

Ashby, Herringfleet and Somerleyton Parish Council
Draft Minutes of The Annual General Meeting held on Thursday 10th May,
2018

The Meeting commenced at 7.15pm

Present: Mrs Gibbs, (in Chair), Mr N. Favell, Mrs M. Gibbs, Mr N. Livingstone, Mr S. Phillips, Mr C. Reynolds, Mr R. Wild. Also in attendance were District Councillor P. Ashdown and County Councillor K. Robinson.

1. ELECTIONS.

- 1.1 Chair: G. Gibbs was unanimously re-elected as Chair. Proposed S. Phillips seconded R. Wild.
- 1.2 Vice Chair: N. Livingstone was unanimously elected as Vice Chair. Proposed G. Gibbs seconded R. Wild.

2. APOLOGIES FOR ABSENCE.

Apologies had been received from Councillor T. Pace. Apologies were also received from County Councillor J. Reeder.

3. DECLARATIONS OF INTEREST in items on the Agenda. There were 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, S. Phillips and C. Reynolds. Agreed unanimously.

6. CONFIRMATION OF MEMBERSHIP OF WORKING GROUPS AND EXTERNAL BODIES.

6.1 Parish Councillors on Working Groups.

Green and Environment Group. Confirmed as M. Gibbs and J. Alderton.

Information and Advice Group. The future of this group will be discussed at the next Meeting of the Parish Council.

6.2 It is confirmed that the nominated trustees to the Somerleyton Award Charity and the Poors and Anguish Charity are Mrs J. Reynolds, Mr D. Cook and Mrs I. North; and that the nominated trustee to the 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 remain as supervisor. (Proposed by S. Phillips, seconded by G. Gibbs).

8. ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018.

The Accounts, Asset Register and Annual Return, including the Certificate of Exemption, were agreed, and the Chair signed these as a true record. (Proposed by R. Wild, seconded by G. Gibbs).

9. PARISH COUNCIL MEETINGS FOR THE COMING YEAR.

These were confirmed verbally by the Clerk and Vice Chair, and will be sent by email later this evening.

The Meeting then adjourned for the Public Forum:

There was one member of the public in attendance, Mrs .J Livingstone, who had submitted a report to the Parish Council as Lead of the Neighbourhood Planning Group. She agreed to answer any questions under item 16 of the Meeting.

The Meeting of the Parish Council resumed:

10. MINUTES OF THE MOST RECENT MEETING:

The minutes of the meeting held on 9th March 2018 were approved and signed as a correct record by the Chair. (Proposed by M. Gibbs, seconded by N. Livingstone).

11. CLERK'S REPORT ON ON-GOING MATTERS.

- 5.2 The bench is now installed at the corner of The Green. The meeting conveyed their thanks to J. Foster.

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- 5.4. Passing Places Signage of Station Road. The Clerk had exchanged emails with Councillors Robinson and Reeder. The signs are bought and ready for installation. The County Council Highways work teams are currently occupied with fixing the potholes which were created by the severe weather in February and March. The work on the signs will be carried out when these urgent works are completed.
- 5.5. Defibrillator. The meeting heard that the application for funding for a defibrillator would be considered by the Somerleyton Award Charities Trustees at their meeting on Tuesday 29th May. The meeting also heard that Somerleyton Marina was intending to install a defibrillator. It was felt that this would not be located in a convenient enough place to serve the whole community, and that there may be a reluctance to access it during the hours of darkness. It was agreed that the Parish Council should go ahead with the acquisition of a defibrillator, if sufficient funds can be raised.
- 6.1. Lowestoft Records Office. The meeting heard from County Councillor Robinson that the main driver for the establishment of a County Records and Archive resource in Ipswich was the need to develop secure storage which could withstand natural disasters such as fire and flood. There were not sufficient funds to provide a separate resource for Lowestoft which met these standards. If a suitable location were found in the Waveney area, and the funding were available to ensure the resource met these high standards, then he believed this would gain support from local County Councillors. The point was made that Suffolk County Council had not consulted openly with local people about the rationale behind the development of the County Records and Archive resource in Ipswich, and that this had fuelled the strong local opposition.

12. REQUESTS FROM PARISHIONERS.

There were three issues raised by parishioners.

- 12.1 Concern has again been expressed about dog owners not cleaning up after their pets. This has been much debated and over the years, and many attempts have been made to encourage dog walkers to use the bins that are located around the village. A new bin has been bought by the Manager at the Dukes Head and is being installed by the Pub Car Park. The Clerk will inform Norse about the exact location so that it can be included in the collection round. The meeting expressed concern at the persistence of this problem; caused by a minority of dog owners.
- 12.2 A parishioner has complained that the streets seem not to be swept, and that, as well as being unsightly, this is causing local flooding where leaves and debris are blocking drains. The Clerk and Councillor Ashdown will liaise over this problem.
- 12.3 The lights have been changed at the Station. These lights are much brighter and are shining into the front bedrooms of Station Cottages. There is also concern that they may disorientate the wildlife on the marshes near to the Station. The Clerk will write to Network Rail about these concerns.

13. PARISH PLAN WORKING GROUPS.

- 13.1 Green and Environment Group. M. Gibbs informed that the bulbs planted around the Hovercraft Memorial were now coming into flower.
- 13.2 Information and Advice Group. It had been agreed at item 6.1 of this meeting that the continuance and membership of this group would be discussed at the next meeting of the Parish Council.

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).

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14.2 Recent Decisions:

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).

APPROVED subject to conditions.

15. WAVENEY LOCAL PLAN.

The Meeting considered the Final Draft of the Waveney Local Plan, which has now been published and was out now out for representations. The meeting noted that there had been a significant change to the proposal regarding the Mill Farm site. The land proposed for developing has been reduced to that field currently under cultivation. The two small fields to the east which are currently open land will not be developed. The number of dwellings on the site has been reduced from 45 to 35. The meeting agreed unanimously that the Clerk should write to the Waveney Local Plan team fully supporting these changes. (Proposed by S. Phillips, seconded by N. Favell).

16. NEIGHBOURHOOD PLANNING.

The Meeting received the following report from Jenni Livingstone and again thanked her and the Neighbourhood Plan Team for their hard work. Jenni added that the Team has been very pleased with the responsiveness of Waveney District Council to the team's work, and that this is reflected in the changes to the Local Plan, discussed in item 15 above.

'The Steering Group has completed the draft of all sections of the Neighbourhood Plan.

These are Housing, Environment, Community Facilities, Employment, Business and Health.

The next stage will be to complete the final document together with maps, appendices and other necessary information. Graham Nourse our Planning Consultant will liaise with Waveney District Council to ensure our Neighbourhood Plan is compliant with the emerging Waveney Local Plan. The next step will be for a Planning Inspector to scrutinise the plan before a further community consultation.

The objectives and policies of the Neighbourhood Plan are based on the responses to the questionnaire completed by residents in September last year. All the villages were pleased with the 50% response level. Our thanks go to all the volunteers who distributed and collected the questionnaires with great dedication to the task and to the residents for their involvement.

The Neighbourhood Plan will be an important document for the future. It will set out clear guidance for development while protecting and enhancing the rural and historic qualities which we all value.

I would like to thank all the Steering Group for their work and commitment to the project and particularly Louis Smith our efficient and well organised clerk.'

17. PARISH COUNCILLOR VACANCY.

There had been one applicant for the vacancy; but the applicant was not able to attend for interview at this meeting. As no decision can now be made before the next meeting on 5th July, the Chair invited the meeting to consider re-instating the advertising period to see if there are other applicants. The meeting agreed unanimously that this should happen and that N. Livingstone would produce a flyer, which could be delivered along with the Barn Dance flyer. (Proposed G. Gibbs, seconded by N. Livingstone).

The Clerk will produce a new formal notice of the Vacancy.

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The meeting received the following update from S. Phillips.

I have...’ *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/>’.

S. Phillips updated the meeting on his thoughts about how the Parish Council may ensure that it fully complies with the expectations of the new regulations, now that there will be no requirement to appoint a Data Protection Officer. He proposed that a Parish Councillor should assume the responsibility for compliance with regard to policies, procedures and practice. He offered to take on this role and suggested that it be called Data Information Officer. This was agreed unanimously by the meeting. (Proposed by G. Gibbs, seconded by C. Reynolds.)

19. ANNUAL PARISH MEETING.

All clubs and organisations have been invited to attend the Annual Parish Meeting, and reports are steadily coming in for the display boards.

20. FINANCE.

C. Reynolds, S. Phillips and N. Livingstone will carry out the annual review of assets. The Clerk asked that the meeting confirm that the three signatories for the NS&I investment account held by the Parish Council were S. Phillips, G. Gibbs and R. Wild, and that the Name and Address to whom correspondence and statements should be sent was that of the Parish Clerk: Sue Read, The Cottage, The Street, Somerleyton, LOWESTOFT, NR32 5QB. This was unanimously agreed. (Proposed by C. Reynolds, seconded by N. Livingstone.)

21. VILLAGE EVENTS – REVIEW.

21.1 The Litter Pick-up went well. Norse collected the full bags on the Wednesday after the pick-up. This year, some parishioners who attend church on Sundays did their pick-up on the day before. 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. The issue of problematic car parking for Village Hall events was raised, which especially affected the residents in Widows Row.
- 22.2 16th June: The Barn Dance. The tickets for this event will be available in the next week, and will be bookable at the Annual Parish Meeting next Thursday. They will cost £10 per adult; free for children.
- 22.3 The School Fete will be held on Saturday 7th July. This year, the SCA tent will be looking for volunteers to help run the games and activities. The Parish Council will be running the Car Park, as usual.

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23. PAYMENTS TO BE APPROVED.

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

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

The meeting noted the following 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.

The following forthcoming meetings were noted:

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.

There being no further business the Annual General Meeting closed at 8.45pm

Sue Read
Parish Clerk
parish.clerk@ashvillages.org.uk

26/05/18