

*Nick is on tea duties*

Apologies for May: M Wright

## **5. Declarations of Interest**

To receive declarations from Parish Councillors

To note 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** P Johnson's for Herringfleet Hills and Waveney Local Plan Review/ Development in Somerleyton expire on May 3<sup>rd</sup> 2016

## **7. Appointment of Planning Committee**

The current committee is Bob Wild (Chair), Gerda Gibbs, Jess Alderton & Chris Reynolds.

## **8. Confirmation of membership of working groups and external bodies**

8.1 Parish Council working groups

Environment & Green, G Gibbs, M Gibbs

Information & Advice, G Gibbs, M Wright

Leisure Activities for All, J Alderton, N Favell, S Phillips, C Reynolds, M Wright

8.2 Nominees to external bodies

To Somerleyton Award Charity and the Poores & Anguish Charity, I North, J Reynolds & D Cook

To Somerleyton Community Association, D Cook

## **9. Confirmation of RFO**

Current RFO is the Clerk. RFO's supervisor is Neil Livingstone

## **10. Accounts for the year ended 31<sup>st</sup> March 2016**

The annual accounts, the asset register, parts 1 & 2 of the Annual Return have been circulated to Parish Councillors. Note that the Annual Governance statement is now part 1 and must be considered before part 2 of the Annual Return.

## **11. Parish Council meetings for the coming year.**

Forwarded to Parish Councillors

## **12. Complaints**

A report on the complaints has been circulated to Parish Councillors

## **14. Clerk's Update**

14.1 Memorial bench. The bench has been removed. P Johnson may be able to give an estimate of its return date

14.2 Litter bin, The Green. Paul finally got to speak to SP at Waveney Norse, and a possible solution to securing the bin was discussed, subject to agreement with the Estate.

14.3 Benches, the Green. N Favell to forward an assessment of the repairs required

14.4 Herringfleet Hills. The PC awaits news of improved access and the car park.

14.5 Communication with Somerleyton Estate. A decision on this was deferred from the last meeting. The Parish Council must decide if it wants increased communication on the lines suggested by Lord Somerleyton.

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. On 4<sup>th</sup> May I emailed Len Jacklin to enquire if he has further information as the road is still dangerous.

14.7 Flagpole. The Green. ....

14.8 Traffic Restrictions, The Street. Ongoing. No 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. No news to date I hope to have an update for the meeting.

14.11 Newsletter. Was distributed in early April. Thanks to all distributors.

14.22 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. What further action does the Parish Council wish to take?

### 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

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.

### 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.

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

Gerda and Simon will report on their attendance at WDC's event for Parish Councillors on 5<sup>th</sup> May.

Of particular concern for the PC the current consultation is looking at not just the sites proposed for possible development but also conditions applied in conservation areas (AH&S PC has one) and also settlement boundaries (which under the current Plan we do not have), amongst many other matters.

There are some 102 questions in the consultation document, how many is AH&S PC going to answer?

How will the PC gauge public opinion on the consultation?

If a public meeting, then when will the PC meet to decide its response? Immediately afterwards? Another day?

### 21. Finance – Assets

An inspection of assets is conducted annually in July. To decide who will do this.

## 22. Village Events – review

The Litter Pick went well. Kinsey organised the day and will give a brief report. Thanks to Paul Douch for collecting and returning the equipment.

## 24. Payments to be approved

### 24.1 Applications for funding

#### 1. A Computer for the Clerk

The Parish Council does not own a computer so all of its records, correspondence and emails etc are kept on the personal computer of the Clerk (password protected). As the world has become more and more digital this situation has become less and less satisfactory. The recent transfer of all the digital files from Paul Douch to me was not a simple matter as Paul had to extract a great deal of data. All I received was the files, I did not, and could not, receive the organisational structure which supports them so I have had to reconfigure this.

I propose that the Parish Council purchases a laptop for the Clerk's use. Not only will this provide better security for the Parish Council's data but it will facilitate the transfer of duties from one person to another, covering changes of personnel and even sickness.

The computer does not have to be high specification. I suggest something like an Asus with 4Gb RAM, 1TB hard drive and a DVD player. These are available for less than £250 ex VAT, subject to which deal is taken. It will probably be possible to obtain a grant towards this.

2. A grant toward roof repairs to the village hall. Somerleyton Community Association estimate these will cost in the region of £6,500 and have requested a grant of £500.

3. That the Chairman should use part of her/his allowance for a departure gift for Paul Douch and that a thank you letter should be sent.

4. Grant towards a new passenger shelter at Somerleyton Station. Community Rail Partnerships Manager:

As you are probably aware, the Wherry Lines Community Rail Partnership exists to promote the railway, make better links between the community and the railway, and seek improvements. Our 2014 Annual Report is attached for interest (that for 2015 is in preparation). *Available from Clerk if required.*

I write now in particular as we are close to being able to get a replacement for the passenger waiting shelter on the Lowestoft-bound platform at Somerleyton station. As I'm sure you are aware, it is in a very poor state, not really doing its job and also making the rail journey less attractive, both for your parishioners and visitors.

The plan is to replace it with one of similar size and shape, with the front panel in the same place so as to cut out the prevailing wind off the marshes (not like the open shelter on the Norwich-bound platform).

Unfortunately, as Somerleyton is a station with relatively low passenger numbers, it is not a priority for the Train Operating Company, which is why we are keen to assist. The new shelter, including installation and the removal of the old one, will cost £8759. We have £5000 a contribution confirmed from the national Designated Community Rail development Fund (Department for Transport and Network Rail) and Community Rail Norfolk has £1500 available to put in itself, which leaves us £2259 short of the total. (Unfortunately, neither Suffolk County Council nor Waveney District have been able to contribute.)

Would Somerleyton, Ashby and Herringfleet Parish Council be interested in helping us towards our target on this project? Any support will naturally be credited!

### 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

*The above payments have been made in advance of the meeting.*

£132.00 ((£110.00 ex VAT) to Farmland Forestry for WW1 memorial tree

*Below are donations which were agreed at the budget setting meeting:*

£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)

Note that for this year membership of Community Action Suffolk is free – a saving of £30 from the budget.

## 25. Correspondence [dates are when circulated by email]

The list below is a record of official and other significant correspondence received since the last PC meeting. *If a councillor wishes an item to be debated, best practice is that it be notified in advance to the clerk for a separate agenda item.*

East Suffolk Means Business: East Suffolk Business Plan [29/2/16; Black Book in April]

HFOB LLP t/a Dukes Head and Fritton House in Creditors' Voluntary Liquidation [29/2/16]

HM Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative Medal for schools and councils [29/2/16]

Local Council Public Advisory Service: 2016 Brochure & LG VAT Experts - New Partner [9/3/16]

Lottie Carlton: Broads Authority Public Drop-in Sessions: Plans and Projects for the Broads - Have your say [9/3/16]

The Play Inspection Company: Annual Inspection Report- The Green [15/3/16]

Maddy Kershaw (Groundwork.org): Funding for community green spaces – applications open soon [17/3/16]

WaveneyLocalPlan: Assessment of local sports facilities [17/3/16]

Suffolk Creating the Greenest County: Who wins? YOU decide! [21/3/16]

[Planning.Policy@north-norfolk.gov.uk](mailto:Planning.Policy@north-norfolk.gov.uk): Consultation on Norfolk Housing & Economic Land Availability Assessment (HELAA) Methodology (PC2) [21/3/16]

Sue Herne: Community Emergency Planning Newsletter [21/3/16]

Various newsletters from the Rural Services Network [23/3/16], [30/3/16], [6/4/16][11/4/16][14/4/16][20/4/16],[25/4/16]

Community Emergency Planning newsletter [24/3/16]

Suffolkonboard.com newsletter [30/3/16]

UK Power Networks – restoring power supplies [30/3/16]

SPS - Heritage Planning Training for Town and Parish Councils [30/3/16]

Came & Co – newsletter [30/3/16]

Kelly Wigley - Lowestoft Community Governance Review [31/3/16]

UK Power Networks - Priority Service Register & energy efficiency advice leaflet [31/3/16]

EDF Energy – Sizewell C update [31/3/16]

5 main events for Headway [31/3/16]

Sue Kershaw – Police report March 2016 & from April 4<sup>th</sup> [9/4/16]

CAS – Suffolk Volunteering Conference [7/4/16]

Tesco - Bags of Help funding opens next Monday [11/4/16]

WDC - Invitation to Event: New Waveney Local Plan – first public consultation [12/4/16]

Newsletter article from Suffolk County Council and its partners [12/4/16]

Suffolk Fire Ride 2016 - raising funds for The Fire Fighters Charity [11/4/16]

Sue Kershaw - appeal for witnesses / information [13/4/16]

Suffolk's Year of Walking Update [20/4/16]

Notification for Emergency Temporary Traffic Order - C901 Blocka Road Herringfleet 18/04/2016 [15/4/16]

Play Space Evaluation Report Consultation [20/4/16]

Volunteer Opportunities [20/4/16]

What will the Waveney District look like in 2036? [22/4/16]

SPS – Suffolk View Spring [28/4/16]

WDC - There's still time to have your say [28/4/16]

How Planning Direct Can Help You [1/5/16]

Sizewell C April Update [1/5/16]

## 25. Dates and times of next meetings

Annual Parish Meeting – Somerleyton Village Hall – 7:30pm on Thursday 19<sup>th</sup> May

Northern Parishes meeting - Oulton Community Centre at 7:30pm on Wednesday 25<sup>th</sup> May 2016

Parish Council meeting 7<sup>th</sup> July 2016, 7.15pm, Somerleyton Village Hall Refreshments: Neil