

Ashby, Herringfleet and Somerleyton Parish Council
Clerk's Report – to be used with agenda for the Annual General Meeting on 10th May 2018

Nick 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, S. Phillips, 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: Currently no members. The meeting is asked to consider the future of this group. While the Group is not functioning the Quarterly Newsletter is not being produced.
 - 6.2 **Nominees to Outside Bodies**

Ingrid North, Julie Reynolds and David Cook are the Parish Council nominee on the Board of Trustees of the Somerleyton Award Charities.

David Cook is the Parish Council nominee to the Somerleyton Community Association
- 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 2018.** To approve the Final Quarterly Financial Report, the Annual Accounts, the Asset Register and the 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 9th March 2018, with two amendments. These minutes are the second draft, and contain two amendments: Item 1: apologies from Councillor Ashdown added and Item 16: payments approved included £104.35 for filing cabinet and suspension files for clerk.
- 11. Clerk's report on Ongoing Matters.**
 - 5.2 The Bench on the Village Green has now been replaced.
 - 5.4 Passing Places on Station Road. The Clerk contacted our County Councillors and received a response from Councillor Robinson. The signs have been bought from the Locality Fund, and are awaiting installation. At the moment Highways workers are fully occupied filling in potholes, which have to take priority. In response, the Clerk did comment that there are two large potholes on Station Road waiting to be filled, and that it may be cost effective for the same work gang to carry out both pieces of work at the same time. It is not certain that this will/can happen.
 - 5.5 Defibrillator. The Clerk sent a letter of application to the Trustees of the Somerleyton Award Charities for a grant to buy the defibrillator on behalf of the Community. The Meeting was to have been held on 30th April, but has needed to be postponed, in order to ensure sufficient attendees. It will now be held in early May.

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6.1 Lowestoft Records Office. The Clerk wrote to our two local County Councillors, urging them to oppose the move of local records to Ipswich, and to support any viable counter proposal to find a local facility to replace, if necessary, the current site at Lowestoft Library. This letter was circulated to Parish Councillors. There has been no response to date. The Clerk intends to follow this up before the Parish Council Meeting.

12. Requests from Parishioners.

None.

13. Parish Plan Working Groups.

13.1 Green and Environment Group. To receive an update from this group.

13.2 Information and Advice Group. To consider how this group may proceed.

14. Planning.

14.1 Recent applications:

BA/2018/0090/HOUSEH

Woodlands St. Margaret's, St Olaves Road, Herringfleet, NR32 5QS.

Single Storey Extensions and alteration of existing window to door.

Parish Council has no Objection (Meeting held 26th March 2018).

14.2 Recent Decision:

None.

15. Waveney Local Plan.

The Final Draft of the Local Plan has now been published and is now out for organisations or individuals to make representation. This period ends on Thursday 24th May. The Chair and Vice Chair attended a Briefing Session in late March at Waveney District Council when the Draft was first published. In the same week, R. Wild and C. Reynolds from our Planning Committee attended a forum of local Parish Councillors to examine whether there were common concerns. Our Councillors will report back to this Meeting, which can then determine how the Parish Council will proceed.

16. Neighbourhood Planning.

Jenni Livingstone has provided a report (sent out with other papers) for the meeting to consider.

17. Parish Councillor Vacancy. There has been one formal application, but the applicant is not able to attend for interview at this meeting. As no decision can be made before the July Meeting, Councillors may wish to reinstate the advertising period, to see if there are others applicants.

18. GDPR and Parish Council Policies.

Simon Phillips has investigated how the Parish Council may comply with the General Data Protection Regulation which comes into force on 25th May and proposes that some new or revised Parish Council policies are required as below:

Revised policies to be adopted – Records Management Policy

New policies to be adopted – Information & Data Protection Policy, Security of Information & Data Policy, Privacy Notice, Councillor Privacy Notice

Existing policies to be deleted – Data Protection Policy

All of these policies may be viewed on the Parish Council website

at <http://www.ashvillages.org.uk/parish-council/policies/>

19. Annual Parish Meeting.

Letters have been sent to representatives of local clubs and organisations, inviting them to send an annual update for the Display Boards., and to attend on the night.

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20. Finance.

The Meeting will agree arrangements for the review of assets.

The RFO has experienced difficulties in updating the name and address of the Parish Clerk /RFO with regard to the NS&I account. This Meeting is asked to confirm the change of arrangements, so that this can be minuted. This will satisfy the conditions set by the NS&I.

21. Village Events. – Review.

20.1 The Village Litter Pick-up went well. Norse collected the bags 3 days later. This year some parishioners, who attend church on Sunday, did their pick-up on Saturday. Altogether, fourteen people participated over the weekend. The Clerk took photographs which will support our application for the £20 reward.

22. Village Events – forthcoming

22.1 28th May: Craft Fair at the Village Hall. This is being organised by Dee Smith for Somerleyton Together.

22.2 16th June: The Barn Dance. To hear an update from the organising group.

22.3 The School Fete will be held on Saturday 7th July.

23. Payments to be approved.

Finance Training for Clerk	20.00
Travel to Training for Clerk	12.80
Ashby PCC Churchyard Maintenance	100.00
Herringfleet PCC Churchyard Maintenance	100.00
Somerleyton PCC Churchyard Maintenance	110.00
Somerleyton Community Association Playing Field Maintenance	100.00

24. 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.*

19/3 Letter to Councillors forwarded: concerns closure of Lowestoft Records Office

27/3 Open Day of Norfolk Broads Yacht Club on 5/5/18

27/3 Re: Examination Stage of Broads Plan

27/3 Broads Briefing for March from John Packham

27/3 'Suffolk View', Spring 2018 from Suffolk Preservation Society

10/4 Funding for Central Heating System, from East Suffolk

17/4 Final Draft of Local Plan published with timetable and dates of briefings from WDC

22/4 Broads Briefing for April from John Packham

25/4 Dementia Friends Sessions from Val Cadmore at Alzheimer's Society

2/5 Herringfleet Post Wind Pump Opening Day 13th May from Suffolk CC

2/5 Calor Rural Community Fund: Grants available

4/5 Community Infrastructure Levy (Parish and Town Councils) I.Johns East Suffolk Council

25. Dates and times of next meetings.

Annual Parish Meeting: Thursday 17th May 2018, 7.30pm at Somerleyton V. H.

Northern Parishes Meeting: Monday 30th July 2018, 7.30pm at Somerleyton V.H.

Parish Council Meeting Thursday 5th July 2018, 7.15pm at Somerleyton V.H.

Sue Read
Parish Clerk
2/5/18

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