BLYTHBURGH with BULCAMP & HINTON
PARISH COUNCI

Minutes of the Annual meeting held on the 13th of May 2024 at 7.30pm in the Village Hall

Present: Cllrs; Roderick Orr-Ewing, Paul Lacey, Jude Blois, Harriett Strachan, Claire Lyth
In attendance: Nick Rees (Locum Clerk), Alistair Besly (Outgoing Clerk), Richard Smith (SCC), Paul Ashton (ESC), no members of the public.

142. Election of Chair: Cllr Orr-Ewing was unanimously elected as Chair.

143. Election of Vice- Chair: Cllr Lacey was unanimously elected as Vice-Chair

144. To confirm receipt of the acceptance of office (Forms were not printed for the meeting but these would be signed in the presence of the Clerk after the meeting)

145. Apologies: Cllr M Saunders

146. Declarations of Interest for any items on the agenda: None received.

147. To confirm all members have updated their register of interests. It was confirmed that there were no updates required at the time of the meeting, but Cllrs would update their own details when required.

148. County & District Councillor reports:
County Cllr Richard Smith reported that he supported BB&H Parish Council's objection to the Hinton Incinerator Planning Application and would use his 5 minutes allocation time to put forward a strong objection to the application when it was considered (a date was not known but it was likely to be in July) which supported the views of the Council and the majority of residents in the parish. The Chair thanked Cllr Smith for his support on this matter.
District Cllr Paul Ashton had also submitted his detailed concerns and objection to the Hinton Incinerator application, and this had been circulated to the members of the Council. Cllr also reported his attendance at the recent Sizewell Northern Transport Forum.

149. Public Forum: There were no members of the public present.

150. To receive and approve the following minutes: It was agreed that the minutes of the meeting held on the 25th of March, 2024, the minutes of the meeting held on the 22nd of April, 2024 and the minutes of the meeting held on the 28th of April, 2024 were accepted as a true and accurate record.

151. To approve the appointment of the Locum Clerk. The Chair welcomed Nick Rees to the meeting and the members approved his appointment as the Locum Clerk for a period of 7 months, at the rates confirmed by email dated the 29th of April, on a sub-contract basis. This will be reviewed again in November.

152. Brief update on Blythburgh railway activities. Cllr Lacey gave an update on the Halesworth to Southwold Narrow Guage Railway Society's intention to lay further railway track along the path from the current site to the beach behind the church. The Council had not been formally notified of the Society's proposal to extend the existing track along the 'permissive path' and this was of some concern. East Suffolk Council's Planning Department is currently investigating whether planning permission would be required. However, District Cllr Ashton advised that it was likely that permission would be given retrospectively.

153. Update on Northern Transport Forum meeting 8th May. Cllr Saunders (not present at this meeting) had attended the Northern Transport Forum 'Teams' meeting online on the 8th of May. The Clerk would circulate the minutes and any report of the meeting as soon as they are available.

154. To review and approve the end of year accounts. The Chair thanked Alistair Besley for providing the financial information for the Locum Clerk and the Council and for attending this annual meeting to assist the Locum Clerk in the handover period.
9.1 **:** Receipts and Payments summary, this was circulated at the meeting and approved.
The following documents were accepted as read but would be updated by the Locum Clerk (if necessary) and circulated again in due course: 9.2 Asset Register, 9.3 Reserves allocation, 9.4 Year end Bank Reconciliation 9.5 Review of the Councils expenditure incurred under s.137 of the Local Government Act 1973

155. Review and approve the 2022-23 AGAR (Annual Governance and Accounting Return)

155.1. The Certificate of Exemption (AGAR part 2) was approved and duly signed by the Clerk and Chair.

155.2. The Annual Governance Statement (AGAR – section 1) was approved and duly signed by the Clerk and Chair.

155.3. The Accounting Statements (AGAR – section 2) was approved and duly signed by the Clerk and Chair.

155.4. The Internal Control Statement was approved.

156. To review and adopt the following policy documents: The Council approved the following documents (as currently posted on the website without amendments).

15.1 Standing orders – approved and 15.2 Financial Regulations - approved. There was a new 'Model' Financial Regulations just released that the Locum Clerk would also review and circulate later in the year.

157. To review and adopt the following Governance documents (no proposed amendments): The Council approved the following documents (as currently posted on the website without amendments): - 12.1 Complaints procedure, 12.2 Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, 12.3, Policy for dealing with the press/media, 12.4 Employment policies and procedures (including: Privacy Notice for Employees and officials) 12.5, Member/Officer Protocol 12.6 Code of Conduct, 12.7 GDPR Management, 12.8 Privacy Notice General, 12.9 Risk Assessments, 12.10 Safeguarding.

158. Finance Report and Bank reconciliation. Accepted as read**.** The Clerk would circulate any updates for the next meeting.

159. Payments: The Payment Schedule was approved as follows: -

1. SALC – membership £196.84
2. Heelis & Lodge – Internal audit £130.00
3. A Besly – end of year accounts £525.00

160. Agree date of next meeting of PC as Village Hall Trustee: The Chair would circulate some proposed dates for a meeting.

161. Correspondence: Speed Camera – Angel Lane. A resident had asked whether the position of the speed camera in Dunwich Lane could be moved further South. It was agreed that the current position had been suggested and approved by SCC Highways, which adhered to their specific guidelines. The Clerk would respond accordingly via email. The Clerk has also circulated a newsletter from SALC that invited councils and individuals to complete a survey on the importance of nature for Suffolk's Local Nature Recovery Strategy. However, on further inspection, the survey, intended for councils, appeared to be solely aimed at landowners and there was no option to select a parish council. It was agreed that the councillors may wish to respond individually.

162. Meeting dates: To confirm times and dates of the ordinary meetings (up to March 2025**).** It was agreed to continue to meet bi-monthly on the 4th Monday at 7.30pm. The next meeting would be on Monday July 22nd at 7.30pm in the Village Hall.

The meeting was closed at 8.40pm