

Blofield Parish Council

Minutes of the virtual Annual Parish Council Meeting (APCM) held on Monday 22nd May 2023 at 7.00pm -7:30pm.

PRESENT

Stuart Smith, Sarah Dhesi, Paul Culley-Barber, Yvonne Burton, Joseph Scholes, 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. Sarah Dhesi proposed (seconded by Yvonne Burton) Stuart Smith be elected for the role of chair of the Parish Council. No further nominations were put forward. The council approved the proposal and 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 (seconded by Yvonne Burton) 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. The council unanimously gave dispensation for Mary Moxon to attend parish council meetings online on a regular basis.
 - 4.2. The council unanimously resolved to purchase flowers/plant for Pat Wilson who has recently stood down as a parish councillor after many many years on the council.
5. **TO REMIND ALL COUNCILORS TO REVIEW THE NEW LGA CODE OF CONDUCT AND COMPLETE NEW DECLARATIONS OF INTEREST FORMS ONLINE**
 - 5.1. The clerk reminded the council of their responsibilities as parish councillors that are outlined in further detail in the new LGA Code of Conduct document (approved by the council in the 7:30pm meeting, item 25). The Clerk reminded councilors to all complete their new declaration of interests forms online and email these to Broadland District Council. All councillors completed their acceptance of office forms before the meeting commenced.
6. **ELECTION OF TWO PLANNING LEADS**
 - 6.1. Stuart Smith proposed (seconded by William Crane) the council appoint Paul Culley-Barber and Mary Moxon. The council unanimously resolved to approve this proposal.
7. **TO CONSIDER APPOINTING VILLAGE HALL REPRESENTATIVES IF REQUIRED**
 - 7.1. The council unanimously resolved to appoint two Margaret Harker Hall representatives, Sarah Dhesi and Joseph Scholes.
 - 7.2. The council unanimously resolved to appoint Stuart Smith as Heathlands Community Centre representative.
 - 7.3. The council unanimously resolved to appoint two Courthouse representatives Stella Shackle and Joseph Scholes. Clerk (SO) to investigate the role of these representatives.
8. **TO APPOINT THE PARISH COUNCIL REPRESENTATIVE TRUSTEE FOR HEATHLANDS COMMUNITY CENTRE (MUST BE A PARISH COUNCILLOR/CLERK)**
 - 8.1. The council unanimously resolved to appoint Yvonne Burton the Parish Council trustee representative of Heathlands Community Centre.

9. TO APPOINT A COMMUNITY PROJECT WORKING GROUP, 2023/24 FOCUS FEASIBILITY STUDY

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

10. TO APPOINT THE PARISH COUNCIL REPRESENTATIVE TRUSTEE FOR MARGARET HARKER HALL (MUST BE A PARISH COUNCILLOR/CLERK)

10.1. The council had no nominations for this role.

11. TO APPOINT A COUNCIL FLOOD REPRESENTATIVE

11.1. The council unanimously resolved to appoint Mary Moxon as the council flood representative.

12. APPOINTMENT OF COUNCIL REPRESENTATIVES:

12.1. TO NOTE BLOFIELD FUEL CHARITY TRUSTEES (COUNCILLOR/CLERK OR PARISHIONER)

Joseph Scholes proposed (seconded by Stuart Smith) the council appoint Stella Shackle, David Pilch, Stephen Mitchell as three (of four) fuel charity trustees for the next 4 years. These positions will be appointed again in May 2027. The council unanimously resolved to approve this proposal.

The Clerk of the Charity (Sarah Russen) has contacted the council to advise that Pat Wilson has stood down from her trustee role with immediate effect. The council will investigate a replacement for this role and add on a future agenda (SO).

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 PARISH APPOINTED CHARITY TRUSTEE AND APPOINT A NEW TRUSTEE TO SERVE UNTIL MAY 2025 (A COUNCILLOR / CLERK/ PARISHIONER)

The council noted that Yvonne Burton will continue in her role as trustee until May 2025. The Clerk of the charity has contacted the council and advised that Pat Wilson has stood down with immediate effect and request the council appoint a replacement. Stuart Smith proposed (seconded by Stella Shackle) the council appoint Joseph Scholes as the new Charity Trustee to serve until May 2025. The council unanimously resolved to approve this proposal. This appointment is also for the Relief-In-Need Charity Trustee as these two charities are now run together.

12.3. TO NOTE THE TWO PARISH APPOINTED RELIEF-IN-NEED CHARITY TRUSTEES

These two charities have merged so item 12.3 also refers to this item.

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 2023/24.

12.5. APPOINTMENT OF TWO FOOTPATHS WARDENS

The council unanimously resolved to reappoint Yvonne Burton and Patricia Delamore as footpath wardens for the parish for 2023/24.

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 Joseph Scholes as the local authority cluster representatives.

12.8. APPOINTMENT OF A BLOFIELD CHURCHYARD REPRESENTATIVE

The council unanimously resolved to reappoint Stella Shackle and Joseph Scholes 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 2023/24.

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)

Stuart Smith proposed (seconded by Yvonne Burton) the council appoint Sarah Dhesi to this role. The council unanimously resolved to approve this proposal.

13.4. TO APPROVE CHEQUE SIGNATORIES AND THREE ONLINE AUTHORISERS

The council unanimously resolved to appoint Stuart Smith, Yvonne Burton, Mary Moxon and Sarah Dhesi as both cheque signatories and online authorisers for payments (Sarah only in an emergency). 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 area 1&2 representative. Clerk (SO) to add to the July agenda.

14. CLOSE OF MEETING

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

Signed.....

Dated.....