

BLYFORD AND SOTHERTON PARISH COUNCIL

Minutes of Meeting Held on 21st March 2023 at 6.30pm

In the Meeting Room of Wenhaston Village Hall

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

Councillors Present: Mr G Walker (Chairman), Mrs R Parry, Mr B Martin, Mr RW Bucknell, Mrs A Cackett, Mr J Phillips, Mrs L Sharman and Mrs A Donnachie (Clerk)

In Attendance: Suffolk County Councillor Annette Dunning.

Public Forum 0 members of the public were in attendance.

To receive reports from County & District Councillors Suffolk County Cllr Annette Dunning attended our meeting and submitted her March 2022 Parish Report which included item on road speed reduction through Blyford. **Action: Clerk to post report on our website and noticeboard.**

- 1 **Welcome, apologies and receipt of absences:** The Chairman Gerard Walker welcomed everyone to the meeting. No apologies received.
- 2 **Declarations of interest and any dispensations allowed:** None
- 3 **Minutes of previous meeting:** Resolution passed that minutes of Blyford and Sotherton Parish Council held on 16/01/23 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 5e (21/11/22) Online training for Councillors from SALC:** Delayed until later in the year pending possible changes to training requirements. **Action: Clerk to forward details when received.**
 - Item 9 (21/11/22) Refurbishment of Sotherton Noticeboard:** Ongoing and to be completed when weather permits. **Action: Cllr Sharman**
 - Item 5c (16/01/23) Precept Request:** Clerk formally requested the 2023/24 precept. Awaiting confirmation and payment in early April.
- 5 **Finance:**
 - 5a **Financial Report for Approval:** RFO presented the Financial Report from 13/01/23 to 12/03/23. Balance on Current Account £4,722.14 and the balance on Savings/Latitude Account £8,484.75. Combined total on accounts being £13,206.89 which was verified and approved by Council.
 - 5b **Approval of online payments:** £388.89 to Clerk (net salary, home office allowance, expenses and mileage); £51.40 to HMRC; £27.00 to SALC for payroll services to 31/03/23. Payments approved by Council.
 - 5c **Appointment of internal auditor for 2022/23 year end accounts:** Only 2 companies submitted quotes. **Action: Clerk to appoint Heelis & Lodge, proposed by Cllr Cackett and seconded by Cllr Martin.**
 - 5d **Review of 2022/23 Budget:** The Clerk/RFO reported that we remain within budget for all items apart from a slight increase in insurance costs due to cost of living rises and overspend on parish amenities (Queen's Jubilee celebrations) which was partly offset by donation from Cllr Goldson and ticket sales.

6 **Planning Applications:**

DC/23/0499/FUL Church Cottage, London Road, Sotherton – proposed erection of a greenhouse at front of property: This application was considered by the Parish Council via email due to consultation expiry date being 09/03/23. No objections/comments were submitted by the Parish Council to this application.

7 **Matters Arising since last Meeting:** None

8 **Latitude Festival:** Only a few day tickets remaining with a deadline to purchase of 31/05/23. The PayPal account set up this year is working well.

9 **Footpaths/Highways:** SC Cllr Dunning had received a letter from a resident asking for the 30 mph sign be moved from east of the Queen's Head to the south end of Kings Lane to make the road safer for residents walking to the pub as there is no footpath and speed limit is 60 mph. However, the process towards this work would be extremely costly. **Action: Parish Council to investigate further.**

Footpaths: Cllr Dunning will look into the clearing of the footpath between Holton and Blyford which was reported on the Highways Reporting Tool last year. **Action: SC Cllr Dunning.**

Lack of access to previous permissive footpaths around the Parishes discussed. **Action: Clerk will write to local landowner.**

10 **Planning for the King's Coronation on Monday 6th May 2023:** A King's Coronation celebration party to take place at the Queen's Head Public House in Blyford from 5pm to 9pm. **Action: Cllr Bucknell will co-ordinate the event, prepare a poster and register event with online ticketing platform.**

11 **First Aid Training:** Cllr Parry looking into holding joint first aid training sessions with another Parish/Village Community Group. **Action: Pending.**

12 **Governance Documents:** Internal Control Statement, Internal Control Report and Risk Assessment and Management (Financial) documents were all adopted by the Council.

13 **Any Other Business:** None

14 **Correspondence received:**

14a **Requests for donations**

The Holton Pits Community Interest Company - Council agreed to pledge £500 towards this project to purchase the land at Holton Pits which has been registered as a community asset for local communities.

Holton & Blyford Village Hall – Council agreed to donate £250 towards replacement sewage system. **Action: Clerk to make payments.**

14b, c & d: All content noted by Council. No comments to items received or actions required.

15 **Any items of information: East Suffolk Council Blooms** – scheme launched offering groups, parish councils etc the chance to receive free bulbs for planting on public land. **Action: Clerk is to register interest in the scheme.**

16 **Town and Parish Elections on 4th May 2023:** Nomination Forms received from all our current councillors. **Action: Clerk to hand deliver these to Lowestoft Election Office on 28/03/23.**

Dates of 2023 meetings: Meetings held at 6.30 pm, at Wenhaston Village Hall on:

Monday 15th May (Annual Parish Meeting and AGM)

Monday 17th July

Monday 18th September

Monday 20th November

The meeting closed at 8.15 pm.