

Blythburgh with Bulcamp and Hinton Parish Council

Minutes of Annual Parish Council Meeting Thursday 8th May 2008

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

Meeting Commenced on Completion of Annual Parish Meeting

08/1. Election of Chair

Cllr D Tytler elected unopposed

Proposed Cllr Clapham, Seconded Cllr Mackley, **Agreed**

08/2. To receive Members' declarations of interest on any matters on the agenda

No declarations of interest raised.

08/3. To note apologies for absence

None, all Parish Councillors were present.

08/4. Election of Vice Chair

Cllr R Williams elected unopposed

Proposed Cllr Benson, Seconded Cllr Lewis, **Agreed**

08/5. Election of Co-opted Councillors

Co-opted Councillors re-elected en bloc

Proposed Cllr Benson, Seconded Cllr Lewis, **Agreed**

08/6. Appointment of Responsible Finance Officer for financial year 2008-09

Clerk appointed RFO for 2008/09

Proposed Cllr Williams, Seconded Cllr Clapham, **Agreed**

08/7. Appointment of Chair and members of the finance sub-committee for 2008-09

Finance sub-committee re-elected en bloc

Proposed Cllr Benson, Seconded Cllr Clapham, **Agreed**

08/8. Appointment of Chair and members of the planning sub committee for 2008-09

Planning sub-committee re-elected en bloc

Proposed Cllr Williams, Seconded Cllr Lewis, **Agreed**

08/9. Appointment of Village Hall Trustees

Cllr Lewis and Cllr Mackley appointed Village Hall Trustees

Proposed Cllr Tytler, Seconded Cllr Clapham, **Agreed**

08/10. Appointment of SALC representative

Cllr Williams appointed of SALC representative

Proposed Cllr Tytler, Seconded Cllr Mackley, **Agreed**

08/11. Appointment of Parish Council representatives to Parish Plan steering group.

Cllr Williams and Cllr Clapham appointed to Parish Plan steering group.

Proposed Cllr Tytler, Seconded Cllr Clapham, **Agreed**

08/12. Adoption of Standing Orders, Financial regulations, Complaints procedure for 2008-09

Standing orders, regulations and procedures adopted en bloc

Proposed Cllr Tytler, Seconded Cllr Williams, **Agreed**

08/13. Minutes of Parish Council meeting held on Monday 17th March 2008

Proposal - To accept minutes of Monday 17th March 2008 meeting as presented

Agreed

08/14. Minutes of Special Parish Council meeting held on Friday 11th April 2008

Proposal - To accept minutes of Friday 11th April 2008 meeting as presented

Agreed

08/15. 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

08/16. To receive the report from the planning sub-committee

- To receive any planning decisions
Permission Granted for;
Application No; C08/0122
Location; High Lodge Shooting School, Darsham Road, Blythburgh
Purpose; works to raise height of soil bunds
- To consider any planning applications received by 8th May 2008 and determine the Councils attitude to them
Application No; C08/0751
Location; Haw Wood Camp, Darsham Road, Hinton
Purpose; retention of use of land and buildings for dog and rabbit breeding business
The Parish Council discussed this application and they no objections to the application from a planning perspective. The Parish Council did however have reservations / concerns over the standards of animal welfare at the premises.
Proposal – Clerk to Contact SCDC planning dept and convey the Parish Council views on this application

Agreed

08/17. To receive the report from the financial sub-committee

A meeting was held to discuss the annual accounts and the internal audit. The accounts were agreed at this meeting along with supporting information for the internal and external audits.

- Discuss and agree any payments required of the Council
Proposal – Pay SALC annual Membership - £100.00

Agreed

Proposal – Pay P Wilby for cleaning the Blythburgh Village sign - £17.50

Agreed

Proposal – Pay Deben Frames for framing Blythburgh Parish Map - £58.75

Agreed

Proposal – Pay Paul Cook for cleaning the bus shelters - £120.00

Agreed

Proposal – Clerk to contact P Cook for information on dates bus shelters cleaned

Agreed

Proposal – Pay Suffolk ACRE for insurance for Parish Plan team - £32.75

Agreed

Proposal – Pay Brundish Training Centre for Parish Plan Team leaflets - £25.00

Agreed

Proposal – Clerk to obtain quote to paint bus shelter interior

Agreed

- Discuss and complete Annual Audit return
FRO presented the Parish Council accounts for 2007-08. Questions were raised about the difference in cost of insurance. RFO explained that in 2007-08 two lots of Village Hall insurance were paid and none were paid in 2006-07. This is due to the renewal request failing before or after the Parish Council meeting in March. No other questions were raised.

Proposal – Approve the Parish Council accounts for 2007-08

Agreed

The RFO then went through the Annual return for year end 31st March 2008.

Proposal – Agree section 1 – statement of accounts

Agreed

Section 2 was then discussed and the Parish Council agreed that the answer to all parts with the exception of part 9 was Yes. Part 9 was not applicable

Proposal – Agree section 2 – Annual governance statement

Agreed

- 08/18. To receive update on the Community Speed Watch Campaign.
The volunteers have now been asked to complete a third application form, which have been completed and are being vetted. Cllr Lewis has communicated with a Senior HR advisor about this and the use of an insecure web site for personal data. The Suffolk Constabulary are being very no committal about dates and on the production of the road signs that are a mandatory requirement for this campaign. Cllr Lewis rejected the offer of a second hand speed gun.
- 08/19. To receive an update on the Playsite.
RoSPA inspection requested for September 2008.
- 08/20. To receive an update on the Latitude Festival.
Requests received for tickets showed Saturday has the longest list. Cllr Tytler to speak to Latitude festival organisers to see if any more available.
- 08/21. Correspondence
08/21.1 Flagship-Housing – Request for additional Street Lighting in Highfields
The request was discussed and the Parish Council felt the proposal for 3 street lights would not be welcome by the residents of Highfields.
Proposal – Clerk to inform Flagship Housing that the Parish Council could not support their request and to suggest putting up local security lighting.
- Agreed**
- 08/22. To discuss any other matter the Chair will allow
Nothing discussed.

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

Clerks Report to Parish Council Meeting - Thursday 8th May 2008

Parish Council Meeting on 17th March 2008

- Obtain an estimate for repairing the River Wall. Mr Day came and spoke to Cllr Clapham and as a result produced an estimate for £4150.00 plus VAT. Contacted the Environment agency and asked for an application form for repairing the river wall. Contacted Andrew Blois to discuss the possible repair. Positive response. Also contacted Mr Desborough who suggested getting an exemption certificate from the Environment agency to allow him to tip soil / clay and rebuild the river wall. Certificate would cost £560-00 for a year.
- Get Parish Map framed in most appropriate way. After taking advice on Health and Safety issues map framed at a cost of £58.75
- Village Sign. Had sign cleaned at a cost of £17.50. Also spoke to painter about the lettering and his view was that as the metal was stainless steel would be best to remove paint, let weather and if the colour is not acceptable use appropriate primers to repaint.
- Locality Budget. Have not submitted request for funds for Village Hall storage Shed as have not yet obtained a quote. There are problems with placing wooden sheds on anything other than a concrete base, I looked at containers but access would not allow delivery, so now investigating uPVC shed.
- Payments. Made the payments as agreed at the last meeting
- Village Hall Insurance, Received note following Village Hall meeting to say insurance cover was OK
- Contacted Crossroads Caring for Carers, disability advice service and Suffolk Family Carers to ask what activities / presence they have in and around Blythburgh Parish. Have had no response from any of the organisations.
- Book RoSPA to carry out annual inspection of the playsite. Request made to RoSPA.
- Latitude Money. Contacted the Charity Commission to clarify position and communication is ongoing. Drafting of the Deed of Trust is almost complete.
- Contacted Horticultural society about memorial tree to Tussy Brown stating that the Parish Council has no objections but they would need to contact SCDC for further advice.
- Get a sign stating 'NO PARKING ON THE DRIVEWAY' and place at the end of the driveway. Have not yet received the estimate.

Special Parish Council Meeting on Tuesday 11th April 2008

- Application No. C/08/0569, High Lodge Shooting School, Darsham Road, Blythburgh, for the erection of building for indoor Air Pistol and Air Rifle range. Contacted SCDC to state Blythburgh Parish Council had no objections.
- Application No. C/08/0506, Cavell Cottage, Church Lane, Blythburgh, for the erection of replacement summerhouse. Contacted SCDC stating that Blythburgh Parish Council objected to this application.
- Application No. C/08/0479 & C/08/0480, 1 Blyth View, Bulcamp, Blythburgh, for the erection of a conservatory extension. Contacted SCDC stating Blythburgh Parish Council had no objections to these applications.