

# Bawdsey Parish Council

## Minutes of the Annual Meeting of the Parish Council

Wednesday 20<sup>th</sup> May 2015 at 7.00pm

Bawdsey Village Hall

**In Attendance** –Graham Turner (GT), Brian Johnson (BJ), Liz Mark (LM), Rawdon Saunders (RS), Chris Mann (CM), Tony Osmanski (TO), Richard Tricker (RT), David Baker (DB), Mark Dovey (MD), SCDC Cllr Christine Block (CB), Jenny Webb (Clerk)

*Meeting called to order by Chair GT at 7.05pm.*

- 1. OPEN FORUM:** Before the meeting proper started, Rawdon Saunders gave his opinion that the burden on any new Chair of Bawdsey Parish Council is too great and that the council should move towards forming sub- committees to manage the day to day matters of the council.

### **2. Chairman's welcome**

The new councillors introduced themselves to one another. Before opening the election of the new Chairman. Graham Turner (the retiring Chairman) gave a short speech outlining the problems the new Chair would face, and possible solutions to help the new Chair, namely:

1. Make full use of the existing subcommittee structures,
2. Consider new subcommittees for Planning and Finance.
3. Suggested all councillors participated in at least one or two subcommittees.
4. Suggested the Chair only attend a few subcommittees, and chaired even less.
5. Consider it the norm that a new Chairman would only serve for 1 or 2 years.

He then briefly mentioned priorities and emphasised the on-going importance of Coastal Defences, especially in the light of rumours coming from the Environment Agency.

He then suggested four possible candidates for the role of Chairman and invited the meeting to discuss these candidates. They were BJ, RS, TO and DB. RS excused himself from standing as Chairman citing conflict of interest since he is also Chair of the VHRC which is separate from the Parish Council and NOT answerable to it. It is also very time consuming. Each body helps the other, as shown in the transformation of the village hall into an Emergency Centre by means of the installation of Calor Gas. The finance of the project was done through the Parish Council but the VHRC members oversaw the orders of the oil tank, stove and heaters and helped with the installation.

DB and TB also demurred because they were newly elected councillors and TO said he was already serving on a number of different group committees. He felt continuity was all important.

Consequently BJ said he would be willing to stand but only for one year. His name was put to the council.

Proposer: Liz Mark

Seconder: Rawdon Saunders.

The election of BJ was duly carried by a unanimous vote.

A vote of thanks was given to GT by TO, BJ and District Councillor Christine Block and GT left the meeting.

<p><b>3.</b> Acceptance of Office forms were signed by the new Chair and councillors and countersigned by the Clerk. Suffolk Code of Conduct forms were handed out together with subject dividers. Election expenses forms were also handed out and filled in for the Clerk to post to the returning officer at SCDC. Clerk also handed out new Contact sheet.</p>	
<p><b>4. Election of Vice Chair:</b> David Baker was duly elected having been nominated by Liz Mark and seconded by Tony Osmanski. No other councillors put their name forward.</p>	
<p><b>5. New Chairman's welcome.</b> BJ welcomed the new council and gave some background information. Councillors are "summoned" to attend meetings, a legal term which means that apologies for non- attendance should always be sent to the Clerk. Non attendance over a period of 6 months results in removal from the council. He explained there are 6 meetings a year with occasional additional meetings for planning applications or for any outstanding business. Meetings have to be quorate which means 3 members in the case of BPC. Any notice of meetings has to be pinned up with 3 days' notice. Most pieces of information are sent out via email. The County Councillor Andrew Reid attends from time to time and sends in a report as do the local police.</p> <p>He then invited any questions. He explained the reason there are 8 councillors, reflecting the number of electors in the parish. Chair always has the casting vote in the event there is an even number of votes for and against an issue. Chair thought the website could be used to publicise the council members and it was suggested a short biography of each councillor be put on the website for parishioners to know the background of their new council. BJ's election was particularly welcomed as someone who lives in the outlying hamlet of Shingle Street which is not always viewed as part of Bawdsey Parish. The Chair mentioned he always puts parish notices on the notice board at Shingle Street.</p> <p><b>6. Councillor's Declaration of Interests:</b> Clerk explained that once their names have been put on the SCDC website, Councillors will need to fill out a Register of Interest Form online. They will be issued with a password to access the website. Bawdsey Parish Council will then provide a link to this website from their own (<a href="http://www.bawdsey.onesuffolk.net">www.bawdsey.onesuffolk.net</a>) At every meeting Councillors also need to declare any interest they may have in the business on the Agenda such as being a landowner in a planning application.</p>	<p><b>Clerk</b></p>
<p><b>7. PC Sub-committees:</b></p> <p><b>Bawdsey Community Amenity Area (BCAA) Working Group:</b> BJ,LM and RS were confirmed as members of this committee and DB and TO joined as new PC representatives. <b>EAOW Working Group (Windfarm)</b> RS and Sandra Carter were confirmed as members and Richard Tricker joined the group. <b>Emergency Planning:</b> BJ was confirmed as the Bawdsey leader of this group which includes members of Alderton PC, a coastguard rep, Ann Toettcher from Bawdsey Manor. Mark Dovey was confirmed as a new PC member along with existing member LM. <b>Bawdsey Coastal Partnership:</b> This group has 12 members including representatives from Bawdsey, Alderton and Hollesley parish councils and other stakeholders such as landowners. BJ was confirmed as BPC rep and was joined by new councillor Chris Mann. <b>Website and Communications:</b> BJ suggested a small sub-committee deal with website matters. It was suggested that this should be expanded to include Communications generally between the council and the community. RT was confirmed as PC rep and will liaise with Rod Webb who currently deals with the parish council's business on the website. It will be a regular item on the agenda. <b>Planning Committee:</b> The Chair did not see a need for a separate planning sub-committee as full PC meetings usually deal with them with site visits if necessary. The Clerk will continue to respond to simple applications with the Chair overseeing more complex responses.</p>	

<p><b>Finance Committee:</b> BJ, DB and TO were confirmed on this new committee to monitor council's finances, including those of BCAA and to review annually Clerk's contract and salary.</p>	
<p><b>8. Confirmation of Standing Orders and Financial Standings:</b> Two new points were added to the existing Standing Orders which relate to the right of the public to film meetings. This is a legal requirement. They were then formally adopted, proposed by DB and seconded by CM. In addition, on the Protocol for Public Participation at Council Meetings, a time limit was set to 15 minutes for parishioners to raise matters at the start of meetings.</p>	
<p><b>9. Training Possibilities for New Councillors:</b> Clerk explained SALC are delivering courses for new councillors at their HQ in Claydon and at Stratford St Andrew in June. They are also willing to come to Bawdsey and train a group of councillors from the same area which will be a cheaper option. Clerk has asked Alderton, Shottisham and Hollesley to respond. Clerk was asked to see if SALC could come to Bawdsey on 24<sup>th</sup> June. <i>(Now confirmed)</i></p>	<p><b>Clerk</b></p>
<p><b>10. Presentation of the accounts for the year ended 31<sup>st</sup> March 2015:</b> All accounts were agreed and approved by the Council and signed accordingly by the Chair. The prepared audit was approved by the PC and signed by the Chair. <u>The audit documents will be sent off to BDO LLD for an external audit to take place by 13<sup>th</sup> July.</u> The PC endorsed the Accounts and Audit Regulations (Annual Governance Statement). The Internal Control statement was signed. <i>(Electors have the right to inspect the accounts and review the Annual Return between 15<sup>th</sup> June and 10<sup>th</sup> July.)</i></p>	<p><b>Clerk</b></p>
<p><b>11.</b> Ray Kay was appointed as external auditor for 2015-16.</p>	
<p><b>12. Annual Report from SCC</b> –Report from Andrew Reid was circulated to all councillors (see attached).</p>	
<p><b>13. Woodbridge and District Safer Neighbourhoods Team Annual Report</b> was circulated to all councillors (see attached). The theft of a No Overnight Parking sign at East Lane was noted. A replacement was authorised. The word “Please” is to be added.</p>	<p><b>Clerk</b></p>
<p><b>14. Signing of Minutes as a true record:</b></p> <ul style="list-style-type: none"> <li>i. <i>Parish Council Meeting held 11<sup>th</sup> March 2015</i> –The Minutes were approved by the PC and signed by Chair.</li> <li>ii. <i>Planning Meeting 19<sup>th</sup> March 2015</i> – The Minutes were approved by the PC and signed by Chair.</li> <li>iii. <i>Planning Meeting 14<sup>th</sup> April 2015</i> – The Minutes were approved by the PC and signed by Chair.</li> <li>iv. <i>Extraordinary Meeting held 5<sup>th</sup> May 2015</i> – The Minutes were approved by the PC and signed by Chair.</li> </ul>	<p><b>The Clerk</b></p>
<p><b>15. Progress Reports:</b></p> <ul style="list-style-type: none"> <li>i. <b>Clerk's report, including finance report.</b> These were circulated to all councillors. See attached.</li> <li>ii. <b>Planning Update:</b> DC/15/0901/OUT School Meadow site has been withdrawn. A new application to put in two roof lights into the Old Stables at Bawdsey Manor Estate was looked at and a recommendation to approve it on certain conditions was carried. The roof lights don't overlook any property. Clerk to write response. Regarding the floodlighting at the tennis courts at Bawdsey Manor, Michaelle Coupe has written to the Manor (see Clerk's report) who have responded. She also asked residents to monitor this and to report further infringements. Councillors wondered whether more lights had been added to the poles to cause an increase in</li> </ul>	<p><b>Clerk</b></p>

<p>brightness.</p> <p>iii. <b>Village Hall and Recreation Ground:</b> RS reminded the council that the annual fete was taking place on Bank Holiday Monday 26<sup>th</sup> May and urged support.</p> <p>iv. <b>Deben Estuary partnership:</b> No report</p> <p>v. <b>Alde and Ore partnership:</b> No report</p> <p>vi. <b>BCP Update:</b> There will be an Open Meeting on Monday 15<sup>th</sup> June at 6pm in the Village Hall to discuss the draft report commissioned by EA. (Environment Agency) from Mott MacDonald concerning options for long term defence of East Lane and its effect on the whole coast from the Ore to the Deben. Councillors agreed it would be beneficial to have read the document before the meeting. The final report should shortly be available.</p> <p>vii. <b>BCAA:</b> It was felt that in order to approve expenditure by BCAA, there has to be regular updates from the WG who meet more often than the PC. The PC has to approve all items of expenditure. Extraordinary meetings could be called for urgent items of expenditure to be approved. Minutes of BCAA meetings should be sent to the Clerk since BCAA is answerable to BPC. New members of the committee on the WG should be given BCAA's terms of reference, the financial reports and all the protocols. PW should produce a Position Statement for BPC. (See also recent report by PW at APM.)</p> <p>viii. <b>EAOW Wind farm Project:</b> Scottish Power sent an email to BPC detailing a number of amendments including changing voltage current from DC to AC. Clerk was asked to write a letter asking what alterations this change would bring about and for clarification regarding any health implications.</p> <p>ix. <b>Emergency Planning:</b> Bawdsey Village Hall has been accepted as an Emergency Centre by Joint Emergency Planning Unit (JEPU) at SCDC.</p>	<p>PW</p> <p>Clerk</p>
<p><b>16. Review Clerk's Contract and Salary:</b> This will be done by the new Finance Sub-Committee.</p>	
<p><b>17. Review of Asset Register:</b> This item was deferred until the Council have had a chance to look at the charitable trust document regulating the village hall and recreation ground.</p>	
<p><b>18. Review Risk Analysis 2015/16 and Insurance Policy:</b> The risk analysis documented was confirmed. BJ mentioned that the public liability element of insurance schedule should be raised from 6million to 10 million pounds. He recommended renewing for one year only and not three years in case better options could be found next year. It was felt that the document has to be scrutinised to see if there were libel and defamation elements and corporate manslaughter protection.</p>	<p>Clerk</p>
<p><b>19. Renew donations to Charities and Subscriptions:</b> Given the lateness of the hour, this was held over till next meeting.</p>	
<p><b>20. Review banking arrangements and New Signatories:</b> Brian Johnson, David Baker and Tony Osmanski were appointed new signatories to replace Graham Turner and Lydia Calvesbert. Liz Mark will continue as signatory. Clerk will look into an access only online facility to check balances. Clerk to give out the necessary forms from Barclays to effect the change.</p>	<p>Clerk</p>
<p><b>21. Posts of Responsibility:</b> Mark Dovey agreed to join LM as SALC representative. LM will co-opt Beatrice on to the Greenprint Forum. All these decisions were endorsed by Council. Clerk will send Agenda of next SALC area meeting to LM and MD.</p>	
<p><b>22. Matters to be brought to the attention of the council:</b> None</p>	

<b>23. Dates of next meetings:</b> 23 <sup>rd</sup> July 2015, 17 <sup>th</sup> Sept 2015 and November 18 <sup>th</sup> . These are to be put in the bulletin.	<b>Clerk</b>
Next regular meeting of the Parish Council to be held on: Wednesday 23 <sup>rd</sup> July at 7:00pm	
<i>Meeting ended 10.10pm</i>	

Signature: .....

Date: .....

*Brian Johnson - Chair of Bawdsey Parish Council*

Draft until Signed