

Minutes of the Ashby, Herringfleet & Somerleyton Parish Council annual general meeting held on Thursday 12<sup>th</sup> May 2016 from 7:15 p.m. in Somerleyton Village Hall

Present: Mrs G Gibbs, Ms J Alderton, Mr N Favell, Mrs M Gibbs, Mr N Livingstone, Mr S Phillips (also acting as Temporary Clerk), Mr C Reynolds & Mr R Wild

Absent: Ms K Foster, Mr P Johnson

In attendance: Mr B Poole (County Councillor) [until item 27], Mr P Ashdown (District Councillor) [until item 27], Mrs J Wild (Lowestoft Journal) [until item 27].

The Parish Council meeting commenced at 7:20 p.m.

1 ELECTION OF CHAIRMAN

Only one nomination was made – Mrs G Gibbs, the current Vice Chairman. Mrs Gibbs said she would reluctantly accept the nomination but would need lots of help and would need to relinquish some of her other roles.

Proposed by C Reynolds, seconded by S Phillips and unanimously agreed.

2 ELECTION OF VICE CHAIRMAN

Mrs G Gibbs nominated S Phillips, who is currently acting as Temporary Clerk. She said that Mr Phillips would then be in a position to mentor the new Clerk when they are appointed. No other nominations were made.

Proposed by Mrs M Gibbs, seconded by Mr N Favell and unanimously agreed.

3 APOLOGIES FOR ABSENCE were received from Mr T Pace, Mr M Wright & Mr L Jacklin (County Councillor).

4 DECLARATION OF PARISH COUNCILLORS

These are: Ms J Alderton, Mr N Favell, Ms K Foster, Mrs G Gibbs, Mrs M Gibbs, Mr P Johnson, Mr N Livingstone, Mr T Pace, Mr S Phillips, Mr C Reynolds, Mr R Wild & Mr M Wright.

5 DECLARATIONS OF INTEREST in items on the agenda.

Item 24 S Phillips & N Livingstone, trustees of Somerleyton Community Association – non pecuniary.

It was noted that all Parish Councillors have received further training on Openness & Transparency – the Code of Conduct & registering interests plus a copy of the Code of Conduct.

6 REQUESTS FOR DISPENSATION.

None.

7 APPOINTMENT OF PLANNING COMMITTEE

The existing members of the committee all stated they are willing to continue. It was resolved to re-appoint R Wild (Chair), G Gibbs, J Alderton & C Reynolds. Proposed by S Phillips, seconded by N Livingstone and unanimously agreed.

8 CONFIRMATION OF MEMBERSHIP OF WORKING GROUPS & EXTERNAL BODIES

8.1 It was confirmed that Parish Councillors are members of the following Parish Plan working groups:

Environment & Green Group. M Gibbs & J Alderton.

Information and Advice. M Wright.

It was confirmed that the Leisure Activities for All group should be disbanded. It will be reformed with suitable Parish Councillors when a future project is agreed.

8.2 It was confirmed that the nominated trustees to the Somerleyton Award Charity and the Poor's & Anguish Charity are Mrs J Reynolds, Mr D Cook and Mrs I North; and that the nominated trustee to Somerleyton Community Association is Mr D Cook.

9 CONFIRMATION OF RESPONSIBLE FINANCIAL OFFICER (RFO)

It was confirmed that the Clerk is the Responsible Financial Officer. It was confirmed that N Livingstone will oversee the RFO.

10 ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

10.1 ANNUAL ACCOUNTS. These had been distributed before the meeting and there were no questions. It was agreed that the Chairman and RFO should sign these as an accurate record of the Parish Council's accounts.

- 10.2 ASSET REGISTER. This had been distributed prior to the meeting. It shows the movement in the value of assets which is mainly due to the acquisition of the new children's play equipment on the Green.
- 10.3 ANNUAL RETURN. A blank copy of Section 1 and a completed copy of Section 2 had been distributed before the meeting. It was unanimously agreed that in Section 1, the annual governance statement, the answers to all of the questions 1 to 8 was "yes" and the answer to question 9 was "NA" and the Chairman signed the declaration. The accounting statements in Section 2 were unanimously approved and the Chairman signed the declaration.
- 11 PARISH COUNCIL MEETINGS FOR THE COMING YEAR.  
It was agreed that these would be held on Thursdays, 7<sup>th</sup> July, 1<sup>st</sup> September, 3<sup>rd</sup> November, 12<sup>th</sup> January, 2<sup>nd</sup> March, with the Annual General Meeting on 11<sup>th</sup> May and the Annual Parish Meeting on the 18<sup>th</sup> May.

12 COMPLAINTS.

The "report on complaints received by the Parish Council in regard to the extraordinary meeting held on 21<sup>st</sup> January and other, linked, matters" had been distributed prior to the meeting. It was noted and accepted that the report contains unreserved apologies to the complainants and all parishioners in regard to the areas of the failings identified.

It was proposed that the report be accepted by R Wild, seconded by N Livingstone and unanimously agreed.

The report contains 3 specific recommendations – 1. That the Parish Council gives an undertaking to direct any comments or questions about one of the complainants' business to that person, rather than any third party. 2. That all Parish Councillors to make full disclosure of pecuniary interests, including any beneficial interest in any land in the Parish Council's area. 3. That the Parish Council gives an undertaking that all parishioners be treated equally.

It was proposed to adopt these recommendations by G Gibbs, seconded by S Phillips and unanimously agreed. It was noted that one Parish Councillor has an incomplete Register of Interests due to not being able to access the Waveney District Council website; they are working with the Council to overcome this problem.

PUBLIC FORUM

*The meeting was adjourned for this item.*

The Chairman invited reports from the District & County Councillors. The only matter raised was that the new District Council, with revised committee post holders, will be in place from next week.

Departing Police Community Support Officer Sue Kershaw had sent a report, which was read by the Clerk:

The police report for the parish of Somerleyton. Ashby and Herringfleet for the month of March 2016. Dated 05.04.2016

There were no recorded crime for any of the parishes. I have reported some fly tipping.

Louis Smith (from CSW) and I attend the school, with the speed monitor and with the safety officers, counted and mounted the vehicles passing. It was a productive afternoon with cars slowing down, some to a near stop and some giving us a thumbs up, The safety officers, will include these findings in a future competition.

And finally .....

It is with some sadness that this is the last police report I send shall send for your Parishes. I am taking redundancy and after nearly ten years, my contact with Suffolk Constabulary is terminated the end APRIL 2016.

I reflect on the patrols, the time, the kind and lovely people, I have helped, chatted too, advised, listened and the trust that was they bestowed upon me. The time has flown by, from when I first was introduced to you all by P.C .Dave Boggis, my have things changed since then, the goal posts in my role as a Police Community Support Officer, have been moved many times.

I have experienced many police and not crime issues in your lovely villages.

The crime has gone down, but it's a different type of crime now, mainly due to the wonderful world of computers and google.

I reflect on the times working, for you all, to keep crime down, the patrols when you saw and the ones when you didn't. The marina, working with The estate, one highlight, being part of the

planning for the Antiques Road Show, what a sunny day we had, such a high profile for us all, being on the telly !!! and the hundreds of folks, that came to Somerleyton. The passing away of the old Lord Somerleyton, another remember able day, was his sad funeral, at St Margaret's Church, so many dignity's attend. I dealt with the parking.

There have been so many other events, the fete's, the gardens, November 5th such a busy night for me !!! all happening on MY PATCH !!!!!

Places that have closed, the garage to name only one.

I have worked alongside all the parish and county councillors and over the years, I have come to know them all very well, I shall miss that connection and the problem solving we achieved and the ones we didn't.

Speed of vehicle's is still ongoing or perception of speed, with the great support from volunteers, I set up the first C.S.W. in Lowestoft and (is still the only one in Lowestoft, we were featured on the BBC !!) and to date is still going strong, all rural parishes still donate and the work done has good effect across rural north to making it a safer place, to live and drive through.

I conclude with the victims of crime, I have spent time listening to those affected, sometimes a small crime, some much more severe and even from fire, all are affected in different ways, I shall miss my involvement.

Finally, the children, who are the future for your community, I now see some of them, as young men and women, from when I first meet them nearly ten years ago, so warmly they say, hi police lady Sue !! your school is outstanding. I have spent a few hours there, talking to the pupils about safety for themselves and others.

It's not good bye, as some of you, I now consider friends. I wish your councillors, parish and county councillors and the whole of your community, good health and may you all continue to look out for each other's, you do an excellent job.

It was an honour to serve you.

Kind regards,

Sue

### 13 MINUTES OF THE MEETING OF 3<sup>RD</sup> MARCH

These had been distributed prior to the meeting. It was proposed by S Phillips, seconded by R Wild and unanimously agreed that they are an accurate record.

### 14 CLERK'S REPORT ON ONGOING MATTERS

- 14.1 Memorial bench. The bench has been removed for maintenance by the Estate.
- 14.2 Litter bin, The Green. The Parish Council is awaiting agreement between Waveney District Council and the Estate as to the type of bin.
- 14.3 Benches, the Green. N Favell will forward an assessment of the repairs required
- 14.4 Herringfleet Hills. The car park will be open for the Open Mills event on Sunday 15<sup>th</sup> May. The long term proposals for the car park and access to Herringfleet Hills are not known.
- 14.5 Communication with Somerleyton Estate. Because any Parish Councillors attending routine Estate meetings can only be observers it was resolved not to take up Lord Somerleyton's invitation. If the Estate has a particular matter it wishes to discuss the Parish Council will make arrangements for this.
- 14.6 Station Road. Reply from D Oldham (Suffolk Highways), 10/3: "I can confirm that Station Road is a public highway for which Suffolk County Council is responsible. I will forward your letter to our Lowestoft office with the request that this road is inspected to assess what work might be required at this time. Many of our narrow rural roads suffer from the problems which your Council have identified at this time of year and we are not able to commit to keeping all roads clear of mud, however priority will be given to those locations where clearance is required to keep the road in a safe condition. If we are unable to undertake the work your council have requested then I will ask that consideration is given to facilitating the work being undertaken by volunteers". Len Jacklin sent an email from the meeting, and a team were to be sent out in the week after. M Wright reported that the road sweeper was seen on March 16 – but the condition of the road surface did not improve. Suffolk Highways have been contacted by several local residents to no avail. District Councillor Len Jacklin has continued pursuing this matter and has emphasised the danger to pedestrians.

- 14.7 Flagpole. The Green. The broken flagpole has been removed and disposed of.
- 14.8 Traffic Restrictions, The Street. This is ongoing and there has been no further news.
- 14.9 Further training needs. The only need identified to date is for better induction of new Parish Councillors – already covered at Item 5. This item remains under review.
- 14.10 Computer for Somerleyton Primary School. The school has sent a letter of thanks for the computer purchased by the Parish Council. The Clerk has received an invoice, see item 24.
- 14.11 Newsletter. Was distributed in early April. Thanks to all distributors.
- 14.12 Recruitment of a Parish Clerk. The recruitment panel met to agree the terms and conditions and the advert wording. The adverts were placed on all the Parish Council noticeboards and in the Hexagon. No responses have been received to date. It was agreed to contact other Clerks and Parish Councils in the area to enquire if an existing Clerk wishes to take this on.
- 15 REQUESTS FROM PARISHIONERS.
1. A parishioner has commented that the pavement along The Street is narrowed by overhanging hedges and leaves, which makes it difficult for her to ride her mobility scooter. The Clerk reported that some of the offending hedges have been cut recently.
2. An email was received: “an idea for the phone box (in The Street) as I understand it is council property. As Somerleyton is a popular village with visitors and tourists it could be a good idea to turn it into a tourist information point, the Hall, Dukes Head, Fritton Arms, train time tables and any other local businesses could use it for advertising flyers etc., plus more general tourist information literature for Suffolk, the Broads etc. It would be a low cost idea, all it would need is some holders for literature and a sign replacing the 'telephone' sign saying tourist information. it was just an idea I had .... What do you think? Better used than not I think. I would be happy to look after it, re stock as needed and so on.”
- The parishioner was informed that this is not possible because the access to the door is over someone else’s land.
- 16 PARISH PLAN WORKING GROUPS.
- The Green & Environmental Group had sent a report which was read out by the Clerk: WW1 commemoration. The tree to commemorate WW1 has now been planted in Herringfleet churchyard. We also have a memorial plaque to install and I would like to suggest that as this was an initiative of Mick Wright that we should wait until he returns from Australia to complete our memorial. We are of course grateful to the Somerleyton Charity for their grant for this project, and I understand a Herringfleet church warden has made a contribution towards the extra cost of the tree.
- Footpath Survey Forms to report the condition of the footpaths are available from members of the Group, the Estate Office, Parish Clerk or the Village Hall.
- Gardening Group. Somerleyton Together are nurturing a Gardening Group. The Group meets for an informal get together on the last Thursday in the month at the Dukes Head from 7-30. Come along and to chat, swap tips and look forward to bumper crops this year.
- Bob Coutts’ Talk. Organised by Somerleyton Together in the Village Hall on April 10th. As usual a wealth of information and an enjoyable afternoon.
- Herringfleet Mill. The Mill will be open and working on Sunday 15th May to mark Mills Weekend. A good opportunity to see this iconic mill in action.
- Allotments. The allotments continue to be a well-used and productive amenity for the village.
- 17 REVIEW OF POLICIES.
- The review of the Parish Council’s policies and procedures had been circulated prior to the meeting. It was resolved to adopt all of the revisions and the new policies in the review. Proposed by R Wild, seconded by C Morris and unanimously agreed.
- 18 PLANNING.
- 18.1 Recent applications.
- DC/16/0862/FUL AHS PC. Playing Field, Station Road, Somerleyton: Retention of temporary changing facilities for a further 10 year period. Planning Committee met on 21/3/16: no objections.
- DC/16/0902/TCA Crown House, The Street, Somerleyton : 1x Acer – small tree close to house – fell to ground level. Remove it before it outgrows location and becomes issue to property. Planning Committee met on 21/3/16: no objections.
- DC/16/1514/TCA Somerleyton Estate. Land between Marsh Lane & the Brickfields. Thin the

small groups of semi-mature trees by removing the small poorly formed trees. Reason: to allow the higher quality trees to develop into good mature specimens. Planning committee met 20/4/16: No objections. The work is overdue.

DC/16/1835/COU Forge Garage, The Street, Somerleyton. Proposed retained petrol filling station including sale of local food produce and ancillary hot snacks and change of use of rear workshop to provide food preparation facilities including all associated works and services.

The Planning Committee is due to meet on Monday 16<sup>th</sup> May to consider this application.

18.2 Recent decisions.

BA/2016/0031/HOUSEH. Chimneys, Brickfields, Somerleyton. Timber cladding and insulation to exterior walls, reframing windows and doors and new decking. Permitted; to begin within 3 years. BA says: "It will assist us in the monitoring process if you can advise us when development starts on the site."

DC/16/0862/FUL AHS PC. Playing Field, Station Road, Somerleyton: Retention of temporary changing facilities for a further 10 year period. Permitted.

DC/16/0902/TCA Crown House, The Street, Somerleyton : 1x Acer – small tree close to house – fell to ground level. Remove it before it outgrows location and becomes issue to property.

Planning Committee met on 21/3/16: no objections.

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19 WAVENEY LOCAL PLAN CONSULTATION.

Following G Gibbs & S Phillips attendance at a Waveney District Council presentation they briefly explained the reasons for the consultation and what it is looking at.

It was resolved to distribute a leaflet to explain the proposals for development sites and the options for settlement boundaries and inviting residents to a public meeting to discuss these.

Proposed by G Gibbs, seconded by R Wild and unanimously agreed.

It was resolved that the public meeting will be held on Thursday 16th June. Proposed by S Phillips, seconded by C Reynolds and unanimously agreed.

20 NEIGHBOURHOOD PLANNING.

G Gibbs reported that the group had met the previous evening, that the formal application to Waveney District Council has been submitted and that organising the Neighbourhood Plan is progressing well. Mrs Gibbs said that having become Chairman of the Parish Council she would be withdrawing from this group and she asked for a replacement. With none forthcoming she said that Parish Councillors should seek a replacement from outside the Parish Council.

21 FINANCE - ASSETS.

It was agreed that the review of the Parish Council's assets should be conducted by the Chairman and the Clerk in July.

22 VILLAGE EVENTS - REVIEW.

Litter Pick Up. This had gone very well with much litter collected. Thanks were given to Paul Douch for organising the collection and redelivery of the equipment used and to Kinsey Foster for organising the day.

23 VILLAGE EVENTS - FORTHCOMING.

23.1 Annual Parish Meeting, 19<sup>th</sup> May. This will follow the informal format of the past couple of years. Attendees will be given refreshments and copies of all reports will be on display.

Nick Favell will purchase the wine and obtain the glasses from Tesco's free glass hire.

The hall will be set up from 6.30pm by Gerda, Simon & Neil.

23.2 Midsummer Event, 18th June. No update could be given as K Foster was not present. N Favell & J Alderton offered to join the organising committee to ensure the event takes place. It was agreed to check that the band is booked – R Wild.

23.3 School Fete, 2nd July. Parish Councillors will again be organising the car parking under the guidance of M Wright. C Reynolds will liaise with the Estate to ensure the field is available and the grass is a suitable length.

24 PAYMENTS TO BE APPROVED.

24.1 Applications for funding

1. Computer for Clerk. Up to £250. Proposed by S Phillips, seconded by N Livingstone and unanimously agreed.

2. Grant of £500 towards roof repairs Somerleyton Village Hall. Proposed by M Gibbs, seconded by N Favell and unanimously agreed.
3. Chairman to use part of her allowance to purchase a card and small gift for P Douch the departing Clerk. Proposed by N Favell, seconded by R Wild and unanimously agreed.
4. Grant towards new passenger shelter at Somerleyton Railway Station. The amount proposed to be spent was felt to be excessive. The Clerk was instructed to respond to the request stating that simple roof repairs would be far less expensive. It was agreed not to provide a grant.
- 24.2 Payments to be made:  
 £29.99 (£25.00 ex-VAT) to Jati Ltd. for teak protector [Social Fund]  
*The above payment corrects the £24.99 to Cyan approved at the last meeting; it includes £5.00 delivery charge*  
 £75.00 (£62.50 ex-VAT) to The Play Inspection Company Ltd for annual play inspection  
 £50.00 (no VAT) to RPD Printers for printing Spring Newsletter [Social Fund]  
*The above payments have been made in advance of the meeting.*
- £132.00 ((£110.00 ex VAT) to Farmland Forestry for WW1 memorial tree [Social Fund]  
 £10.00 to Suffolk Accident Rescue Service (annual donation)  
 £100.00 to Ashby Church (churchyard maintenance)  
 £100.00 to Herringfleet Church (churchyard maintenance)  
 £110.00 to Somerleyton Church (churchyard maintenance)  
 £100.00 to Somerleyton Community Association (playing field maintenance)  
 £198.00 to Somerleyton School for a computer [Social Fund]  
 It was proposed by C Reynolds, seconded by G Gibbs and unanimously agreed that these payments be made.
- 25 CORRESPONDENCE  
 A full list of the correspondence received is contained in the Clerk's Report.  
 No matters were raised.
- 26 DATES AND TIMES OF NEXT MEETINGS.  
 Annual Parish Meeting - at Village Hall on Thursday 19th May, from 7:30.  
 Northern Parishes meeting - Oulton Community Centre at 7:30 on Wednesday 25th May.  
 Parish Council Meeting - at Somerleyton Village Hall on Thursday 7<sup>th</sup> July, from 7:15.  
 Refreshments: Neil
- 27 CONFIDENTIAL BUSINESS.  
 It was proposed by S Phillips, seconded by G Gibbs and unanimously agreed that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.  
*The public, District & County Councillors and the press left the meeting.*
- 28 COMPLAINTS G Gibbs and S Phillips gave some details of the complaints made about individuals and the Parish Council. Members of the council discussed the implications of the complaints and the conduct of the Parish Council. The actions necessary to ensure proper conduct of the Parish Council and Councillors was discussed.

There being no further business, the meeting closed at 9:35 pm.