

Ashby, Herringfleet and Somerleyton Parish Council
Clerk's Report – to be used with agenda for the Annual General Meeting on 10th May 2017

Jess is on tea duty

- 1. Election**
 - 1.1 Chair
 - 1.2 Vice Chair
- 2. Apologies for Absence**
- 3. Declarations of Interest** in items on agenda.
- 4. Requests for Dispensation.**

To decide any requests for dispensation received **prior to the meeting** to participate in discussion and/or voting despite disclosable pecuniary interest(s).
- 5. Appointment of Planning Committee.**

Current Membership: R. Wild (Chair), C. Reynolds, G. Gibbs, J. Alderton.
- 6. Confirmation of Membership of Working Groups and External Bodies.**
 - 6.1 Parish Councillors on Working Groups:
 - 6.11 Green and Environment Group: J. Alderton, M. Gibbs
 - 6.12 Information and Advice Group: M. Wright
 - 6.2 Nominees to Outside Bodies
- 7. Confirmation of Responsible Financial Officer (RFO).** To confirm that the clerk is RFO, and to appoint a Parish Councillor as supervisor of the RFO.
- 8. Accounts for the Year ended 31st March 2017.** To approve the Accounts, the Asset Register and Annual Return; the Chair to sign as approved.
- 9. Parish Council Meetings for the Coming Year.** To note and confirm list compiled by the clerk.

The meeting will be suspended for the **Public Forum**

- 10. Minutes of the most recent Meeting of the Parish Council.** To approve and sign as a correct record of the meeting held on 2nd March 2017.
- 11. Clerk's report on Ongoing Matters.**
 - 5.1 Litter/ dog bin, The Green. Ongoing. Update requested from Councillor Ashdown.
 - 5.2 Benches, The Green. Ongoing. Update requested from J. Foster.
 - 5.3 Herringfleet Hills. The Clerk has received responses to her letters from the Somerleyton Estate and the Broads Authority.

Re: access to Herringfleet Hills, the concerns we raised are not fully answered in either response. Following further contact the Broads Authority has confirmed that advice to dog walkers to keep their pets on a short lead; the issue of access for people with mobility issues has not been addressed.

Re: road safety concerns caused by cars parking on the verge, the Officer at the Broads Authority has suggested that we write to Suffolk County Council with any evidence that we may have of incidents caused by this parking.
 - 5.4 Passing Places on Station Road. Update requested from Suffolk Highways.
 - 6.3 Broads Authority. Recommend that the Meeting decides on a few dates from which Adrian Clarke could select one for his attendance.
 7. Village Shop and Post Office.

The Planning Committee of the Parish Council met on 6th April with the parish clerk in attendance. It was resolved that the parish clerk should represent the Parish Council at the WDC Planning Committee meeting. The Committee agreed the clerk's contribution. This focussed on concern that the alterations to the Old Post Office, would prevent its reverting to a Shop and Post Office in the future. This is all the more problematic because there is no guarantee that the Forge Garage site will be developed as a replacement store. This runs

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contrary to stated District Council policy; that vital rural services should be protected by the planning process. The PC asked that planning permission be delayed until there are concrete plans, with planning permission to develop the Forge Garage site.

The discussion by the District Council Planning Committee centred around whether the change of use from village store and post office to a cycle repair and hire shop required a change of use application and permission. The Committee agreed, reluctantly, that as both uses were Class A1, this was not a requirement. The Application was granted. The Planning Officer was asked to work with the applicant to ensure a village store was restored to the village.

12. Requests from Parishioners.

Concern has been expressed verbally by a parishioner about the lack of younger people involved in the Parish Council. The parishioner wondered if the Parish Council should consider ways of encouraging the participation of younger people and other under-represented groups in the Parish Council.

13. Parish Plan Working Groups.

8.1 Green and Environment Group

8.2 Information and Advice Group

The repaired Church Noticeboard is working well; the PC noticeboard has been taken away for repair.

14. Planning.

14.1 Recent applications:

None

14.2 Recent Decision:

DC/17/0023/FUL.

Proposal : Alterations to parking area, the installation of a dividing fence and grass area and alteration to the shopfront together with the relocation of the telephone box to the Forge Garage site.

Site: Post Office, The Street, Somerleyton

Permission granted. (See sub-section 7 of item 11 clerk's report)

14.3 Re: the large rear extension currently being constructed at the Old School House, Herringfleet. In response to our letter, we have learned that the work does not have planning permission, and the Broads Authority have begun enforcement procedures. The deadline for a retrospective planning application is 31st May. The Parish Council will, of course, be notified of any application.

15. Neighbourhood Planning.

The clerk and the clerk of Lound applied for one half each of the sum promised from Councillor Jacklin's Locality budget. This has been approved.

16. Finance.

Accounts, the Asset Register and Annual Return have been sent to members for agreement at the AGM. Chair to sign.

17. Village Events. – Review.

The Village Litter Pick-up went well. Norse collected the bags 2 days later. The Clerk has informed Norse about the possible need for a litter bin in the Station Car Park.

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18 Village Events – forthcoming.

- 13.1 Open gardens. M.Gibbs, J. Alderton and S.Read met on 22nd March to discuss a one off event this summer to replace the Open Gardens event. It was recognised that June and July is a busy time of year for us and neighbouring parishes. This makes choosing a date difficult. The group wondered if a Garden Party event in late August/early September focussing on a plant exchange, the sale of produce and a Tea and Cake stall might prove popular. Perhaps the Head Gardener at the Hall, and/or Bob Coutts could run question and answer sessions. It could be an event which engages the church community, which traditionally benefits from the Open Gardens event. S Read agreed to contact M Wright to ascertain his views and where he thought the event may be held.
- 18.2 School Fete. Date confirmed as Saturday 8th July.

19. Payments to be approved.

Cheques to be approved:

LCPAS (Clerks Training)	50.00
Clerk's Expenses	13.28
S Read (Clerk's Salary)	272.00
Post Office (HMRC)	68.00
Somerleyton Community Association (Room Hire)	14.00
Information Commissioner (Data Protection) Annual Fee	35.00

20. Correspondence

(dates refer to 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.*

Make your community safer campaign	4/4/17
Scams and more scams	4/4/17
Newsletter from UK Power Network	17/4/17
BACT Community Transport	18/4/17
Broads Authority(BA) Flood Risk Supp. Planning Doc	18/4/17
Make your Community Safer Campaign	18/4/17
Invitation to BA Annual Open Morning	24/4/17
Funding Event	3/5/17
Community Defribillator Awareness Campaign	4/5/17
Draft Broads Landscape Guide Consultation	4/5/17
Advanced Warning of Broads Local Plan Consultation	4/5/17

21. Dates and times of next meetings.

Annual Parish Meeting: Thursday 18th May 2017, Somerleyton Village Hall

Northern Parishes Meeting: Thursday 1st June, 2017, 7.00pm, Hopton Village Hall

Parish Council Meeting Thursday 6th July 2017, 7.15pm at Somerleyton Village Hall

Sue Read
Parish Clerk
3/5/17

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