

# Blythburgh with Bulcamp and Hinton Parish Council

Minutes of the Annual Parish Meeting held on Wednesday 9<sup>th</sup> May 2007 at 8.00 pm. In Blythburgh Village Hall.

**Present:** Mrs H Maslem (retiring Chairman), Cllr R Benson, Cllr Mrs L Lewis, Cllr Mrs R Williams and Cllr D Tytler, County Cllr R Leighton, District Cllr K Keable, Acting Clerk Mrs M Hodges and 7 parishioners.

**No declarations of interest on any agenda items were received.**

The retiring Chairman Mrs H Maslem opened the meeting.

## **Agenda items:**

1. Election of Chairman.

Proposal “ that Cllr David Tytler be elected as Chairman”.

Proposed by Cllr Williams and seconded by Cllr Lewis.

**Agreed.**

**Cllr Tytler accepted the office of Chairman.**

2. Apologies:

None were received.

3. Resolution that Mrs Hodges continue in the role of Acting Clerk.

Proposal that Mrs Hodges remain acting Parish Clerk until the 27<sup>th</sup> June 2007.

Proposed By Cllr Tytler and seconded by Cllr Williams.

4. Election of Vice Chairman.

Proposal that Cllr Williams be elected as Vice Chairman.

Proposed by Cllr Lewis and seconded by Cllr Benson.

**Agreed.**

**Cllr Williams accepted the office of Vice Chairman.**

5. Election of Co-opted Councillors.

Nominations: Cliff Waller, Alan Mackley, Lucy Chapman and Brenda Motley.

The Meeting was closed while the Councillors conferred on the nominations.

Meeting was re opened and Lucy Chapman, Alan Mackley and Cliff Waller were invited to become members of the Council. All three excepted and joined the other Councillors at the top table.

6. Minutes of the previous meeting held on the 16<sup>th</sup> April 2007.

Proposal that the minutes be accepted.

Proposed by Cllr Williams and seconded by Cllr Lewis.

**Agreed.**

7. Matters arising from the minutes.  
Item 8:4 Community speed Watch Campaign – Cllr Lewis has obtained 2 fluorescent jackets for use by parishioners taking part in the campaign, before any action can be taken parishioners will require police training. Cllr Lewis to expand on this item at the next meeting.
8. Adoption of the revised “Code of Conduct” for the financial year 2007 /2008.  
Proposal that the Code of Conduct be adopted.  
Proposed by Cllr Benson and seconded by Cllr Williams. **Agreed.**
9. Adoption of Standing Orders for the financial year 2007 /2008.  
Proposal that the Standing Orders be adopted for the financial year 2007 /2008.  
Proposed by Cllr Lewis and seconded by Cllr Benson. **Agreed.**
10. Adoption of Financial Regulations for the financial year 2007 /2008.  
Proposal that the Financial Regulations be adopted for the financial year 2007/2008.  
Proposed by Cllr Williams and seconded by Cllr Benson. **Agreed.**
11. Adoption of Complaints Procedure for the financial year 2007 /2008.  
Proposal that the Complaints procedure be adopted for the financial year 2007/2008.  
Proposed by Cllr Lewis and seconded by Cllr Benson. **Agreed.**
12. To appoint Responsible Finance Officer for the financial year 2007 /2008.  
Proposal that the Clerk be appointed as the Financial Officer for the financial year 2007/2008.  
Proposed by Cllr Tytler and seconded by Cllr Williams. **Agreed.**  
The acting Clerk to act as RFO until the 27<sup>th</sup> June 2007.  
  
Proposal that the Chairman, Vice Chairman and Cllr Lewis be signatories on all Council Bank accounts and that the clerk to manages the bank accounts.  
Proposed by Cllr Waller and seconded by Cllr Benson. **Agreed.**
13. To appoint Chairman and members of finance sub-committee.  
Proposal that Cllr Williams be appointed Chairman of the finance sub-committee and that Cllr Lewis and the Clerk be the other members.  
Proposed by Cllr Tytler and seconded by Cllr Benson. **Agreed.**
14. To appoint Chairman and members of planning sub-committee.  
Proposal that Cllr Benson be appointed chairman and Cllr’s Waller and Mackley be the other members.  
Proposed by Cllr Tytler and seconded by Cllr Lewis. **Agreed.**
15. To appoint Trustees for the Village hall Management Committee.  
Cllr Mackley proposed by Cllr Waller and seconded by Cllr Benson. **Agreed.**  
Cllr Lewis proposed by Cllr Benson and seconded by Cllr Waller. **Agreed.**
16. To appoint SALC representative.  
Proposal the Cllr Williams is the SALC representative.  
Proposed by Cllr Benson and seconded by Cllr Lewis. **Agreed.**
17. To receive any Planning Decisions.  
None received.

18. To consider any planning applications received by the 9<sup>th</sup> May 2007.

SCDC Application C07/0413/ Ful

Location: Part of, land surrounding Bulcamp House and Bulcamp Marshes, Bulcamp Drift, Blythburgh, Halesworth.

Proposal: Construction of narrow gauge/park and ride community railway including erection of building (Henham Park Station), park &ride car park & other associated station buildings for the Southwold Railway Project.

Response: The Council oppose this application because of its considered detrimental impact on the environment and also the perceived traffic problems for access and egress to the Park & Ride site.

Waveney Council application DC/07/0682/FUL

Proposal: Construction of a narrow gauge 'park & ride' railway.

Response: The Council oppose this application because of its considered detrimental impact on the environment and also the perceived traffic problems for access and egress to the Park & Ride site.

19. Resolution on the amount to be spent on Councillor training in the financial year 2007/2008.

Proposal that up to £500.00 be spent on Councillor training this financial year.

Proposed by Cllr Williams and seconded by Cllr Lewis.

**Agreed.**

20. Clerks Report and to settle accounts.

Clerk's report to Parish Council meeting 9<sup>th</sup> May 2007.

Matters arising from the last meeting:

Wrote to Cllr Leighton re a donation towards repairs to play equipment from his Locality Budget. No reply as yet probably he is still awaiting his budget figure for this financial year. I did suggest that maybe it should be considered that the money in the Outdoor Playspace Scheme collected for small councils would be better spent in helping maintain the current equipment as apposed to always being used to buy new equipment, because if councils struggle to maintain what they already have they are not going to be any better off after a couple of years when the new equipment also needs maintenance and there is no money available.

I contacted Suffolk Coastal regarding the 'Japanese Knotweed' on Sir Charles Blois land adjacent to the A12. Mr Chris Payne from the Environmental Department contacted Sir Charles and asked him to take the necessary steps to eradicate the problem. Sir Charles contacted me direct and I passed on Cllr Waller's directions as to the area affected.

I have spent a lot of time this month collecting together various papers to assist the new Council in its work and photocopying relevant documents for each councillor in turn. This will help your Clerk on his return as he may have been unaware of these documents.

To settle accounts.

For performing the duties of Acting Clerk for Blythburgh with Bulcamp and Hinton Parish Council from the 16<sup>th</sup> April 2007 until the 9<sup>th</sup> May 2007.

12 hours work at an hourly rate of pay of £8.035 = £96.42

Administration cost incurred 547 photocopies @ £0.05ea. = £27.35

Stamps – 6 1<sup>st</sup> class stamps £2.04

Invoice total £125.81.

Cheque payable to; M A Hodges

Dated: 9.05.07

Cheque number: 100724

21. To discuss any other matters the Chairman will allow.

- Job specification for Clerk – all relevant documents available, await return of clerk for action.
- Mrs Maslam to continue to act as “Post Box” until Clerks return.
- Speed Watch Campaign to be an agenda item next meeting.
- Note new starting time for all subsequent Council Meetings of 8.00pm.
- Date of next meeting Monday 10<sup>th</sup> July 2007.

22. Open Forum.

No business discussed.

**Meeting closed 8.30pm.**