

ASHBY, HERRINGFLEET AND SOMERLEYTON PARISH COUNCIL
Second Draft of Minutes of Annual General Meeting held on Wednesday 10th
May, 2017

Meeting opened at 7.15pm

Councillor Ashdown introduced the two newly elected Parish Councillors for the Oulton Ward: James Reeder and Keith Robinson.

Councillor Ashdown referred briefly to the recent Planning Meeting which had approved the planning application seeking permission to alter the appearance of the Village Shop and Post Office. He undertook to encourage Planning Officers to work proactively with Somerleyton Estate regarding appropriate planning permissions to open the new shop at the Forge Garage. He also informed the meeting that the consultation on sites for development would now be delayed until July because of the General Election.

Present: Mrs G Gibbs (Chair), Ms J Alderton, Mr J Foster, Mrs M Gibbs, Mr N Livingstone, Mr T Pace, Mr. S Phillips, Mr R Wild & Mr M Wright. Also attending were Councillors, P Ashdown, J. Reeder and K. Robinson.

1. ELECTION

- 1.1 Chair: G. Gibbs was unanimously re-elected as Chair.
Proposed S Phillips, seconded N. Livingstone.
- 1.2 Vice Chair: S. Phillips was unanimously re-elected as Vice-Chair,
proposed: G. Gibbs, seconded T. Pace.

2. APOLOGIES FOR ABSENCE.

Apologies for absence were received from N.Favell, C.Reynolds and P. Johnson.

3. DECLARATION OF INTEREST in items on the agenda. None

4. REQUESTS FOR DISPENSATION. To decide any requests for dispensation to participate in discussion and/or voting despite disclosable pecuniary interest(s). None.

5. APPOINTMENT OF PLANNING COMMITTEE

Current members to remain. R.Wild (Chair), J. Alderton and C. Reynolds. G.Gibbs to stand down and to be replaced by S. Phillips. Agreed unanimously.

6. CONFIRMATION OF MEMBERSHIP OF WORKING GROUPS AND EXTERNAL BODIES

- 6.1 Parish Councillors on Working Groups
Green and Environment Group: J. Alderton and M. Gibbs.
Information Group: M. Wright to be joined by N. Livingstone.
- 6.2 It is 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.

7. CONFIRMATION OF RESPONSIBLE FINANCIAL OFFICER (RFO). The Clerk, S. Read was confirmed as Responsible Financial Officer; N. Livingstone to continue as supervisor.

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8. **ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017** The Accounts, Asset Register and Annual Return were agreed and the Chair signed these as a true record.
9. **PARISH COUNCIL MEETINGS FOR THE COMING YEAR:** Parish Councillors were issued with a list of meetings for the coming year, which were agreed.

The Meeting then adjourned for the Public Forum:

Two members of the public spoke about the closure of the Village Shop and Post Office. The Post Office is still operating from the Forge Garage on one afternoon each week for two hours. Conditions within the building are poor, with only basic facilities available to the Post Office member of staff. Concern was raised that the service may fail, and this could lead to a long-term withdrawal of a post office facility to the villages. The absence of any further work at the Forge Garage is feeding speculation that a village store may not be transferred to that site. Concern was also raised about proposals to open a Food Hub at the Forge Garage, which would mean the transfer of large scale food preparation for functions at Somerleyton Hall to the site.

The Meeting of the Parish Council resumed:

10. **MINUTES OF THE MOST RECENT MEETING.** The minutes of the meeting held on 2nd March 2017 were approved and signed as a correct record by the Chair. (Proposed: N.Livingstone, seconded: S Phillips).
11. **CLERK'S REPORT ON ONGOING MATTERS.**
 - 5.1 Litter/Dog Bin. The Green. Councillor Ashdown was asked to pursue this further; specifically to check what cost might be to the Parish Council, and whether this might be offset by a grant or other funding. J. Foster added that the old bin had been thrown over a nearby wall, and he volunteered to retrieve it.
 - 5.2 The Bench on the Green is finished. J Foster is awaiting the supply of fixings so that the bench can be fixed to the concrete base
 - 5.3 Letters and emails have been exchanged between the Parish Council, Somerleyton Estate, the Broads Authority and Suffolk County Council. Concerns about Health and Safety have been allayed, but the withdrawal of access to this popular site for people with mobility issues, has not been addressed. Although the absence of car parking is a concern, the major problem results from the padlocking together of the pedestrian and vehicle gates, so that neither can be opened and it is this which is denying access. It was agreed that the Clerk would continue to correspond with the Broads Authority and Suffolk County Council to resolve this problem.(Proposed S Phillips, seconded, R Wild).
 - 5.4 Passing Places on Station Road. The Clerk informed the Meeting that the work to provide these was scheduled to commence in the week beginning 26th June.
 - 6.3 Now that meeting dates are confirmed, R Wild will contact Adrian Clarke of the Broads Authority, and invite him to attend a Parish Council Meeting.
 7. Village Shop and Post Office. The Meeting discussed the recent decision by Waveney District Council to grant retrospective planning permission to alterations to the Village Shop and Post Office, which in effect renders the premises unsuitable for a return to their traditional use. Concern was raised that the Planning Authority did not appear to follow its own policy which required planning decisions to take account of valuable rural services which met the

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day to day needs of residents. At the very least it seems that the Policy is ambiguous and does not serve to protect a service as vital as the one now lost to our villages. It was agreed that the Clerk and the Parish Council's Planning Committee will pursue this. (Proposed: N. Livingstone; seconded M Gibbs). The meeting noted that Councillor Ashdown has arranged a meeting with Planning Officers to discuss the matter.

12. REQUESTS FROM PARISHIONERS.

A parishioner is concerned about the overgrown hedge at the end of The Street, by the Jam. J. Foster agreed to cut this back.

Concern has been expressed about the lack of involvement of younger people 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. The meeting felt that this was not a current issue; and that there was a good age range among the parish councillors.

13. PARISH WORKING GROUPS.

Green and Environment Group.

Is preparing to progress with purchase of bulbs for the Hovercraft Memorial site.

Information and Advice Group.

M. Wright is considering whether the newsletter should be produced as an electronic document, or whether the current paper newsletter is preferred. After discussion, he proposed that he produce both forms to test their effectiveness.

14. PLANNING.

14.1 Recent Applications.

None.

14.2 Recent Decisions.

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

The siting of the Telephone Box, (which was included in the application for planning permission), was discussed. The Awards Charity has rejected the request that it be sited by the Village Pond. The Village Hall site was discussed as a possible alternative, and was voted upon, with seven in favour, two against, with one abstention. N.Livingstone and S Phillips, who are committee members of the Community Association will raise this with their SCA colleagues.

14.3 The Old School Room at Herringfleet. It has been ascertained that alterations are being made to this building without current planning permission. The Broads Authority has asked for an application to be made. The PC Planning Committee will await notification that an application has been made, and meet to agree a formal response.

15. NEIGHBOURHOOD PLANNING.

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The Clerk gave a resume of the report provided for the Annual Parish Meeting by the Neighbourhood Planning convenor.

16. FINANCE –ASSET REGISTER. This had been distributed prior to the meeting.

17. VILLAGE EVENTS – Review.

The Village Litter Pick-up went well. Norse collected the bags 2 days later. Thank you to all who participated.

18. VILLAGE EVENTS – Forthcoming.

18.1 Discussions are continuing about a Garden Party in August to replace for one year the Open Gardens Event. M Wright to pursue the possibility of a garden suitable to host the event , with perhaps the Village Hall to provide toilet facilities and an alternative site in case of inclement weather. A decision will need to be made about whether the event is feasible, and reported to the next Parish Council meeting in July.

18.2 The School Fete will be held on 8th July. The Parish Council will organise Car Parking for this event.

19. PAYMENTS TO BE APPROVED.

The following payments were approved. (Proposed: S. Phillips, seconded G. Gibbs).

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

The Clerk had advised parish councillors of the contents of the Black Book, and it was available for perusal.

The Clerk will write to both retired county councillors to express the appreciation of the Parish Council.

21. DATE & TIME OF FORTHCOMING MEETINGS

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

Arrangements confirmed for this meeting. G. Gibbs and S Phillips to support clerk in posting the reports on display boards. N Favell to serve refreshments.

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

G. Gibbs and M. Wright to attend.

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

Refreshments: R Wild

There being no further business the meeting ended at 9.05pm

Sue Read
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