

**Minutes of Bawdsey Parish Council held
Thursday 25th May 2023 – 7.00pm in Village Hall**

Present: Cllr Andrew Rouse (ARo) (Chair), Cllr Clare Walker (CWa),
Cllr Jackie Ferguson (JFe), Cllr Matt Roche (MRo), Cllr Rob Thurkettle (RTh),
Cllr Sue Tappenden (STa), Cllr Tod Heyda (The),
East Suffolk District Cllr James Mallinder

Tina Hughes (Parish Clerk)
1 Member of public

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| 1. | <p>To elect Chair of council and signing of the 'Declaration of Acceptance of Office'</p> <p>Cllr Jackie Ferguson nominated Cllr Andy Rouse, who advised he was willing to be chair for another year, no one else stepped forward, Cllr Rob Thurkettle seconded, all in agreement, Cllr Andy Rouse duly signed the declaration of acceptance as witnessed by the clerk</p> |
| 2. | <p>Welcome by chair and to receive apologies for Absence</p> <p>Cllr Andrew Reid (SCC) sent apologies</p> <p>Cllr Andy Rouse welcomed councillors, especially new councillors and introductions were made</p> |
| 3. | <p>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</p> <p>Cllr Rob Thurkettle declared interest in planning application</p> |
| 4. | <p>Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors</p> <p style="padding-left: 40px;">a. Reports or comments from public</p> <p>None</p> <p style="padding-left: 40px;">b. Reports from County and District Councillors</p> <p>Cllr James Mallinder congratulated Cllr Andy Rouse on becoming chair. Explained full ESC meeting had taken place, a coalition between Greens, Liberal Democrats and one Independent had been formed, Cllr JMa will continue to ensure the work he has started continues (Small Electric recycling scheme, Bulb planting and 'Mind the weeds...') and will raise any issues on behalf of the people he represents, especially concerns about housing (Eyke for example) and impact this has on roads and environment issues. Is keeping a check on the frequency and type of activities happening at Sutton Heath, near the Holistic Wood Campsite which may exceed current conditions for the site.</p> |

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| | <p>Question asked about Quay and parking permits: Cllr ARo noted parking dispensation schemes exist in other areas for local business needs, Cllr JMa will take this forward, but if council have any correspondence regarding this being agreed in the past, will help (Clerk to look back through emails), ESC are awaiting for the paperwork to be passed to them from SCC and then will take a couple of months for the parking enforcement to start</p> |
| 5. | <p>To Co-Opt 1 Councillor</p> <p>Council had received one application for Co-Option, Michael Locke, who left the room while councillors discussed, all in agreement that Michael Locke was an excellent candidate, proposed to co-opt by RTh and seconded by Cllr CWa, all in agreement, Cllr Mike Locke (MLo) was welcomed back into the room and onto the council</p> |
| 6. | <p>Welcome to new councillors and signing of</p> <p>Declaration of Acceptance of Office</p> <p>All councillors were invited to sign the Declaration of Acceptance of Office, these were witnessed by clerk</p> <p>Election Expenses Forms</p> <p>Councillors were reminded they will need to sign and return their expense forms even if zero to ESC offices in Melton</p> <p>Reminder to Register Interests with SCC and existing councillors to check interests have not changed</p> <p>All new Councillors were reminded they will need to complete the Register of Interest and existing councillors will need to update their register</p> |
| 7. | <p>To agree & sign Minutes of meetings dated 23rd March 2023 as true record.</p> <p>Minutes were agreed as a true record, proposed by Cllr CWa and seconded by Cllr RTh, duly signed by chair Cllr ARo</p> |
| 8. | <p>To elect Vice Chair</p> <p>Cllr ARo asked if anyone was interested in being vice chair, Cllr Rob Thurkettle put his name forward, no other candidates, Cllr Clare Walker proposed and Cllr Andy Rouse seconded, all in agreement</p> |
| 9. | <p>To review and adopt the following:-</p> <p>All documents had been forwarded prior to the meeting:-</p> <ul style="list-style-type: none"> • National Code of Conduct • Financial Regulation • Standing Orders <p>All documents had been reviewed by councillors, Cllr CWa proposed adopting and Cllr RTh seconded, all councillors in agreement</p> |

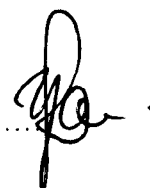
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| 10. | <p>To present training opportunities for Councillors</p> <p>Councillor training opportunities were forwarded to councillors prior to the meeting, councillors advised to please review and let clerk know if they wish to undertake any training. Advised not compulsory, but could be beneficial to their new role</p> |
| 11. | <p>Planning: To receive updates on current applications and consider applications received</p> <p>a. Consider the following application(s)</p> <p>DC/23/1604/FU Rear and side single storey extension, Beauville, Red House Farm Lane, IP12 3AN</p> <p>No objections</p> <p>b. To consider any applications received after the publication of the agenda</p> <p>None Received</p> |
| 12. | <p>Works on Ferry Road at Quay –</p> <p>a) Receive progress update</p> <p>Works have been completed, there are a few snagging issues, Cllr ARo, Cllr CWa and Cllr RTh are to meet the design engineer and representative from SCC on 1st June 2023 to discuss these.</p> <p>b) Discuss Parking Permits</p> <p>This was discussed earlier see 4b, additionally Cllr JFe would like to see 'No overnight Parking' signs to stop any camping on the quay</p> |
| 13. | <p>Policies and Asset Register – Review and adopt:-</p> <p>Both forwarded to councillors prior to meeting</p> <p>a) Asset Register</p> <p>Asset register reviewed and adoption agreed, although more information is needed regarding the Weather Station, and if it is intended that this is to become a council's asset. If this is the case then information is firstly required on the Capital, Operational & Maintenance costs and responsibilities involved), proposed by Cllr ARo and Seconded by Cllr CWa, all in agreement</p> <p>b) Internal Control</p> <p>Cllr RTh had completed and has been accepted by Internal Auditor, Cllr ARo agreed acceptance and Cllr CWa seconded, all in agreement</p> |

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| 14. | <p>To confirm following roles and advisory groups for 2023- 2024:</p> <p>a) Finance Councillors (Currently Cllrs Andy Rouse and Clare Walker)</p> <p>Cllr ARo and Cllr CWa agreed to continue on the finance committee, council agreed another councillor would be needed, Cllr JFe stepped forward, proposed by Cllr ARo and seconded by Cllr RTh, all in agreement</p> <p>b) Village Hall Representative</p> <p>Cllr THe stepped forward, currently on VHRGC, all in agreement</p> <p>c) Speedwatch</p> <p>No one stepped forward for this role (Clerk to look at role and breakdown details)</p> <p>d) Emergency Committee representative</p> <p>RTh stepped forward, all in agreement</p> <p>e) Tree Warden (Currently Richard Tricker)</p> <p>Clerk advised Richard Tricker would be willing to continue as Tree Warden, all in agreement</p> <p>f) Internal Auditor (Currently Trevor Brown)</p> <p>Council agreed to continue with Trevor Brown as internal auditor, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement</p> <p>g) Responsible Finance Officer (Currently the Clerk)</p> <p>Council agreed for clerk to continue as Responsible Finance officer, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement</p> <p>h) Defibrillator caretaker (Currently Rod Webb)</p> <p>Clerk informed council that Rod Webb would like to step down from this role, Cllr CWa agreed to take this on</p> <p>i) Coastguard representative (Currently Robert Thurkettle)</p> <p>Cllr RTh agreed to continue as Coastguard representative</p> |
| 15. | <p>Clerks Correspondence update</p> <p><u>Peninsula Joint Meeting:-</u></p> <p>Clerk received an email from Cllr JMa suggesting the joint peninsular meetings start again, beginning with every 6 months and then going to quarterly if needed, Shottisham to hold first meeting in the Trust Hall, date to be confirmed. Council agreed two representatives, if possible, from council should attend these meetings and report back to council, clerk to send an email with date(s) and councillors will advise who can attend</p> |

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Melton, Woodbridge and Deben Peninsula Community Partnership:-

Clerk received an email from East Suffolk Council asking for us to confirm who would be Bawdsey Parish Councils representative, currently Cllr CWa, Cllr CWa agreed to continue to represent BPC, all in agreement

Waste Management and Street Scene Services in East Suffolk

Clerk received email from East Suffolk, advising that they will be ceasing their contract with Norse as of 1st July 2023, the new service will be an arms-length local authority trading company called East Suffolk Services Limited, it will be wholly owned by council. The team can be contacted by email at operations@eastsuffolk.gov.uk

Emergency Committee Costs

Clerk has been liaising with Alderton Clerk regarding sharing the cost of the Radio Licence and Emergency Telephone, Alderton council agreed to share half the costs and the clerk has raised an invoice for Alderton Parish Council for the sum of £112.50, this being half the cost of the Radio Licence covering a 5 year period (37.50) and the emergency telephone for one year (75.00)

Website Accessibility – One Suffolk

Clerk has received an email from One Suffolk, advising that our website is not currently compliant with International Accessibility Standards and One Suffolk have offered to do a review of every page, fix any issues and produce a report for a cost of £108 including VAT, clerk advised she does not have the time to review every page, council in agreement that this be undertaken by One Suffolk, proposed by Cllr RTh and seconded by Cllr CWa.

Donations:-

Thank you emails have been received from Citizens Advice and Suffolk Accident and Rescue Service for our donations

PRE at Shingle Street

Clerk had circulated agreement for PRE at Shingles Street prior to meeting, Councillors were all in agreement for this to be signed on behalf of the council by the Chair.

East Lane Flooding

Residents had reported flooding into gardens in East Lane, this had been reported on Suffolk Portal (**RTh to send link to all councillors**) Suffolk Highways have been out to clear the Gullies, residents are not convinced this will resolve the issue, as the layout of the road, takes the water away from the drains, residents to monitor flooding and advise clerk if still an issue, who will report back to highways any problems

Coastal Path

Clerk had received an email from parishioner regarding the coastal path and the new fence that has been erected, enquiring about the progress on formalising the new coastal path and any signage. Councillors noted that Natural England and the government have still not formalised this, SCC are still using a map from 2016 and the cliff has eroded since this date, suggestion that land owners could look at the deeds to their land and see if a public footpath is detailed and if still within their land. One councillor advised that dogs had been let loose when walking across, had been coming from other direction towards East Lane Car Park, where there is no fencing or signage preventing access to path. **Cllr ARO to liaise with parishioner to discuss further.**

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| | <p><u>Welcome Booklet</u> Clerk had received an email regarding the Welcome Booklet, asking if the council would agree to a reprint as stock is running low. Majority of councillors have not seen booklet and would like to look before agreeing to reprint. Clerk to ask for a copy and forward to all</p> |
| 16. | <p>End of Year Accounts:</p> <p>i. To Receive and accept accounts as at 31st March 2023</p> <p>End of Year account summary received and accepted, proposed by Cllr ARo and Seconded by Cllr CWa, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>ii. To accept Internal Auditors report for year end March 2023 and Annual Internal Audit Report within part 3 of the Annual Governance and Accountability Return 2022/2023</p> <p>Internal Auditors report and Annual Internal Audit Report accepted, proposed by Cllr CWa and seconded by Cllr ARo, all in agreement</p> <p>iii. To complete sections 1 of part 3 of the Annual Governance and Accountability Return (AGAR) 2022-2023</p> <p>Section 1 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>iv. To complete sections 2 of part 3 of the Annual Governance and Accountability Return (AGAR) 2022-2023</p> <p>Section 2 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>v. To set a date for exercise of public rights to be set</p> <p>Dates set for public right to access accounts:- Monday 5th June 2023 to Friday 14th July 2023, proposed by Cllr ARo and Seconded by Cllr CWa, all in agreement</p> <p>vi. To agree CIL report for 2022 – 2023</p> <p>CIL return completed, NIL, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement, clerk to send off to ESC.</p> <p>Cllr ARo, explained CIL and the need to think about what the money could be spent on Clerk to send CIL Guidance to all Councillors</p> |



17. Finance**1. To note Bank Balances as of 30th April 2023:**

- a) Current Account - £16460.72
- b) Reserve Savings Account - £4018.03
- c) CIL Funds Savings Account - £23843.44
- d) Projects Savings Account - £8256.48

Noted

2. To authorise the following Invoices for Payment:**a. New payments since last meeting:**

- £159.75 SALC Membership
- £15.00 Red Rocket – Emergency Telephone (April)
- £35.00 Information Commissioners Office
- £1000.00 St Mary's Church – Church Wall
- £75.00 Ofcom – Emergency Radios
- £15.00 Red Rocket – Emergency Telephone (May)
- £32.15 ESC – Bulletin
- £40.95 Clare Walker – Expenses for certificates
- £260.00 Trevor Brown – Internal Audit
- £40.75 – Tina Hughes – APM
- £56.29 – Tina Hughes – Mileage and Expenses
- £59.99 – Tina Hughes – Microsoft 365 Subscription

Payments authorised, proposed by Cllr THE, seconded by RTh, all in agreement

b. Any new invoices since publication of agenda:

None

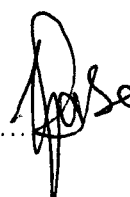
c. Note new payments received since last meeting:

- £18.03 Interest received on Reserve Savings Account
- £41.70 Interest received on Project Savings account
- £106.98 Interest received on CIL Savings Account
- £861.53 CIL for new build Manor Farm Estate
- £8185.00 Precept 2023/24

Noted

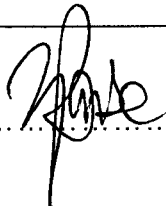
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| | <p>d. To receive minutes from finance meeting held on 25th April 2023 and accept recommendations:-</p> <ul style="list-style-type: none"> i. Transfer interest received in CIL savings £106.98 account to current account ii. Leave interest received in project £41.70 and reserve £18.03 accounts in respective savings accounts iii. Continue insurance policy with Zurich £264.00 iv. Shortfall in invoice received for Weather Station work, recommend to be paid by Parish Council from project fund £199.20 <p>Council agreed to recommendations from finance committee, proposed by Cllr RTh and seconded by Cllr THe, all in agreement</p> |
| 18. | <p>Any matters to be brought to the attention of the Council and to agree date for next meetings</p> <p>Date of next meeting: 20th July 2023 at 7pm in Village Hall</p> |

Signed by Chair.....



Date.....

20/07/23

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