

Bawdsey Parish Council

Minutes of Meeting of the Parish Council

Thursday 15th March 2018 at 7.00pm

Bawdsey Village Hall

<p>In Attendance –Chairman Andrew Block (AB), Clls Liz Mark (LM), Richard Tricker (RT), Andrew Rouse (AR), Brian Johnson (BJ), Susan Temple (ST), Rawdon Saunders (RS), SCDC CLL Christine Block, Jenny Webb (Clerk), 1 resident</p>
<p><i>Meeting called to order by Chair AB at 7.00pm.</i></p>
<p>1. Open Forum- No concerns raised</p>
<p>2. Annual Report from SCC and SCDC: Cll Andrew Reid of SCC was not able to attend but sent his apologies. Report from SCDC Councillor Christine Block: A boundary review is taking place during the course of this year and SCDC wards will be bigger and Wilford will now include Orford, Rendlesham and Chillesford which will be difficult for the district councillor to get round. A consultation process will take place in the summer. There will therefore be a need to work closely with neighbouring parishes and with agencies such as the Environment Agency and Natural England in order to speak with a united voice on matters of common concern. Regarding planning matters, Cll Block reported that a contested planning application was given consent because it entailed the setting up of a business. Economic development is now being given priority over other concerns and she recommended that any council responses to planning applications should have conditions attached to them.</p>
<p>3. Chairman’s welcome and Apologies: Chairman AB welcomed councillors to the meeting. Apologies accepted from Chris Mann.</p>
<p>4. Councillor’s Declaration of Interests: Clls RT and AB declared an interest in the Scottish Power Windfarm project; Clls, AB and BJ and AR for Bawdsey Coastal Partnership; Cll AB for CLT.</p>
<p>5. Signing of Minutes as a true record: The minutes of 17th January 2018 were signed as a true record.</p>
<p>6. Reports for information:</p> <ul style="list-style-type: none">i. Clerk’s report including correspondence and financial update. These were circulated to all councillors and can be found on the website. Council finances are in a healthy state with £3,223.63 in the current account; £4,668.23 in the BQVC account and £4,020.79 in the Savers Account. The Alfred Williams Trust has donated £1,000 to help fund the new village sign. £65 was paid into the current account following the fundraising coffee morning. The only other major expenditure this financial year will be the purchase of three walkie-talkie radios. Clerk was asked to send details of new government planning regulations to councillors.ii. Village Hall and Recreation Committee report. £1,000 has been spent on the zip-wire in the recreation ground funded by the Community Payback scheme and play equipment has been cleaned and repaired. The surrounding fence has been strengthened and repainted. The surface in the play area can get slippery and this will be attended to prior to the Rospa inspection. A fence has been put up between land belonging to the Old Star and the recreation ground. A shed is going to be put up near the pavilion for storage of tents and equipment for the fete which will involve some expenditure. There had been problems in the village hall regarding access to the loft as the ladder had no hand rails. Loft stairs have now been installed, paid for from a £1,000 grant from the Tesco

<p>Bags of Help scheme. The upstairs room can now be used. A new cleaner for the VH has been found and the room next to the kitchen will need clearing to store her cleaning equipment. RS asked the clerk to clear PC folders from off the top of the filing cabinet.</p> <p>iii. Coastal Protection Updates: At a meeting on 12th March with the Environment Agency and the SCDC Coastal Team, the council was given an update on the Shoreline Management Plan (SMP) which was very useful. Paul Patterson of SCDC sent a link to the SMP which the clerk forwarded to councillors. It was felt that 6 monthly meetings would be valuable. Deben Estuary Partnership: Erosion continues between the Knolls and Bawdsey Quay which is PGL land. PGL is employing its own consultant to look more specifically on land fronting the Manor. There is a need for a review of the situation at low tide with Paul Patterson of SCDC Coastal team. Work on Flood Cell 1 on the river wall between Ramsholt and Bawdsey Quay will need to be funded by Enabling Development. Alde/Ore Estuary Partnership: It is of critical importance to prioritise works. The sea wall at Aldeburgh Marshes has just been restored. Hydrological modelling in the estuary is key to the plan of work. It will not be necessary to alter the estuary plan. Detailed planning of the next step is imminent and The AOEP is working with the Internal Drainage Board. A strong business plan will be needed to convince the authorities with the cooperation of the EA. Work will be carried out this year or in 2019 on the flood cell at Snape Maltings . Bawdsey Coastal Partnership: Chairman AB and Cll BJ attended the AGM of the BCP on 10th March at which Lord Deben spoke.</p> <p>iv. Emergency Plan: Jason Horncastle, Chair of the Emergency Committee, and Tony Street are investigating the purchase of walkie-talkie sets and will liaise with the Clerk on this matter. These are needed to enable communication between Bawdsey, Alderton, Shingle Street and Bawdsey Manor. Security will be vital when storing them and the torches. The fact that the village hall can be used in emergencies such as power outages should be advertised but the hall as an Emergency Centre will only be insured if official sanction has been received to indicate that the situation has been classed an Emergency. Keyholders should be asked to attend the next meeting to be updated on the protocol.</p> <p>v. Scottish Power: Cll Tricker reported that work at the landfall site for Horizontal Directional Drilling has now begun and will operate from 0700 to 1900hrs, 7 days a week, hopefully to be completed in mid-May. There is a permanent vehicle washer now on site. Sweeping of the road from the construction site to East Lane will take place regularly following complaints. Cll Tricker visited a concerned resident whose verges had been adversely affected by the heavy traffic and took photos to send to Nikki Berry of SP. Good news is that the volume of SP vehicles has decreased.</p>	<p>Clerk</p>
<p>7. To review Highways Issues including consideration of measures to control speeding: Chairman AB contacted SCC Cll Andrew Reid about the state of the roads following the heavy snow and the drifting which ensued. Clarification is needed regarding the use of farmers in clearing the roads in emergencies. The reporting procedure was very bad and there was considerable ignorance of the parish and place names within it. Clerk was asked to write a letter to SCC Highways, ccing the Cabinet member for Highways at SCC. (See also 11 for further Highways Matters)</p>	<p>Clerk</p>
<p>8. To receive update on new Data Protection Measures and recommended future actions: The clerk has received conflicting advice from SALC and from LCPAS regarding the role of Data Protection Officer and whether the Clerk can undertake this role. The Clerk is willing in theory to take on this role since Bawdsey Parish Council has very little data and the council agreed this would be possible. However after further thought, the Clerk has concluded it might be prudent to outsource the role as suggested by SALC to the agency The DPO Centre for the first year in order to have overall guidance. This will cost £120 for the first year and £45 per year thereafter.</p>	

<p>9. Planning Matters:</p> <p>i. To consider planning application DC/18/0501/FUL Works relating to improvements at Skylark Farm for goat production. Councillors considered this application and could find no objections to it. In order to see if the outbuildings need screening, councillors will make a site visit and share their thoughts with the Clerk before 26th March. (No need for screening was observed)</p> <p>ii. To review housing provision for School Meadow: A meeting took place between representatives of the local CLT (Community Land Trust) and Matt Davison of Crocus Homes which has taken out a 12 month option on the site. Topographical surveys are being carried out. Architects have visited the site but there has been no revision as yet of the scheme of the 13 homes approved by SCDC. However Crocus is willing to entertain alternative housing types and the number of “affordable” units. They want to give their architects their brief by the end of the month. Members of the CLT and councilors will meet to discuss alternative designs shortly. Preference was expressed for small houses in place of flats. It was advised to have the internal road adopted so it would be maintained by Highways rather than keeping it a private road.</p> <p>iii. To receive update about the Community Land Trust: The CLT for the peninsula is now a member of the National CLT scheme. A meeting will be held shortly with SCDC to discuss how government money earmarked for CLTs can be channelled into the CLT to cover start up costs. The areas being looked into are Finance, Governance and Communications. Alderton has decided not to join the CLT which has the potential to deliver affordable houses in perpetuity for local people.</p>	
<p>10. To review necessary steps for progressing the new village sign: The coffee morning in February was deemed to have been a useful forum for discussing this issue. The Clerk has added the new comments she has received since that event to the existing ones in the red book. There are now approximately 40 comments. Some councillors had not had the chance to read them so no decision was made at the meeting. The general impression is that despite strong support for the radar tower sign, some parishioners would like an alternative design to be made in order to have a choice between a traditional and a modern design. There will be a chance to discuss this further at the APM on 19th April.</p>	
<p>11. To determine response to SCC Highways Survey: how much voluntary work is the parish willing to undertake? The council did not think that a small council like Bawdsey should undertake work that is the explicit responsibility of SCC Highways. Individual volunteers already undertake minor work on an ad hoc basis such as snipping back vegetation around signs and clearing gullies and grips but it was not felt that this should form part of a regular regime by the council. Clerk was asked to fill in the survey accordingly and to request a visit from a Highways Officer to explain the reasons behind the survey more fully.</p> <p>12. To review documents for the internal audit: Most documents had already been approved at the May AGM 2017. Councillors agreed to the addition of the disabled toilet block and Velux windows to the asset register and approved the Suffolk Code of Conduct.</p>	<p>Clerk</p>
<p>13. Finance: a) To authorize payments as listed below and any new invoices.</p> <ul style="list-style-type: none"> i. SCDC Bulletin (Feb) £51.49 ii. SALC (Councillor Training) £60.00 iii. Cll Temple (Travelling Expenses) £19.80 iv. Clerk’s wages: £416.16 (net) v. Clerk’s Expenses: £52.27 vi. HMRC PAYE £199.80 <p>b) To decide on charitable donations for 2017-18: Clerk supplied requests already</p>	

received. Councillors decided to give £100 each to the East Anglian Air Ambulance, SARS, Citizens' Advice, Ipswich and the Felixstowe Volunteer Coastal Patrol Service. £50 was given to SCAR (Suffolk Coast Against Retreat)	
<p>14. To decide on whether to progress cleaning of war memorial: As Chair of the VHRGC, Rawdon Saunders thought this was the responsibility of his committee. Clerk gave details of the firm which undertakes to clean war memorials and a grant form to a member of this committee.</p> <p>15. To agree topics for the Annual Parish Meeting in April: Chairman Andrew Block decided that a "Meet the Councillors" type evening would be useful. Council activities over the past year will be reviewed and the Chairman will outline the main issues facing the council in the coming year. Clerk will ask local groups if they wish to give reports.</p>	Clerk
<p>16. Matters to be brought to the attention of the council: Cll Mark told the council that a new sergeant has been appointed in Woodbridge. The WSNT mobile unit still comes to the village every few months. Cll Mark would like another councillor to go to the SALC Area Meetings after the one in March.</p>	
Date of next meeting: Thursday 19th April 2018 and AGM on Wednesday May 16th.	
<i>Meeting ended 9.30pm</i>	

Signature:

Date:

Andrew Block - Chair of Bawdsey Parish Council