SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

Draft Minutes of the Annual General Meeting of the Parish Council, held on Thursday 9th May 2024 commencing at 7.15pm in Somerleyton Village Hall

The Meeting commenced at 7.15pm with a brief introduction from PC Michelle Deal on the reorganised local Police Service.

PC Deal is one of a group of Police Officers who will provide a community-based service to the Northern Parishes of the area covered by Lowestoft Police Station. The team is not yet up to its full complement of officers; recruitment is currently taking place. She hopes that they will provide a more visible presence and will be involved with local schools and community groups. Councillors raised issues relating to fly tipping and shoplifting; PC Deal stressed that a community approach will address these issues with groups and local schools. She provided her contact details to the Parish Clerk.

The Formal Annual General Meeting of the Parish Council commenced at 7.37pm. In attendance were: Parish Councillors D. Ainslie, C. Diggins, J. Foster, G. Gibbs, J. Griffith, P. Johnson, R. Lindsay, N. Livingstone, D. Owen, S. Phillips (in Chair) and S. Tull. Also in attendance were East Suffolk Councillor Ashdown and Suffolk County Councillor E. Back.

1. **Election of Chair and Vice Chair.**
   S. Phillips was elected as Chair for the second year. Proposer: G. Gibbs; Seconder: J. Griffith. All in Favour.
   N. Livingstone was elected as Vice Chair for the second year. Proposer: D. Ainslie; Seconder: S. Tull. All in favour.
   The Chair reminded Councillors that it has adopted a policy which restricts the number of years a Parish Councillor can hold office, and encouraged Councillors to consider standing for Chair or Vice Chair. He said that he, the Vice Chair and the Clerk would welcome any Councillor wishing to find out more about the roles to shadow them at Meetings and other tasks.
2. **Apologies for Absence**. Apologies were accepted from C. Reynolds and County Councillor K. Robinson.
3. **Declarations Of Interest** in items on the Agenda. The Clerk had received none.
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. The Clerk had received none.
5. **Appointment of Planning Committee.** The Meeting confirmed the membership of the Parish Council's Planning Committee as: S. Phillips (Chair), C. Diggins, P. Johnson, R. Lindsay, D. Owen and C. Reynolds. Proposer: S. Tull; Seconder: N. Livingstone. All in Favour.
6. **Confirmation of Membership of Working Groups and External Bodies:**
   The Meeting confirmed the Parish Councillor members of Working Groups.
   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 and S. Tull.
   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.

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6.2 The Meeting confirmed the following nominees to outside 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 confirmed the Clerk as RFO, and C. Reynolds as supervisor to the RFO.

8. Accounts for the Year Ended 31 March 2024. The Meeting approved the Accounts, Asset Register, CIL Account and Annual Return for the year ending 31st March 2024, and the Chair signed these as a correct record. Proposer: N. Livingstone; Seconder: D. Owen. All in Favour.

9. Parish Council Meetings for the Coming Year. The Dates and Times for Parish Council Meetings for the coming year were be agreed with one amendment; the January 2025 Meeting will be held a week later than previously; i.e. Thursday 23rd January. This will afford the Clerk sufficient time to complete the Precept Request paperwork, following the Christmas/ New Year break.

The Meeting adjourned at 7.52pm for the Public Forum. There was one member of the public in attendance who wished to raise the following issues:

1) Amendments to original planning applications after they have been approved by the Planning Authority. The Chair advised that planning applications are often subject to conditions and that amendments are often made in response to these. The Parish Council is a consultee in the planning process and will be asked to give its views on any significant changes in developments. With specific regard to the Mill Farm development, for example, the District and County Councils have agreed to changes in the access to the site, because of road safety concerns.
2) Verge cutting. The parishioner expressed concern that grass verges were uncut, obstructing views and looked unsightly. This concern was noted. It was stressed by one Parish Councillor that, in many communities, public opinion differs on this matter. Some wish to see tidy and close-cut verges; others see these as valuable wild life refuges which should be left unmown, where it is safe to do so, to encourage native plants and wild life.

The Chair invited reports from District and County Councillors.

Councillor Ashdown from East Suffolk Council reported that it was now a year since the last elections which brought about numerous changes in the Council's Cabinet.
He praised the work of the local Community Partnerships and the success of the Warm Welcomes across the District. He reported that the Sport's Box Scheme which will be piloted on Normanston Park will be open for application by Parish Council who have playing fields.
He reminded Councillors that Parish Councils have the right to bid for funding for large projects, £5000 upwards, from the District Community Infrastructure Levy. The Parish Council will discuss this at its Meeting in July.

Councillor Back from Suffolk County Council confirmed that the Gull Wing Bridge, the third crossing in Lowestoft, is close to opening.
He also reported that the potholes in Beccles Road, Oulton Broad area at last being filled, by a new machine, after a concentrated approach to the Highways Department.
Suffolk Adult Social Care has received positive feedback after it volunteered for a pilot inspection following a change in key personnel.

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The Business Meeting of the Parish Meeting recommenced at 8.25pm

10. **Minutes of the Last Meeting.** The Meeting approved and the Chair signed as a correct record the minutes of the Meeting held on 7th March 2024. Proposer: G. Gibbs; Seconder: C. Diggins. All in Favour.

11. **Clerk's Report on Ongoing Matters.**
The Clerk reported that she had no ongoing business on which to report. Much of the project work is carried out by the Parish Council's very active Working Groups, which she is happy to support.

12. **Requests from Parishioners.**
1)N. Livingstone reported that he has been approached by a parishioner asking that the Parish Council consider funding a replacement for the Marquee which is owned by the school and used for community events. A good quality marquee would cost a considerable amount of money. N. Livingstone will speak with the School Head Teacher at the Annual Parish Meeting.
2)The Clerk has been approached by a parishioner about the poor state of the Garage Forecourt, especially the raised plant flower bed bordering the path. P. Johnson will take this up with the Estate's maintenance team.
3)The Clerk has been approached by the Men's Shed group who would like to attend the Annual Parish Meeting.
4) J. Griffith is aware of concerns about the dumping of garden waste and some other material into 'the Jam' opposite the Pond. It was agreed that she, S. Tull and N. Livingstone will meet to consider a better way of disposing garden waste.

13. **Parish Plan Working Groups.** The Meeting will receive reports from working groups and decide on any recommendations.
13.1 Defibrillator Group. C. Diggins reported that there were 6 new volunteer responders, 4 of whom were recruited from the recent training session. They will each need P.P.E and it is proposed that funding is sought from Somerleyton Award Charities.
13.2 Green and Environment Group provided the following Report:
Dark Skies:
An informative talk on Dark Skies, stars and bats given by Doug Owen to a Monday Warm Hub gathering was much appreciated and gave us all a greater understanding of the benefits of dark skies and nocturnal wildlife.
Dark Skies Village signs have been ordered and we look forward to having them located, one on B1074 coming into Somerleyton from Oulton Broad and the other on B1074 Herringfleet Road from St Olaves
Recycling
Steve Tull will be talking "A load of rubbish" at the Annual Parish Meeting on 16th May explaining the plans to reform kerbside collection and recyclability – the financial and environmental implications for us all. The TetraPak bin collection continues with the help of a team of volunteers. Some concerns have been raised on the large amount of TetraPak cartons that are found in our bin and whether we are serving a larger community beyond ASH.
Our Give and Take event on Saturday 18th May in Somerleyton Village Hall.
This event will open at 10am and will be a bit like a Bring and Buy but no money involved. People can book a table and offer unwanted items in exchange of other items. People are all

asked to take their remaining unwanted items home after the event.
There will also be a plant sale in the carpark, an activity table for children and an opportunity to purchase tea, coffee and cake.
On the day we will be building a BUG hotel constructed of reused pallets and filled with an array of insect friendly materials. This will be situated within the village pond area.
Future Plans
The healthy walks planned in co-operation with Somerleyton Together have been postponed due to our very wet and unpredictable weather.
We hope to organise a dark night walk in the autumn.
13.3 The Advice and Information Group provided two Reports which are attached.
The Meeting agreed to contact Suffolk Highways to request that the distracting signs described in the second report be removed. Proposer: S. Phillips; Seconder: N. Livingstone. All in Favour.
13.4 Warm Hub Group. The Warm Hub Group will meet soon and feed back to the July Meeting.
13.5 Speed Awareness Group. D. Ainslie is planning to collect more data. There has been a useful discussion with a contact in Oulton where there is a much more serious speed issue.

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. Councillor Ashdown advised the Meeting that the above Applications for Planning Approval and Listed Building Consent have been agreed.

15. Village Events – Review.
The Meeting agreed that the Litter Pick held on 24th March went well, with many bags returned to the Village Hall Car Park and 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 agreed the programme for the Annual Parish Meeting. N. Livingstone will provide the beverages. S. Tull will present his talk on new regulations on recycling at 8.00pm. S. Phillips will organise the publicity for the evening.

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18. Finance.

18.1 The Meeting agreed that the Chair, Vice Chair and Clerk will arrange a date for their Assets Walk and report back to the next Meeting in July.

18.2 The Meeting received the Quarterly Financial Report March 2024.

18.3 C. Diggins and G. Gibbs volunteered to act as signatories for the Council's National Savings Investment Account.

19. Payments To Be Approved. The Meeting approved the following payments. Proposer: P. Johnson; Seconder: D. Ainslie. All in Favour.

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

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 considered the following items of correspondence.

J. Griffith, who represented the Parish Council, on a visit to Somerleyton Estate, to celebrate Tourism, was very worthwhile. It included a tour of the Estate, information about the Estate's Rewilding work and a lunch at Fritton.

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

There being no further business the Meeting ended at 9.00pm

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