SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

Clerk's Report for the Annual General Meeting of the Parish Council, to be held on Thursday 1st May 2025 commencing at 7.15pm in Somerleyton Village Hall

Refreshments: Bim

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, 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.
   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 2025.** 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

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 6th March 2025.
11. **Clerk's Report on Ongoing Matters.**
    The overgrowing hedge on The Street which was hindering pedestrians using the footpath, has been cut.
    The Clerk has emailed both Wayne Saunders and Councillor Robinson regarding the proposal by a resident of Green Lane that the sign at the 'T' junction of Green Lane with Blundeston Road be upgraded from 'Give Way' to 'Stop'. The same resident is pleased that the second mirror has been fitted at this junction.
12. **Requests from Parishioners.**
    The Clerk has received none.

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13. **Parish Plan Working Groups.** The Meeting will receive reports from working groups and decide on any recommendations.
12.1 Defibrillator Group.
12.2 Green and Environment Group
12.3 Advice Information and Infrastructure Group
12.4 Warm Hub Group
12.5 Speed Awareness Group

14. **Planning**
14.1 Recent Applications
Planning reference: DC/25/0737/LBC
Proposal: Listed Building Consent - Internal alteration including the creation of a new first-floor classroom, the installation of a new and improved stairwell, the relocation of the staff room, and the expansion of Classroom 1 with general fire safety improvement and alterations.
Site address: Somerleyton Primary School, The Street, Somerleyton, Lowestoft, Suffolk
The Parish Council Planning Committee had no objection.
NR32 5PT
14.2 Recent Decisions.
Listed Building Consent reference: DC/25/0737/LBC Details as above.
Consent granted on 14th April 2025

15. **Village Events** –Sunday 6th April. Litter Pick. Successful morning. The full bags were collected the next day

16. **Village Events** – Bank Holiday Monday 5th May: 10.00am commencing at Village Hall: Guided Walks organised by the Green & Environment Group followed by refreshments at the Village Hall.
Saturday 5th July? School Fete.

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

18. **Request for Donation:** towards purchase of Gazebo for Village Events. Letter from Primary School Head attached.

19. **Finance.**
19.1 The Meeting will agree arrangements for the review of Assets.
19.2 The Meeting will receive the Quarterly Financial Report March 2025.

20. **Payments To Be Approved.**

SL Phillips: Reimburse Art Materials for Warm Hub	92.99
ICO: D/D: Data Protection Registration Renewal	47.00
C. Diggins: Monday Hub Supplies	16.24
N. Livingstone: Reimburse Ironwork for Ashby Sign	150.00
N. Livingstone: Reimburse Repair of Ashby Sign	129.90
S. Read: Clerk's Salary 4th Quarter	476.00
HMRC: Clerk's Income Tax 4th Quarter	119.00
Community Heartbeat Trust: Annual Emergency Telephone System	120.00
C. Diggins: Reimburse Refreshments Warm Hub	39.05
C. Diggins: Reimburse Gift Voucher for Defibrillator Trainer	50.00
SCA: Hall Hire: 8 Hours Warm Hub. 10 Hours Meetings and Defib. Training	180.00
<u>Customary Payments to be Made</u>	
Somerleyton PCC: Churchyard Maintenance:	110.00
Ashby PCC: Churchyard Maintenance:	100.00
Herringfleet PCC: Churchyard Maintenance:	100.00

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Somerleyton Community Association: Playing Field Maintenance	100.00
Suffolk Accident Rescue Service: Donation	10.00

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

06/03 Utility Aid:	Crash Pack for Net Zero
06/03 Sizewell C:	Community Forum Invitation
06/03 ESC:	Funding Opportunities
06/03 SCF:	News from Suffolk Community Forum
06/03 ESC:	Green Issues x 2. Dates and Places of Events promoting Awareness
06/03 ESC:	Wild Spaces
06/03 SCC:	Newsletter for Parish and Town Councils
06/03 CAB:	Contact Details and Opening Hours
19/03 ESC:	Planning and Building Control Newsletter
19/03 CAS:	Youth Provision Booklet from Community Action Suffolk
19/03 ESC:	Planning Policy Team; Updates/Amendments on Waveney Local Plan following 5-year review, Housing Position Statement.
19/03 AEPA:	Energy Projects Meeting
27/03 SCC:	Updates/Minutes from Passenger Interest Group Meeting
27/03 ESPA	Notice of Public Meeting re Proposed Westerfield Quarry
27/03 BA:	Local Access Forum Vacancies; request for Volunteers
28/03 ESC:	James Paget Briefing
02/04 Sizewell C:	Invitation to Meet the Community Team
02/04 NCC:	Norfolk Minerals and Waste Local Plan: Inspector's Report
02/04 SCC	Newsletter for Parish and Town Councils
02/04 Lendology	Warm Homes Initiative
02/04 ESC:	Small Grants Panel, Volunteers Needed
15/04 RSN:	Rural Services Network, Weekly News
15/04 JPH:	Plans for future James Paget Hospital In5/04vitation to view
15/04 NWL:	Suffolk Water Supply Project, Letter to Landowners
15/04 Sizewell C:	Stakeholder Survey
15/04 NHW:	Neighbourhood Watch Warning and Advice re garage and shed burglaries
15/04 ESPA:	Minutes of Meeting
15/04 SCC	Adult Learners Awards

22. Dates and Times of Next Meetings

Annual Parish Meeting:	Thursday 15th May at 7.30pm
Next Parish Council Meeting	Thursday 3rd July at 7.15pm (*Refreshments Neil)*

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