

## BLYFORD AND SOTHERTON PARISH COUNCIL

### ANNUAL GENERAL MEETING (AGM)

Minutes of meeting held on 15<sup>th</sup> May 2023 at 6.45 pm

(immediately following the Annual Parish Meetings)

In the Meeting Room of Wenhaston Village Hall

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

**In Attendance:** East Suffolk District Councillors: Beth Keys-Hollway and Geoff Wakeling

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

**To receive reports from County & District Councillors:** Newly appointed District Councillors attended our meeting to introduce themselves and to gain an insight into the villages they represent. Beth and Geoff plan to attend our meetings and support the Parish Council going forward.

- 1 **Declarations of Acceptance of Office and appointment of Chairman for 2023/24:** All attending Councillors signed their declaration of acceptance of office, reminders to submit or update their current Register of Interests and to submit the election expenses claims forms by 1<sup>st</sup> June 2023. Councillors unanimously appointed Gerard Walker as Chairman who then signed the Declaration of Acceptance of Office. Chairman Gerard Walker welcomed everyone to the meeting and in particular our newly elected Parish Councillor for Blyford, Mr Berl Goldbart.
- 2 **Apologies Received:** Mrs A Cackett and Suffolk County Councillor Annette Dunning.
- 3 **Declarations of interest and any dispensations allowed:** None
- 4 **Minutes of previous meeting:** Resolution passed that minutes of Blyford and Sotherton Parish Council held on 21/03/23 were approved and signed as a true record.
- 5 **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/Clerk from SALC:** Clerk has forwarded details of courses available to new and existing councillors. **Action: Clerk to initiate bookings if required.**  
**Item 9 (21/11/22) Refurbishment of Sotherton Noticeboard:** Ongoing and to be completed in next few weeks weather permitting. **Action: Cllr Sharman**  
**Item 11 (21/03/23) First Aid Training:** Ongoing. **Action: Cllr Parry will approach St John's Ambulance Service regarding courses available.**
- 6 **Finance:**  
6a-c The RFO presented the **Annual Accounts** for year ending 31/03/23 prior to submission to the Internal Auditor. These accounts and other financial documents were approved by council and signed by the Chairman.  
**Review and approve Annual Governance and Accountability Return 2022/23:** Submitted and approved by council and signed by Chairman and RFO. The council will again apply for Exemption from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. **Action: Clerk to forward year end accounts and associated documentation to internal auditor.**

- 6d **Approval of Bank Reconciliation to 31/03/23:** Business Current Account balance £5,376.85 and Savings/Latitude Account £7,424.59. Combined total on accounts being **£12,801.44.**
- 6e **Approval of Bank Reconciliation 01/04/23 to 12/05/23.** Business Current Account balance £8,461.85 increase included receipt of 2023/24 Precept of £3,250 and the balance on Savings/Latitude Account was £7,234.92 - decrease due to donations to Holton Village Hall improvements works and Holton Pits Community purchase project. Combined total on accounts were **£15,696.77.** Accounts were verified and approved by Council.
- 6f **Approval of online payments:** £413.60 to Clerk (net salary , home office allowance, expenses and mileage); £32.20 to HMRC; £127.94 to SALC for 2023/24 annual subscription. Payments approved by Council. Agreed by Council to continue to hire the Wenhaston Village Hall for Parish Council meetings to May 2024. **Action: Clerk/RFO to action online payments and make hall bookings.**
- 6g **Requests for donations:** Request from Suffolk Accident Rescue Service for donation towards cost of providing voluntary medical emergency services all round Suffolk. Proposed donation of £50 by Cllr Bucknell and seconded by Cllr Martin **Action: Clerk to raise payment.**
- 7 **Latitude Festival:** All tickets sold with a deadline for payments of 31/05/23. Ticket sales total currently stands at £1,398.
- 8 **Review of Governance Documents:**
- 8a Standing Orders (updated from NALC model template): Approved and adopted by council.
- 8b Financial Regulations: Pending July meeting as require updating to current requirements.
- 8c Internal Control Statement, Internal Control Report: Approved and adopted by council.
- 8d Asset Inspection for 2023/24: Councillor Martin volunteered to carry this out before our July meeting. **Action: Cllr Martin and Clerk to add to July Agenda.**
- 9 **Planning Applications** Public Access Link: <https://publicaccess.eastsuffolk.gov.uk/online-applications>. None received.
- 10 **Footpaths/Highways:** Footpath between Blyford and Holton has been cleared of vegetation and is now safe to use. The lack of access to previous permissive footpaths around the Parishes discussed and Cllrs Bucknell and Goldbart have volunteered to take the lead on this project. Previously discussed request from resident to widen the 30 mph speed limit through Blyford currently deferred due to very high cost of implementing this.
- 11 **King's Coronation Celebration on Monday 6<sup>th</sup> May 2023:** The King's Coronation celebration party took place at the Queen's Head Public House in Blyford which was well supported. Our thanks to Cllr Bucknell for all his hard work in co-ordinating this event.
- 12 **Correspondence received:** Halesworth Community Hub Public Consultation to identify if there is a need for this in the town – Online Survey open to everyone to complete by 1<sup>st</sup> July. **Action: Poster to go on noticeboards, our website and Facebook.**
- 13 **Reports from councillors and any other business:** None
14. **Dates of 2023/24 meetings:** Meetings held bi-monthly at 6.30 pm, in Wenhaston Village Hall on:
- Monday 17<sup>th</sup> July
  - Monday 18<sup>th</sup> September
  - Monday 20<sup>th</sup> November
  - Monday 15<sup>th</sup> January 2024
  - Monday 18<sup>th</sup> March 2024
  - Monday 20<sup>th</sup> May 2024

The meeting closed at 7.30 pm