

# Bawdsey Parish Council

## Minutes of Bawdsey Parish Council Meeting Held on Thursday 24th March 2022 at 7.00pm in Bawdsey Village Hall

### Attendees

Chairman Andrew Block

Cllr Brian Johnson

Cllr Richard Tricker

Cllr Andrew Rouse

Cllr. Robert Thurkettle

Cllr. Clare Walker

Cllr. Chris Mann

### 1. Apologies for absence:

Cllr. Robin Johnson and ESC Cllr. James Mallinder

### 2. Declarations of Interest and Applications for dispensation on Agenda Items (pecuniary or non-pecuniary)

Cllr Tricker declared an interest in Scottish Power and Windfarm project, Cllr. Walker and Cllr Andrew Block for CLT, Cllr. Thurkettle for Peninsula Practice.

### 3. Public Participation:

Two parishioners and the new clerk attended the meeting.

**Report from East Suffolk DC –Cllr Mallinder's report is on the village website.**

### 4. Approval of Minutes:

i. **Parish Council Meeting January 20th January 2022** These were proposed by Cllr Tricker and seconded by Cllr Thurkettle and unanimously passed as an accurate record

ii. **Planning Meeting of 16th February 2022 to consider coastal defences below PGL:**

These were proposed by Cllr Rouse and seconded by Cllr Mann.

### 5. To propose and confirm Tina Hughes as new Parish Clerk:

Following an interview the previous week, Cllr Block proposed Ms Hughes as clerk starting from 1st April; this was seconded by Cllr Walker. She was warmly welcomed by the whole council.

### 6. Planning Matters:

- a) **To confirm approval of DC/22/0597/FUL Proposed alterations and extensions to 6 Cavell Close:** Councillors agreed to approve the revised plans. Proposed by Cllr B Johnson and seconded by Cllr Thurkettle

Chair's initials:   AAB

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- b) **To consider DC/22/1057/LBC Listed Building Consent and DC/22/1053/FUL Manor Cottage, 34 The Street, Bawdsey- To erect a single storey extension to the rear of the property.** After a careful consideration of the plans which included asking questions of the draughtsman, Councillors unanimously approved this application. The council thought this was a very clear application demonstrating an impressive solution to a challenging historic site. Proposed by Cllr Tricker and seconded by Cllr Thurkettle.

Cllr Block updated the council on the School Meadow housing development which is ahead of schedule. Some of the materials being used have had to be changed but this wouldn't make any difference to the finish. Earlier delays had been caused by SCC Highways. An old hedge has had to be removed because roots were growing into the entrance splay. Crocus Homes is offering Community benefits which will help pay for the resurfacing of the playground and for the repair of the church wall. They are open to funding additional projects such as a new village bench.

PGL Lake is starting after Easter. Hours of working will be 7.30am- 6.30pm Monday-Friday and 7.30am-2pm Saturdays.

**Action: Chair to email Ashley Batty, project manager, to ask him to keep the council informed as to the progress of the construction.**

**7. Bawdsey Quay: To decide on seating along the river frontage, choice and number of benches, (and planters if installing at this point), time frame of installation, choice of contractors to install base for seats and other ancillary decisions.** Following the receipt of a street furniture licence from SCC, councillors discussed the choice of seating suitable for the river frontage which had previously been circulated. Two quotes had been obtained for six benches and the favourite was a backless bench from Realise Futures which is a social enterprise firm in Ipswich, and which uses recycled materials. A third quote will be obtained. Two quotes for installation have also been obtained but the firms quoted for slightly different work. A third would be obtained from Norse. Cllr Rouse undertook to get the definitive quotations. PGL has offered to pay for a couple of benches opposite its properties on Ferry Road. Two planters are included in the licence. However, it was felt they could be installed after the benches, once councillors were assured that residents would be happy to maintain and water them. This project is being funded by Sister Pictures. In view of the fact that further details had to be worked out, the council agreed to set up a working party consisting of Cllrs. Block, B Johnson, Rouse and Thurkettle to expedite the installation of benches before the summer. Proposed by Cllr. Tricker and seconded by Cllr Thurkettle.

**Action: Clerk asked to check that council insurance covers the installation of benches and to cc Laura Hack of ESC.**

**8. Highway Matters: To confirm support for extending/changing speed limits in the village:** The council confirmed it was 100% behind the petition begun by a resident to change the speed limit of East Lane to 20mph given the narrowness of the lane, its proximity to Bawdsey Primary School, the increase in visitor and agricultural traffic and the vulnerability of pedestrians including those in mobility scooters walking down to the sea wall. This will be forwarded on to Suffolk Highways and to the relevant officers at SCC and East Suffolk Council including Cllr James Mallinder, pressing them to reconsider the current speed limits. Cllr Block shared Suffolk CC's policy document including the criteria allowing for a change of speed limit to 20mph. He advised it would be a lengthy process but that the council was willing to fund it. This was proposed by Cllr Block and seconded by Cllr Thurkettle. Bromeswell PC has had the speed limit of one of its lanes changed recently to 20mph. **Action: Clerk to email the clerk to ask for Bromeswell's experience.**

Chair's initials: *AMB*



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### 9. Progress Reports:

- i. **Clerk's report on Correspondence and Finance:** The Acting Clerk advised the council of the recent burglaries and break-ins on the Cranes Garage site. A new black bin has been wrongly installed at East Lane car park replacing one which was still adequate and not the one which had been damaged. Cllr Rouse helped put a new post on the red dog bin. A Community Governance Review is being carried out by ESC. The oak tree and plaque from ESC has been picked up ready for the Platinum Jubilee celebrations. A new information panel has been installed at the amenity site. Woodbridge Town Council has flagged up the poor water quality of the Deben and has invited BPC to join the Deben Climate Focus Area. The new and acting clerks are taking advantage of SALC training for the End of Year Finances and Audit.
  - i. Current Account £5,672.49
  - ii. Amenity Account (7141) £13,268.23
  - iii. Active Saver £8,057.28

Regarding council finances, Clerk explained the Savers account has now been reinstated to house the council's Reserves. The Amenity Account will be used as a Project Account from the new financial year, holding the various grants received for projects such as the Photo Posts and the Deben Marine Centre. The current account will be used for everyday spending. It was not deemed expedient to change bank accounts before the end of the financial year and internal audit. Internet banking will commence therefore after May 2022. Following two Finance Meetings, a budget for 2022-23 has been finalised and internal controls and financial protocols were reviewed. The council's finances at the end of February are as follows:

- ii. **VHRGC:** It has been confirmed that the village fete and the Platinum Jubilee party will take place on Friday 3rd June. A band has been booked for the evening event. The oak tree will be planted behind the VH along with a bench. BPC will be asked for a contribution for the new bench and for half of the expense for the band. The next Pop-up Pub is on Friday 1st April from 7-11pm.
- iii. **Coastal Matters:** a/b) No news on the various coastal partnerships c) The local coastguards have been very busy lately with four callouts in 11 days. Their area has been extended to cover the Humber down to Essex to relieve the coastguard service in Kent. Coastguards are helping the NHS Ambulance Service by taking emergencies which have taken place near the coast to hospital. More fossil hunters are taking risks by walking under eroding cliffs. Coastguards aim to educate the public in this respect. The service now has eleven volunteers with a waiting list. d) The Deben Marine Centre at the former bus shelter hopes to reopen in May to replicate last year's successful season. The DMC has use of a drone to monitor the Deben and hopes to share stills and video footage at the centre.
- iv. **Scottish Power:** The hedge in front of the landfall site has been reinstated.

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- v. **Quiet Lanes:** Cllr Thurkettle reported that Bawdsey's Quiet Lanes have been approved. Signs will be installed along East Lane, Long Lane, Red House Lane and School Lane. Eyebrows were raised when it was reported SCC Highways will furnish a kit to named volunteers to enable them to erect the posts and the signs. There will be a levy on the village.
- vi. **Speed Watch:** No report.
- vii. **Photo posts/Weather Station:** This successful scheme has been awarded a further £1,100 and this will enable further posts to be installed on the jetty at Bawdsey Quay, Woodbridge and Waldringfield in addition to the 4 already established. The weather station with new software will be installed on a connectivity mast at PGL shortly.
- viii. **Emergency Committee:** No report.

### 10. Finance: a+ e) Accounts of 28th February (See Clerk's finance report)

b) The following cheques were authorised. Proposed by Cllr Walker and seconded by Cllr Block.

- i Cllr R Tricker Expenses: £38.39
- ii J Webb Expenses incl. home working allowance: £194.26
- iii J Webb Clerk salary Feb-March Net: £243.88
- iv Key Pal Ltd weather station expenses: £232.45
- v HMRC: £243.80
- vi SALC Training: £36.00

c) To note payments made since last meeting.

- i Cll R Tricker expenses: £14.40
- ii K Miller (Computer service): £90.00
- iii J. Webb (Salary + expenses): £749.32
- iv Red Rocket x 2 DD: £23.04
- v Suffolk Preservation Society: £30.00
- vi East Suffolk Bulletins: £52.77
- vii SCC Licence for Street Furniture: £300.00

d) To note transfer of £8,056.55 from Current Account to Savers Account

e) See a)

f) **Budget 2022-23:** Due to the resignation of the clerk in November, the council was late in setting a budget. At a meeting of the Finance Committee in February, the budget was finalised and reflected the rise in the precept decided upon at the January meeting. Having scrutinised the figures in the budget and receiving the Finance Committee's recommendation, the council passed the budget. Proposed by Cllr Thurkettle and seconded by Cllr Tricker.

Chair's initials: AUB



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**g) To approve the following documents on recommendation of the Finance**

**Committee:** i. Standing Orders and Financial Regulations ii. Risk Assessments (Financial and Non-Financial iii. Suffolk Code of Conduct iv. Asset Register. Councillors noted the changes in the financial regulations to reflect the proposed change-over to internet banking. The asset register now includes 7 black litter bins which Norse are no longer providing free of charge. The council approved all the above documents. Proposed by Cllr Tricker and seconded by Cllr Mann.

**h) To receive report on the adequacy of the council's internal controls by Cllr Rouse and approve the council's Internal Control Statement.** As a non-signatory, Cllr Rouse confirmed he had reviewed the effectiveness of the system of internal controls including the effectiveness of the internal audit and was satisfied the council was following it to the letter. All recommendations from last year's internal audit have been carried out. The full council therefore approved its Internal Control Statement which was signed by Cllr Block as Chairman.

**i) Confirmation of the adequacy of the Insurance Policy:** The Clerk explained that the policy reflected the council's current needs/assets but at the renewal of the policy in May, it may be necessary to raise the level of asset coverage from £10,000 to £20,000 if new benches are purchased.

**11. To decide on annual charitable donations:** Councillors decided to give £100 to the following local charities: Citizens Advice, (Leiston and Saxmundham) RNLI, East Anglian Air Ambulance, Suffolk Coast for Resilience and FIND, a food bank charity. Proposed by Cllr Thurkettle and seconded by Cllr Block.

**12. To receive update on Green Agenda for Bawdsey:** Since the Woodland Trust can provide free trees and hedging, the council decided that filling gaps in the village's hedgerows brought about by the winter storms, especially down East Lane, should be carried out. Cllr Rouse is looking into the possibility of planting an avenue of trees down from Manor Farm Estate to The Street.

**13. To receive updates on celebrating the Queen's Platinum Jubilee:** See also VH Report 9ii. The oak tree to mark the Queen's Platinum Jubilee has been collected and will be planted behind the Village Hall. The parish council agreed to pay half the cost of a commemorative bench that the committee is purchasing. This was proposed by Cllr Block and seconded by Cllr Mann. The council has also agreed to purchase another seat for the Green at East Fields to mark the Queen's Jubilee since it has the necessary funding left over from the village sign project. Glasdon makes seats which can have the village name carved on to the back. The Clerk will liaise with residents of East Fields.

The Clerk was nominated to be the beacon carrier for the village for the Lord Lieutenant's Beacon Relay on Tuesday 31st May as part of Suffolk Day. Riders pedal an electric rickshaw from village to village. Bawdsey's route is to Felixstowe and plans are afoot to travel via the Ferry across the Deben.

**14. To agree dates for the Annual Parish Meeting and the Annual General Meeting:**

The APM will be held on Thursday 21st April and the AGM on Thursday 19th May.

Signed: A.H. Block

Date: 30th May 2022

Cllr. Andrew Block, Chair

Chair's initials: A.H. Block