SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

Clerk's Report for the Annual General Meeting of the Parish Council, to be held on Thursday 14th May 2026 commencing at 7.15pm in Somerleyton Village Hall

Refreshments: Paul

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.
4. **Requests for Dispensation.** The Meeting will decide on any requests for dispensation to participate in discussion and voting despite disclosable pecuniary interests.
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.
   6.1.2. Green and Environment Group. D. Owen, S. Tull.
   6.1.3. Advice and Information Group S. Phillips and C. Reynolds.
   6.1.4 Speed Awareness Group. K. Lindsay, B. Ainslie, N. Livingstone.
   6.1.5. Warm Hub. C. Diggins, J. Griffith.
   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 2026.** The Meeting is asked 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 5th March 2026.
11. **Clerk's Report on Ongoing Matters.**
    Nothing to Report.
12. **Requests from Parishioners.**
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

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14. Planning

14.1 Recent Applications: None

14.2 Recent Decisions

Planning Application: DC/26/0577/FUL

Playing Field Station Road Somerleyton Suffolk

Extend the period of retention of the temporary changing facilities, storage containers and toilet block. To allow retention for a further 10 years. | Status: Temporary Permission Granted.

Planning Application no.: DC/26/1212/TCA

Proposal: 1no. Oak (marked on submitted plan) - Fell

Site address: Rose Dene, The Street, Somerleyton, Lowestoft, Suffolk NR32 5QB Application permitted.

14.3 Solar Farm:

Reconsultation

Application no.: DC/25/2853/FUL

Proposal: Construction, operation, maintenance and eventual decommissioning of a circa 30MW Solar Farm comprising the construction of solar panels mounted on metal frames, inverters, auxiliary transformer, substation, storage container, DNO substation, new access tracks, underground cabling, perimeter fencing with CCTV cameras and access gates, landscaping, temporary construction compound, and all ancillary grid infrastructure and associated site works.

Address: Land At Ashby Dell, Border Lane, Somerleyton, Ashby and Herringfleet, Suffolk, NR32 5EE

The Parish Council Planning Committee discussed this Reconsultation. It decided that it did not need to respond, and that its previous decisions/responses still stand.

15. Village Events – Recent:

Sunday 22nd March. Annual Litter Pick. 6 full bags of rubbish collected.

16. Village Events –Forthcoming:

Saturday 4th July: School Fete. The Meeting will receive details for the Car Parking.

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

18. The Closure of Somerleyton Cycle Shop. The Minute is asked to consider the impact that the closure of this popular village resource will have on our community.

19. Tipping of Waste into The Jam. The Group liaising with Somerleyton Estate on this matter will report on progress.

20. The Legal Name of The Parish Council. S. Phillips will describe the need to agree a single Legal name for the Parish Council and ask the Meeting to decide on which of the alternatives is most appropriate.

21. Parking on The Street During School Drop Off and Pick Up Times

The Clerk was contacted by a member of the School Admin staff about the parking by parents/carers on the main road adjacent to The Green' i.e. from the junction/exit both of The Street, The Green, and the road from Blundeston, along to the School entrance. The School have tried to discourage parents from parking there, by using traffic cones for the peak times, but do not have the resources to do this twice a day. They have also been offered the use of the Forge Garage site, but this has not been well used. The Clerk agreed to bring this issue to the Parish Council at this Meeting, and to let them know the name of the new County Councillor in May, in case they wish to seek support with Highways.

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22. **Replacing the Parish Clerk.** The Meeting is asked to agree a timetable for recruiting a new Parish Clerk, following the resignation of Sue Read. Sue will 'retire' on the 24th July.

23. **Finance:**

23.1 The Meeting will agree arrangements for the review of Assets.

23.2 The Meeting will receive the Quarterly Financial Report March 2026.

21. **Payments To Be Approved.** The Meeting is asked to approve the following payments:

30/03	NPT&S Subscription to Training and Support Organisation	72.00
31/03	S. Read Clerk's Salary 4th Quarter	495 15
31/03	HMRC Clerk's Income Tax 4th Quarter	123.60
31/03	SCA V Hall Hire	150.00
16/04	G H Davies Speaker at Warm Hub	75.00
27/04	Community Heartbeat Trust Annual Fee for Emergency Line (Defib)	120.00

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

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

04/03	RNLI	Water Safety Workshops
04/03	SCC	Newsletter
04/03	NPT&S	Training Opps
10/03	Sizewell C	Update
10/03	SCC	Funding Opportunities
10/03	ESC	Housing, Employment, and Land DATA
10/03	BA	Landscape Character Assessment Document
23/03	ESC	Invite to share views on local area
23/03	ESC	'Call for Sites' map to be published
26/03	SALC	Gov't Decision on Local Gov't Re-organisation
07/04	Sizewell C	Update
O7/04	SCC	Adult Learning Service Update
07/04	ESC	Latest Funding Opportunities
07/04	ESC	Celebrating Sustainability
07/04	ESPA	Upcoming Conference
07/04	NPT&S	Training Opportunities
07/04	Sizewell C	Community Newsletter
24/04	ESC	Rural Transport for Community Events
24/04	ESC	Apprenticeship Scheme
24/04	Anglian Water	Workshop on Future of recycling water in Norfolk/ Suffolk
24/04	BA	Review of Broads Plan
24/04	ESC	GreenPrint Activities
29/04	SCC	East Suffolk Community Rest Centres
29/04	NAS	National Allotment Survey
30/04	ESC	Funding Opportunities

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22. Dates and Times of Next Meetings

Annual Parish Meeting:	Thursday 21st May at 7.30pm
Next Parish Council Meeting	Thursday 2nd July at 7.15pm (*Refreshments Julia)*

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