

Blofield Parish Council

Minutes of the Annual Parish Council Meeting (APCM) held on Monday 20th May 2024 at 7.00pm -7:30pm.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Stella Shackle and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **ELECTION OF CHAIR**
 - 2.1. The council unanimously elected Stuart Smith for the role of chair of the Parish Council. No further nominations were put forward. Stuart Smith was duly elected to chair of the council for the forthcoming year. Stuart Smith signed the acceptance of office form and took the role of chair for the rest of the meeting.
3. **ELECTION OF VICE CHAIR**
 - 3.1. Stuart Smith proposed Sarah Dhesi be elected for the role of vice chair of the parish council. No further nominations were put forward. The council approved the proposal and Sarah Dhesi was duly elected to vice chair of the council for the forthcoming year. Sarah Dhesi signed the acceptance of office form.
4. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 4.1. Mary Moxon listened to the meeting online but did not take part in voting. Will Crane sent his apologies, which were duly accepted by the council. Joseph Scholes was not present at the meeting as he is still on his sabbatical.
 - 4.2. No parishioners were present.
5. **TO REMIND ALL COUNCILORS TO REVIEW THE NEW LGA CODE OF CONDUCT**
 - 5.1. The clerk reminded the council of their responsibilities as parish councillors that are outlined in further detail in the Local Government Authority Code of Conduct document (approved by the council in the 7:30pm meeting, item 23).
6. **ELECTION OF TWO PLANNING LEADS**
 - 6.1. The council unanimously resolved to appoint Paul Culley-Barber and Mary Moxon as planning leads for the forthcoming year.
7. **TO CONSIDER APPOINTING VILLAGE HALL REPRESENTATIVES IF REQUIRED**
 - 7.1. The council unanimously resolved to appoint Sarah Dhesi to continue as the Margaret Harker Hall representative.
 - 7.2. The council unanimously resolved to appoint Stuart Smith and Yvonne Burton as Heathlands Community Centre representatives.
 - 7.3. The council unanimously resolved to appoint Stella Shackle to continue as a Courthouse representative.
8. **TO APPOINT THE PARISH COUNCIL REPRESENTATIVE TRUSTEE FOR HEATHLANDS COMMUNITY CENTRE (MUST BE A PARISH COUNCILLOR/CLERK)**
 - 8.1. At this present time there are no volunteers to take on this role as the Parish Council trustee representative of Heathlands Community Centre.
9. **TO APPOINT THE PARISH COUNCIL REPRESENTATIVE TRUSTEE FOR MARGARET HARKER HALL (MUST BE A PARISH COUNCILLOR/CLERK)**
 - 9.1. The council had no nominations for this role.

10. TO APPOINT A COMMUNITY PROJECT WORKING GROUP 2024/25

10.1. The council unanimously resolved to appoint Stuart Smith, Sarah Dhesi and Will Crane to this working group.

11. TO APPOINT A COUNCIL FLOOD REPRESENTATIVE

11.1. The council agreed to no longer have this representative as this will be dealt with by the planning leads as planning applications arise.

12. APPOINTMENT OF COUNCIL REPRESENTATIVES:

12.1. TO NOTE AND APPOINT BLOFIELD FUEL CHARITY TRUSTEES AS REQUIRED

The council noted that in May 2023 the council appointed Stella Shackle, David Pilch, Stephen Mitchell and Pat Wilson as the Fuel Charity trustees for the next 4 years. These positions will be appointed again in May 2027.

The clerk of the charity Sarah Russen has been in contact and the trustees anticipate Pat Wilson will stand down shortly.

The Parish council unanimously resolved that upon the resignation of Pat Wilson the council appoints Sarah Reynolds as a trustee of the charity to serve until May 2027.

The council noted that the clerk for the charity, currently Sarah Russen is appointed by the trustees of the charity. The council noted that the 5th trustee is an ex-officio trustee and is always the rector of parish; currently Kevin Bilson.

12.2. TO NOTE THE REVE FOUNDATION AND RELIEF-IN-NEED PARISH APPOINTED CHARITY TRUSTEES TO SERVE UNTIL MAY 2025 (A COUNCILLOR/CLERK/PARISHIONER)

12.3. In May 2023 the council appointed Yvonne Burton and Joseph Scholes as trustees to continue in this role until May 2025. Yvonne Burton continues in this role however it is unclear if Joseph is able to continue. Clerk to add to the July agenda.

12.4. APPOINTMENT OF TWO TREE WARDENS

The council unanimously resolved to reappoint David Pilch and Richard Codling as tree wardens for the parish for 2024/25.

12.5. APPOINTMENT OF TWO FOOTPATH WARDENS

The council unanimously resolved to reappoint Yvonne Burton and Patricia Delamore as footpath wardens for the parish for 2024/25.

12.6. APPOINTMENT OF TWO ALLOTMENT REPRESENTATIVES ATTENDING THE BAA/COUNCIL WORKING PARTY

The council unanimously resolved to appoint Sarah Dhesi as the allotment representative for the council. Clerk (Eleanor Bannister) will support the working party attending meetings and taking minutes.

12.7. APPOINTMENT OF TWO LOCAL AUTHORITY CLUSTER REPRESENTATIVES

The council unanimously resolved to reappoint Stella Shackle and Stuart Smith as the local authority cluster representatives.

12.8. APPOINTMENT OF A BLOFIELD CHURCHYARD REPRESENTATIVES

The council unanimously resolved to reappoint Stella Shackle and Yvonne Burton as the churchyard representatives.

12.9. APPOINTMENT OF MARTY'S MARSH REPRESENTATIVES

The council unanimously resolved to reappoint Yvonne Burton and Sarah Dhesi as the Marty's Marsh Representatives.

13. FINANCE APPOINTMENTS:

13.1. ELECTION OF A FINANCE CHAIR

The council unanimously resolved to appoint Stuart Smith as the finance chair for 2024/25.

13.2. TO APPOINT FINANCE WORKING PARTY AND DATA PROTECTION WORKING PARTY MEMBERS

The council unanimously resolved to appoint Stuart Smith, Mary Moxon, Sarah Dhesi and Sarah Osbaldeston (RFO) as members of the finance working party and data protection working party.

13.3. TO APPOINT AN INTERNAL 'FINANCE CONTROL' FROM THE COUNCIL (TO CHECK FINANCES)

The council unanimously resolved to appoint Sarah Dhesi to this role.

13.4. TO APPROVE CHEQUE SIGNATORIES AND THREE ONLINE AUTHORISERS

The council unanimously resolved to appoint Stuart Smith, Yvonne Burton, Mary Moxon and Will Crane as both cheque signatories and online authorisers for payments. In an emergency only Sarah Dhesi can authorise cheque payments. In addition to the above Stella Shackle is a cheque signatory.

13.5. TO CONSIDER ANY ADDITIONAL ROLES TO APPOINT

The council discussed the need for a Wyngates land representative covering areas 1, 2, and 3. The council agreed to appoint Sarah Dhesi and Will Crane.

14. CLOSE THE MEETING

There being no further business the meeting closed at 7:30pm.

Signed.....

Dated.....