

Bawdsey Parish Council

Minutes of the Annual Meeting of the Parish Council

Wednesday 11th May 2016 at 7.00pm

Bawdsey Village Hall

<p>In Attendance –Brian Johnson (BJ), Liz Mark (LM), Rawdon Saunders (RS), Chris Mann (CM), Mark Dovey (MD), SCDC Cllr Christine Block (CB), Jenny Webb (Clerk) Andrew Block</p>	
<p><i>Meeting called to order by Chair BJ at 7.00pm.</i></p>	
<p>1. Open Forum-No issues were raised</p>	
<p>2. To elect a Chairman: Chair BJ indicated he would be willing to stand for another year. Cll Liz Mark proposed and Chris Mann seconded his nomination. BJ was re-elected unanimously. Declaration of Acceptance of Office form was signed by the Chairman and countersigned by the Clerk.</p>	
<p>3. Election of Vice Chair: In the absence of a willing candidate for this post, Cll Dovey put forward the suggestion of having a rolling Vice-Chair who holds the position for 6 months at a time, thus giving all councillors experience of this role. Chair BJ asked councillors to consider this and give feedback at July's PC meeting. Clerk told the meeting that it is not essential to have a Vice-Chair. In the absence of the chairman, any councillor can be nominated at the beginning of a meeting to hold the position for that meeting only.</p>	<p>Councillors</p>
<p>4. Chairman's welcome and Apologies. Clls Richard Tricker and Andrew Rouse sent their apologies as well as SCC Cll Andrew Reid. BJ then welcomed councillors, in particular newly co-opted councillor Andrew Rouse in his absence. BJ highlighted the problem of lengthy meetings which have arisen through an unprecedented amount of council business. He recommended all progress reports be circulated two weeks in advance of meetings which will help in this respect.</p>	
<p>5. To co-opt new Councillor: Andrew Block expressed his willingness to become a councillor. His CV was circulated and his nomination approved. He was proposed by Cll Liz Mark and seconded by Chair BJ and was elected unanimously. AB signed his Declaration of Acceptance of Office and joined the meeting. Clerk undertook to find out about training opportunities.</p> <p>6. Councillor's Declaration of Interests: Cll Chris Mann declared an interest in planning application DC/16/1824/FUL-change of redundant farm buildings to farm office at High House Farm. Chair BJ declared an interest as a Trustee of the Alde/Ore Trust.</p>	<p>Clerk</p>
<p>7. To agree composition of PC Sub-committees and Working Groups:</p> <p>Bawdsey Quay Visitor Centre WG: Clls BJ,LM and RS were confirmed as PC members of this committee together with lay members Peter Wain, Di Clouting, Christine Block, Graham Turner, Graham Smith and Jacqui Mercer. Clerk also attends these meetings now. EAOW Working Group (Windfarm) Cll Richard Tricker and Sandra Carter were confirmed as members and Rawdon Saunders came off it. Emergency Planning: Jason Horncastle from Shingle Street is now Chair of this group which includes members of Alderton PC. Cll Liz Mark was confirmed as PC representative and Rob Johnson is also willing to join as a lay member. Bawdsey Coastal Partnership: BJ was confirmed as BPC representative together with Cll Chris Mann. Website and Communications: Cll RT</p>	

<p>was confirmed as PC rep and will continue to liaise with Rod Webb, Graham Turner and Rob Johnson. Planning Committee: The Chair did not see a need for a separate planning 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. BJ confirmed that all responses to SCDC should be vetted by the Chair. Finance Committee: BJ and MD were confirmed on this committee which monitors council's finances, including those of BQVC, reviews Standing Orders, Budgets and Clerk's contract and salary on an annual basis. Another Councillor will be asked to join this committee. Alde/Ore Estuary Partnership: Cll BJ was confirmed as rep. SALC and Greenprint Forum: Cll Liz Mark Village Hall and Recreation Ground Committee: Rawdon Saunders Tree Warden: Richard Tricker. BJ asked that minutes from BQVC be circulated amongst the whole council in future.</p>	<p>Clerk</p>
<p>8. Confirmation of Standing Orders and Financial Regulations: BJ explained that these were currently being revised by the Finance Committee and would be brought to July's meeting to be approved by full council.</p> <p>9. To confirm Equal Opportunities Policy and Health and Safety Policy: These remained unchanged and were readopted by the council.</p>	<p>Clerk</p>
<p>10. To sign a) Internal Control Statement b) Annual Governance Document c) Approve end of year accounts for external audit: Both a) and b) had been reviewed by the Finance Committee in April and having been circulated to councillors for their perusal before the meeting were approved and duly signed by BJ c) The accounts had also been circulated and were signed as an accurate record of the council's annual finances. The relevant pages on the BDO external audit were also signed and dated with the relevant minute reference. <u>The audit documents will be sent off to BDO for an external audit by 6th June.</u> Electors will be able to view accounts on request between 24th June and 4th August.</p>	<p>Clerk</p>
<p>11. To appoint an internal auditor: Trevor Brown of Woodbridge was appointed for 2016-17. A vote of thanks was given to Ray Kay who has undertaken the internal audit for the council for over 10 years.</p>	
<p>12. Signing of Minutes as a true record:</p> <ul style="list-style-type: none"> i. <i>Parish Council Meeting held 9th March 2016</i> –The Minutes were approved by the PC and signed by Chair. ii. <i>Extraordinary Meeting 11^h April 2016</i> – The Minutes were approved by the PC and signed by Chair. iii. <i>Annual Parish Meeting 19th April 2016</i> – The Minutes were approved by the PC and will be signed by the Chair at the APM 2017. 	
<p>13. Annual Report from SCC and SCDC –Report from Andrew Reid SCC was circulated to all councillors (see attached).</p> <p>SCDC: Cll Christine Block highlighted the increasing use of drones at Bawdsey Quay and Felixstowe Ferry which have the potential to disturb nesting birds. Posters outlawing this practice will be put up by AONB Coasts and Heath. Erosion at Bawdsey Beach is becoming more severe with groynes being exposed. A new regime for measuring coastal erosion has been put in place with Clls Richard Tricker and Andrew Block undertaking the measurements which are sent to Bill Parker at SCDC. Wind speed will also now be measured. (Cll RS offered a device he has in his possession for this task.) The local Coastal Community Team has developed an Economic Development Plan which will put in for a grant from the Coastal Communities Fund on the issue of visitor footfall. A meeting is shortly to take place to look into the viability of having the</p>	

<p>Bawdsey Ferry operating all year round, continuing into the shoulder months of the year. It may be that a subsidy from BPC will be requested. Cll Block reported that a second round of Quiet Lane designation was underway. Sutton PC was thinking of designating Old Post Office Lane and Hollesley, School Lane and possibly the road to Shingle Street. Bromeswell and Boyton parishes were also involved. They were usually chosen as single track lanes used by pedestrians, horse riders and cyclists. It gave out a signal to drivers to drive with greater care and gave assurance to users other than motorists. BJ expressed concern that Bawdsey Parish Council had not been consulted with regard to the designation of the road to Shingle Street which is an access road for residents. CB would like the views of BPC and the Chair of the Shingle Street Development. This will be put on July's agenda. CB finished by saying that a decision by SCC about devolution is about to be taken.</p>	
<p>14. Progress Reports:</p> <ul style="list-style-type: none"> i. Clerk's report, including finance report. These were circulated to all councillors. See attached. A new parish map has been received from SCC with descriptors of all the footpaths. Clerk was asked to obtain a pdf of the map and circulate it and descriptors to all councillors. The grant from Andrew Reid of £1,500 for a new decorative village sign was welcomed. Cll CB hoped she would be able to donate some money from her locality grant to this project also. To be put on July's agenda. ii. Planning Matters: DC/16/1824/FUL-change of redundant farm buildings to farm office at High House Farm: Chair BJ commended the design of this application to councillors which will be circulated for their comments. DC/16/1433/FUL Alterations to German Ocean Mansion at Shingle Street: Councillors have had the opportunity to peruse this application and had no objections to the proposed alterations. Clerk to respond accordingly. Two more applications have been received and the plans will be circulated amongst councillors for their perusal. DC/16/1798/FUL Renovation and modernisation of Ronina, Shingle Street DC/16/1816/FUL Improvements to Lifeboat House, Shingle Street including extension, adding two roof lights, widening 1st floor gable window iii. Village Hall and Recreation Ground: RS reminded the council that the annual fete was taking place on Bank Holiday Monday 30th May and urged support. iv. BQVC: This would be covered at item 16 v. Alde and Ore partnership: An estuary plan which entails upgrading the river walls on the Alde/Ore estuary will be sent to SCDC next month for their approval. vi. Bawdsey Coastal Partnership: An update was circulated to councillors after the APM and can be read on the village website. vii. Emergency Planning: Bawdsey and Alderton's Emergency Plan has been approved by Joint Emergency Planning Unit (JEPU) at SCDC. 	<p>Clerk</p> <p>Clerk</p>
<p>15. Finance: a) To approve the following cheques: Clerk's Salary: £482.07 Clerk's expenses: £56.70 VHRGC: £50 for Emergency Lighting (remainder of grant monies) Ray Kay for internal audit: £50.00</p>	

<p>New invoice from CAS for Annual Insurance: £170.10 b) To approve Terms of Reference for Finance Committee c) To accept recommendations of Finance Committee to remunerate Peter Vaden and Hannah Reid of CAS for advice to BQVC and d) To approve spending of Coastal Revival Fund e) To approve transferring £2,000 into the Savers Account</p> <p>The council approved the signing of the above cheques; the terms of reference for the finance committee; the remuneration of Peter Vaden and Hannah Reid for their invaluable advice to BQVC Working Group; the spending of the £25,000 CRF grant on items for the Visitor Centre; the transfer of £2,000 to the savers Account</p>	
<p>16. To accept recommendations of the BQVC Working Group that Bawdsey Parish Council:-</p> <ul style="list-style-type: none"> i. Enter into contracts for the installation of water and sewage systems as a licensee to SCDC ii. Make grant applications itself to fund building works iii. Enter into contracts to build the café/visitor centre subject to available grant funding <p>After careful consideration, the council agreed to the above recommendations of the Working Group. Cll Liz Mark proposed the motion which was seconded by Mark Dovey and carried unanimously.</p>	
<p>17. Site Allocations Doc To review final draft of this document and suggest comments to be sent to SCDC: Chair BJ noted that School Meadow has been placed within the PLB because any land granted planning permission is automatically included within the village envelope. However the strip of land behind the houses on East Lane (site 401) should be protected as it is privately owned. Clerk was asked to find out if the Tree Preservation Order extended on to this piece of land.</p> <p>It was noted also that on the map of Bawdsey, the line of vulnerability to flooding falls well short of the length of the Deben estuary. Any planning applications on houses which lie within 30 metres of the sea should provide an erosion vulnerability statement. BJ will write a letter to SCDC planners about this and draft a letter in response to the above document.</p>	<p>Clerk</p> <p>BJ</p>
<p>18. To approve Emergency Plan: This awaits approval by SCDC.</p>	
<p>19. To receive results of Housing Needs Survey: Clerk gave out the results of the HNS which will be discussed in full at July's PC meeting.</p>	<p>Clerk</p>
<p>20. To Review Asset Register: This was reviewed and signed by BJ. New assets include a new PC notice board and bird and bat boxes.</p>	
<p>21. Review Risk Analysis 2016/17 and Insurance Policy: The risk analysis document was confirmed. BJ mentioned that the public liability element of insurance schedule has been raised from 6 million to 10 million pounds. The cost has not risen from last year.</p>	
<p>22. Renew donations to Charities and Subscriptions: Given the lateness of the hour, this was held over till next meeting.</p>	
<p>23. Review Clerk's Contract and Salary: This will be carried out by the Finance Committee.</p>	<p>FC</p>
<p>24. Matters to be brought to the attention of the council: None</p>	
<p>Dates of next meetings: 20th July, 14th September and November 16th.</p>	
<p>Next regular meeting of the Parish Council to be held on: Wednesday 20th July at 7:00pm</p>	
<p><i>Meeting ended 9.40pm</i></p>	
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Signature:

Date:

Brian Johnson - Chair of Bawdsey Parish Council

Draft until Signed