

Bawdsey Parish Council
Minutes of Bawdsey Parish Council Annual Meeting
Held Monday 30th May 2022 – 7.00pm
At Bawdsey Village Hall

Present

Cllr Andrew Block (Chair), Cllr Andrew Rouse (Deputy Chair) – via Zoom, Cllr Clare Walker, Cllr Richard Tricker, Cllr Chris Mann, Cllr Robin Johnson, Cllr Robert Thurkettle, Cllr Brian Johnson

Tina Hughes (Parish Clerk)

3 Members of the public in attendance

Cllr Block started meeting apologising for change in date, this was due to the absence of both the Chair and the Deputy Chair and the need to elect a new chair within the May 22 period

1.	<p>To elect a Chair for 2022/2023 and the signing of the Declaration of Acceptance of Office</p> <p>Counsellors had been advised in advance of meeting, that Cllr Andrew Block would not be standing as chair and had asked everyone to consider the position, Cllr Rouse would like to be considered, but due to his absence Cllr Block advised he would stand temporarily, unless anyone else would like to be considered for nomination, no-one else came forward.</p> <p>There were no other nominations, Cllr Thurkettle proposed Cllr Block, and this was seconded by Cllr Brian Johnson and Cllr Block was unanimously voted as chair. Cllr Block signed the Declaration of Acceptance of Office</p>
2.	<p>To receive Apologies for absence</p> <p>Apologies received from Cllr Andrew Reid and Cllr James Mallinder</p>
3.	<p>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</p> <p>Cllr Tricker and Cllr Mann declared an interest in Scottish Power and Windfarm project, Cllr Walker and Cllr Block for CLT, Cllr Thurkettle for Peninsula Practice</p>
4.	<p>Public Participation (10 minutes)</p> <p>a) Reports or comments from public</p> <p>Q. Would like an update on the benches for the Quay and a copy of the plan drawn to scale and sent into council?</p> <p>Plan should be on the website, Action – clerk to check and get added if not. Cllr Block summarised – Benches, choice made on cost and sustainability, due to be ordered, have got some quotes for installing, just waiting for others, rising costs mean must get new quotes, should still have enough funds from Film Company to cover the costs of the benches and the installation, but council will cover any shortfall if required. Parking and highways and design of laybys – County Council have now received sum of money from East Suffolk Council, which is enough to progress the design work, a 'Teams' meeting is to be organised with all interested parties, proposed dates for</p>

	<p>these are 6th or 7th June, Cllr Block will attend with hopefully 3 other councillors, Cllr Thurkettle advised he would attend.</p> <p>Q. Are you happy with the sea wall? Have had people look and advised not attributable to vehicles, but will need to raise again</p> <p>Q. When will the bollards be going, they are starting to break up now? Had been advised that they were there for a legal and set period of time, but does not seem to be the case, East Suffolk paid for them and as it was a TTRO (temporary traffic regulation order), will need to raise when meet with them next week, do not look good, but do a job of protecting the banks and keep parking within bounds, which was aim of scheme in the first instance, to be fair to all motor uses, make place as accessible without ruining and as safe as we can, should be our main aims in the scheme that is developed</p> <p>Q. Who is responsible for maintaining of the toilets in the car park? East Suffolk Council, Q. must be putting on extra cleaners? They were doing during COVID, any concerns would need to speak with East Suffolk Council</p> <p>b) Reports from County and District Councillors –</p> <p>Reports are on the website from Cllr Reid and Mallinder.</p>
5.	<p>To elect a Deputy-Chair for 2022/2023 and signing of the Declaration of Acceptance of office</p> <p>No-one stepped forward, Cllr Block willing to be considered, deferred until next meeting</p>
6.	<p>Appoint persons to the following offices:</p> <p>a) Responsible Finance Officer - Cllr Block proposed Clerk and seconded by Cllr Thurkettle</p> <p>b) SALC Representative – No-one stepped forward, clerk to keep an eye on topics for discussion by SALC, Cllr Block proposed and seconded by Cllr Thurkettle</p> <p>c) Internal Auditor 2022/2023 – Cllr Block proposed Trevor Brown and seconded by Cllr Thurkettle</p>
7.	<p>To agree and sign Minutes of meetings dated 24th March '22 as a true record.</p> <p>Minutes were agreed by councillors, proposed by Cllr Walker and seconded by Cllr R Johnson and signed by Cllr Block as chair</p>
8.	<p>To remind Councillor to review their Register of Member's Interests on the East Suffolk Council Web Site</p> <p>Councillors reminded of their responsibility to check their entry in the 'Register of Members Interest' held by East Suffolk Council</p>
9.	<p>Planning: To receive updates on current applications and consider applications</p> <p>a. Confirm response to: -</p> <ul style="list-style-type: none"> • DC/22/0934/FUL – Insertion of one new window at Glebe Barn, The Manor House Estate, IP12 3AL • DC/22/1134/FUL – Application for renewed Planning and Listed Building Permission to replace existing permission due to expire 31st May 22, prefabricated kitchen units to remain on site for a further 2 years at Bawdsey Manor, Bawdsey Manor Estate, IP12 3BH

- DC/22/1142/LBC – Listed Building Consent for renewed Planning and Listed Building Permission to replace planning permission due to expire 31st May 22, prefabricated kitchen units to remain on site for a further 2 years at Bawdsey Manor, Bawdsey Manor Estate, IP12 3BH
- DC/22/1428/FUL – Erection of single storey extension and concrete pathway leading to garage at Maritime and Coastguard Store, Bawdsey Manor, Bawdsey Manor Estate, IP12 3BA
- DC/22/1429/FUL – Retention of temporary structure located on Maritime and Coastguard Agency site at Bawdsey Manor, Bawdsey Manor Estate, IP12 3BA

No objections to the planning applications

b. To consider any applications received after the publication of the agenda

Planning Appeal at Middle Barn, Ferry Road, Bawdsey ESC Planning Reference: DC/21/1822/FUL
ESC Appeal Reference: AP/22/0010/REFUSE Planning Inspectorate reference:
APP/X3540/W/22/3290957

Councillors discussed, thought pantiles would be preferable, but due to roof pitch this would not be possible – conclusion: as before **no objections** to the planning application

Councillors discussed planning application in Hollesley Parish for the creation of an irrigation reservoir DC/22/1603/AGO and the affect it would have on the residence of Shingle Street – **conclusion:** Parish should support residence of Shingle Street; request environment agency are consulted, and the environmental impact assessment undertaken by East Suffolk Council is also considered – **Note application refused 8th June 2022**

c. Consider response to Marine Management Organisation regarding Marine License Application MLA/2021/00538 – Bawdsey Manor Coast Protection Works

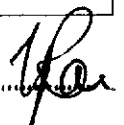
Councillors discussed, conclusion: Agree with the environmental impact assessment and send a copy of our response, highlighting the beach recharge

10 Progress Reports:

- a. Clerks Correspondence update and Finances (Finances see below point 12)
- Letters and emails received from charities thanking Parish Council for donations
 - Poster from River Guide – conclusion, was that it was too busy and may encourage people to swim, so from a safety perspective it was decided that the poster should not be put up
 - Torch relay – correspondence received, and Rickshaw is due to collect Jenny about 16.45 with a photo opportunity at the village hall – all welcome
 - River Deben Water Quality – had a number of emails, have been informed by Cllr Tricker that the Parish decided after a meeting with Councillor Onolan (Woodbridge), that parish would not be involved with this, concern is with the river at Woodbridge and beyond and sewage discharge. Sample was taken at Quay with Councillor Onolan, did not show anything, concluded, no matter how many readings were taken, would not show anything significant.
 - An email regarding an initiative around increasing Hedgehog numbers has been received, after discussion clerk to order 4, if possible, for distribution around the parish
 - Email received about verge cutting in the village and the councils' policy on this, no policy held, Suffolk Council remit. **Action:** Clerk to reply and advise enquirer

	<p>b. Village Hall and Recreation Ground Committee update (Cllr. R. Johnson)</p> <p>Annual General meeting last week, Rawdon was elected chair, Cllr Johnson resigned as secretary, no one wanted to undertake this position. Everything is about the fete and Jubilee celebrations currently, all going to plan, tent frames to be put up on Thursday evening, 6pm, if anyone is available to support, 9am Friday for tents to be erected and get set up for the day, PGL sending 10 people and 6-7 residents from Hollesley Bay prison will be helping. Plan: fete 2-4pm, Cllr James Mallinder arriving at 3.30pm, say few words when plant oak tree, PGL to run games in afternoon, band playing from 7pm to 11pm, pop up pub open all day, food in evening.</p> <p>Playpark – two quotes to resurface, one £30,000 other £52,000, looked at various grants with James Mallinder, have put in for an inspection this year, will then decide what will do moving forward, will collect signatories on day of fete 'Save our Playground'.</p>
	<p>c. Coastal Matters: Updates on</p> <p>i Deben Estuary Partnership (Cllr. Block)</p> <p>Have applied for a further grant to help support the re-opening of marine centre, delayed for various reasons, including electricity, money now being managed by the Deben Estuary Partnership.</p> <p>ii Bawdsey Coastal Partnership (Cllr. Rouse)</p> <p>Looking to return money back to original contributors, as not been active for last couple of years, may be a case to divert money to Marine Centre, as do deal with erosion along the coast</p> <p>iii Coastguard report (Cllr. R. Thurkettle)</p> <p>Reasonably quiet, 4 shouts in last month, now team of 11, have a waiting list for people wishing to volunteer. Getting more calls for ambulance work, quoted 7 hours for an ambulance couple weeks ago, gave check and advise</p> <p>iv Deben Marine Centre (Cllr. Block)</p> <p>Cllr Tricker – Work party on Thursday to put sign on wall, steel cabinet and wiring inside, centre's exhibition cabinet to be extended, doggy bowl outside, two televisions on end wall, if can get reliable power. Good material, including drone footage. Next year someone will be spending more time in the village, flies drone regularly, looking to see if he will fly drone from Martello tower W down to the Quay once per month to keep an eye on cliff erosion</p>
	<p>d. Scottish Power (Cllr. Tricker)</p> <p>Cllr Mann – Due to get busy, shortage of topsoil is an issue, not sure how will address, wanted to harvest rest of field, had no objections, but has been rejected at planning, waiting for them to come back with a solution</p> <p>Cllr Tricker – East Anglia 3 will be going ahead next year, going to an exhibition/talk at Claydon, will see what impact this will have on Bawdsey. Should be able to use existing infrastructure to pull cables through, do not have to dig up again.</p>
	<p>e. Quiet Lanes (Cllr R Thurkettle)</p> <p>Date was given to collect signs, then this changed as posts are not in place. Size of signs have changed, now quarter of size, still visible</p>

	<p>f. Speedwatch (Cllr. R. Johnson)</p> <p>Will be requesting in next Bulletin for volunteers again, aiming to get up and running by end June 2 – 3 times per month. Spoken with company that provided speed sign, batteries no longer working well, lasting a week maximum, price has been requested for replacements, hopefully will present at next meeting. Feel traffic going through village is better.</p> <p>Q When sign bought had an option for solar panels, is this still an option? Originally due to trees would not have worked, have now cut these back, so will look into this too and get a price</p>
	<p>g. Update for Photo Post and Weather Station (Cllrs R Tricker/A Rouse)</p> <p>Photoposts going well, one now up in Woodbridge, Tide Mill, looking to put one up at southern end of Shingle Street and waiting for Environment Agency to decide on Felixstowe Ferry post</p> <p>Information taken from website indicate the posts are being well used. Clerk asked about Landscape Lens Coast and Heaths AONB website that advertises posts and our ones not showing. Action: Clerk to forward details of website to Cllr Tricker and Professor Helene Burningham (UCL)</p> <p>Weather Station – still hoping this will be put up on PGL land, question over cost and if should go for massive base or a fenced off area, scaffold pole with equipment at the top with cabinet to collect data at bottom. Q. Could the equipment be put on the end of the DMC building? Could be an option, will need to investigate and ask PGL</p> <p>PGL – lack of communication with them now regarding the lake and when will start. Action Cllr Block to try and liaise with PGL</p>
	<p>h. Emergency Committee (Cllr. R. Johnson)</p> <p>Meeting to be held in June to discuss emergency planning, Tony Street, Alderton, happy to co-chair.</p>
	<p>i. Bawdsey Quay – Bawdsey Ferry Approach Road</p> <p>See public participation under section 4. Feel most spaces are being used sensibly. Q. Have they faded? Not as bright as they were, may need to monitor Q. Can we ask police to move people parking outside of lines or do they have no jurisdiction? Grey area can contact Community Police Officer – Rachael Partridge, who has responded in past.</p> <p>Cllr Rouse, Cllr Thurkettle and Cllr Block to attend meeting next week to discuss approach road. Questions that need answering to be forwarded to Cllr Block</p> <p>Cllr Rouse - Would like to know the brief the designer is working towards Cllr R Johnson – What will be happening about bollards as only temporary</p> <p>Benches – colour Brown or Black? – Decision was made to order them in Brown, Action: clerk to order</p>
	<p>j. Green Agenda – Trees and Hedges</p> <p>Cllr Rouse completed an application to Woodland Trust for 450 trees for the drive to Manor House Farm Estate with permission from Jonathan Simper (Landowner), has been rejected, as not deemed enough access for the general public. Woodland Trust do offer a 75% subsidy for landowners to buy trees direct and will visit site and give guidance on what to plant, estimate the cost would be about £200 to the council. Action: Cllr Rouse, arrange meeting with interested parties to hopefully start planting in November 2022</p>



	<p>Cllr Block to walk landmark path with Cllr Mann and Cllr Tricker to note any hedges or trees that need replacing with the idea to approach Woodland Trust, may need to go along same route as purchasing via landowner and getting 75% discount</p>
	<p>k. Highway Matters</p> <p>Have written and requested a 20mph limit along East Lane, Robert Smellie has sent this off with a petition to Highways and Cllr Reid, have been advised is a long and expensive business, CIL money could be an option to support with this. Cllr Thurkettle spoke with a Bromeswell councillor, Bromeswell Parsh Council have successfully finished campaign, took them 5 years, didn't get all areas requested, not sure Bawdsey would be successful, have been advised Cllr Andrew Reid was helpful.</p>
11.	<p>Discuss East Lane Coast Path</p> <p>Cllr Mann advised he has been invited to a meeting with planning inspector on 4th July 2022, Natural England are defending why they want it (there) and do not see an issue, do not see as danger to public, feel if make another path people will not walk, will continue to walk original path. Action: Cllr Tricker requested to photograph cliffs, showing erosion</p> <p><i>Along cliff top from East Lane to 'PGL' Bawdsey Manor.</i></p>
12.	<p>Finance</p> <p>1. End of year accounts and AGAR forms:</p> <p>a. To accept and sign Accounts for Year ended 31st March 2022.</p> <p>Accounts had been internally audited by Trevor Brown and circulated prior to meeting for review. They were proposed as correct by Cllr Thurkettle and seconded by Cllr Walker and all were in agreement. Cllr Block (Chair) and Tina Hughes (Clerk) signed the official copy</p> <p>b. To accept internal auditor's report for 2021/2022 and section 3 of the AGAR return (Internal auditor's approval of accounts)</p> <p>The 'full internal auditors report' for 2021/22 and 'annual internal audit report' within part 3 of the AGAR had been sent to all for review. The clerk thanked the previous clerk Jenny Webb for all her hard work in compiling the accounts, there were three areas highlighted: -</p> <ul style="list-style-type: none"> • Discrepancy in VAT, this was due to VAT not being claimed for the previous year 2020/2021 • Monitor level of balance maintained and if necessary, increase level of insurance guarantee, have new insurance, if agreed will cover the increase in balances • Publics right of access was not done last year due to the sickness of the previous clerk, Tiffany Pollock, going forward this should not be a problem <p>The internal audit report: - L, M & N are ticked as 'no' this was due to the public not having the right to access the accounts Action: clerk to write statement for the notice board and website explaining and offering opportunity to look at 2020/2021 at same time period for 2021/2022</p> <p>These were accepted by Cllr Thurkettle and seconded by Cllr Tricker, all were in agreement</p>

c. To agree and complete section 1 of the Annual Governance and Accountability Return (AGAR)

Section 1 had been circulated to councillors prior to the meeting and the clerk read out each section 1 to 9, all were answered in the affirmative except 4, where a negative answer was given, due to the electors not given the right to access the accounts for the year 2020/2021. The statements were approved and proposed by Cllr Block and seconded by Cllr Tricker, all were in agreement

d. To agree and complete section 2 of the Annual Governance and Accountability Return (AGAR)

Accounting statement was circulated prior to meeting, figures were confirmed as matching internal audit, Cllr Block proposed, and Cllr Walker seconded, all were in agreement. The Chair and Clerk signed the statement

e. To ask council to approve Certificate of Exemption from Limited Assurance Review from PKF Littlejohn

Certificate was circulated prior to meeting to all councillors, Cllr Block proposed exemption and Cllr Thurkettle seconded, all were in agreement, certificate signed by Chair and Clerk

f. Agree dates electors can view accounts

Dates for public to have right to access accounts was set as Monday 20th June 2022 to Friday 29th July 2022, agreed by all

g. To agree Reserve Allocations (see budget)

Budget circulated to all prior to meeting, reserves agreed at £10500, as suggested by finance committee. Cllr Block proposed and Cllr Walker seconded

2. To note Bank Balances as of 30th April 2022:

- a. Barclays Bank (Current Account 0571) £35,577.35
- b. Barclays Bank (Savers Account 8727) £8,057.28
- c. Barclays Bank (Amenity Fund 7141) £13,718.23

Balances were noted

3. To discuss Bawdsey Parish Councils Insurance

Clerk had received quotes for insurance cover: -

Gallagher – gave an estimate £580+, can request a full quote if would like to go with them

CAS (ANSVAR) - £454.23

Zurich - £264.00 cover more in assets and fidelity, confirmed contents of Deben Marine Centre also covered.

Cllr Block proposed we select Zurich as insurers, this was seconded by Cllr R Johnson, all in agreement

4. To authorise the following invoices for Payment:

a. Payments since last meeting:

- i. Norse – Black Bin £416.26
- ii. Cllr. Tricker – Photo Posts Expense £39.35
- iii. SALC Membership £145.76
- iv. East Suffolk Bawdsey Bulletin - £25.79
- v. East Suffolk Bawdsey Bulletin - £17.09
- vi. East Suffolk Bawdsey Bulletin - £20.99
- vii. Red Rocket Emergency Telephone DDR - £11.52

All payments agreed, proposed by Cllr Block and seconded by Cllr R Johnson and all agreed

b. Any new invoices coming forth

- i. Cllr Tricker – Photo Posts Expenses £47.08
- ii. Tina Hughes – Refreshments for APM (Chair Expenses) - £12.55
- iii. Tina Hughes – Expenses £17.16
- iv. SALC – Clerks Training (6 Modules) £187.20
- v. Trevor Brown – Internal Audit £170.00
- vi. Zurich Insurance - £264.00
- vii. Cllr Tricker – Photo Posts Expenses £307.14
- viii. Red Rocket DDR – Emergency Telephone £11.52
- ix. Village Hall Hire - £400.00
- x. Cllr Tricker – Photo Posts Expenses £200.00

Payments had changed since agenda circulated, clerk read out all payments, agreed and proposed by Cllr Block and seconded by Cllr Walker

Donation Request from Bawdsey Village Hall and Recreation Committee towards Jubilee Celebrations £500.00

Initially the parish council were approached for a contribution to the benches, which was agreed, now have a grant from Cllr Mallinder for these, now asking for contribution towards cost of Jubilee, Proposed by Cllr Block and seconded Cllr Thurkettle, all in agreement

c. Any new payments received since last meeting:

- i. CIL 20220420 £22,867.03
- ii. Precept £7950.00

CIL – Not sure what has generated income, may be due to new buildings in village, is to be used for infrastructure, could use for 20mph limit, if needs finances or if extra money needed for the Quay area, need thoughts, have 5 years to use, but things take time, so need to start thinking now. **Action:** Clerk to send out link to CIL Guidance and find out exactly how the money was generated for the village

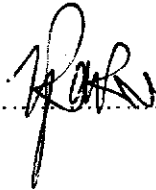
5. To receive an update on Internet Banking

Clerk explained that Unity Trust now charge £6.00 per month for each account, have contacted Barclays, Coop, neither bank offer complex signing arrangement for online banking, in that the clerk can only set up a payment and not authorise, Lloyds and Unity Trust do. This was discussed and it was proposed by Cllr Thurkettle and seconded by Cllr R Johnson that the council go to Unity Trust

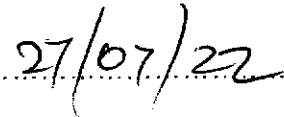


	<p>Bank, this was agreed by all. Action: Clerk to start gathering paperwork and information to set up account with Unity Trust.</p> <p>Note: Request has been received by head of Bawdsey School for funding towards a canopy for the children to sit under to have their lunch, would like to know if any funding still available from filming. Cllr Block mentioned Crocus have offered to support village projects, so this may be an option Action: Clerk to forward email from head to Cllr Block, who will get in touch with Crocus to ask if they would support with funding</p>
13.	<p>Any matters to be brought to the attention of the Council and to agree date for next Meeting</p> <p>Date of next meeting agreed Thursday 28th July 2022. Clerk brought to the attention the New Code of Conduct, to be discussed at next meeting Action: Clerk to send out Code of Conduct to Councillors, with main differences.</p> <p>Cllr Tricker - Free Ticket for Suffolk Show available</p> <p>Cllr B Johnson – thanked Cllr Block for 5 years, owe debt of gratitude for being an effective chair, would like to mark moment and thank for everything has done, all agreed.</p>

Signed by Chair.....



Date.....



Chairs Initials.....

