances.
6. Agreed – Yes.
7. Agreed – Yes. No records found of any matters raised by last external audit and none raised by recent internal audit.
8. Agreed – Yes.

4. A.O.B

1 - The list of assets owned by the Parish Council and their value presented at the meeting raised some questions regarding how the value is calculated and do they depreciate and if so how is this calculated. The Clerk was asked to contact SALC to discuss this and report back.

2 - Insurance. Is the Parish Council cover against 3rd Party Liability. The Clerk was asked to look at the Policy Documents and to report back.

3 – The Village hall insurance is a significant proportion of the Parish Council spending. Does the Village Hall contribute? The Clerk was asked to contact David Tytler to discuss this and report back.

Parish Council arranged to meeting Nick Haward to discuss plans for the Priory Ruins on Sunday 6th January 2007.

Meeting Closed at 8:10pm.

9. Matters arising from Special Meeting 18th December 2006

- I. SALC reported that the method used to calculate the value of Blythburgh Parish Council property is the accepted method. Depreciation does not need to be calculated.
- II. Draft Risk assessment for management / control of Blythburgh Parish Council Finances produced. Changes to document made at meeting and will be updated for approval at next meeting.
- III. Does the Blythburgh parish Council have 3rd Party Liability Insurance cover still unanswered. Clerk to contact Suffolk Acre, suppliers of insurance.
- IV. Clerk to contact David Tytler over any funding of village hall and its contribution to Village Hall insurance and feed back to meeting. This still to be completed.

10. A.O.B.

- I. Planned Changes to the Henham Estate. A Parish Council Member was aware that there were changes being planned for the Henham Estate and felt that Blythburgh Parish Council should be kept updated. Clerk to contact Wangford Parish Council Clerk for regular updates.
- II. Bird Flu. Two Parish Council Members attended a meeting about this in Halesworth. They took away the relevant information leaflets and displayed in the Village as requested.
- III. Disaster Plans. As a result of the recent bird flu outbreak in Holton Parish Council members questioned if Blythburgh Parish Council had in place any processes on Disaster scenarios. This to be an agenda item at the next meeting.
- IV. Electoral Register. The Electoral Register is now available as revised on 1st December 2006. Parish Council agreed it would like a copy of the full register for Blythburgh. Clerk to apply for the full register in electronic form on disc.

11. Open Forum

- I. Dog fouling in Sandy Lane. This was reported as reaching unacceptable levels and it was requested a note be added to the minutes asking all local residents with dogs to **PLEASE CLEAN UP AFTER YOUR DOGS**. It was also reported that people from outside the village walk their dogs so it was requested a more visible sign be placed reminding people that they are liable to a fine if they do not clean up after their dogs. Mrs Williams agreed to place a sign in Sandy Lane reminding people of this.
- II. Planning. It was suggested that there should be a person on the Blythburgh Parish Council responsible for planning matters who could give a brief overview of the request received and its impacts to enable easier decision making. This to be an agenda item at the next meeting.
- III. Speed Cameras. In the Daily Telegraph there was an article about the police training local villagers to use speed cameras in an attempt to deter speeding motorists. It was suggested that this would be a good idea for Blythburgh. Mrs Lewis agreed to look into this and report back at next meeting.

12. Date of Next Meeting

Monday 16th April 2007

Meeting Closed @ 9:20pm.

Pictures belonging to WI

- Picture – Watercolour Chapel Road
- Picture – Watercolour View over river to Church by S Harrison.
- Map of Blythburgh 1925
- Three 75th Anniversary Certificates 1920 – 1995
- Diamond Jubilee Certificate
- Felt quilted picture by Dorothy Midson & Mary Mould
- Dart Board
- Bell to Peggy Allen
- Picture – Watercolour The Mill 1936 Lady Mallaby
- Pictorial Map of Blythburgh 1977