

## BLYFORD AND SOTHERTON PARISH COUNCIL

Minutes of Meeting Held on 21<sup>st</sup> November 2022 at 6.30pm

In the Tardis Room of Wenhaston Village Hall

*Public Forum – 0 members of the public were in attendance.*

- 1 Welcome, apologies and receipt of absences:** The Chairman Gerard Walker welcomed councillors Justin Phillips, Barry Martin, Louise Sharmman and the clerk Ann Donnachie.  
**Apologies were received from:** Cllr A Cackett and Cllr R Parry
- 2 Declarations of interest and any dispensations allowed:** None
- 3 Minutes of previous meeting held on 3<sup>rd</sup> October 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 6d (03/10/22) Online Banking:** Clerk reports that we now have both telephone and online banking set up with HSBC.
- 5 Finance:**
  - 5a Financial Report for Approval:** RFO presented the Financial Report from 13/09/22 to 12/11/22. Balance on Current Account £7,018.42 and the balance on Latitude Account £7,770.90 – Combined total on accounts being £14,789.32 which was verified and approved by Council.
  - 5b Approval of online payments:** £459.60 to A Donnachie (net salary + backpay, office allowance and mileage); £72.20 to HMRC; £9.00 to SALC for Payroll Services to March 2022; £9.64 Stationery; £129.59 to Clerk for Purchase of grit bin; £110.00 to Suffolk Cloud for website hosting. The payments were approved by the Chairman and seconded by Cllr Phillips.
  - 5c Presentation of 2023/24 Draft Budget & Precept:** The draft budget was presented to the Parish Council by the Clerk/RFO and initial discussion before this is finally approved at our January meeting and prior to setting of our precept. **Action: Clerk/RFO to present the final budget at January meeting.**
  - 5d Request for Donation:** A request was received from the Chairman of Holton & Blyford Village Hall to contribute to a fund for a replacement sewage system. Our donations budget for year 2022/23 has now been allocated. **Action: Discuss again at our January meeting when more information obtained and full council available.**
  - 5e Online training for Councillors from SALC:** E-Learning course which can be completed over one year. Councillors to contact Clerk to book this starting in January 2023.
- 6 Planning Applications:** *Public Access Link – <https://publicaccess.eastsuffolk.gov.uk/online-applications>*  
**DC/22/4141/FUL Blyford House, Southwold Road, Blyford – To build a new detached double cart lodge with holiday accommodation:** This application was received too late to be included on our Agenda. However, as the deadline for responses is 8<sup>th</sup> December it was discussed informally by Council. The Council had submitted comments on the previous application in July 2022. **Action: Council will submit comments after further enquiries and discussion with all Councillors.**
- 7 Item 10 (16/05/22) Footpaths:** Ongoing. **Action: Cllr Cackett/Cllr Phillips to source further clarification on the location of the permissive footpaths.**
- 8 Defibrillator:** Due to difficulties finding suitable location in each village for this equipment, it was regrettably decided not to go ahead with this purchase at the present time.

- 9 Update on Annual Inspection and Report on Assets:** Works have been completed on the refurbishment of the Blyford Noticeboard. Refurbishment works to Sotherton Noticeboard pending.  
**Action:** Cllr Sharman will forward invoice for £275 to Clerk for settlement as approved by Council. The new grit bin for Primes Lane has been delivered and Cllr Phillips will site this once there is a date for filling from East Suffolk Council.
- 11 Reports from Councillors and Any Other Business:** Report received from Suffolk County Councillor Annette Dunning including actions being taken to alleviate the impact of the high cost of living.  
**Action:** Clerk will upload her report to our website.
- 12 Correspondence received:** No comments to items received and no actions required.
- 13 Any items of information received:** East Suffolk Community Partnership next meeting 9<sup>th</sup> December – Cllr Cackett will be attending.
- 11 Date of next and subsequent meetings for 2023: Meetings held at 6.30 pm, on 3<sup>rd</sup> Monday of every other month at Wenhaston Village Hall on:**
- 16<sup>th</sup> January
  - 20<sup>th</sup> March
  - 15<sup>th</sup> May (Annual Parish Meeting and AGM)
  - 17<sup>th</sup> July
  - 18<sup>th</sup> September
  - 20<sup>th</sup> November.

The meeting closed at 8.00 pm.