

**BLYFORD AND SOTHERTON PARISH COUNCIL**

**ANNUAL GENERAL MEETING (AGM)**

Held on 16<sup>th</sup> May 2022 at 6.45pm

In WENHASTON VILLAGE HALL

Immediately following the ANNUAL PARISH MEETING

1. **Appointment of Chairman for 2022/23 and signing of Declaration of Appointment to this Office:**  
Councillors unanimously appointed Gerard Walker as Chair who signed the Declaration of Acceptance of Office.
2. The Chairman welcomed councillors Rosemary Parry, Dominic Meek, Justin Phillips, Robert Bucknell and Barry Martin and the clerk Ann Donnachie – Lou Sharman attended later.  
**In Attendance:** Cllr Tony Goldson, East Suffolk District Councillor for Halesworth Ward  
**Apologies were received from:** Annette Dunning, Suffolk County Councillor and Alison Cackett, East Suffolk Council
3. **Declarations of interest and any dispensations allowed:** None
4. **Minutes of previous meeting held on 21<sup>st</sup> March 2022** 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 7 (21/03/22) Common Land (triangle opposite Queens Head):** Clerk forwarded to Council copies of the Register Entries including a map of the Registered land.  
**Item 10a (21/03/22) Vehicle activated signs shared with Spexhall PC:** Pending. **Action: Cllr Walker will contact Spexhall PC to see if this is available.**  
**Item 10b (21/03/22) Change of Parish Meeting schedule:** Agreed by majority of council that we continue with bi-monthly meetings.
6. **Finance:**
  - 6a to 6c:  
RFO presented the **Annual Accounts** for year ended 31/03/22 including quantified significant variances between 2020/21 accounts. Accounts approved by Council and signed by Chairman.  
**Annual Governance 2021/22 (AGAR) Form 2 and Accounting Statement:** All approved by Council and signed by Chairman and RFO.
  - 6d **Approval of bank reconciliation to 31/03/22:** Business Current Account balance £6779.54 and Business Manager Account balance: £6,810.69. Approved by Council and signed by Chairman.
  - 6e **Approval of bank reconciliation to 30/04/22:** Business Current Account balance: £9,692.74 and Business Manager Account balance: £6,810.69. Approved and signed by Chairman.
  - 6f **Appointment of Internal Auditor:** Council approved appointment of Mr Trevor Brown for the 2021/22 Internal Audit.
  - 6g **Approval of cheque payments:** 550 - £399.25 to A Donnachie (net salary and homeworking allowance for April and May 2022); 551 - £300.00 to Westhall Community Pub Ltd (deposit for Queen’s Platinum Jubilee Celebration Party)
  - 6h **Consideration of annual funding requests:** Proposal to donate £500 to Byford Church and £500 to Sotherton Church – Approved by Council. **Action: Clerk to raise cheques for next meeting.**

Signed and Approved: C. A. Walker  
Chairman

Dated: 18/07/2022

**7. Review of Governance Documents:**

**7a Risk Assessment & Management (Financial) for 2022/23** was approved and adopted by Council.  
Signed by Chairman and Council Member.

**7b Statement of Internal Control for year 2022/23:** To be reviewed at July meeting.

**7c Assets:** Annual inspection and report on assets due. **Action: Cllr J Phillips**

**8. Planning Applications:** Public Access Link: <https://publicaccess.eastsuffolk.gov.uk/online-applications>

a. DC/22/1443/FUL: Keepers Cottage, Kings Lane, Blyford – Use of building as a dwelling and extensions and alternations: No objections

b. DC/22/1525/LBC: Walnut Tree Farm, Southwold Rd, Blyford – Change of rendering material: No objections

**9. Latitude Ticket Sales:** Cllr Parry reported that all tickets had been sold with a waiting list for returns. Clerk has circulated to Council and published Traffic and Footpath Orders during the Festival on our website.

**10. Footpaths:** Issue raised again regarding “closed” footpaths. **Action: Clerk to obtain copy of the Definitive Rights of Way map.**

**11. Queens Platinum Jubilee Celebrations 2<sup>nd</sup> to 5<sup>th</sup> June 2022:** Invite has gone out to all residents of Blyford and Sotherton to a celebration party at The Racehorse Community Pub in Westhall on Wednesday 1<sup>st</sup> June 2022 from 5-9 pm. Souvenir Platinum Jubilee mugs are being distributed to all residents of the parish. Proposed that we apply for a grant towards the celebrations from the East Suffolk locality fund. **Action: Clerk to write an application to Cllr Tony Goldson.**

**12. Defibrillator:** Cllr Phillips informed the Council that a quote of £2067 was obtained from UK Power to reconnect the BT Kiosk. Continue to look at other options. Decision to apply for project funding and discuss again at our next meeting. **Action: Cllr Parry/Clerk to apply for a grant from Adnams Community Trust.**

**13. Correspondence Received:** No comments to items received and no actions required.

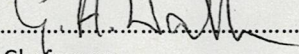
**14. Reports from councillors and any other business:** None

**15. Date of next and subsequent meetings:** Meetings held at 6.30 pm, on 3<sup>rd</sup> Monday of every other month:

2022: 18<sup>th</sup> July, 19<sup>th</sup> September and 21<sup>st</sup> November

2023: 16<sup>th</sup> January, 20<sup>th</sup> March and 15<sup>th</sup> May.

The meeting closed at 8 pm.

Signed and Approved:  .....  
Chairman

Dated: 18/07/2022 .....