

Bawdsey Parish Council

Minutes of the Annual Meeting of the Parish Council

Wednesday 17th May 2017 at 7.00pm

Bawdsey Village Hall

<p>In Attendance –Brian Johnson (BJ), Andrew Block, (AB) Liz Mark (LM), Rawdon Saunders (RS), Chris Mann (CM), Mark Dovey (MD), SCDC Cllr Christine Block (CB), Jenny Webb (Clerk) and three parishioners.</p>	
<p><i>Meeting called to order by Chair BJ at 7.00pm.</i></p>	
<p>1. Open Forum-Queries were raised about the current situation regarding the amenity site at Bawdsey Quay. BJ explained the current circumstances, namely that SCDC's new policy was to conserve assets, not to divest themselves of them. Therefore the Visitor Centre project is on indefinite hold. A mains water supply to the toilets has been completed by Claret Engineering. A new sewage system has not been installed. The parish council intend to maintain their interest in the site by spending a grant from Tesco's Bags of Help on renovating the pond on the site along with assistance from SCDC and Suffolk WildlifeTrust. A full update by Chairman of WG, Peter Wain, can be found on the village website under the minutes of the Annual Parish Meeting.</p> <p>Another query related to the housing application on School Meadow. It is understood that discussions are still taking place in relation to the planning conditions relating to Section 106, affordable housing, which have not yet been met. Updates should appear on the SCDC planning website.</p>	
<p>2. To elect a Chairman: Chairman BJ stood down and proposed Cll Andrew Block for new Chair. This was seconded by Liz Mark. Cll Block was elected unanimously. The Declaration of Acceptance of Office form was signed by the new Chairman and countersigned by the Clerk. BJ thanked the council for all their hard work and support over the past two years and Cll Saunders in turn thanked Brian for having so ably fulfilled the role of Chair.</p>	
<p>3. Election of Vice Chair: Chairman AB proposed Cll Dovey as Vice-Chair. This was seconded by RS and Cll Dovey was unanimously elected.</p>	
<p>4. Chairman's welcome and Apologies. Clls Richard Tricker and Andrew Rouse sent their apologies as well as SCC Cll Andrew Reid. Chairman then formally welcomed councillors to the meeting.</p>	
<p>5. Councillor's Declaration of Interests: Clls Chris Mann and Andrew Block declared an interest in EAOW 1 and 3.</p>	
<p>6. To agree composition of PC Sub-committees and Working Groups:</p> <p>Bawdsey Quay Visitor Centre WG: The whole parish council were confirmed as members of this committee together with lay members Peter Wain, Christine Block, Graham Turner and Graham Smith. EAOW Working Group (Windfarm) Cll Richard Tricker and Sandra Carter were confirmed as members together with Cll Rouse.</p> <p>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. Cll Johnson is also on the committee as a representative of Shingle Street. Bawdsey Coastal Partnership: Cll Rouse was confirmed as BPC representative together with Cll Chris</p>	

<p>Mann and Brian Johnson as representative of Shingle Street. Website and Communications: Cll RT 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 the envelope system works well with every councillor being able to respond. Planning applications are dealt with at full PC meetings if they arrive at the time of meetings with site visits if necessary. The Clerk will continue to respond to simple applications with the Chair overseeing more complex responses. Finance Committee: Clls AB, BJ and MD were confirmed on this committee which monitors council's finances. Alde/Ore Estuary Partnership: Cll BJ was confirmed as rep. SALC and Greenprint Forum: Cll Liz Mark. Clerk will advertise for a second rep for Greenprint Forum from the community in the Bulletin. Village Hall and Recreation Ground Committee: Rawdon Saunders Tree Warden: Richard Tricker.</p>	<p>Clerk</p>
<p>7. Confirmation of Standing Orders and Financial Regulations: Both these documents which were revised last year were confirmed.</p> <p>8. To confirm Equal Opportunities Policy and Health and Safety Policy: These remained unchanged and were readopted by the council.</p>	
<p>9. To sign a) Internal Control Statement b) Annual Governance Document c) Approve end of year accounts for external audit: The Annual Governance Document was read out by the clerk and together with the Internal Control Statement were approved and duly signed by Chairman AB c) The accounts had 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 29th May.</u> Electors will be able to view the accounts on request between 5th June and 14th July.</p>	<p>Clerk</p>
<p>10. To appoint an internal auditor: Trevor Brown of Woodbridge was again appointed for 2017-18.</p>	
<p>11. Signing of Minutes as a true record:</p> <ul style="list-style-type: none"> i. <i>Parish Council Meeting held 15th March 2017</i> –The Minutes were approved by the PC and signed by the Chair. ii. <i>Annual Parish Meeting 26th April 2017</i> – The Minutes were approved by the PC and will be signed by the Chair at the APM 2018. 	
<p>12. To review asset register 2017-18: Councillors approved the asset register which has not changed since 2016-17.</p> <p>13. Annual Report from SCC and SCDC –Report from Andrew Reid SCC was circulated to all councillors (see attached).</p> <p>SCDC: Cll Block gave an update on the Deben Estuary Partnership. The partnership is looking into exploiting the “natural capital of the landscape” in order to access grants to protect the estuary. University College London is offering a Masters student to monitor salt marsh, its gain and loss and the Knolls.</p> <p>A meeting to discuss the future of the foot ferry has taken place with the operator seeking a grant from SCC to run the ferry throughout the year. The development of the coastal path around Britain is imminent in this part of Suffolk which would benefit from a viable all-year-round ferry service. Enabling development to raise funds for coastal protection is also being discussed. The DEP is hoping for a meeting with PGL in the near future.</p> <p>Cll Block distributed leaflets about events Wild Villages is putting on. Clerk to highlight this in the Bulletin.</p>	<p>Clerk</p>

<p>14. Progress Reports:</p> <ul style="list-style-type: none"> i. Clerk’s report, including finance report. These had been circulated to all councillors and are on the website. Suffolk Coast and Heaths AONB has asked councils their views on a community tree nursery. This will be forwarded to tree warden Cll Tricker for his comment. Monies in our current account amount to £4,641.15; BQVC account £9,887.90. ii. Planning Matters: DC/17/0289/CLE-Mulberry Cottage change of use to residential has been improved. Shingle Street Fence An enforcement order has been served on the owner of this. 1-4 Ferry Road application- change of use from school accommodation to residential has now been withdrawn. iii. Village Hall and Recreation Ground: RS explained that the Saxon Football team want to play at Bawdsey Recreation Ground. The Suffolk Football Federation has approved the pitch. The pavilion needs one more toilet and since BPC has one for sale from the BQVC project, RS hoped the VH would be able to purchase it. A set of rules will be drawn up between the VHRGC and Saxon and there will be a 1 year probationary period. A team from Rock Barracks will update the pavilion. RS reminded the council that the annual fete was taking place on Bank Holiday Monday 29th May and urged support. iv. BQVC: Chairman Peter Wain and BJ are meeting a representative from SWT next Thursday to advise measures to renovate the pond on the site. v. Coastal Protection: a) DEP See SCDC Cll Christine Block’s report earlier. b) Bawdsey Coastal Partnership: An engineering design will be commissioned to address the erosion along the mouth of the estuary to East lane. The Internal Drainage Board will oversee the study. A brief has now been drawn up and tenders will soon go out. Funding will come from SCDC, Environment Agency and IDB. c) Alde and Ore Partnership: A public launch for Funding for upgrading 45K of levees will be launched in October. Total cost is expected to be £10M. An Enabling Development to fund half this cost has been started. There will be a stand at the Suffolk Show. vi. Scottish Power: RT has asked Joanne Young of SP if contractors’ lorries could stick to 20mph through the village. The lay-bys for overtaking are being laid out. vii. Emergency Planning: No update 	<p>Clerk</p> <p>To action</p>
<p>15. Finance: a) To approve the following cheques: Clerk’s Salary: £396.00 Clerk’s expenses: £79.90 Trevor Brown for internal audit: £120.00 Invoice from CAS for Annual Insurance: £170.87 (following item 16) SALC Membership: £131.46 Bawdsey Coastal Partnership: £500 HMRC: £99 Claret Engineering Ltd: £72,333.29</p>	
<p>16. Review Risk Analysis 2017/18 and Insurance Policy: The risk analysis document was confirmed and CAS Insurance Policy accepted. Clerk was asked to ascertain whether the damaged bins at the East Lane Car Park could be replaced through our insurance policy.</p>	<p>Clerk</p>
<p>17. To consider results of the HNS in relation to the Community Land Trust initiative:</p>	

<p>SCDC Christine Block explained that other parishes on the peninsula had nominated delegates to attend an initial meeting to discuss setting up a Community Land Trust in order to administer a government grant to develop affordable housing in coastal areas where there is a high proportion of second homes. A CLT would work with housing association to deliver houses in perpetuity. The Housing Needs Survey flagged up a need for smaller houses for those wishing to downsize and for starter homes. Two non-councilors, Juliet Johnson and Susan Foster have already shown interest in attending this meeting. Clerk was asked to advertise this in the Bulletin.</p>	<p>Clerk</p>
<p>18. To progress Non-designated Heritage Assets scheme: An initial list of heritage buildings in the village has been compiled by Clls BJ and AR. Cll Rouse has produced a spreadsheet listing the criteria according to which each designated building has been assessed. As explained at the Annual Parish Meeting, the list does not convey listed status; Clls felt it should be made clear how the list will be used by planning officers and what it will mean for home owners. Clls Mark and Dovey expressed interest in getting involved in completing the compilation. On completion, it was felt a public meeting should be called to explain the reasoning behind the list and to reassure homeowners as to its purpose.</p>	
<p>19. To receive update about PGL activities and to consider approaches to the company in the future: PGL has been invited to meet with the parish council but this hasn't yet happened. It was felt it was important to remind the organization of the status of the village as situated in an AONB and to emphasize that any activities should not disturb the surrounding area. Potential traffic concerns were also expressed. Cll Saunders told the council that PGL were having a stand at the fete and had offered a prize. The council was pleased that PGL were keen to support the local community. It is hoped that a meeting with director Richard Sanders will take place in the near future.</p>	
<p>20. To consider any issues relating to current Planning Applications and any new applications received after publication of the agenda: DC/17/0366/FUL <i>Coastguard Cottage, Shingle Street. Change of Use from Artist's Studio to Residential status.</i> Clerk received notice that this application would go to Planning Committee if the parish council so wished. Although BPC approved the application, from SCDC's point of view it is creating a new house in the countryside, against district council policy. It was decided Cll Johnson would liaise with Cll Christine Block to discuss the matter further. (BPC decided subsequently not to recommend this application go to committee)</p>	
<p>21. To decide how to progress new village sign: Following Cll Dovey's presentation of his design for a village sign at the Annual Parish Meeting, councilors gave permission for him to seek quotations for the production of the sign. Scaled drawings will be done in order to share the design more widely. Fund raising will be discussed at the next PC meeting when it is known how much more the council has to raise. £1,600 has already been raised.</p>	<p>Cll Dovey</p>
<p>22. To decide whether to ask to share Hollesley's SID anti-speeding device or pursue any other measures: Clerk was asked to enquire of Hollesley PC whether they would be willing to rent out their SID device. Clerk was also asked to contact other neighbouring villages to see what their attitude would be to getting together to purchase a new SID device to share between them. It might be possible to obtain grant money for this</p>	<p>Clerk</p>

<p>device from SCC and SCDC Enabling Communities grants. A request to repaint the 30mph roundels on the road at the entrance to Bawdsey was also suggested.</p>	
<p>23. Matters to be brought to the attention of the council: Cll Liz Mark flagged up the fact that the Disability Advice Forum will be surveying facilities in Woodbridge for wheelchair users on Wednesday June 28th. Anyone who has an interest in this issue can come along. She added that SALC has asked NALC to highlight concerns about the state of rural transport. Cll Mark also asked for the conditions relating to the Manor Farm development of holiday homes to be looked out at the next PC meeting because of fear of breaches of these conditions.</p> <p>Cll Johnson wanted to voice his thanks to David Chenery for his professionalism in dealing with the road collapse en route to Shingle Street where a Bailey bridge has been installed to protect a badger sett underneath.</p>	
<p>Dates of next meetings: 19th July, 20th September and November 15th.</p>	
<p>Next regular meeting of the Parish Council to be held on: Wednesday 19th July at 7:00pm</p>	
<p><i>Meeting ended 9.40pm</i></p>	

Signature:

Date:

Andrew Block- Chair of Bawdsey Parish Council