

BLYFORD AND SOTHERTON PARISH COUNCIL
Minutes of meeting held on Monday 15th July 2024 at 6.30 pm
In the Meeting Room of Wenhaston Village Hall

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

In Attendance: East Suffolk District Cllr Geoff Wakeling and Cllr Beth Keyes-Holloway

Public Forum 0 members of the public were in attendance.

To receive reports from County & District Councillors: Our District Councillors presented their July Parish Report our Suffolk County Councillor's report was received and distributed to the Parish Council prior to this meeting. These reports were duly received. **Action: Clerk to publish reports on our website.**

- 1 **Welcome, apologies and receipt of absences:** Cllr Martin and Cllr Cackett submitted their apologies which were approved and accepted.
- 2 **Receipt of declarations of interest and any dispensations allowed:** None
- 3 **Minutes of previous meeting:** Resolution that minutes of Blyford and Sotherton Parish Council AGM meeting held on 20/05/24 was a true record, proposed by Cllr Parry and seconded by Cllr Bucknell with approval of the Council and were signed by the Chairman.
- 4 **Chairman and Clerk's report on progress of actions from last meeting(s):** All actions completed/designated to other Agenda items below.
- 5 **Finance:**
- 5a **Approval of Bank Reconciliation from 13/05/24 to 12/07/24:** The balance on the Current Account stands at **£6,392.30** and the balance on the Latitude Restricted Account at **£5,964.93** with combined total on accounts being **£12,357.23** which was verified against bank statements. Approval proposed by Cllr Parry and seconded by Cllr Bucknell with all in favour. Payments during this period over £100 were Clerk Salary & allowances and £128.21 for SALC subscription 2024/25. Receipts into Latitude Account from ticket sales and bank interest totalled £762.88.
- 5b **Approval of online payments:** £392.88 to Clerk/RFO (net salary d home office allowance), £27.09 Clerk expenses, £66.40 to HMRC, £212.40 to SALC for 2023/24 Internal Audit Services, £42 SALC training, £35 ICO annual subscription 2024/25 and £52 Wenhaston Village Hall 2025/26. All payments approved by Council.
Action: Clerk/RFO to action online payments.
- 5c **Review of Internal Auditor's Annual Report:**
Over all the Internal Auditor found that the Parish Council follows Proper Practices in ensuring that its accounting procedure gives an accurate presentation of the Parish Council's financial position. Evidence was shown that the Council followed its own policies and procedures and verification processes and that these were up-to-date. Recommendations shown on the report with regards to protocol and good practice advice were acknowledged by the Parish Council. **Action: Clerk/RFO to process recommendations. Report to be published on our website.**
- 5d **Request for Donation – SARS:** Donation request received from Suffolk Accident Rescue Service. Proposal to approve this request by Cllr Parry and seconded by Cllr Sharman with all in favour. **Action: Clerk to action online payment.**
- 5e **Purchasing of Bulbs for Planting on verges on Kings Lane:** Following the success of the East Suffolk in Bloom Bulb project which provided much needed colour around the villages this year, Cllr Bucknell requested the Parish Council consider purchasing more Spring and Summer bulbs for next year to be planted along Kings Lane. Approval of a budget of £200 from Latitude restricted funds proposed by Cllr Goldbart and seconded by Cllr Parry with all in favour. **Action: Cllr Bucknell**
- 6 **Planning – Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
- 6a **New Applications – None received.**

- 6b Update on Previous Applications:** There are currently no outstanding planning decisions.
- 6c East Suffolk Council Planning Forum for Town & Parish Councils – 11th & 25th July:** No-one available to attend.
- 6d & Planning Policy Update - Planning Application Guidance for Healthy Environments**
- 6e Planning Policy Update – New Guidance on Custom & Self-Build Housing Development:** Both these updates circulated to Parish Council for their information. Go to <https://www.eastsuffolk.gov.uk/> and click on Planning to view these documents.
- 6f Lion Link – Meeting between East Suffolk Council (ESC) and Parish & Town Councils on 22/07/24:**
Meeting for ESC to update and hear the views on the Lion Link’s proposed onshore cable route and landfall.
Action: Cllr Goldbart will be attending this meeting and providing feedback to the Parish Councillors.
- 7 Matters Arising since last meeting:** None.
- 8 Annual Inspection and Report on Parish Council Assets:** Cllr Martin carried out this inspection on 12/07/24. All assets were accounted for with the following noted: Notice Boards: Sotherton board due maintenance works end of July; Blyford board requires varnishing of the wood and clearance of surrounding vegetation; Dog waste bin at Primes Lane – noted that post leaning over but not dangerous; BT Telephone Box/Book swap area would benefit from a good cleaning and repainting externally as paint flaking. The Parish Council confirmed that this was a true list of assets and presented their thanks to Cllr Martin for carrying out this inspection. **Action: Cllr Goldbart will revarnish Blyford noticeboard, cut vegetation around noticeboard and clean the telephone box. Agenda item for September meeting to review repairs with Cllr Martin on his return.**
- 9 Footpath from Blyford Village to the River Blyth:** Nothing further to report at present time. Cllr Goldbart continues his research. District Cllr Keyes-Holloway has looked into this and suggested perhaps we approach the owner of the land involved about reinstating this footpath. **Action: Cllr Goldbart.**
- 10 Highways/Speeding issues:** A meeting took place between Suffolk County Cllr Annette Dunning, Cllr Goldbart and our local Highways Community Liaison Engineer regarding the feasibility of extending the 30 mph speed restriction to the junction of the Southwold Road and Kings Lane by the Queens Head Pub. SC Cllr Dunning provided a list of links which might be helpful going forward. Various suggestions for consideration, one of which was the painting of road markers and that we consider asking SCC to install speed monitoring cables. Cllr Sharman indicated that speed monitoring cables may already have been installed earlier this year; Cllr Goldbart said he would pursue and bring a paper to the next meeting. Cllr Goldbart reported that he now has 6 volunteers willing to participate in the Police Community Speedwatch Scheme and 2 people interested in taking part in the Community Self-Help Scheme to clean local signage. He asked the Parish Council for their support for joining these schemes. Approval proposed by Cllr Parry and seconded by Cllr Bucknell. All in favour. **Action: Cllr Goldbart given Parish Council’s archived footpath Parish file.**
- 11 Community Party Arrangements – Wednesday 11th September 2024 at 5.30 pm:** The Racehorse Community Pub has confirmed our booking. A poster will be delivered to residents and published on our website, noticeboards and Facebook page directing those who wish to attend to our booking site. Menu options considered by Council and to be sent to the Pub as soon as possible. **Action: Cllr Bucknell & Clerk.**
- 12 Latitude Festival 2024:** All tickets allocated have been sold and monies received. Total ticket sales this year amounted to £1,959.83 to be used for the benefit the community. The Parish Council thanks Cllr Parry for her hard work each year on this event. Letter from organisers of the Festival with full details on the event and impact on surrounding areas noted and published on our website and Facebook page.
- 13 Community Orchard at Queens Head Public House, Blyford:** Clerk presented samples of tree name plaques. Decision to purchasing signage to see if the trees survive first. Proposal to look into producing a Diagram of the Community Orchard to be put in the Pub was approved. **Action: Cllr Goldberg.**
- 14 East Suffolk Blooms Community Growing Scheme:** Agreed that Clerk can register the villages to receive these summer bulbs to be planted on the village green. **Action: Clerk**

- 15 **Defibrillator Funding:** Cllr Goldbart asked for the Councils support for application to the Sizewell C Community Fund for funding to purchase a defibrillator. Approved by Council. Clerk to provide documents/policies required for this application. **Action: Cllr Goldart/Clerk**
- 16 **Reports from Councillors:** Cllr Goldbart attended both the SALC East Suffolk Area Forum and SALC Annual General meeting and gave the Parish Council a briefing on what was discussed.
- 17 **Correspondence Received:** All correspondence distributed to the Parish Council discussed at meeting and no actions or comments submitted. Items of public information posted on our website/noticeboards.
- 18 **Review of Governance Documents:** This item has been rescheduled to our next meeting. **Action: Clerk.**
- 19 **Any Items of Information:** New Highways information webpage for Councils published by SALC and Suffolk Highways. Upcoming forums for Councillors to follow. **Action: Clerk to forward updates**
- 20 **Date of next and subsequent 2024 Parish Council Meetings held bi-monthly on 3rd Monday of the month at 6.30 pm, in the Meeting Room of Wenhaston Village Hall on:**
 - 16th September
 - 18th November 2024 (to be held in the Tardis Room)

Meeting closed 7.30 pm

DRAFT