

BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 22 May 2023 in the Village Hall

- 2023: 1 **Election of Chair** It was proposed that Cllr Orr-Ewing be appointed as Chair. **All Agreed.** Declaration of acceptance of office was signed
- 2023: 2 **Election of Vice Chair** It was proposed that Cllr Lacey be appointed as Vice Chair. **All Agreed.** Declaration of acceptance of office was signed
- 2023: 3 **Delivery of Acceptance of Office forms.** All councillors signed forms which are retained by the Clerk
- 2023: 4 **Attendees**
From the Council Cllr Orr-Ewing (Chair)
Cllr Lacey
Cllr Blois
Cllr Lyth
A Besly (Clerk)
From the Public None
- 2023: 5 **Apologies** Cllr Saunders, Cllr Sendin
- 2023: 6 **Declaration of Interest:** None
- 2023: 7 **Public Speaking**
Richard Smith (SCC) Congratulated the parish councillors on their election and said that as an elected member himself he is elected to do the best he can for the people of Suffolk, regardless of party allegiance. He is therefore happy to work with the new district councillor, Paul Ashton.
Sizewell C, unsure of when the verdict is due on the Judicial review and there are conversations to be had regarding the power grid and Lion Link 9 (previously Euro Link)

Paul Ashton (ESC) introduced himself and noted that the district council control lies with Greens, Liberal Democrats and 1 independent who together hold a majority. He expects cabinet roles to be announced soon. He noted that the scrutiny committee should be chaired by a conservative or Labour councillor. His views on planning include concerns that parish Council views are not taken into account and noted that there is pressure on local housing because of the tourist industry and that there needs to be a balance between tourist and affordable housing. He agreed to provide a written report going forward
- 2023: 8 **Proposal to approve and sign the Minutes** of the Parish Council meeting on 27 March 2023
It was proposed that the Minutes of the Parish Council meeting on 27 March 2023 be signed as a correct record. **All Agreed.**
The minutes were signed by the Chair
- 2023: 9 **Reminder for Members** to review and update their Register of Interests on the ESC website
- 2023: 10 **Review of the Council's end of year accounts:**
The following documents were reviewed and it was proposed that they be approved. **All Agreed**
10.1 Receipts and Payments summary
10.2 Asset Register
10.3 Reserves allocation
10.4 Year end Bank Reconciliation
10.5 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1973
- 2023: 11 **Proposal to Review and Approve the 2022-23 AGAR** (Annual Governance and Accounting Return)
11.1 2022/23 Certificate of Exemption (AGAR part 2 page 3)
11.2 Annual Governance statement (AGAR section 1)
11.3 Annual Accounting statement (AGAR section 2)
11.4 Internal Control Statement
The year end accounting documents had been circulated. It was proposed that all accounting documents be approved. **All Agreed**
- 2023: 12 Approve Heelis and Lodge audit plan

Initials.....
Chair of the meeting

The Heelis & Lodge audit plan was reviewed. It was proposed that it be approved. **All Agreed**

2023: 13 **Review of delegation arrangements to staff** - See Financial Regulations - *No Change proposed*
It was proposed that current delegation of £500 approval for Chair and Clerk together and the delegation to the Clerk for non contentions planning responses should be approved. **All Agreed**

2023: 14 **Proposal to review and adopt:**
14.1 Standing orders - No Change proposed
14.2 Financial regulations - No Change proposed
The Standing Orders and Financial Regulations had been circulated. It was proposed that both documents be approved. **All Agreed**

2023: 15 **Review Councils banking arrangements** including authorised signatories - *New mandate to be signed*
The current authorised signatories are Cllrs Orr-Ewing and Lacey together with Cllr Blois pending mandate change. **All Agreed**

2023: 16 **Confirmation of arrangements for insurance cover** in respect of all insured risks: Circulated **Clerk**
Insurance arrangements were reviewed and it was proposed to approve the policy pending the addition of the Speed Indicator Devices. **All Agreed**

2023: 17 **Review of the council's and/or staff subscriptions** to other bodies - *SALC, ICO*
Subscriptions to SALC and ICO were approved. **All Agreed**

2023: 18 **Proposal to review and adopt the following Governance documents.** The governance documents were reviewed and it was proposed that they be readopted. **All Agreed**

18.1 Complaints procedure - *No Change proposed*

18.2 Procedures for handling requests made under the Freedom of Information Act 2000 and the

18.3 Policy for dealing with the press/media - *No Change proposed*

Employment policies and procedures including:

18.4 Privacy Notice for Employees and officials - *No Change proposed*

18.5 Member/Officer Protocol - *No Change proposed*

Review of the Councils remaining policies and procedures including:

18.6 Code of Conduct - *No Change proposed*

18.7 GDPR Management - *No Change proposed*

18.8 Privacy Notice General - *No Change proposed*

18.9 Risk Assessments - *No Change proposed*

18.10 Safeguarding - *No Change proposed*

2023: 19 **Finance Report** and bank reconciliation May 2022: there were no questions

2023: 20 **Payments: Payments Schedule be circulated with Finance Report:**
It was proposed that the Payments Schedule be approved. **All Agreed**

2023: 21 **Appoint two new trustees to the village hall**
It was proposed that Cllrs Blois and Lyth be appointed to the Village Hall Management Committee. **All Agreed**

2023: 22 **Confirm the time and place of ordinary meetings** of the full council up to and including the next annual meeting of full council

The Meeting schedule has been circulated. It was proposed that this be approved. **All Agreed**

Action: Clerk to add to website

2023: 23 **Date of next meeting: Monday 24 July 2023**

These minutes are confirmed as an accurate record of proceedings of the meeting Wednesday 22 May 2023

Signed (Chair) _____ Dated _____

Initials.....
Chair of the meeting