SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

Clerk's Report for the Meeting of the Parish Council to be held on Thursday 11th May 2024, commencing at 7.15pm in the Village Hall

Refreshments Volunteer needed

PUBLIC FORUM

1. **Apologies For Absence.** Please send any apologies to the Clerk prior to the Meeting**.**
2. **Declarations Of Interest** in items on the agenda received in writing prior to the Meeting.
3. **Requests For Dispensation**
   To decide any written requests for dispensation to participate in discussion and voting despite disclosable pecuniary interest(s), to be received in writing prior to the Meeting.
4. **Minutes of the Previous Meetings**
   The Meeting is asked to approve and sign as a correct record the minutes of the Annual General Meeting held on 9th May 2024.
5. **Clerk's Report on Ongoing Matters.**
   Public Forum. Concerns have been raised in the Public Forum about the maintenance of the grass verges, on both main and minor roads. This is an issue which was raised last year at this time. In responding to the concerned parishioner at that time, the Clerk gave an email link to Suffolk County Council's Policy on this matter, (and also Norfolk CC's policy as a comparator; they are very similar). The Estate's own practice is very much in line too. The link to the Suffolk CC Policy is here: https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/trees-grass-and-weeds
   12. The Raised Bed at the Forge Garage. The Clerk has sent a couple of reminders to the Estate about this matter, and has now written directly to the Head Gardener, to request that it be tended to. The bed was cleared on 3rd/4th July; the Clerk is checking whether there is an intention to plant this up this season. One of the parishioners who raised concerns about the raised bed, is also concerned about the general appearance of the site, including the telephone kiosk which is owned by the Parish Council. The Clerk asks that the Meeting considers how to respond to this.
6. **Requests From Parishioners**
   The Meeting will hear if any requests have been received and, if matters are urgent, will decide on any actions. Please send to the Clerk a brief description of any requests that you have received, so that they can be included in the papers for the Meeting.
7. **Parish Plan Working Groups**
   The Meeting will receive reports from working groups and make decisions on any recommendations.
   7.1 Defibrillator Group.
   7.2 Green and Environment Group.
   7.3 Advice and Information Group.
   7.4 Speed Awareness Group.
   7.5 Warm Hub Group. The Meeting is asked to agree two final payments for the Warm Hub. These relate to the final session on 22nd April, the inaugural performance of the newly formed Drama Group who played to a packed house.
   The costs incurred were £40 for the Hire of the Village Hall on the eve of the Performance for rehearsal and setting up, and £22 for the printing of tickets and posters advertising the event. Both are reimbursements to Julia Griffith.
8. **Annual Parish Meeting. Drama Group.**
   Review of the APM held on 16th May 2024. 35 people attended the Meeting, 31 were residents of the three villages.
9. **Planning.**
   9.1 Recent Applications:
   The Meeting will agree the Parish Council's consultee response to the following Planning Application:

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DC/24/2074/FUL

Proposal: Accessible toilet and associated works

Site address: The Village Hall, The Street, Somerleyton, Lowestoft, Suffolk NR32 5QB

9.2 Recent Decisions.

DC/24/1293/FUL and **DC/24/1294/LBC** Planning and Listed Building Consent applications for the removal of a porch at Manor Farm NR32 5QS and for its replacement with one more sympathetic. The Parish Council had no objection to these applications. Both were granted permission by East Suffolk Council.

10. **Village Events- Review.** Saturday 18th May: Green Give and Take Day at the Village Hall with cake and Plant Stall.

    Saturday 6th July: School Fete on The Green.

11. **Village Events – Forthcoming.**

12. **Review Of Assets.** The Meeting will receive a Report on the recent Review of Assets carried out by the Chair and Vice Chair, with the Clerk. The Meeting is asked to agree any amendments in the Register and decide on any recommendations for maintenance or repair.

13. **Finance.**

    13.1 Update from the Clerk on the Annual Accounts 2023-24.

    The Accounts for 2023-2024 have now been published on the Main Noticeboard and on the Parish Council's Website. The Public Right to View commenced on Monday 24th June and will run until Friday 2nd August.

    13.2 The Meeting will receive the First Quarterly Financial Report, to end of June 2024.

14. **Payments To Be Approved.**

G. Gibbs: Reimburse Gluten Free Refreshments for Warm Hub	2.85
C. Diggins: Reimburse Name Badges for Annual Parish Meeting	6.00
Play Inspection Company: Annual Report for Play Equipment on The Green	99.00
NP&TS: Annual Subscription	55.00
Clerk's Salary 1st Quarter	476.00
Clerk's Income Tax	119.00

15. **Review of Policies and Procedures.**

    The Meeting is asked to agree a process for reviewing its Policies and Procedures.

16. **Training for Councillors on the Role of Chair and Vice Chair.**

    The Chair raised at the last Meeting that The Parish Council is committed to fixed terms of office for the Chair and Vice Chair. Its Policy on: Chair and Vice Chair -Maximum Terms of Office reads:

    'Should one person remain in post for a long period it will have a detrimental effect on the Parish Council because:

    - *the Parish Council will reflect only one person's leadership*
    - *fewer people will have sufficient experience to take over should the Chair suddenly become unable to continue*
    - *a vibrant Parish Council depends vibrant Parish Council depends on continually questioning its approach and a regular change of leadership ensures this'.*

    We have not yet received any expressions of interest since it was raised at the AGM. We are aware that Norfolk Parish Training and Support offers training for Councillors who are new to the role of Council Chair/Vice Chair and we ask the Meeting to consider whether accessing this Training might encourage Councillors to consider taking on the role in the future.

17. **Correspondence.** To decide what, if any, action should be taken regarding any particular item of correspondence.

    22/05 ESC: Suffolk Sight Equipment Information Day

    22/05 NPTS: Training Opportunities

    22/05 JPH: Updates from the Hospital

    22/05 NPTS: Subscriber News

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22/05 ESC: Custom and Self Building Supplementary Planning Policy Document
22/05 BA: Broads Briefing
22/05 Safety of Lithium Batteries, e-bikes and scooters
05/06 ESC: Green Print Newsletter
05/06 ESC: Visit to Power 4KcC
05/06 ESC: Guided Tour of Worlingham Marshes
05/06 Suffolk Community Foundation: May News of Grants etc
05/06 Suffolk CC Majority Group: Town and Parish Newsletter
06/06 ESC: Green Print Forum; News of Events
17/06 ESC: Quality of Place Awards
17/06 NPTS: Subscriber News
05/07 NPTS: Model Documents for All
05/07 SCC Majority Group: Monthly Town and Parish Newsletter
05/07 ESPA: News from East Suffolk Planning Alliance
05/07 Suffolk Community Foundation: Invitation to find out about Sizewell C Community Fund

18. Dates and Times of Next Meetings:

Parish Council Meeting: Thursday 12th September 2024. *Refreshments, Claire*

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