

DRAFT Minutes of the Ashby, Herringfleet & Somerleyton Parish Council meeting held on Thursday 3<sup>rd</sup> March 2016 from 7:15 p.m. in Somerleyton Village Hall

Present: Mr M Wright (Chairman), Mrs G Gibbs (Vice-Chair), Ms J Alderton, Mr N Favell, Ms K Foster, Mrs M Gibbs, Mr P Johnson, Mr N Livingstone, Mr T Pace, Mr S Phillips, Mr R Wild; Mr P Douch (Clerk to the Council)

In attendance: Mr L Jacklin (County Councillor) [until item 19], Mr P Ashdown (District Councillor) [until item 14], Mrs J Wild (Lowestoft Journal) [until item 24].

## PUBLIC FORUM

Eight members of the public were present when the meeting began; nine attended in all.

The Chairman welcomed everyone to the meeting. He reiterated that he will not be standing for re-election as Chairman in May, and thanked all parish councillors, in particular G Gibbs, for the time and commitment they have given.

Lord Somerleyton spoke about a recent communication issue and apologised for personal comments he had made in an email.

J Livingstone, for the Environment & Green group, spoke about the World War One commemorative tree and plaque, footpath survey forms and Herringfleet Mill. She also reported on a recent meeting of the Neighbourhood Planning group with representatives of Lound Parish Council.

Cllr Ashdown said that the Budget 2016-17 had been debated by Waveney District Council (WDC), and both Suffolk County Council and WDC would be raising the council tax.

Cllr Jacklin spoke about cuts to the fire service and rural transport by Suffolk County Council. He referred to a resident's objection to the traffic restrictions proposed for the Street, Somerleyton; also to Somerleyton School's appeal for computer equipment.

The Clerk read the police report. In January there was one crime in Somerleyton, a common assault. PCSO Kershaw attended the school, taking questions from pupils before some of them tried on her stab vest and hat. No crimes were reported in the three parishes in February.

The Parish Council (PC) meeting commenced at 7:37 p.m.

- 1 APOLOGIES FOR ABSENCE were received from Mr C Reynolds, Mr B Poole (County Councillor).
- 2 DECLARATIONS OF INTEREST in items on the agenda. Items 5, 7.5, 7.6 - P Johnson (Somerleyton Estate: pecuniary).
- 3 REQUESTS FOR DISPENSATION.  
None.
- 4 COMPLAINTS.  
G Gibbs read out a statement about complaints received in recent weeks. "Several complaints have been received about the conduct of the meeting of 21<sup>st</sup> January and matters regarding and connected with that meeting. Some of the complaints are being investigated by the Monitoring Officer at Waveney District Council and once these are resolved the Vice-Chair Gerda Gibbs and Parish Councillor Simon Phillips will deal with the outstanding matters under the Parish Council's own procedures. It is necessary to wait for the Monitoring Officer to conclude his investigations because some of the complaints fall within both his and the PC's jurisdiction."
- 5 MINUTES OF THE EXTRAORDINARY MEETING.  
[P Johnson left the room for this item.] The Chairman apologised for allowing an error of procedure at the meeting on January 21<sup>st</sup>. He also said that there had been a formal objection about a draft minute (item 3). He read out an alternative wording to item 3, and it was resolved to amend item 3 accordingly in the approved minutes. [Prop. M Gibbs; Sec. R Wild] The Chairman said that items 3.7 and 3.14 in the draft minutes could not be allowed to stand and read out alternative wording. The original proposer (N Livingstone) and seconder (R Wild) of those items agreed to the amended wording.  
The draft minutes of the meeting containing the changes to items 3, 3.7 & 3.14 had been reprinted and, with the replacement of the word "approval" by "liking" in item 3.6, were approved as a correct record and signed by the Chairman. [Prop. R Wild; Sec. N Favell]

- 6 MINUTES OF PREVIOUS MEETING. The draft minutes of the meeting held on 7<sup>th</sup> January 2016 were approved as a correct record and were signed by the Chairman. [Prop. G Gibbs; Sec. K Foster]
- 7 CLERK'S REPORT ON ONGOING MATTERS.
- 7.1 Memorial bench. P Johnson said that the bench will be removed for maintenance in the next few days.
- 7.2 Litter/ dog bin, The Green. The Clerk is still waiting for guidance from Waveney Norse.
- 7.3 Benches, The Green. N Favell is to assess the repairs required to two benches.
- 7.4 Herringfleet Hills. With news awaited, the Chairman asked R Wild to circulate it to members of the PC when received.
- 7.5 [P Johnson left the room for this item and the next one.] Village green and road. It was agreed that this was a contractual issue between Suffolk County Council and the Somerleyton Estate.
- 7.6 Communication with Somerleyton Estate. It was resolved to postpone consideration until the next meeting. [Prop. M Wright; Sec. S Phillips]
- 7.7 Jubilee bench. It was resolved to purchase teak protector from the Social Fund. [Prop. G Gibbs; Sec. R Wild]
- 8 REQUESTS FROM PARISHIONERS.  
Four people had made requests or enquiries to the Clerk since the meeting on January 7<sup>th</sup>. N Favell asked what could be done about the mud on Station Road. It was resolved that the Clerk should write to Suffolk Highways, who had put up a sign but apparently done nothing else, about the potential for accidents involving vehicles and pedestrians. [Prop. N Favell; Sec. K Foster]
- 9 PARISH PLAN WORKING GROUPS.
- 9.1 Leisure for All. J Alderton said that the flagpole was down near the school wall. The Chairman asked P Johnson to find out who it belonged to.
- 10 TRAFFIC RESTRICTIONS, THE STREET, SOMERLEYTON  
The Chairman read out a draft submission to Suffolk County Council, including amendments circulated by S Phillips. M Gibbs asked how long it would take the Rights of Way Committee to determine. It was resolved to send a letter to SCC which included amendments to the draft. [Prop. S Phillips; Sec. M Gibbs]
- 11 SOMERLEYTON CHARITIES.
- 11.1 The Clerk said that one application had been received. It was resolved that Mr D Cook become a nominative trustee to the Somerleyton Charities. [Prop. G Gibbs; Sec. N Favell]
- 11.2 It was resolved that a letter of thanks be sent to the previous trustee, Mrs S Harper. [Prop. M Wright; Sec. K Foster]
- 12 ANNUAL PARISH MEETING.  
The Chairman said that the date had to be changed to May 19<sup>th</sup>. It was resolved that arrangements should be similar to those in 2015, that the Clerk should as usual write to local groups, and that up to £50 for refreshments should be sourced from the Social Fund. [Prop. K Foster; Sec. P Johnson]
- 13 JOINT TRAINING EVENT.
- 13.1 N Livingstone said that he had been disappointed with the style of presentation and the lack of evaluation. K Foster and T Pace agreed. It was resolved that the Clerk should contact the training provider to request an evaluation form, for circulation to those who had participated. [Prop. N Livingstone; Sec. K Foster]
- 13.2 The Clerk was asked to circulate slides from the training event to councillors who had not received them. S Phillips suggested that he and the Clerk might report to the next meeting on further training needs
- 14 NORTHERN PARISHES MEETING.  
The Chairman had circulated a report on the meeting he had attended. No matters arose.
- 15 NEIGHBOURHOOD PLANNING.  
It was noted that the group will hold another meeting with Lound representatives on March 15<sup>th</sup>.
- 16 PLANNING.
- 16.1 Recent applications. Chimneys, Brickfields, Somerleyton: timber cladding and insulation to exterior walls, reframing windows and doors and new decking. R Wild said that the PC's Planning Committee had no objection because the proposed works do not intrude on the locality. The Clerk said that an application for retention of the temporary changing facilities on the playing field had been made, and the Chairman noted that nearby residents should have received a letter

16.2 from Waveney District Council.  
Recent decisions – none.

16.3

17 FINANCE.

17.1 The Clerk explained the report of receipts and payments to February 26, noting that the overall balance was £4960.29, of which the Social Fund was £4606.03.

17.2 It was resolved to approve the Financial Risk Assessment and Management 2016-17, which was then signed by the Chairman and Clerk. [Prop. K Foster; Sec. M Gibbs]

17.3 S Phillips explained that under the new arrangements for small authorities it is not necessary for this Parish Council to appoint an external auditor but it may do so if it wishes, with additional cost. It was resolved not to opt out of the new arrangements for external audit. [Prop. S Phillips; Sec. K Foster]

18 SOMERLEYTON PRIMARY SCHOOL.

The Chairman referred to the head teacher's appeal for computer equipment, and that some members of the council had already indicated a wish that the PC assist. It was also noted that the school's PTFA could apply to County Councillors Jacklin and Poole for locality funding. It was resolved that up to £300 be paid from the Social Fund, that a plaque or other notice be attached to or engraved on the equipment, and that the Clerk write a letter to the head teacher accordingly. [Prop. M Wright; Sec. P Johnson]

19 VILLAGE EVENTS – FORTHCOMING.

19.1 Litter pick (Sunday 20 March). It was confirmed that the litter pick would start at the Village Hall at 10:00 a.m. The Chairman and Clerk apologised that they would be unable to attend. The Clerk said that he would collect from and return the equipment to Waveney Norse. K Foster volunteered to take a list of participants and organise distribution and return of equipment and bags on the day.

19.2 Midsummer event (Saturday 18 June). M Gibbs for the organising group said that the village hall had been booked and outlined timings for treasure hunt, Strummers and band. S Phillips said that a TEN would have to be obtained from WDC and filled out in association with the village hall committee. The Clerk asked that a risk assessment be done and cash/ ticketing arrangements be discussed with him. The Chairman asked K Foster to circulate plans/ rotas among councillors as soon as possible, and that firm arrangements be in place by the next meeting. It was resolved that up to £250 be paid out of the Social Fund for advance fees (e.g. deposit for band). [Prop. S Phillips; Sec. N Favell]

20 NEWSLETTER.

The Chairman thanked those who had distributed the February edition. He will aim for publication of the next newsletter in April.

21 PAYMENTS TO BE APPROVED.

£35.00 Data protection registration – annual renewal

£336.00 to P Douch (quarterly salary, Jan-Mar 2016)

£31.60 to P Douch for administrative expenses (Sep-Feb)

£50.00 to R.P.D. Printers for printing February newsletter [Social Fund]

£25.00 to Community Action Suffolk for one delegate place at 1-day conference

£43.20 to K Foster for travel expenses to Community Action Suffolk 1-day conference

£24.99 [£19.99 ex-VAT] to Cyan for teak protector [Social Fund]

It was resolved to make the above payments. [Prop. R Wild; Sec. S Phillips]

The Chairman thanked K Foster for representing the PC at the Community Action Suffolk conference on March 4<sup>th</sup>. He asked her to send him a summary report.

22 CORRESPONDENCE.

The Clerk said that he had submitted a letter of resignation. The Chairman thanked the Clerk for the work he had done. He said that a small panel of councillors would have to consider terms & conditions for the next post-holder, with the aim of appointing a new Clerk before the annual meeting in May. He thanked S Phillips for agreeing to act as temporary Clerk. He asked for another member to join G Gibbs and S Phillips on the panel, and N Favell volunteered. It was agreed that the panel should be empowered to advertise and reclaim any costs incurred.

23 DATES AND TIMES OF NEXT MEETINGS.

AHS PC – Annual Council Meeting - at Somerleyton Village Hall on Thursday 12<sup>th</sup> May, from 7:15. Refreshments: Nick

Annual Parish Meeting - at Village Hall on Thursday 19<sup>th</sup> May, from 7:30. Refreshments: team effort.

Northern Parishes meeting - Oulton Community Centre at 7:30 on Wednesday 25<sup>th</sup> May.

24 CONFIDENTIAL BUSINESS.

At 9:10, the Chairman asked, in accordance with Standing Order 1c, that press and public leave the meeting owing to the confidential nature of the business to be transacted. [Four remaining members of public left the meeting.]

25 Members of the council discussed implications surrounding the resignation of the Clerk.

There being no further business, the meeting closed at 9:38 pm.