SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

Clerk's Report for the Annual General Meeting of the Parish Council, to be held on Thursday 9th May 2024 commencing at 7.15pm in Somerleyton Village Hall

Refreshments: Paul

1. **Election of Chair and Vice Chair.** The Meeting will elect the Chair and Vice Chair for the coming year.
2. **Apologies for Absence.** These should be sent to the Clerk prior to the Meeting.
3. **Declarations Of Interest** in items on the Agenda (to be sent in writing to the Clerk).
4. **Requests for Dispensation.** The Meeting will decide on any requests for dispensation to participate in discussion and voting despite disclosable pecuniary interests, which should have been sent in writing to the Clerk.
5. **Appointment of Planning Committee.** The Meeting is asked to confirm membership of the Parish Council's Planning Committee. . Current Membership is: S. Phillips (Chair), C. Diggins, P. Johnson, R. Lindsay, D. Owen and C. Reynolds
6. **Confirmation of Membership of Working Groups and External Bodies**
   6.1 Parish Councillors on Working Groups. Current Membership is as follows:
   6.1.1. Defibrillator Group. C. Diggins, G. Gibbs.
   6.1.2. Green and Environment Group. G. Gibbs, D. Owen.
   6.1.3. Advice and Information Group S. Phillips and C. Reynolds.
   6.1.4 Speed Awareness Group. B. Ainslie, R. Lindsay, N. Livingstone.
   6.1.5. Warm Hub. C. Diggins. D. Owen, J. Griffith, G. Gibbs.
   6.2 Nominees to External Bodies. Sue Read, Julie Reynolds and David Cook are the Parish Council nominees,. on the Board of Trustees of the Somerleyton Award Charities.
   David Cook is the Parish Council nominee to the Somerleyton Community Association.
7. **Confirmation of Responsible Financial Officer (RFO).** The Meeting is asked to confirm the Clerk as RFO, and to agree a Councillor as supervisor to the RFO. This is currently undertaken by C. Reynolds.
8. **Accounts for the Year Ended 31 March 2024.** To approve the Accounts, Asset Register, CIL Account and Annual Return; the Chair to sign as a correct record.
9. **Parish Council Meetings for the Coming Year.** The Dates and Times for Parish Council Meetings for the coming year will be agreed.

PUBLIC FORUM

PC Michelle Deal will speak about the current local Police Service in our area.
An opportunity for members of the public to raise issues or ask questions relevant to the Agenda.
The Chair may invite short reports from County and District Councillors.

10. **Minutes of the Last Meeting.** The Meeting is asked to approve and sign as a correct record the minutes of the Meeting held on 7th March 2024.
11. **Clerk's Report on Ongoing Matters.**
    The Clerk has no ongoing business on which to report. Much of the project work is carried out by our very active Working Groups, which she is happy to support.
12. **Requests from Parishioners.**
    The Clerk has received none.
13. **Parish Plan Working Groups.** The Meeting will receive reports from working groups and decide on any recommendations.
    12.1 Defibrillator Group.

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12.2 Green and Environment Group
12.3 Advice and Information Group
12.4 Warm Hub Group
12.5 Speed Awareness Group

14. Planning

14.1 Recent Applications.

DC/24/0409/FUL
2 Pond Cottages The Street Somerleyton Lowestoft Suffolk NR32 5QB
Single Storey Rear Extension and Summer House
Parish Council had no objection
Pending Consideration by East Suffolk Council

DC/24/0410/LBC Listed Building Consent
2 Pond Cottages The Street Somerleyton Lowestoft Suffolk NR32 5QB
Single storey rear extension & Summer house
Parish Council had no objection
Pending Consideration by East Suffolk Council

14.2 Recent Decisions. There have been none.

15. Village Events – Review.

The Litter Pick held on 24th March went well, with many bags returned to the Village Hall Car Park to be collected by East Suffolk Services.
Events held in the Village Hall have been the very popular Film Night which has now closed for the summer. A new programme of Film Nights will start in the Autumn.

16. Village Events – Forthcoming.

Saturday 18th May in Somerleyton Village Hall: A GIVE& TAKE starts at 10.00 am Organised by the Green and Environment Group who describe it like this: It's a bit like a bring and buy but no money involved! You can donate unwanted items and take away useful things from other people – good time to spring clean the loft or the garden shed. There will be a plant sale and refreshments. If you would like to have a table or help on the day we should love to hear from you.

Saturday 6th July The School Fete on The Green from 12pm to 5pm. The theme will be Country and Western.

17. Annual Parish Meeting. The Meeting is asked to confirm arrangements for the APM.

18. Finance.

18.1 The Meeting will agree arrangements for the review of Assets.
18.2 The Meeting will receive the Quarterly Financial Report March 2024.
18.3 The Meeting is asked to agree two Councillors to act as signatories for the Parish Council's National Savings Investment Account.

19. Payments To Be Approved. The Meeting is asked to approve the following payments.

08/03 ICO: Data Protection Registration Renewal	35.00
18/03 G Davies Local History Input to Warm Hub	50.00
27/03 Sally Phillips: Oils for Art Workshop at Warm Hub	127.50
28/03 S. Read: Clerk's Salary 4th Quarter	389.90
28/03 HMRC Cumbernauld: Clerk's Income Tax	97.60
04/04 G. Gibbs: Danish Oil for maintenance of Memorial Seat	12.00
30/04 Signs of the Times: Road Signs for Dark Skies, The Common and Brickfields)	643.50
01/05 Community Heartbeat Trust: Annual Fee for Emergency Tel. Line (Defib)	120.00

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The following two payments made during the last financial year were not formally approved by the Parish Council. The Meeting is asked to approve these payments

G. Gibbs: Sundry items for the Green Day	117.70
C. Diggins: Refreshments for the Warm Hub	23.39
Customary Payments to be Made	
Somerleyton PCC: Churchyard Maintenance:	110.00
Ashby PCC: Churchyard Maintenance:	100.00
Herringfleet PCC: Churchyard Maintenance:	100.00
Somerleyton Community Association: Playing Field Maintenance	100.00
Suffolk Accident Rescue Service: Donation	10.00

20. **Correspondence.** The Meeting will decide what, if any, action should be taken regarding any particular item of correspondence.

15/03 Somerleyton Estate: Celebrate National Tourism Week at the Somerleyton Estate
12/04 NPT&S: March Subscriber News
17/04 B.A: Reminder of BA Consultations
30/04 Info@Sizewell: Project Update
30/04 ESC: Rural Development Supplementary Planning Document
30/04 NPT&S: April Subscriber News
30/04 ESC: New Local Validation List and Guidance
30/04 ESC: VCSE Funding Opportunities

21. **Dates and Times of Next Meetings**

Annual Parish Meeting:	Thursday 16th May at 7.30pm
Next Parish Council Meeting	Thursday 4TH July at 7.15pm (*Refreshments Gerda)*

Meetings of the Parish Council are open to Members of the Public, who are very welcome to attend, to contribute to the Public Forum and to observe the Business Section of the Meeting.

Sue Read parish.clerk@ashvillages.org.uk 01502 450623
Parish Clerk