



LITTLE BLAKENHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall on
Tuesday, 21st March 2023 at 7.30pm.

Present:

Councillors: W Binder (Chairman)
 S Wright
 B Palmer
 L Keen

In Attendance J Blackburn – Clerk

LB106/22/23 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from Cllr Latham and County Cllr Chambers.

LB107/22/23 – DECLARATIONS OF INTEREST

None had been received.

LB108/22/23 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

LB109/22/23 – TO APPROVE THE MINUTES OF THE MEETING OF 17TH JANUARY 2023

It was AGREED: That the minutes of the meeting held on Tuesday, 17th January 2023 be approved as a true record and signed by the Chairman.

LB110/22/23 – PUBLIC FORUM

There were seven members of the public present.

The following issues were raised:

- People riding horses along public footpath – **Clerk to report**
- Junction of Somersham Road and Valley Road – to use the bus stop pedestrians needed to walk around the overgrown verges which meant walking into the highway. **Clerk to report.**
- Footpath where the warehouses are being erected between Little Blakenham and Great Blakenham - There is now a cordon in place around this section of footpath. There is no signage and no provision of diversion other than to walk into the field around it. You cannot walk directly around it due to a trench around the perimeter. Pedestrians had been verbally abused by the workmen. **Clerk to report.**
- Many potholes and overhanging trees – Pound Lane

It was suggested that the Clerk liaise with Cllr Chambers over previous discussions about lorries not using Pound Lane – **Clerk to action.**

LB111/22/23 - TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR CHRIS CHAMBERS

Cllr Chambers' report was circulated prior to the meeting and would be published on the village website.

LB112/22/23 - TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR JOHN FIELD

Cllr Field was not present at the meeting and a report had not been received.

LB113/22/23 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

The Clerk gave a brief report to the Elections process.

The Clerk reported that she had received the statistics of speed monitoring that had taken place at Little Blakenham, which had showed a high level of speeding. She reported that she would share the information with the Safer Communities at Suffolk Police to ask for something to be done about the level of speeding through the parish. **Clerk to action.**

The Clerk gave a brief update on the Reclaim the Rain initiative, which could be viewed on the website.

The Clerk reported that the Village Hall had received the Alternative Fuel Payment Grant of £150 which currently had put the account into £114.49 credit.

The Clerk reported that she had been having many problems with the current email account and therefore asked that a different email account be set up. She went through the costs involved for domain names and also reported about the Suffolk Cloud's proposal for all Councillor's to have their own Parish Council account.

It was AGREED: That the Councillor's were happy with their email accounts as they were.
That the Clerk liaise with CFB IT Solutions to set up a new email account for the cost of £152 plus VAT. **Clerk to action.**

b) TO RECEIVE THE CLERK'S FINANCIAL REPORT

The Clerk's Financial Report had been circulated prior to the meeting. It showed the Council's current financial position and movements since the last meeting with the balance in the accounts on 16th March 2023 being £5,593.38.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Finance Report showed the following payments to be authorised:-

Jennie Blackburn	Clerk's Pay (Feb)	254.00
Jennie Blackburn	Clerk's Office Allowance/Exp (Feb)	26.00
SALC	Payroll Service	76.80
EON	Electricity for VH (January)	37.34
ICO	Data Protection Renewal	£35.00
MSDC	Annual Play Inspection	£62.47
Jennie Blackburn	Clerk's Pay (Mar)	tbc
Jennie Blackburn	Clerk's Office Allowance/Exp (Mar)	£46.20

It was AGREED: That payments totaling £792.01 be authorised and actioned by the Clerk.

It was noted that the following receipts had been received:

The Charity Gaming	Hall Hire	£120.00
Jennie Blackburn	Money from Electricity Meter	£14.00

d) **BUDGET MONITORING REPORT**

It was AGREED: That the Budget Monitoring report be approved.

e) **INTERNAL AUDITOR FOR 2022/23**

It was AGREED: That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2022/23 audit.

e) **EXTERNAL AUDIT ARRANGEMENTS 2022/23**

It was AGREED: That an External Audit would not be needed for the year 2022/23 and that the Clerk issue the Exemption Certificate.

LB114/22/23 – POLICIES AND PROCEDURES

a) **REVIEW OF INTERNAL AUDIT CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

It was AGREED: That the Internal Audit Control and Risk Management Arrangements were reviewed and approved.

b) **FINANCIAL REGULATIONS AND STANDING ORDERS**

It was AGREED: That the Financial Regulations and Standing Orders be approved and adopted.

c) **HEALTH AND SAFETY POLICY**

It was AGREED: That the Health and Safety Policy be adopted.

d) **SAFEGUARDING POLICY**

It was AGREED: That the Safeguarding Policy be adopted.

e) **DIVERSITY POLICY**

It was AGREED: That the Diversity Policy be adopted.

LB115/22/23 – PLANNING APPLICATIONS

None had been received.

LB116/22/23 – PLANNING DECISIONS

None had been received.

LB117/22/23 – UPDATE ON VILLAGE SIGN

Michele Kenningale reported that the order was now proceeding and a delivery would be made soon. Payment was not needed until the sign had been delivered and would be free from VAT.

She added that the invoice had been sent to the Clerk who could now access the £2,500 locality grant put aside by Cllr Chambers.

Michele Kenningale felt that an unveiling of the sign would be a nice idea with Cllr Chambers and Cllr Field being part of it's opening due to their large contribution towards it.

Cllr Palmer confirmed he would lay a concrete plinth for the sign.

LB118/22/23 – UPDATE ON PLAY AREA / INSPECTION REPORT

The Clerk reported that the Inspection Report had been received and circulated to all Cllrs, who all noted the report. All issues with parts of the equipment had been deemed low risk.

The Clerk stated she had not yet heard from Cllr Chambers in relation to the replacement swing seat and would therefore chase. **Clerk to action.**

LB119/22/23 – UPDATE ON VILLAGE HALL REFURBISHMENT

Cllr Binder updated members on the hall's refurbishment and stated that the refurb would be divided up so quotes could be received for different areas such as windows, insulation and access etc. This had made the project much more manageable by way of receiving quotes.

LB120/22/23 – MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

No issues were raised.

LB121/22/23 - DATE OF NEXT MEETING

It was AGREED: That the next meeting be held at the Village Hall on Tuesday, 16th May 2023 at 7.30pm.

The meeting finished at 8.30pm.

Chairman: Dated: