

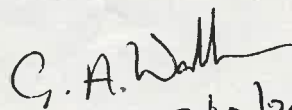
BLYFORD AND SOTHERTON PARISH COUNCIL

Minutes of Meeting Held on 18th July 2022 at 6.30pm

In the Committee Room of Wenhaston Village Hall

Public Forum – 1 member of the public attended to raise concerns regarding planning application DC/22/2229/FUL at Blyford House and in particular, access to the site. These concerns were noted and would be taken into consideration by the Parish Council at Item 6 of the agenda.

- 1 Welcome, apologies and receipt of absences:** The Chairman Gerard Walker welcomed councillors Rosemary Parry, Justin Phillips, Robert Bucknell and Barry Martin and the clerk Ann Donnachie – Lou Sharman attended later. **Apologies were received from:** Dominic Meek; Tony Goldson and Alison Cackett, East Suffolk District Councillors.
- 2 Declarations of interest and any dispensations allowed:** None
- 3 Minutes of previous meeting held on 16th May 2022** were approved and signed as a true record.
- 4 Chairman and Clerk's report on progress of actions from last meeting(s):** All actions completed/designated to other Agenda items below, but following noted:
 - Item 10a (21/03/22) Vehicle activated signs shared with Spexhall PC:** The VAs equipment has been collected. **Action: Cllr Walker and Cllr Martin will site this in Blyford.**
 - Item 6h (16/05/22) Donations:** Pending change over to online banking. **Action: Clerk**
 - Item 10 (16/05/22) Footpaths:** Agreed we write directly to local landowner regarding possibility of providing permissive footpaths. **Action: Clerk**
 - Item 12 (16/05/22) Defibrillator:** Pending, requests can be submitted in October. **Action: Cllr Parry and Clerk.**
- 5 Finance:**
 - 5a Financial Report for Approval:** RFO presented the Financial Report from 13/05/22 to 12/07/22. Balance on Current Account was £8,591.79 and the balance on Latitude Account was £7,261.54 – Total on accounts being £15,853.33 which was verified and approved by Council.
 - 5b Approval of cheque payments:** 552 - £922.50 balance of payment to Westhall Community Pub (Platinum Jubilee Party); 553 - £405.03 to A Donnachie (net salary, office allowance and expenses); 554 - £56.00 to Wenhaston Village Hall (room hire May 22 to May 23); 555 – £120.00 to Trevor Brown Internal Auditor (2021/22 Year End Accounts) and 556 – £108.00 to Van Dijk Accountants PAYE to 05/04/22 (replacement cheque as original went missing).
 - 5c Update on move to online banking:** Ongoing. **Action: Clerk**
 - 5d Review of Internal Auditors Report Year 2021/22:** It was confirmed that during the 2021/22 year the Council had maintained effective governance arrangements and financial administration.
- 6 Planning Applications:** *Public Access Link – <https://publicaccess.eastsuffolk.gov.uk/online-applications>* DC/22/2229/FUL – Blyford House, Southwold Rd, Blyford – Erection of Double cart lodge with annex: The Council will submit a request from the Planning Officer for further clarification on rights of access on land leading to this building. **Action: Clerk**


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- 7 **Latitude Ticket Sales:** Cllr Parry reported that there had been around 50% cancellation of tickets mainly due to the rise in the cost of living. Unfortunately, the current system does now allow us to reissue these tickets. To-date £450 in ticket sales banked with some yet to come. However, we expect a substantial drop in income from this event compared to previous years (excluding 2021).
Action: Cllr Parry.
- 8 **Review of Governance Documents:** Standing Orders, Financial Regulations and Code of Conduct were all reviewed and adopted by the Council. **Action: Clerk to upload these to the website and put in diary for annual review.**
- 9 **Annual Inspection and Report on Assets:** Cllr Phillips has carried out the annual inspection and a report on the condition of these assets was circulated to the councillors. It was agreed that we budget £500 for maintenance and repairs to the noticeboards and obtain a further grit bin to be sited at Primes Lane, Blyford. **Action: Cllrs Bucknell and Sharman will obtain quotes; Clerk to contact Suffolk Highways re siting a grit bin.**
- 10 **Reports from councillors:** None
- 11 **Correspondence received:** No comments to items received and no actions required.
- 12 **Any items of information received:** None
- 13 **Date of next and subsequent meetings: Meetings held at 6.30 pm, on 3rd Monday of every other month at Wenhaston Village Hall on:**

2022: 19th September and 21st November

2023: 16th January, 20th March, 15th May (Annual Parish Meeting and AGM)

The meeting closed at 8.15 pm.

G. A. Wall
03/10/2022