

Bawdsey Parish Council

Minutes of the Annual General Meeting of the Parish Council

Thursday 9th May 2019 at 7.00pm

Bawdsey Village Hall

<p>In Attendance –Chairman Andrew Block (AB), Clls Emma Aldous (EA) Andrew Rouse, (AR), Robin Johnson (RJ) East Suffolk Cll James Mallinder, Jenny Webb (Clerk), 3 parishioners</p>	
<p><i>Meeting called to order by Chair AB at 7.00pm.</i></p>	
<p>1. Open Forum- A complaint about a barking dog was received. A parishioner expressed concern regarding the number of new homes earmarked for the village when there is minimal infrastructure in the way of a bus service and shops. There have been applications for 27 new houses including those on School Meadow, below Manor Farm (Orwell Housing scheme) and on Cranes garage site. New housing will also put more pressure on medical services in Alderton and on the road system. While conceding the potential problems, the Chairman explained that the new district council was in favour of growth. CIL money would offer some community benefit. The Chairman thanked the parishioners for attending and sharing their concerns.</p>	
<p>2. Election of Chairman: Cll Aldous proposed Andrew Block as continuing chairman. This was seconded by Cll Rouse. Cll Block was elected unanimously. He duly signed the Declaration of Acceptance, witnessed by the Clerk.</p>	
<p>3. Signing of Declaration of Acceptance forms by Clls Aldous, Rouse and Johnson. (Cll Walker later) Clerk reminded councillors of the need to submit expense forms before the end of May to East Suffolk even with a nil return and to complete Declaration of Interest form on the new East Suffolk website.</p>	
<p>4. Election of Vice-Chairman: Cll Block proposed Cll Rouse as continuing Vice-Chair. This was seconded by Cll Aldous. Cll Rouse was duly elected.</p>	
<p>5. Chairman’s welcome and Apologies: Apologies accepted from Clls Richard Tricker (RT) Brian Johnson (BJ), Chris Mann (CM) and Clare Walker (CW). Chairman AB welcomed councillors to the meeting especially new members.</p>	
<p>6. Councillor’s Declaration of Interests: Clls AB declared an interest in the Scottish Power Windfarm project; Clls, AB and AR for Bawdsey Coastal Partnership;</p>	
<p>7. To alter and/or agree the composition of the PC Committees and representatives of various committees: The following representatives have agreed to stand again. EAOW (wind farm)-Cll Tricker; Emergency Planning WG- Cll R Johnson replacing Jason Horncastle; Bawdsey Coastal Partnership- Clls Rouse, B Johnson and Block; Finance Committee- Clls Block, Aldous and B Johnson; VHRGC- Cll R Johnson replacing Rawdon Saunders; SALC – any councillor who is free to attend meetings; Tree warden: Cll Tricker Website- R Webb, Cll R Johnson</p>	
<p>8. To present training opportunities for new Councillors: SALC has two local dates for a 2 hour course either on June 6th at Stratford St Andrew or on June 12th at SALC HQ in Claydon. Any current councillor can also attend for free.</p>	<p>Clerk to book 2 places on 12th June</p>
<p>9. End of year accounts: i. To approve Accounts for Year ended March 2019; ii. To complete Parts 1 and 2 of the Annual Governance and Accountability Return (AGAR); iii. To ask Council to approve Certificate of Exemption from Limited Assurance Review from PKF Littlejohn: i. 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 ii.The Annual Governance Document Part 1 was read out by the clerk and was approved and duly</p>	

<p>signed by Chairman AB . Part 2, the accounting section on the external audit form, was also approved and signed by the Chairman and dated with the relevant minute reference iii. Council approved Certificate of Exemption from Limited Assurance Review which will be sent off to external auditors PKF Littlejohn: The exemption is due to the fact that the council’s receipts and expenditure fell below £25,000. Electors will be able to view the accounts on request between 26th June and 6th August. A note to that effect will be placed on the notice board and on the village website.</p>	<p>Clerk</p>
<p>10. To appoint internal auditor 2019-20: Chairman AB proposed Mr Trevor Brown be confirmed as internal auditor. Cll R Johnson seconded this. Duly appointed.</p>	
<p>11. Signing of Minutes as a true record:</p> <ul style="list-style-type: none"> <i>i. Parish Council Meeting held 21st March 2019</i> <i>ii. Annual Parish Meeting April 4th 2019 (Approve only)</i> <i>iii. Planning Meeting 2nd April 2019</i> <i>iv. Planning meeting 29th April 2019</i> <p>Minutes i. iii and iv were signed and approved as a true record. Proposed by Cll Aldous and seconded by Cll Block. Chairman decided to wait until the July meeting to approve the APM minutes. Clerk was asked to put discussion of the Coastal Path on July’s agenda.</p>	<p>Clerk</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 2019 APM.</p> <p>Report from the new East Suffolk Councillor, James Mallinder: Cll Mallinder introduced himself to the council. He was elected by a majority of 400 votes with a 41% turn out. Cll Mallinder explained that with the extension of the Deben Ward, he now has 10 councils to cover but would try and attend our bi-monthly meetings even if for a short time. He would be willing to support local projects and has an annual budget to allocate grants to parish councils. He expressed a desire to work with his SCC counterpart, Andrew Reid, to address the issues faced by residents of the peninsula such as speeding; he favoured small housing developments for local people, acknowledged the importance of village halls and the good neighbour schemes and would champion environmental projects. He concluded by saying he would welcome invitations to any local events.</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 first half of the precept has been paid in to the PC account together with a locality grant of £500 towards a weather station. The balance of the current account is £5,365.09. The BQVC account holds £7,268.23. Clerk recommended a meeting of the Finance Committee before too long. ii. Village Hall and Recreation Ground Committee update: Cll R Johnson updated the meeting on the improvements during the year to the loft in the village hall and the new staircase. Repairs to the turret will soon take place. The playground needs sweeping to remove dead moss after treatment. A work party will tackle this on Sunday 12th. Stage 2 of works on the surrounds to the war memorial will entail taking up some of the grassed area to minimize maintenance work and enable more cars to be parked in the area. The fete takes place on 29th May. A road closure is taking place at night from the Bromeswell roundabout. Signage is unclear as to the hours. iii. Coastal Matters: a) Deben Estuary Partnership update: The DEP plan is currently under review. The concept of “Natural Capital” is being explored. There is a need to adapt to flooding in the wake of warnings from the Environment Agency. b) BCP update: BCP has commissioned a report by Jacobs on the coastal currents and 	

<p>movement of shingle to inform a review of the Shoreline Management Plan. The first draft report has been received.</p> <p>iv. Scottish Power: See report in APM 4th April 2019</p> <p>v. Emergency Planning Committee: Cll R Johnson is taking over the Chair from Jason Horncastle. He reported that Alderton now have walkie-talkies with a wide coverage. He for more volunteers on this committee.</p> <p>vi. Speedwatch matters: Statistics from the SID have shown speeds of over 80mph at night time six times. This is attributable to joy riders going down to the Quay. The SID has been moved to Ferry Road for a while. The Speedwatch team is in action this and next week. Anyone driving over 35mph will receive a letter from the Police. If anyone offends three times, they will receive a visit from the police. Local WSNT officer hopes to measure speed via rumble strips this summer and install a temporary police van to catch offenders. Cll Johnson is promoting a speed-awareness at Bawdsey Primary School, distributing leaflets and initiating a poster competition.</p>	<p>Clerk will advertise in Bulletin</p>
<p>14. Finance: a) To authorize payments as listed below and any new invoices.</p> <p>Bawdsey Bulletin: £23.36 Clerk's Salary (net): £500.10 Clerk's expenses: £103.26 AS Insurance: £195.93 HMRC: £47.40 Trevor Brown (internal auditor) £130.00 Chairman AB proposed authorisation, seconded by EA</p>	
<p>15. To consider any issues relating to current planning applications and any new applications received after publication of the agenda: No new planning applications have been received. The council has responded to three applications in the past two months, objecting to the PGL Lake application and Cranes Garage and approving extensions to Alma House. The Orwell Housing Development is due to start in May. There is a possibility that further archaeology will take place.</p>	
<p>16. Update on matters pertaining to Bawdsey Quay and the amenity area (tin chapel and amenities) With regard to parking measures at the Quay, the East Suffolk Finance Officer was hopeful that funding will be made available to enable the proposed improvements to parking to take place. The toilets at the amenity site are now open. With regard to the tin chapel on PGL land, the firm Cultural Engine has been awarded the contract on behalf of the East Suffolk Building Preservation Trust to carry out a feasibility study into possible uses for the building. They are optimistic they will be able to get further grant monies for the restoration of the chapel. Possible uses have been narrowed down from 20 to six.</p>	
<p>17. To commission a village sign or set up a working group: Chair AB deferred this item to July's meeting given that four councilors were absent. He proposed the council adopt a "green" agenda and suggested councilors discuss alternative uses for the proposed green area at the corner of Eastfields such as the planting of a tree and a new bench.</p>	
<p>18. To consider a beach watch clean up with other parishes in September: Clls were in favour of this initiative but wanted Clerk to explore existing dates set out by the Maritime Agency.</p>	
<p>19. To decide dates for meetings for the rest of the year: The following dates were decided upon: 18 July, 19 September, 21 November. There will be a joint meeting of the councils of the Deben Ward on Thursday 25th July in Bawdsey VH.</p>	
<p>20. Matters to be brought to the attention of the Council including any further reports: Cll R Johnson said there had been an increase in dog fouling in the village. He asked for an additional</p>	

<p>dog bin to be placed outside the recreation ground. He also asked for more volunteers for the Emergency Committee. Clerk will put a note about both matters in the Bulletin. Clerk highlighted two meetings: World of Planning Day on Friday 7 June 9.30-12 at Riduna House. Cll Aldous will attend. A Community Self-Help Scheme run by SCC Highways on Wednesday 15th May will be launched at Stonham Barns.</p>	<p>Clerk</p>
<p>Date of next meeting: Wednesday 18 July at 7pm</p>	
<p><i>Meeting ended 9.00pm</i></p>	

Signature:

Date:

Andrew Block - Chair of Bawdsey Parish Council

Draft until Signed