SOMERLEYTON ASHBY & HERRINGFLEET PARISH COUNCIL

Draft Minutes for the Annual General Meeting of the Parish Council, held on Thursday 14th May 2026 commencing at 7.15pm in Somerleyton Village Hall

1. **Election of Chair and Vice Chair.** The Meeting commenced at 7.15pm with the Election of the Chair and Vice Chair for the coming year. C. Diggins proposed that S. Phillips remain as Chair for one further year; seconded by J Griffith Unanimous. S. Phillips took the Chair. J Griffith proposed and J Foster seconded that I. Lomax be elected as Vice Chair for the coming year. This was unanimously agreed.
2. **Apologies for Absence.** Apologies were accepted from N. Livingstone who was unwell, and S. Tull who was away on business.
3. **Declarations Of Interest** in items on the Agenda. None received.
4. **Requests for Dispensation.** The Meeting. None received.
5. **Appointment of Planning Committee.** The Meeting moved 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. R. Lindsay confirmed that he will resign from the Parish Council at the end of May. It was agreed that I. Lomax would join the Planning Committee.
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., 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 confirmed the Clerk as RFO; C. Reynolds to continue as supervisor to the RFO.
8. **Accounts for the Year Ended 31 March 2026.** The Meeting approved unanimously the Accounts, Asset Register, CIL Account and Annual Return; the Chair signed each as a correct record.
9. **Parish Council Meetings for the Coming Year.** The Dates and Times for Parish Council Meetings for the coming year agreed with one change. The January Meeting will be held on 14th January 2027.

PUBLIC FORUM commenced at 7.40pm

A member of the Public was in attendance. He asked for a copy of the Parish Council Meeting Dates to help him plan events in the Village Hall. The Clerk agreed to do this.

The Chair called on East Suffolk Councillor Ashdown to give a brief report.
East Suffolk Council is pleased that the Local Government Review is recommending the 3 Council Option for Suffolk.
The Solar Farm Planning Application will be decided by Committee.
The Community Partnership Forum is an important, non-political body which 'keeps things moving'. This will be important during a period of transition.
The new recycling process is imminent. The delivery of the new bins and explanatory leaflet is underway. Concern was voiced was raised about the number of bins which each household would now have to manage.

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The Meeting of the Parish Council recommenced at 7.53pm
In attendance were: D. Ainslie, C. Diggins, J. Foster, J. Griffith, P. Johnson, R. Lindsay, I. Lomax, D. Owen, S. Phillips (In Chair), C. Reynolds. Also in attendance was East Suffolk Councillor P. Ashdown.

10. **Minutes of the Last Meeting.** The Meeting approved and the Chair signed as a correct record the minutes of the Meeting held on 5th March 2026. Proposer: C. Diggins; Seconder: J. Foster. All in Favour.

11. **Clerk's Report on Ongoing Matters.**
Nothing to Report.

12. **Requests from Parishioners.** None received.

13. **Parish Plan Working Groups.** The Meeting received reports from working groups
12.1 Defibrillator Group. Report from C. Diggins.
Claire thanked Jenny Kingwell for sharing the weekly defibrillator checks. The Defibrillator has not been used this year. Claire does not anticipate any outlay in connection with the defibrillator next year except for the annual cost of the VETS telephone service. A training session, provided again by Roxy King was held in May with 11 attendees. In appreciation of her giving up the evening to run this training, Roxy was presented with a £50 M&S gift Voucher and a bunch of flowers. A leaflet will be drafted soon to be delivered to all local households. This will contain the VETS telephone number which all residents will be advised to put on their landline and mobile phones in case of an emergency.
12.2 Green and Environment Group.
FUTURE EVENTS
Monday 25th May: Spring Nature Walk; details at item 16 below.
Autumn Bat Walk, date and location tbc
TETRAPAK RECYCLING UPDATE
The current arrangement of providing a bin for Tetrapak recycling outside the Village Hall will become redundant from June 2026 onwards, as local council recycling facilities are modernised to include Tetrapak collection in recycled waste.
The current service collection relies upon a team of dedicated volunteers to manage the bin and dispose of full sacks at local waste recycling centres. A big thank you to the current roster of volunteers for their support.
12.3 Advice Information and Infrastructure Group. S. Phillips is working on gaining funding for the repair of the Play Equipment on The Green.
12.4 Warm Hub Group. The Warm Hub finished its 25-26 programme with a talk by Gareth Davies on Pablo Fanque (William Darby), the first black circus proprietor who was born in Norwich, and was 'honoured' by the Beatles in the Sergeant Pepper Album's 'Being for the Benefit of Mr Kite'. The Warm Hub Group will prepare a Report and Accounts for the July Meeting.
12.5 Speed Awareness Group. The broken SID has not been replaced. the new Suffolk Councillor will be approached regarding a replacement.

14. **Planning**
The Meeting received the following Planning updates.
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. Temporary Permission Granted. The Parish Council supported this Application.
Planning Application no.: DC/26/1212/TCA
Proposal: 1 Oak (marked on submitted plan) - Fell
Site address: Rose Dene, The Street, Somerleyton, Lowestoft, Suffolk NR32 5QB Application permitted.
14.3 Solar Farm:
Re-consultation
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 Re-consultation. 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:
Monday 25th May: Spring Nature Walk, Green and Environment Group In collaboration with Somerleyton Estate.
A circular walk meeting / starting at the Somerleyton Estate car park at 09.15am
Route - east along public footpaths to Lound, returning via Snakes Lane, Ashby Church.
Expect ground to be rough in places.
2 hours approx., arrive back 11.30am approx.
Refreshments in the Somerleyton Tearooms
Dogs permitted on the walk, but NOT in the tearooms
Saturday 6th June: Grandmas Attic in the Village Hall. Organised by Sue Bailey.
Saturday 4th July: School Fete. The Car Park will be organised by Chris Reynolds with a team of volunteers.

17. **Annual Parish Meeting.** The Annual Parish Meeting will commence at 7.30pm. Parishioners will be invited to read the posters and reports from the Groups and Organisations. This will be followed by a brief formal Meeting; a few songs led by the Community Choir, and will finish with Revd. Andrew's reflections on his first year in our parishes.
R. Lindsay and P. Johnson, who both have an Interest in the following item left the room.

18. **The Closure of Somerleyton Cycle Shop.** J. Griffith asked the Meeting to consider the impact the closure of the Cycle Shop will have on the community. The Meeting recognised that the Cycle Shop was a thriving village resource which attracted people into the village, and signposted them to places of interest, including Somerleyton Hall and Gardens. It was agreed that J. Griffith would liaise with the Clerk Sue Read on a letter to Hugh Lord Somerleyton, voicing these concerns.
R**.** Lindsay and P. Johnson returned to the room.

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19. **Tipping of Waste into The Jam.** The Group liaising with Somerleyton Estate on this matter reported on progress. There has been a discussion about a sign warning people against using The Jam for tipping. Concern was expressed about whether this might act as a signpost which may have the opposite effect. Another option would be a barrier, a fence, which might also include hedgerow plants. S. Phillips suggested that the Parish Council might pay for the materials if the Estate agreed to provide the labour. This proposal will be taken back to Somerleyton Estate.

20. **The Legal Name of The Parish Council.** S. Phillips described the need to agree a single Legal name for the Parish Council which all agencies (Banks, Councils and other bodies}, would be expected to use. Of the options open to the Parish Council, it was agreed that our Legal name should now be: Somerleyton Ashby & Herringfleet Parish Council. Motion proposed by S. Phillips; seconded by C. Reynolds with all in favour. S. Phillips will inform the appropriate agencies.

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 Clerk has agreed to speak with her again now that we know who the new Suffolk County Councillor is. The Meeting also suggested that the School speaks with Somerleyton estate about the possibility of converting part of the field adjacent to the School into a car park for parent/carers.

22. **Replacing the Parish Clerk.** S. Phillips, I. Lomax and C. Reynolds will begin the process of recruiting a new Clerk, with a view to completing this at the July Meeting.

23. **Finance:**
23.1 The Meeting agreed that the review of Assets should take place after the new Clerk is in post to help them become familiar with them.
23.2 The Meeting received the Quarterly Financial Report March 2026.

21. **Payments To Be Approved.** The Meeting approved the following payments. Proposer: C. Reynolds; Seconder: R. Lindsay. All in favour.

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

S. Phillips left the room for the following item.
Parish Councillors had received a written request for £50.00 from Sally Phillips for a 3rd Young Artists Session at the Village Hall during the Half Term Holiday. This payment was approved. Proposer: D. Ainslie; Seconder: R. Lindsay. All in Favour.

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21. Correspondence. The Meeting noted the following items 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

There being no further business, the Meeting closed at 8.50pm

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

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