

BLYFORD AND SOTHERTON PARISH COUNCIL
Minutes of meeting held on 17th July 2023 at 6.30 pm
In the Meeting Room of Wenhaston Village Hall

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

In Attendance: East Suffolk District Councillor: Beth Keys-Holloway

Public Forum 0 members of the public were in attendance.

To receive reports from County & District Councillors: Both our District Councillor and County Councillor submitted their monthly reports to Parish Councillors which will be published on our website.

- 1 **Welcome, apologies and receipt of absences:** Mrs L Sharman and Suffolk County Councillor Annette Dunning.
- 2 **Receipt of declarations of interest and any dispensations allowed:** Cllr Cackett – Item 6d/ii
- 3 **Minutes of previous meeting:** Resolution passed that minutes of Blyford and Sotherton Parish Council AGM held on 15/05/23 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 and to be completed when weather permitting. **Action: Cllr Sharman**
Item 11 (21/03/23) First Aid Training: Ongoing – looking into courses for later in year
Action: Cllr Parry
Item 6 (15/05/23) Annual Governance & Accountability Return Year end 2022/23: Submitted and public access notice published. Awaiting Auditors Report. **Action: Clerk to forward when received.**
- 5 **Finance:**
 - 5a **Approval of Bank Reconciliation to 12/07/23.** The balance on our current account stands at £7,742.11 and the balance on the Latitude/Savings Account was £6,701.13 – combined total on accounts being £14,443.24 which was verified and approved by Council.
 - 5b **Approval of online payments:** £399.00 to Clerk (net salary , home office allowance and mileage); £28.80 to HMRC. Previously agreed payments of £1,407 to Queens Head (King's Coronation Party) and invoice for Hall Hire to May 2024 were formally approved by Council. **Action: Clerk/RFO to action online payments.**
 - 5c **Review of Internal Auditors Report for year 2022/23:** Pending receipt. **Action: September agenda**
 - 5d **Requests for donations:**
 - i) Wenhaston Primary School for donation towards library project: Donation of £2,000 proposed by Cllr Cackett and seconded by Cllr Bucknell and unanimously agreed by Council.
 - ii) Halesworth Dementia Carers Fund Charity - grant towards the running cost of this volunteer run service providing respite care to carers. Council agreed a donation of £100. **Action: Clerk to raise payments.**
- 6 **Planning Applications** Public Access Link: <https://publicaccess.eastsuffolk.gov.uk/online-applications>. None received.
- 7 **Latitude Festival:** All tickets sold. Cllr Parry reports that PayPal system worked successfully. Ticket sales totalled £1682.36. Cllr Parry was thanked for her work on this.
- 8 **Review of Governance Documents:**
 - 8a Financial Regulations (updated from NALC model template): Approved and adopted by council. **Action: Clerk to upload to website.**
 - 8b Code of Conduct: Following May elections, the Council formerly approved this document which was signed by the Chairman on behalf of the whole Council. **Action: Clerk to upload to Website.**

- 9 **Annual Inspection and Report on Assets 2023:** Cllr Martin carried out the annual inspection and found no major issues. Cllr Goldbart has volunteered to trim vegetation around Blyford notice board. Sample of signage for both noticeboards obtained and approval given to purchase 2 signs at a cost of £10. **Action: Clerk to order these from Essex Engraving Services.**
- 10 **Footpaths:** Cllr Goldbart has been in contact with the Project Director for Heveningham Hall regarding the chained gate leading from Southwold Road to the River Blyth just east of Primes Lane. **Action: Cllr Goldbart to follow-up on this with the land owner.**
District Cllr Keys-Holloway has visited a couple of our footpaths and in particular the previous footpath along the river to the pub which is causing anxiety for people now having to walk along the main road and offered to assist us in finding previous footpath maps.
- 10b **Proposal to move the 30 mph signage east of Blyford Village:** SC Cllr Annette Dunning has provided the Parish Council with information on the speed limit criteria which needs to be adhered to when looking to change a speed limit on a 60-mph road.
- 10c **Signage damage:** 3 signs damaged, possibly during grass cutting, which have been reported to Suffolk County Council Highways and repairs confirmed for 2 of these.
- 10d **Speeding:** Arrange to put up the VAS equipment before Latitude Festival. **Action: Cllr Walker**
Find out more about applying for Suffolk County Council's "Community Speed Watch program" which provides speed measurement equipment and training. **Action: Cllr Goldbart**
Suggested that we contact PC Yeldham and invite her to one of our meetings. **Action: Clerk**
- 11 **Reports from Councillors and any other business:** Reports from Suffolk County Councillor and District Councillors officially received.
- 11a **Community Partnership Meetings:** Next meeting 31/07/23 at 6pm at the Cut. They are looking for more participation from Parish and Town Councils.
- 11b **East Suffolk Services Limited (ESSL):** From 01/07/23 ESSL which is wholly owned by East Suffolk Council will be providing waste services. Information and contact details will be published on the Parish Council website and noticeboard. **Action: Clerk.**
- 12 **Correspondence received:**
- 12a **Policing:** PC Amy Yeldham has been appointed as the new Community Engagement Officer. **Action: Clerk to place contact numbers/links on website and noticeboards.**
- 12b **Citizens Advice – Drop-in Centres:** New address for their centres at Bungay, Southwold and Halesworth. **Action: Clerk to place details on our website and boards.**
- 12c **East Suffolk Blooms Scheme:** Successful application for 500 spring bulbs for planting in and around the villages. Date for collection to be confirmed in October.
- 13 **An items of information:** Cllr Cackett reported on changes to local bus services. As a result of the new hourly X41 service being introduced between Halesworth, Bungay and Norwich local bus 99A buses will now only operate between Southwold and Halesworth. For more info go to www.firstbus.co.uk/norfolk-suffolk/news/changes-some-costal-area-bus-times-23rd-july-2023. There is also a revised timetable on bus service 522 to improve connections at Beccles with the 580 service to James Paget Hospital and the 146 service to Norwich. Also, the Connecting Communities Transport Service provided by Suffolk County Council designed to help people travel around the county who might not have access to a regular bus service. For more information go to <https://communities.suffolkonboard.com/about/>
- 14 **Dates of 2023/24 meetings: Meetings held bi-monthly at 6.30 pm, in Wenhaston Village Hall on:**
Monday 18th September 2023; Monday 20th November 2023
Monday 15th January 2024; Monday 18th March 2024
Monday 20th May 2024

Meeting closed 8pm