

Bawdsey Parish Council

Minutes of Meeting of the Parish Council

Wednesday 16th May 2018 at 7.00pm

Bawdsey Village Hall

<p>In Attendance –Chairman Andrew Block (AB), Clls Liz Mark (LM), Andrew Rouse (AR), Brian Johnson (BJ), Rawdon Saunders (RS), Chris Mann (CM), SCDC Cll Christine Block, Jenny Webb (Clerk), 3 parishioners</p>	
<p><i>Meeting called to order by Chair AB at 7.00pm.</i></p>	
<p>1. Open Forum- Residents expressed concern about the movements of Scottish Power lorries. They start from 7am and often come through the village during the hours of the school run. Some drivers have been seen using mobile phones while driving. The closure of Ferry Road for trenching work has not taken place. It was felt an update from SP would be timely. Cll Mann explained that concrete is being brought in via Bawdsey and taken down to the river prior to the cables being taken across the Deben. The resurfacing of the haul road is taking place from Ramsholt. Clerk asked to contact Nikki Berry of SP to ask for an update. The Chairman thanked the parishioners for attending.</p>	
<p>2. Election of Chairman: Cll Johnson proposed Andrew Block as continuing chairman. This was seconded by Cll Saunders. Cll Block was elected unanimously.</p>	
<p>3. Election of Vice-Chairman: Cll Rouse indicated he was willing to stand for this post. He was proposed by Cll Saunders and seconded by Cll Mann and was duly elected.</p>	
<p>4. Chairman’s welcome and Apologies: Chairman AB welcomed councillors to the meeting. Apologies accepted from Richard Tricker (RT)</p>	
<p>5. Councillor’s Declaration of Interests: Clls AB and CM 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>Speedwatch Initiative: The Chairman invited resident Rob Johnson to speak about speeding in the village and his willingness to set up a Speedwatch programme as a prelude to considering item 18. Mr Johnson shared his experiences of living on The Street and his views that speeding has got worse over the past year. This is due to additional tourist traffic, more vehicles going to work at the Manor for PGL and heavier Scottish Power and agricultural vehicles. They begin at 6.30am and continue till late at night. Having spoken to the local police, he is willing to run a Speedwatch scheme to act as a deterrent. Fifteen volunteers have come forward to help and they will be trained by the local WSNT. Speedwatch could work well in conjunction with an SID device which can pinpoint the hours where speeding is at its worst. Chairman Block thanked Mr Johnson and asked him to report back when the training of volunteers had taken place.</p>	
<p>6. To alter and/or agree the composition of the PC Committees and representatives of various committees: The following representatives agreed to stand again. EAOW (wind farm) WG -Cll Tricker and Sandra Carter; Emergency Planning WG- Jason Horncastle, Clls Mark and Johnson ; Bawdsey Coastal Partnership- Clls Rouse, Johnson and Block; Alde and Ore Estuary Partnership- Cll Johnson; Finance Committee- Clls Block and Johnson; VHRGC- Cll Saunders; SALC - Cll Mark Greenprint Forum- Clls Mark and Rouse ; Police WSNT-Cll Mark; Website- R Webb, R Johnson and Cll Tricker; Tree warden: Cll Tricker</p>	
<p>7. To confirm adoption of Standing Orders and Financial regulations: This item was deferred to allow the Finance Committee to review current financial regulations and the new standing orders and report back to the July meeting.</p>	

<p>8. To confirm Equal Opportunities Policy & Health & Safety Policy: These policies were readopted and signed by the Chairman.</p> <p>9. End of year accounts: i. To sign the Annual Governance Statement for the External Audit; ii. To approve Accounts for Year ended March 2018; iii. To sign Statement of Internal Control: The Annual Governance Document was read out by the clerk and was approved and duly signed by Chairman AB ii. The end-of-year accounts had been circulated previously and were approved as an accurate record of the council's annual finances. Chairman AB proposed they be signed off, Cll Rouse seconded. The accounting section on the external audit form was duly signed by the Chairman and dated with the relevant minute reference. <u>The audit documents will be sent off to PKF Littlejohn for the external audit by 29th May.</u> Electors will be able to view the accounts on request between 5th June and 14^hJuly.</p> <p>10. To appoint internal auditor 2018-19: Mr Trevor Brown was confirmed as internal auditor.</p>	Clerk
<p>11. Signing of Minutes as a true record:</p> <ul style="list-style-type: none"> <i>i. Parish Council Meeting held 16th March 2018</i> <i>ii. Annual Parish Meeting 19th April 2018 (Approve only)</i> <p>These minutes were signed and approved as a true record.</p> <p>12. Annual Report from SCC and SCDC: Cll Andrew Reid of SCC was not able to attend but sent his apologies. His report for this period can be read on the village website under the April APM.</p> <p>Report from SCDC Councillor Christine Block: a) The new authority East Suffolk, an amalgamation of SCDC and Waveney, has now been ratified. A shadow cabinet has been set up and will operate from May 30th. b) There have been a few hiccoughs with the administration of the new brown bin collection with complaints that payment can't be made by annual DD. c) The Deben Estuary partnership has written a report on the dial-a-ride ferry service concluding that advertising the service could have been more widely circulated, for example to cycling clubs. However it was used more regularly than had been anticipated. Natural England is interested in using the ferry link for the Coastal path. It is hoped that SCC will part fund the link d) Parking on Ferry Road near the Quay needs to be sorted out. Cll Block recommended that the plans which had been drawn up a few years ago to improve parking along Ferry Road be revisited with officers from the District Council and with PGL. (These plans can be seen on the village website) East Suffolk has new powers to collect money for car parks including the one at the amenity site. There should be some joined up thinking about the whole issue of parking. e) Regarding the new Community Land Trust, the rules for establishing the Peninsula CLT have gone to the National CLT body for their scrutiny. Particular sites for new building have been identified. Orwell Housing are not interested in liaising with the CLT. However they propose some houses with shared ownership; identifying local people who might want to avail of these is not clear cut as there is no system at the district council for doing so. The CLT would like to be able to give early warning to local people about this opportunity f) Regarding the Coast Path, Cll Block thinks the parish council should take a proactive approach and ask Natural England about their proposals for the route from Bawdsey Quay. (Cll Mann has talked to Natural England and said there are two possible routes, either via the river or the coast, yet to be chosen)</p>	
<p>13. Progress Reports:</p> <ul style="list-style-type: none"> i. Clerk's report, incl. current finance report. The report of correspondence and actions can be read on the website. The balance of the current account is £6,234.72. The Finance Committee has recommended putting £2,000 of this into the Savers Account. The BQVC account holds £4,668.23. ii. Village Hall and Recreation Ground Committee update: Cll Saunders reported that the war memorial needs professional cleaning in time for the centenary of WW1 this 	

<p>November. He has had a quotation from F Masters of Woodbridge of £1,000 which would clean the stonework of lichen, repair holes in the plinth and pick out the names of the Fallen in black. A secondary phase would be the tidying up of the grass surrounds which at present is just cut monthly. The PCC has been asked for a donation and donations will be sought at the fete. Cll Saunders asked if the parish council could also give a grant for this work. Chairman Block proposed a grant of £250, seconded by Cll Mark. This was approved. Cll Christine Block said she would match this amount from her Enabling Communities budget.</p> <p>iii. Coastal Matters: a) Deben Estuary Partnership update: Flood Cell 1 is currently the main focus of concern b) BCP update: Cll Rouse reported that BCP has met with the Environment Agency and that they will be doing maintenance work and repairs to the sea wall at East Lane shortly.</p> <p>iv. Scottish Power: The anticipated closure of Ferry Road did not take place. Clerk was asked to contact Nikki Berry and ask for an update about road closure of Ferry Road. <i>Nikki Berry has subsequently sent a letter detailing partial closure of Ferry Road between 11-20 June.</i></p> <p>v. Emergency Planning: A new light has been purchased. Invoice should be given to the clerk for repayment.</p>	
<p>14. Finance: a) To authorize payments as listed below and any new invoices.</p> <p>Bawdsey Bulletin: £20.51 Clerk's Salary (net): £440.13 Clerk's expenses: £59.16 SALC Membership: £135.58 CAS Insurance: £173.98 (to be reviewed) HMRC: £109.80 Trevor Brown (internal auditor) £130.00 CAS website training £48.00 Rod Webb (travel expenses) £36.00</p> <p>b) Clerk's Salary review: Following a meeting of the Finance Committee, a recommendation was made to raise the salary of the clerk in line with the new NJC pay scales. Chairman Block proposed the rise, seconded by Cll Johnson. This was agreed and a new contract with the new salary will be issued.</p>	
<p>15. To Review Risk Analysis and Insurance Policy 2018/19: The council's existing risk assessment was deemed to reflect accurately the very few risks facing the council but in the light of the new GDPR, it was felt that the risks should be elaborated upon. This will be done for the next PC meeting. The Clerk was asked to renew the Insurance Policy with CAS, letting them know about the anticipated Speedwatch initiative and the updated asset register in case the premium needed reviewing.</p>	Clerk
<p>16. To receive an update on the General Data Protection Regulations including recommended steps for councillors: The Clerk told councillors about the amendment in Parliament to the new GDPR legislation which now states that there is no need for parish councils to appoint a DPO. However the regulations will have to be adhered to and the clerk will in effect be monitoring this and acting as a DPO. She has carried out an audit of data held and will put a Privacy Statement on the website together with a Subject Access Request application form. The website, administered by OneSuffolk at CAS already has Cookies on it. The Clerk recommended that all councillors have their own private email address, that any old PC material they may hold is destroyed and that they forward any requests to external bodies through the clerk's office.</p>	

Signature:

Date:

Andrew Block - Chair of Bawdsey Parish Council

Draft until Signed