

## Bawdsey Parish Council

### Minutes of the Meeting of the Parish Council

Thursday 28<sup>th</sup> May 2020 at 7.00pm

Via Zoom

<b>In Attendance</b> –Vice-Chair Andrew Rouse (AR), Chair- Andrew Block (AB), Robin Johnson (RJ), Richard Tricker (RT) Brian Johnson (BJ), Clare Walker (CW) Chris Mann (CM), Robert Thurkettle (RJT) East Suffolk Cll James Mallinder, SCC Andrew Reid, Jenny Webb (Clerk), Tiffany Pollock (incoming Clerk), 2 parishioners, Ashley Jones from PGL.	
<i>Meeting called to order by Vice-Chair AB at 7.00pm.</i>	
<b>1. Open Forum-</b> A resident commented on the planning application relating to the development of Cranes Garage. Concerns were expressed about the number of workshop/business units, the appropriateness of houses rather than bungalows in this setting, and the positioning of the semi-detached houses so near the Street, unaligned to the adjacent houses. Further concerns were expressed about the unprecedented number of cars at Bawdsey Quay and at East Lane. In the latter car park, cars were blocking the disabled access to the sea wall preventing a mobility scooter reaching the top of the slope. (SCC AR to investigate with Rights of Way Officer).	
<b>2. Chairman's welcome:</b> V-C AR welcomed councillors and incoming clerk Tiffany Pollock.	
<b>3. Councillor's Declaration of Interests:</b> Clls AB, RT and CM declared an interest in the Scottish Power Windfarm project; Clls, AB and AR for Bawdsey Coastal Partnership.	
<b>4. Signing of Minutes as a true record:</b> <i>i. Parish Council Meeting held 19th March 2020</i> The minutes were signed as accurate. Proposed by Cll RJT and seconded by Cll CW	
<b>5. To receive update on matters pertaining to Bawdsey Quay, coastal erosion and measures to address them:</b> Ashley Jones from PGL explained that due to the serious erosion of the cliffs on Bawdsey Manor grounds, PGL is installing a number of warning signs around the site to deter trespassers and to warn about the danger of cliff falls. SCC Rights of Way Officer is also installing a sign stating that the footpath along the beach is closed beyond the pilings. PGL hopes to strengthen the pilings this autumn. Similar coastal erosion is to be found along the beach south of East Lane where cliff falls have also occurred. <b>The clifftop and beach are not, however, official footpaths despite being used locally.</b> Landowner Cll CM is willing to install warning signs and will liaise with East Suffolk and SCC Rights of Way Officer. Cll RJT, as a part-time coastguard, agreed with these measures. Locals know about the dangers, but visitors do not even though they have been highlighted in the local press.	
<b>6. To receive update on measures to mitigate effects of COVID-19 (RJ) and to decide on provision of facial masks for residents (Clerk):</b> Chair of the Emergency Committee Cll RJ reported that he has been able to help a few members of the village who have been shielding by collecting prescriptions and shopping. He wanted to thank everyone who has volunteered their time. There has been some disquiet from villagers about second home people and self-isolation but overall, he thought the village has pulled together and has helped and supported each other out during these times of lockdown.	

<p>A resident has volunteered to make non-medical, cotton face masks for vulnerable parishioners or anyone who would benefit from one. Chairman AB proposed the parish council bear the cost of these. Vice-Chair AR seconded this proposal. The outgoing Clerk was asked to put an item about this in the Bulletin to gauge the level of demand and to liaise with the manufacturer.</p>	<p><b>Clerk</b></p>
<p><b>7. Report from SCC and ESDC:</b> Cll Andrew Reid of SCC referred to his daily Covid-19 newsletters and to his recently submitted report which can be read on the village website.</p> <p><b>Report from the new East Suffolk Councillor, James Mallinder:</b> Cll Mallinder submitted a report which can be read on the village website. He highlighted a new discretionary grant for those unable to secure government funding due to loss of business; green waste collected has been resumed; car park charges have restarted; Foxhall Road recycling facility has resumed; EDF has asked the Planning Inspectorate for a Development Consent Order.</p>	
<p><b>8. Progress Reports:</b></p> <ul style="list-style-type: none"> <li>i. <b>Clerk's report, incl. current finance report.</b> The report of correspondence and actions can be read on the website. The first half of the precept has been paid into the PC account together with an AONB grant of £470 towards a recently purchased weather station. The balance of the current account is £5,776.11. The BQVC account holds £7,718.23. Clerk recommended transferring £2,000 into the Savers account.</li> <li>ii. <b>Village Hall and Recreation Ground Committee update:</b> After the disappointment of having to cancel the fete due to Covid-19 and lockdown, some good news is that the committee applied for a grant for loss of business and received a grant of £10,000 which takes the pressure off for this year. Since lockdown, the committee has not been able to meet but business behind the scenes has continued. Chairman Rawdon Saunders has been selling various items outside the village hall over the last free weekends with proceeds going to the village hall funds. It is hoped to start the pop-up pub again as soon as is allowed. This will bring the village together after lockdown. Individual villagers have been helping with cleaning the surface of the playground and other maintenance jobs. The tennis courts are now open.</li> <li>iii. <b>Coastal Matters: a) Deben Estuary Partnership update:</b> The DEP has been awarded grant funding from the AONB for the installation of photo posts along the estuary and coast. This is part of a bigger project to install posts from Lowestoft to Harwich which is currently on hold because of Covid19. BCP has agreed to support the project with £250. <b>b) BCP update:</b> Nick Crick has now stepped down as Chair, with no formal replacement at the moment. Following conclusion of the SMP Review process and the new focus on "resilience" from SCAR &amp; CPE, the Partnership will likely be reviewing its direction and focus in the near future.</li> <li>iv. <b>c) Coastguard report:</b> Cll Thirkettle told the meeting that coastguards on patrol will only go out in a life or death situation due to Covid19. Their current role is to raise awareness of the role of the coastguard and educate families about the dangers of the coast. The last four weekends have been extremely busy with many families out and about. Bawdsey Quay, East Lane and Shingle Street have seen huge rises in visitor numbers. 150 parked cars were counted at Shingle Street over one weekend in May and over 70 at East Lane, causing traffic congestion. He hoped numbers would decrease as lockdown eases.</li> <li>v. <b>Scottish Power:</b> The landfall site for EA1 has been cleared of plant and there is a</li> </ul>	

<p>watchman there 24/7. The haul road will soon be taken up and the landfall site will be cleared completely. The next phase of the development for EA3 will entail the use of special mats rather than constructing a road. Reinstatement works for EA1 have been delayed. This has been partly due to the very wet winter, the wettest for thirty years and now COVID-19. Reinstatement work has now resumed along the 37km onshore cable corridor and there is approximately 7km left to reinstate. At Bawdsey there is an additional ecological constraint which needs to be worked around. The resumption of the reinstatement work at the compound will now take place at the end of the summer which would mean completion in early autumn 2020.</p> <p>vi. <b>Speedwatch:</b> Due to Covid-19 speed watch activities have had to be suspended, but the SID sign has been working well. The message under the speed indicator was changed to read <b>Stay at Home</b> to advise people who visited the Quay during the first part of lockdown. Now restrictions are starting to be lifted, the message will revert to "Thank You". There have been some issues relating to a number of high-power cars speeding through the village. These were reported to the police who spoke to those concerned on more than one occasion for not self-isolating. <b>Villagers are urged to report any speeding issues to the police on 101.</b> <b>A reminder was given that residents can also report potholes online themselves on <a href="https://www.suffolk.gov.uk">Suffolk.gov.uk</a>, Report a pothole</b></p>	
<p>9. <b>Finance: a) End of year accounts:</b></p> <p>i. <b>To accept and sign Accounts for Year ended March 2020:</b> The end-of-year accounts had been circulated prior to the meeting and were approved as an accurate record of the council's annual finances. Chairman AB proposed they be signed off, Cll Walker seconded. Vice-Chair AR duly signed the accounts.</p> <p>ii. <b>To accept internal auditor's report for 2019/20 and section 3 of the AGAR return (Internal auditor's approval of accounts)</b> The Finance Committee had scrutinized the internal auditor's report and recommended the acceptance of both it and section 3 of the AGAR form. They also confirmed that the internal auditor's report approved the council's good governance practices- see iii.</p> <p>iii. <b>To agree and complete section 1 of the Annual Governance and Accountability Return (AGAR)</b> This section was read out by the clerk, was approved and duly signed by Vice Chair AR and dated with the relevant minute reference. Proposed by Cll BJ and seconded by Cll CW.</p> <p>iv. <b>To agree and complete section 2 of the Annual Governance and Accountability Return (AGAR)</b> Part 2, the accounting section on the external audit form, was also approved and signed by the Vice-Chair and dated with the relevant minute reference.</p> <p>v. <b>To ask council to approve Certificate of Exemption from Limited Assurance Review from PKF LJ:</b> Council approved <b>Certificate of Exemption from Limited Assurance Review</b> which will be sent off to external auditors PKF Littlejohn: <b>The exemption is due to the fact that the council's receipts and expenditure fell below £25,000.</b> Electors will be able to view the accounts on request between <b>16<sup>th</sup> June and 26<sup>th</sup> July.</b> A note to that effect will be placed on the notice board and on the village website.</p> <p>vi. <b>To agree Reserve Allocations (see budget)</b> It was proposed to transfer £2,000 from the current account to the Savers Account to be un-ringfenced general reserves. Proposed by Cll CW and seconded by Cll AB</p>	<p>Clerk</p> <p>Clerk</p>

<p><b>vii To confirm continuing role of Trevor Brown as internal auditor for 2020-21:</b> Councillors were happy for Trevor Brown to continue to be the council's internal auditor.</p> <p><b>b) To approve the following cheques:</b></p> <p>Red Rocket Web Design Ltd (New Clerk's laptop): £288.00  Cll Tricker (expenses): £18.90  Cll R Johnson (Emergency printing) £22.95  SALC Membership: £141.12  CAS Insurance: £171.36  R Webb (defibrillator battery): £216.00  R Johnson (petrol expenses): £30.00  Woodbridge Golf Club - Printing Costs for Bulletin: £8.45  Trevor Brown (internal audit): £150.00  R Saunders (expenses relating to emergency committee): £28.78  Clerk's Wages: £ 553.70  Clerk's Expenses: £30.32  Clerk's PAYE: £81.40  Red Rocket Web Design Ltd DD May and June- Emergency telephone number: £19.20</p> <p><i>ii. Any new invoices coming forth:</i> None</p> <p><b>b) To approve a new monthly DD payment to Red Rocket Web Design Ltd for upkeep of emergency telephone line and confirm annual DD payments to CAS for annual website administration and to the ICO (Information Commissioners Office)</b>  The above cheques and the three DD payments were approved. Proposer Cll Thurkettle, seconded Cll B Johnson</p> <p><b>c) To decide whether to take out a Zoom account:</b> Given that the council only meets bi-monthly, it was decided not to take out a Zoom subscription at £11 a month at the moment.</p>	
<p><b>10. To consider i. application DC/20/1404/FUL: Cranes Garage, The Street, Bawdsey. Demolition of car showroom, construction of 3 dwellings and garages; conversion of building A to 3 employment units; conversion and extensions of buildings to 2 employment units and 1 holiday unit at first floor. Change of use, alteration and extension to existing workshop/store to employment unit, demolition of former garages and replacement with 4 small lock up storage units.</b></p> <p>Vice-Chair AR acknowledged the receipt of submissions by four interested parties who will be impacted by this development. Councillors had shared their initial thoughts via email but thought it would be helpful to have further information about the proposed build. No decision therefore was taken at the meeting. The Clerk was asked to set up an information-gathering site meeting with Mr Crane. The Clerk was also asked to request a larger scale print out of the plans.</p> <p><b>ii. DC/20/1845/LBC: Bawdsey Manor (PGL) Listed Building Consent- Retain temporary kitchen for a further 2 years.</b> Councillors were happy to approve this application.  Proposer Cll R Johnson, Seconder, Cll Tricker.</p> <p><b>iii. Updates on existing planning applications:</b> DC/18/4196/FUL: The application for a</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

<p>connectivity mast on Bawdsey Manor Estate has been approved. DC/20/0389/FUL Renewal of planning consent for the continuance of the existing A3 use of the Boathouse cafe has been approved. A complaint about the noise emanating from the Brooks and Wood development (Orwell Housing) has been addressed.</p>	
<p><b>11. To discuss transition arrangements for the new Clerk:</b> Jenny Webb, current clerk, will assist the new clerk Tiffany Pollock with the role. The handover of files will take place next week together with a visit to the key sites in the village. The relevant public bodies including East Suffolk have been given the details of the new clerk. SALC is taking over the pay roll. New keys for the notice board and filing cabinet will be cut once the relevant shop is open. Chair Andrew Block asked Councillors to send the new Clerk a personal profile including the roles they carry out on the council.</p>	<p><b>Councillors</b></p>
<p><b>12. To improve communications strategy: i. Possibility of a Grapevine news service to supplement the Bulletin. Ideas on how to promote the website ii. To discuss items for the June Bulletin:</b> Clerk recommended the setting up of a Bawdsey Grapevine news email to supplement the Bulletin and lessen the use of social media to highlight village concerns. Notices with the url of the village website will be put on the two noticeboards and advertised more widely. Items for the June Bulletin were shared. Clerk asked to send samples of the Hollesley Grapevine to Councillors for them to have a taste of the kind of information disseminated.</p>	<p><b>Clerk</b></p>
<p><b>13. Matters to be brought to the attention of the Council:</b> No further matters were raised. Vice Chair AR thanked the clerk for her past service to the parish council.</p>	
<p><b>Date of next meeting:</b> To be decided.</p>	
<p><i>Meeting ended 9.30pm</i></p>	

Signature: .....

Date: .....

*Andrew Rouse – Vice-Chair of Bawdsey Parish Council*