

BLYFORD AND SOTHERTON PARISH COUNCIL
Minutes of meeting held on Monday 18th September 2023 at 6.30 pm
In the Meeting Room of Wenhaston Village Hall

Councillors Present: Mr G Walker (Chairman), Mrs R Parry, Mrs L Sharman, Mrs A Cackett,
Mr B Goldbart 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: County Councillor Annette Dunning submitted her September monthly report to Parish Councillors which will be published on our website.

- 1 **Welcome, apologies and receipt of absences:** Mr B Martin, Cllr V Bucknell and East Suffolk District Cllr Beth Keys-Holloway.
- 2 **Receipt of declarations of interest and any dispensations allowed:** None
- 3 **Minutes of previous meeting:** Resolution passed that minutes of Blyford and Sotherton Parish Council meeting held on 17/07/23 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 9 (21/11/22) Refurbishment of Sotherton Noticeboard: Ongoing. **Action: Cllr Walker and Cllr Martin will carry out maintenance work to the board and the Clerk will purchase and install name plaque.**
- 5 **Finance:**
- 5a **Approval of Bank Reconciliation to 12/09/23.** The balance on our current account stands at £9,270.65 and the balance on the Latitude/Savings Account at £4,628.04 – combined total on accounts being £13,898.69 which was verified and approved by Council.
- 5b **Approval of online payments:** £399.80 to Clerk/RFO (net salary, home office allowance and mileage); £28.80 to HMRC, £20 to Essex Engraving Services for 2 noticeboard plaques. Previously agreed payments of £33.66 to East Suffolk Council for uncontested Election (Sotherton) costs 04/05/23. **Action: Clerk/RFO to action online payments.**
- 5c **Review of Internal Auditors Report for year 2022/23:** Problem with contacting the new internal auditor for their report. Agreed Clerk can look to appoint SALC. **Action: Clerk and put on November agenda.**
- 5d The clerk requested the purchase of a printer for Council work. Council unanimously agreed a budget up to £200 for purchase of a printer/scanner. **Action: Clerk to purchase suitable equipment.**
- 5e Clerk/RFO advised that half yearly budget review is due on 30/09/23 and she reports that we are currently working within budget. **Action: Clerk/RFO to complete budget to present at November meeting.**
- 6 **Planning Applications** Public Access Link: <https://publicaccess.eastsuffolk.gov.uk/online-applications>. None received.
- 6b **Update on Previous Applications:** There are currently no outstanding planning decisions.
- 7 **Footpaths, Speeding and Road Signage Damage Update:**
Footpath from Blyford Village to the River Blyth: Cllr Goldbart has written to the owner of Heveningham Hall and is awaiting response. Cllr Dunning to forward details of a link from SCC website on how to gather evidence to support the reopening of an unrecorded footpath. **Action: Cllr Goldbart.**
Speeding: Cllr Goldbart is currently looking into the feasibility of setting up a Community Speed Watch Group. This requires community volunteers who have to undergo training. **Action: Cllr Goldbart.**
Signage damage: Missing road sign at junction of Kings Road and the B1124 Beccles Road. **Action: Upload to the Suffolk Highways reporting tool.**

- 8 **Proposal for a Community Orchard:** Cllr Bucknell received request from the Landlord of the Queens Head at Blyford for a grant to plant a community orchard. **Action: Cllr Bucknell to ask for more information before any decision made. Clerk: Add item to November Agenda.**
- 9 **Review of Governance Documents:**
- 9a Data Protection & Information Management Policy Review – The Parish Council agreed to adopt this policy. **Action: Clerk to publish document on our website.**
- 10 **Community Partnership Meetings:** Introduction Packs for Parish/Town Councillors and Clerks received and noted.
- 11 **Correspondence Received:** Posters to go on our website and noticeboards regarding, Covid-19 Autumn booster vaccinations; Halesworth ASH Climate Action Conference on 29/09/23 and James Paget Hospital AGM 26/09/23. No comments from Council on any other correspondence received.
- 12 **Reports from Councillors and any other business:** Suffolk County Councillor Dunning presented her September Parish Report which was officially received. **Action: Clerk to upload report to our website and noticeboards.**
- 13 **An items of information: None**
- 14 **Dates of 2023/24 meetings: Meetings held bi-monthly at 6.30 pm, in The Meeting Room at Wenhaston Village Hall on:**

Monday 20th November 2023
Monday 15th January 2024;
Monday 18th March 2024
Monday 20th May 2024

Meeting closed 8pm