

Gerda is on tea duty

- 1 **Apologies for Absence.**
- 2 **Declarations of Interest** in items on the agenda
- 3 **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).
- 4 **Minutes of the Previous Meeting.**
To approve and sign as a correct record the minutes of the Meeting held on 6th July 2017

- 5 **Clerk's report on Ongoing Matters**
 - 5.2 Bench The Green. The Clerk has requested that J. Foster updates on this matter.
 - 5.4 The Clerk emailed Suffolk Highways re the placing of road signs indicating the presence and location of the passing places, and received the following response.
'The original brief from the previous county councillors (Bert Poole and Leonard Jacklin) was to create two passing bays only. There was no specific request for any signage. Any new signage would require the support and funding from the new county councillors. In the first instance I suggest the Parish Council contact the new Oulton Division County Councillors to see if they support the request for signage and for them to contact the Local Highway Budget team for a quotation.'
 - 6.3. Date for Adrian Clarke. No progress on this item.
 7. Village Store and Post Office. The Estate has advertised the commencement, in September of monthly local produce tasting events at the Forge Garage during the time that the Post Office is open. It is hoped that Justin Morris may be able to provide details of the Estate's plans to develop a retail outlet at the Site. At the Open Meeting, concern was raised about the development of housing in Somerleyton, without this basic service in place.
 12. The hedge at the end of The Street, before the Brickfields and Marina turning has now been cut back.

- 6 **Requests from Parishioners**
The Clerk has received none since the last Meeting. Some issues of concern were raised at the Open Meeting about Housing Development Sites, and these can be discussed under item 9. One of these concerns related to Primary School capacity. Notes of the Local Plan Open Meeting, and an email exchange regarding the school's capacity to meet the needs of an increased number of local children were sent to councillors on 22nd and 23rd August.

- 7 **Parish Plan Working Groups**
To receive reports from working groups and make decisions on any recommendations.

- 8 **Neighbourhood Planning**
To receive a progress report from the group.

9. **Waveney Local Plan: First Draft Consultation.**
The Open meeting was attended by 44 local residents, (including 6 Parish Councillors and the Parish Clerk), Justin Morris from Somerleyton Estate, the local WDC Councillor and a local SCC councillor. Notes of the meeting have been provided to Councillors together with a copy of an exchange of emails with WDC Local Plan group about Primary School capacity. The Parish Council will need to agree a formal response to WDC at this meeting as the deadline is 22nd September.

10. General Data Protection Regulation.

The meeting is invited to read the following report by S. Phillips and agree action.

Information Commissioner Elizabeth Denham has said the General Data Protection Regulation (GDPR) is "the biggest change to data protection law for a generation". It introduces more stringent safeguards for personal data than the existing Data Protection Act (DPA).

The GDPR will apply in the UK from 25 May 2018. The government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

*Under the GDPR, the data protection principles set out the main responsibilities for organisations. The principles are similar to those in the DPA, with added detail at certain points and a new **accountability** requirement. This is the most significant addition; it requires organisations to show **how** they comply with the principles – for example by documenting the decisions they take about a processing activity.*

The introduction of GDPR will place more obligations on the Parish Council and the Data Protection Policy will need to be revised, the Freedom of Information Policy may need revision, a new Privacy Policy may be required and we must appoint a Data Protection Officer (DPO).

The Information Commissioner's Office (ICO) is developing guidance for organisations but this is still evolving and will not be finalised until September 2017.

The Parish Council should appoint someone to follow the development of the ICO guidance and bring an initial report to the next meeting. I am quite happy to do this unless someone else is keen to do it.

Simon

11 Planning.

11.1 Recent Applications.

11.1.1 DC/17/3021/FUL Construction of Rear Conservatory at I Pond Cottages Somerleyton **WDC has been notified that we have no objection.** There is opposition from one source supported by the Suffolk Preservation Society to this application. Councillor Ashdown and the WDC planning officer have agreed, for the sake of openness to bring the application to WDC Planning committee. The date of this meeting will be 12th September at 6.00pm. The parish council is invited to speak.

11.1.2 DC/17/3138/FUL. First Floor Bedroom extension.

WDC has been notified that we have no objection.

11.1.3 DC/17/3034/TCA Horse Chestnut at Entrance to Village Hall. Remove large lower limb to give clearance to Bottle Bank.

WDC has been notified that we have no objection.

11.2 Recent Decisions

11.2.1 DC/17/2543/FUL Construction of a rear extension and re-roofing of garage at The Old Police House, The Street, Somerleyton. **Application Permitted.**

11.2.2 BA/2017/0203/HOUSEH Replacement of Annexe at Chimneys, Brickfields, Somerleyton **Approved subject to conditions.**

11.2.3 DC/17/3034/TCA **WDC has no objection.**

11.3 Other Planning issues:

11.3.1 Re: BA/2017/0199/COND. The Old School House, Herringfleet. The Parish Council has been informed that this planning application has been withdrawn. The clerk contacted the Planning Officer for clarification and received the following response.

'The current situation is that the original permission to convert the Old School House to offices has lapsed and therefore the recent application to vary a condition on the lapsed planning consent was withdrawn.

The planning consent lapsed as works did not commence within three years of the original decision and a number of pre-commencement conditions were not discharged.

We are currently awaiting a new application for planning permission at this site. Once we have a validated application the parish council will be consulted in the usual manner.'

11.3.2 Re: Shadow Wood. S. Phillips to up-date.

12 **Village Events – Review.**

12.1 School Fete. Well attended on a lovely warm day. The Car Park, organised by the Parish Council, was popular and we expect to receive £600, just under half of the receipts.

12.2 Garden Party. Planned for 20th August, it did not achieve enough ticket sales, and had unfortunately to be cancelled.

13. **Village Events – Forthcoming**

13.1 Brick Kiln Tidy. The Clerk has spoken with Mike Foster about the two dates proposed at the last meeting. He can arrange for the site to be cleared in time for either date, and we agreed that he would complete this by the 24th September, to give the meeting a choice of dates , 24th September or 1st October, for the Tidy itself.

13.2 Christmas Lights. It is time to arrange the check of the Christmas lights for a report back to November meeting.

14 **Finance**

14.1 The results of the external audit have been received and there is one outstanding issue, which has resulted in a qualified decision. The Parish Council was not asked to approve a review of its Financial Risk Assessment document at its March 2017 meeting. This review has to be done during the year for the accounting year, so, by the time the error was realised, it was too late to remedy for the 2016-17 accounts. The RFO/Clerk has completed an assessment of why this did not happen, which she has shared with the Chair and Vice Chair.

14.2 In line with the advice given by the External Auditors, the Meeting is asked to review and approve the Financial Risk Assessment at this meeting.

15. **Payments to be Approved.**

To resolve that the following payments be made.

RPD Printers, Summer Newsletter	52.00
Somerleyton Community Association for banner advertising fundraising events	38.09

Red Hot Media for Production and Printing of NP Questionnaire 1825.20

The last item above is an invoice received by the Joint Neighbourhood Planning Group from Red Hot Media for £1825.20 (which includes VAT of £304.20) for the production of the Neighbourhood Plan Questionnaire.

There are two sources of grant which we and Lound will draw on to pay this invoice. The first is money set aside in former councillor Len Jacklin's Locality fund. It currently amounts to £436.97, and its specific purpose is for it to be spent on the Questionnaire. The second source is an offer from WDC for up to £1000 for printing purposes. It is not yet clear how firm this latter offer is, but the clerk expects to know by the date of our meeting.

The proposal is that Somerleyton PC pay the full invoice, claim back VAT, the grant from WDC and our share of Len Jacklin's Locality Fund. Lound will claim their share of the locality fund and transfer this to us. This is a large payment but:

There are sufficient funds in the parish council's current account for this invoice to be paid, and, if WDC's offer of a grant is firm, then it would seem to carry low risk. It is therefore entered above to be considered as a payment to be approved.

16. **Correspondence.**

To decide what, if any, action be taken regarding any particular item of correspondence.

Broads Briefing from John Packham	4/7/17
Broads Plan	10/8/17
Lowestoft Safer Neighbourhood Team Newsletter	10/8/17
Cold Caller Warning from Police Connect	24/8/17
War Memorial News	31/8/17

17. **Dates & times of next meetings** – refreshments

Parish Council Meeting: Thursday 2nd November 2017, 7.15pm at Somerleyton Village Hall
Refreshments: Maureen

Northern Parishes Meeting: Friday 15th September at 7.30pm in the Small Lounge Hall at Oulton Village Hall.

Signed
Parish Clerk

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