# SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

All Parish Councillors are summoned to attend
the Annual General Meeting of the Parish Council
to be held on
Thursday 1st May 2025 commencing at 7.15pm in
Somerleyton Village Hall

## AGENDA

1. **ELECTION OF CHAIR AND VICE CHAIR.**
2. **APOLOGIES FOR ABSENCE.**
3. **DECLARATIONS OF INTEREST** in items on the Agenda.
4. **REQUESTS FOR DISPENSATION.** To decide on any requests for dispensation to participate in discussion and voting despite disclosable pecuniary interests.
5. **APPOINTMENT OF PLANNING COMMITTEE.**
6. **CONFIRMATION OF MEMBERSHIP OF WORKING GROUPS AND EXTERNAL BODIES**
   6.1 Parish Councillors on Working Groups
   6.2 Nominees to External Bodies.
7. **CONFIRMATION OF RESPONSIBLE FINANCIAL OFFICER (RFO).** To confirm that the Clerk is RFO; to confirm a Councillor as supervisor of the RFO.
8. **ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025.** To approve the Accounts, Asset Register and Annual Return; the Chair to sign as a correct record.
9. **PARISH COUNCIL MEETINGS FOR THE COMING YEAR.**

## PUBLIC FORUM

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.** To approve and sign as a correct record the minutes of the Meeting held on 6th March 2025.
11. **CLERK'S REPORT ON ONGOING MATTERS.** To decide on any actions required following review of the clerk's update.
12. **REQUESTS FROM PARISHIONERS.** To hear if any requests have been received and to decide on any actions.
13. **PARISH PLAN WORKING GROUPS.** To receive reports from working groups and decide on any recommendations.
    13.1 Defibrillator Group
    13.2 Green and Environment Group
    13.3 Advice and Information Group
    13.4 Warm Hub Group
    13.5 Speed Awareness Group
14. **PLANNING**
    14.1 Recent Applications
    14.2 Recent Decisions
15. **VILLAGE EVENTS** – Review
16. **VILLAGE EVENTS** – Forthcoming
17. **ANNUAL PARISH MEETING.** To confirm arrangements for the APM.
18. **REQUEST FOR DONATION**: from Somerleyton Primary towards the purchase of a Gazebo for Village Events. Letter from Primary School Head received.

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**19. FINANCE.**

19.1 To agree arrangements for the review of Assets.

19.2 To receive the Quarterly Financial Report March 2025.

19.3 To appoint an additional Signatory to the Parish Council

**20. PAYMENTS TO BE APPROVED.** As set out in the Clerk's Report.

**21. CORRESPONDENCE.** To decide what, if any, action should be taken regarding any particular item of correspondence, (as detailed in the Clerk's Report).

**22. DATES AND TIMES OF NEXT MEETINGS**

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| Annual Parish Meeting: | Thursday 15th May at 7.30pm |
| Next Parish Council Meeting | Thursday 3rd July at 7.15pm |

**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
24th April 2025