



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of a meeting of Blythburgh with Bulcamp & Hinton Parish Council held in the Village Hall on **Tuesday 27th May 2025 at 19.30.**

Present: Cllrs Orr-Ewing, Lyth, Saunders

In attendance: Philip Stone Parish Clerk (Minutes taken by the Parish Clerk)

No members of the public

1. Election of Chair

Proposed Cllr Orr-Ewing, seconded, unanimously resolved.

2. Election of Vice- Chair

Proposed Cllr Sullivan, seconded, unanimously resolved.

3. To confirm receipt of the acceptance of office

The clerk witnessed the declaration of office signed by the Chair and Vice Chair.

4. Apologies

Cllr Blois, Saunders and Lacey, proposed to accept, seconded, unanimously resolved.

5. Declarations of Interest for any items on the agenda

None received.

6. To confirm all members have updated their register of interests.

Confirmed by those in attendance.

7. County & District Councillor reports

None received.

8. Public Speaking (Members of the public may speak for 3 mins per subject at the discretion of the Chair) N/A

9. To receive and approve minutes: of the meeting held on the 7th April 2025

Proposed to approve, seconded, unanimously resolved.

10. To receive the internal auditors report 2024-2025 and approve additional hours worked by clerk in dealing with the AGAR. Internal Auditors report noted. Proposed to approve clerks additional hours worked in submitting AGAR, seconded, unanimously resolved.

11. To review and approve the end of year accounts:

Receipts and Payments summary, Asset Register, Reserves allocation, Year-end Bank Reconciliation Review of the Councils expenditure incurred under s.137 of the Local Government Act 1973 (Cashbook). Reviewed, proposed to approve, seconded, unanimously resolved.

12. Review and approve the 2024-25 AGAR (Annual Governance and Accounting Return)

12.1. To receive and approve the Certificate of Exemption (AGAR part 2)

12.2. Internal Control Statement
Reviewed proposed to approve Certificate of Exemption and Internal Control Statement, seconded, unanimously resolved.

13. To review and adopt the following policy documents:

Standing orders and Financial Regulations. Reviewed, proposed to adopt, seconded, unanimously resolved.

14. To review and adopt the following Governance documents

(no proposed amendments):

Complaints procedure, Policy for dealing with the press/media, Privacy Notice for Employees and officials, Member/Officer Protocol, Code of Conduct, GDPR Management, Privacy Notice General, Risk Assessments, Safeguarding.

Proposed to approve and adopt, seconded, unanimously resolved.

15. **To review and confirm existing arrangements in respect of Insurance.** Reviewed, proposed confirm existing arrangements as acceptable, seconded, unanimously resolved.
16. **Finance Report, Monthly payments and Bank reconciliation.** Unable to be given as bank statements not available.

PAYMENTS MAY 2025

1. Clerk salary Dec 24 to May 25 £1,728.00
2. Clerk WFH allowance £3 per week = £78
3. Internal Auditors costs BH Accounting services £70
4. Clerk additional costs relating to Agar £288 15 hours.
5. Ink cartridges £25

Proposed to approve, seconded, unanimously resolved.

17. **Correspondence** received asking the council to withdraw its application to confirm a public right of way along the railway track. Clerk asked to confirm to the correspondent that the application can not be withdrawn as has been made at the request of numerous residents and can only be withdrawn at their request.
18. **Planning (any late received applications)** None received.
19. **Meeting dates:** To confirm times and dates of the ordinary meetings (up to March 2026) **28th July, 22nd September, 24th November, 26th January, 23rd March, 25th May.**

Signed ***Philip Stone***

Philip Stone Parish Clerk

15.07.2025