SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

Draft Minutes of the Annual General Meeting of the Parish Council, held on Thursday 1st May 2025 commencing at 7.15pm in Somerleyton Village Hall

The AGM of the Parish Council commenced at 7.15 pm.

1. **Election of Chair and Vice Chair.** The Meeting elected S. Phillips as Chair for the coming year. Proposer: C. Diggins; Seconder: R. Lindsay. All in Favour.
   The Meeting elected N. Livingstone as Vice Chair for the coming year. Proposer: D. Ainslie; Seconder: C. Diggins. Majority in Favour.
   The Chair reminded the Meeting that the Parish Council's Standing Orders state a limit to the time that a Parish Councillor can serve as Chair or Vice Chair. He asked Parish Councillors to consider standing as Vice Chair so that they could prepare for the role of the Chair. Training in, for example, Chairing Meetings is available.
2. **Apologies for Absence.** Minutes were received from J. Griffith and S. Tull. Apologies also given by County Councillor Back.
3. **Declarations Of Interest** in items on the Agenda. There were none.
4. **Requests for Dispensation.** There were no requests for dispensation.
5. **Appointment of Planning Committee.** The Meeting agreed that the following should be re-appointed as members of the Parish Council's Planning Committee: S. Phillips (Chair), C. Diggins, P. Johnson, R. Lindsay, D. Owen and C. Reynolds. Proposer: G. Gibbs; Seconder: D. Ainslie. All in Favour.
6. **Confirmation of Membership of Working Groups and External Bodies**
   The Meeting noted the membership of the following Working Groups and External Bodies.
   G Gibbs informed the Meeting that, because of an impending house move away from Somerleyton, she would at the end of the AGM, be resigning from the Parish Council, and therefore her membership of Working Groups.
   6.1 Parish Councillors on Working Groups. Current Membership is as follows:
   6.1.1. Defibrillator Group. C. Diggins, (G. Gibbs). C Diggins has agreed to speak with an interested party about joining this group.
   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 and R. Lindsay.
   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 confirmed the Clerk as RFO, and agreed that C. Reynolds should continue as supervisor to the RFO.
8. **Accounts for the Year Ended 31 March 2025.** The Meeting approved the Accounts, Asset Register, CIL Account and Annual Return; the Chair signed all documents as correct. Proposer: C. Diggins; Seconder: G. Gibbs. All in Favour.
9. **Parish Council Meetings for the Coming Year.** The Dates and Times for Parish Council Meetings for the coming year were agreed. There are three changes to the provisional document sent out to Councillors. 1) Elections will be held on 7th May, so the Village Hall will not be free. The AGM will take place on 14th May; the APM on 21st May. The August Bank Holiday is on 25th this year so the September Meeting can be held on 4th September. An amended list will be sent to Councillors and posted to notice boards.

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PUBLIC FORUM

commenced at 7.40pm

There being no members of the public present, the Chair called for short reports from County and District Councillors.
East Suffolk Councillor Ashdown told the Meeting that the Council AGM is coming up soon. He said that a lot of attention is being given over to re-organisation. He said that Grants of £500 - £1000 would soon be available. He welcomed applications, stressing that these should be for New Projects. Locality Funding will be available from the beginning of June.
The expanded Box Up scheme is working well, with new teams starting to train together.
The Food Collection Bins have arrived and will shortly be distributed. He reminded the Meeting that the Black Bin collection will then move to three-weekly.

County Councillor Robinson reminded the Meeting that Suffolk County Council made grants to local organisations.
This is a busy time for the County Council.
Verges will be soon be sprayed in those areas where there is a risk of overgrowing vegetation being dangerous.
He reminded the Meeting that the County Council is responsible for maintaining the roads; East Suffolk Council is responsible for cleaning the roads.
There is currently a lot of work going on repairing potholes.
Councillor Robinson sits on the Fire Service Board; there are ongoing negotiations on pay and conditions.
R. Lindsay asked Councillor Robinson whether attention could be given to the provision of 'Cycle' signs, particularly in areas where cycling is popular. This would be down to local allocation of Grants.
Councillor Robinson agreed that the awareness of cyclists should be promoted.

The Business Meeting commenced at 8.00pm

In attendance were: D. Ainslie, C. Diggins, J. Foster, G. Gibbs, P. Johnson, R. Lindsay, N. Livingstone, D. Owen, S. Phillips (In Chair), and C. Reynolds. Also in attendance were East Suffolk Councillor Ashdown and Suffolk Councillor K. Robinson.

10. **Minutes of the Last Meeting.** The Meeting approved and the Chair signed as a correct record the minutes of the Meeting held on 6th March 2025. Proposer: N. Livingstone; Seconder: R. Lindsay. All in Favour.

11. **Clerk's Report on Ongoing Matters.**
The Meeting noted that the overgrowing hedge on The Street which was hindering pedestrians using the footpath, had 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. The Meeting learnt that Wayne Saunders is no longer the contact person at Suffolk Highways. The Clerk agreed to forward both emails to Suffolk County Councillor, who will speak with the relevant person and feed back.

12. Requests from Parishioners.
The Clerk has received none.

13. Parish Plan Working Groups. The Meeting received reports and updates from working groups.
12.1 Defibrillator Group. Report from C. Diggins received
12.2 Green and Environment Group Report from G. Gibbs received. The Meeting noted the Spring Bank Holiday Guided walks to be held on Monday 5th May.
12.3 Advice Information and Infrastructure Group Nothing to report.
12.4 Warm Hub Group Report from C. Diggins. The Meeting noted that the small shortfall was easily covered by the sum agreed at the March Meeting.
12.5 Speed Awareness Group. The Battery on the sign is flat. The sign will now be fixed again at the School end of The Street.

14. Planning
14.1 Recent Applications
The Meeting noted the following:
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.
The Meeting noted the following:
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. The Meeting learnt that this had been a 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 7th June: Barn Dance at Manor Barn, St Olaves Road, with Ceilidh Band, Bar and Food. (Cash Sales only).
Saturday 5th July: School Fete on The Green. The Parish Council will run the Car Parking.

17. Annual Parish Meeting. The Meeting confirmed arrangements for the APM. N. Livingstone will organise the wine and soft drinks.

18. Request for Donation: towards purchase of Gazebo for Village Events. Letter from Primary School Head distributed. The Meeting noted that the School has also applied for local authority funding which may match the target. The Parish Council will set aside the requested £300 in case it is needed. Proposer: S. Phillips; Seconder: R. Lindsay. All in Favour.

19. Finance.
19.1 The Chair, Vice Chair and Clerk will review Assets and report back to the July Meeting.
19.2 The Meeting received the Quarterly Financial Report March 2025.

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19.3 The Meeting agreed to nominate C. Diggins as an additional Signatory to the Parish Council Bank Account to replace G. Gibbs.

20. Payments To Be Approved.

The Meeting approved the following payments. Proposer: D. Ainslie; Seconder: P. Johnson. All in Favour.

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

21. Correspondence. The Meeting noted the following items 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

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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

The Chair advised the Meeting that he plans to convene an Extraordinary Parish Council Meeting to agree a formal response to two proposals from Hugh Crossley, Lord Somerleyton. The first is to sell the bungalows at Savile Lea; the second is a renewed proposal to relocate some of the Village Allotments to the Brickfields field and to two sites at The Common. The Chair said that this Meeting would be convened on **Thursday 22nd May, commencing at 7.15pm in the Village Hall.**

The Chair thanked Gerda Gibbs for her years of service to the Parish Council and the wider community and, to a round of applause, presented her with a bouquet of flowers.

There being no further business the Meeting ended at 8.42pm

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