

Minutes of the Ashby, Herringfleet & Somerleyton Parish Council meeting held on Friday 9th March 2018 from 7:15 p.m. in Somerleyton Village Hall

Present: Mrs. G. Gibbs (Chair), Mr. S. Phillips (Vice-Chair), Mr J Foster, Mrs M Gibbs, Mr P Johnson, Mr T Pace, Mr C Reynolds, Mr R Wild.

G Gibbs welcomed everyone, and opened the Meeting at 7.15pm. She reminded the meeting that the position of Chair and Vice Chair would be up for re-election at the next meeting, the AGM in May. She informed that she would be willing to stand again for what would be the final of the three years allowed under standing orders, but that S. Phillips would not be standing for Vice Chair, and that the AGM would be required to elect a new Vice Chair.

PUBLIC FORUM A member of the Public, Mrs C Diggins was in attendance at the request of the Chair and Vice-Chair, to address the meeting at item 5.6.1 with details of her proposal that the Parish Council acquire a defibrillator for the Villages.

The Parish Council Meeting commenced at 7.24pm

1. **APOLOGIES FOR ABSENCE** from J. Alderton, N. Favell, N. Livingstone and Councillor Ashdown.
2. **DECLARATIONS OF INTEREST** in items on the agenda. There were none.
3. **REQUESTS FOR DISPENSATION** To decide any requests for dispensation to participate in discussion and voting despite disclosable pecuniary interest(s). There were none.
4. **MINUTES OF THE PREVIOUS MEETING** The minutes of the Meeting held on 11th January 2018 were approved and signed as a correct record. Proposer S. Phillips, Seconder M. Gibbs, and unanimously agreed.

5. **CLERK'S REPORT ON ONGOING MATTERS**

5.2 Bench on the Green. J Foster reported that the whole work should be completed in the next few weeks. He added that the circular bench which surrounds the tree next to the Play Equipment, is in a poor state, and needs repair/replacement. The Vice Chair reminded the meeting that this is a memorial bench, and that parish councillors needed to decide whether to remove or replace. The meeting decided to remove the bench and to return it when it has been reconstructed.

5.4 Signs at Parking Places on Station Road. At the last meeting, the clerk had reported that she had contacted Councillor Robinson regarding visitors parking in the passing places on Station Road, and had requested that 'no parking', be added to the signage. Councillor Reeder undertook to follow this up. There has still been no update from County Councillors regarding these signs; despite the Clerk's having contacted both to ask for a progress report. The clerk will write a formal letter asking for action on this matter.

The Chair suspended the meeting so that the public forum could commence. She then invited Mrs C. Diggins to speak.

Mrs C. Diggins spoke to her report which had been circulated to parish councillors before the meeting.
'Proposal for a Community Defibrillator

I would like to propose that the Parish Council acquires a Community Defibrillator.

Sudden Cardiac Arrest is one of the UK's biggest killers but people can survive if they receive appropriate assistance within 4-5 minutes. However, due to our rural location there is little or no prospect of an ambulance arriving within this time frame. Therefore, a local solution can be a real life saver. Statistics show that effective CPR on its own can achieve a survival rate of 5%. However by using a defibrillator this can increase to 50%.

Defibrillators are easy for any member of the public to use and will not deliver a shock unless it is appropriate. The machine will give audible and visual instructions throughout the process and will also give feedback on the quality of CPR being performed. It can be used on adults and children.

A defibrillator would need to be easily accessible at all times and would therefore need to be contained in an appropriate cabinet attached to the outside of a building – presumably the outside of the village hall? A power supply would be required in order to maintain the defibrillator at a suitable operating temperature. However this would only be required for this purpose – not to recharge the defibrillator. The defibrillator itself would be powered by a battery that would last for approximately 5 years.

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Weekly checks on the equipment would be required.

The cabinet would need to be accessed via a code which would be registered with the Ambulance Service. On receiving a 999 call in response to a cardiac arrest, the ambulance service would provide the caller with the code to unlock the cabinet and retrieve the defibrillator. Some communities have provided their residents with the code on a fridge magnet.

From the documentation previously submitted - A not for profit charity, The Heartbeat Trust, which specialises in community defibrillator projects, can support us in obtaining and installing the most appropriate defibrillator and cabinet. Amongst other things, they will also provide, at no additional cost:

- *Free community training on the use of the defibrillator*
- *On-line software to record weekly checks on the equipment*
- *The provision of a single telephone number whereby registered volunteers can be called on to retrieve the defibrillator and assist with resuscitation until the emergency services arrive.*

Funding:

Indications are that the defibrillator would cost £1400 and the cabinet £1000. Electrical installation would be in addition to this but is anticipated to be IRO £200.

The Heartbeat Trust can offer different solutions – the main differences between an owned and managed solution being the payment of VAT and Liability insurance. I believe that Simon Phillips has discussed this with them.

Since this stands to benefit the whole community I would propose that an application for funding be made to The Somerleyton Award Charities and their next meeting is on Monday 30th April.

I would be happy to answer any questions and to support this project in any way that I can.

Claire Diggins’

The meeting then discussed the proposal and asked questions about the operation of the defibrillator; its portability and how simple it was to operate. S. Phillips said that this was the best defibrillator he had seen. It has a fail-safe system and not be used inappropriately. It needed mains power, which could be supplied from the supply at the Village Hall if located on the outside wall. For effective cover, there needed to be up to 10 responders who were trained in its operation, and it was fully portable, so that it could be used across the villages. C. Diggins was thanked for her work on this venture and for her report.

The Chair then re-convened the meeting of the Parish Council.

It was agreed that the Clerk would write a letter of application to the Somerleyton Awards Charity for the sum of £2400, for the defibrillator and its cabinet. The parish council will meet the cost of installation, which will be approximately £200. Proposer S Phillips; Secunder M. Gibbs and unanimously agreed.

6. REQUESTS FROM PARISHIONERS

6.1 The meeting shared the concern expressed by a parishioner, and Beccles Town Council and widely covered by the local press, about the closure by Suffolk County Council of Lowestoft Records Office. It has been reported that Suffolk County Council has now agreed to enter into consultation with relevant bodies. S. Phillips reminded the meeting that the Parish Council has lodged a significant number of documents, including minutes of meetings, with the Lowestoft Records Office on the understanding that these would be easily retrievable when needed. The return travel to Ipswich is more than one hundred miles, with poor public transport links. It was agreed that the Clerk would contact the two local County Councillors and request strongly that they speak in favour of retaining Lowestoft Records Office and vote against any proposal to close it.

7. PARISH PLAN WORKING GROUPS

Information and Advice Group: No Report. It was noted that, with the resignation of M. Wright, this

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Group was not viable. The AGM in May will look to revive the group with new members.
Green and Environment Group: Nothing to report.

8. VILLAGE SHOP GROUP.

The clerk had circulated the meeting with the following update from N. Livingstone.

'There has been no progress with this item. There has been no further communication on this topic from the estate since Justin Morris wrote on the 10th of January to say that the estate was in principal in favour of the restoration of the village shop. This sentiment was echoed by Michael Horton on Tuesday, but neither Justin Morris nor Michael Horton was able to offer any practical suggestions as to how we could proceed. I suggest the sub-committee meets again to decide what we are going to do next. In the absence of Mick Wright the sub-committee could do with another member.'

The planned opening of a McColl's Store in Blundeston was raised. This would provide convenience items at a price which no community store could match. The view was also expressed that Somerleyton Estate still planned to open some form of retail premises in the Village, primarily to sell estate produce. It was agreed that the Parish Council should keep the dialogue open with Somerleyton Estate.

9. NEIGHBOURHOOD PLANNING.

The meeting received the following report from Jenni Livingstone.

'We have nearly completed the first draft of the NP and are now at the stage of refining it – our planning consultant Graham Nourse will ensure that our policies correspond with the emerging Waveney Local Plan

At the meeting on February 8th the Housing section of the NP was discussed in some detail. It was agreed that in line with Waveney policy WLP 8.1 that at least 35% of new dwellings must be 1 or 2 bedroomed. Policy WLP 8.2 requires that on sites of 11 or more dwellings 35% to be affordable – the steering group approved the policies on housing mix and affordable housing – and that the policies should be strictly adhered to with no offsetting from other sites, or by payment of community grants. The group considered the layout of housing to reflect the responses to the questionnaire. The housing should be in clusters with green spaces between the clusters and should enhance the Somerleyton conservation area.

At our next meeting we will review the Environment and Community Facilities in detail also the Employment and Business section.

We were sorry to learn that Justin Morris has resigned he was a valued member of the Steering Group and we are very grateful for his contribution to the NP.'

10. ANNUAL PARISH MEETING.

This is to be held on Thursday 17th May and will follow the same successful format used for the past few years. The Clerk will write to the named person in each local group or organisation and request a report. These will be displayed on notice boards which can be viewed prior to the formal part of the meeting commencing. It was noted that N. Favell usually sources the refreshments for the Parish

Meeting and the Chair undertook to approach him again.

11. GENERAL DATA PROTECTION REGULATION.

S. Phillips informed the meeting that he was confident that he will have completed the task of drawing up a GDPR policy by the deadline in May. The Act which requires the rewriting of the policy is still going through Parliament, with its own deadline of 25th May, so timescales are tight. The main concern now is the appointment of a Data Protection Officer. There is advice from the SLCC that the clerk could fulfil this role, but there is major concern that this may represent a conflict, as the Clerk in a small Council such as our own, could be called upon to investigate her own work as the Data inputter and processor. The Chair, Vice Chair and Clerk will meet soon to resolve this.

12. PLANNING.

12.1 Recent Applications.

BA/2017/0484/FUL: A Planning Application from the Trustees of the 1971 Somerleyton

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Settlement for an extension to the Old School House on St Olaves Road, Herringfleet, and for its Change of Use to Residential. The Parish Council's Planning Committee called a meeting at the Village Hall on 18th January, which was attended by a number of parishioners.

It was agreed that the following comments on this application be attached to the Response Form.

'We consider the application should be APPROVED for the following reasons.

The Parish Council is pleased that a viable use has been found for this well-loved building, which will ensure its future. The proposal that it be let, and that it will be a tenancy condition that the tenant will provide supervision of the entrance and Car Park to Herringfleet Hills, is seen as a positive step.

If permission is granted we suggest the following conditions of approval should be considered.

The Parish Council is saddened by the bland and crude unauthorised extension which has been built without permission. To be honest, the Parish Council would prefer it be a condition of approval that this extension be demolished and replaced with a more sensitive extension.

If that it is not considered possible, the Parish Council feels strongly that the current bare faces of the extension are disguised, perhaps by trellising or more interesting surface features.

In line with its positive support of the proposal to create a tenancy which requires the tenant to oversee access to Herringfleet Hills, the Parish Council would like to see this tenancy condition as an enduring condition of any Planning Approval.

The Parish Council notes that vehicular access to the property is to the side of the building, and that the land there falls away quite sharply. The property is situated on a relatively busy country road. The Parish Council would like to see a condition of approval, that a parking area be established which will allow any vehicles to enter and exit in forward gear.

The following information/comments are also relevant to consideration of this application.

The Parish Council feels obliged to challenge the positive comments made in para. 3.19 of the application report with regard to design elements of the new extension. The Parish Council is attaching to this response, images which it believes support its view of the extension's detrimental impact on the small, interesting design of the original.'

12.2 Recent Decisions.

DC/18/0245/TCA

Trees around village pond, Somerleyton

T1 - T3 - 3 x Ash fell as dead/dying for Health & Safety

T4 - T5 - 2 x Holm Oaks - Reduce by max 40% to make safe following storm damage.

WDC had no Objection.

12.3 Somerleyton Marina.

The Meeting's attention is drawn to the following exchange of emails between the Parish Clerk and Natalie Beal of the Broads Authority. This relates to a nomination to include residential moorings at Somerleyton Marina within the Local Plan for the Broads. The Parish Council will be consulted if this proceeds to a formal Planning Application.

'30th January. E Mail received from the Broads Authority:

Dear Somerleyton Parish Council

We have received a nomination for residential moorings at Somerleyton Marina. It would be for up to ten residential moorings. I have attached a plan to show the area suggested. This is not a planning application but a nomination to include the site within the Local Plan for the Broads.

Do you have any thoughts on this?

Please can you get any thoughts on this back to me by 7 February?

I realise that you may not have an official meeting in that time and apologise for the short timeframe for comments, however that is the deadline for a report to go to Navigation Committee.

I hope to hear your thoughts by 7 February.'

6th February; Parish Council Response: The members of Ashby, Herringfleet and Somerleyton Parish Council have been canvassed about the nomination for the Somerleyton Marina to be included in the

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Broads Plan as a site for residential moorings. There follows below a response from parish councillors setting out their thoughts and views.

Generally the Parish Councillors were not in favour of the nomination being accepted by the Broads Authority AT THIS TIME, (though not necessarily opposed in principle).

The concerns expressed were as follows:

The proposal does not address how the necessary infrastructure (permanent water connection, electricity supply, waste disposal etc.) would be provided in the area identified. The moorings in the area identified are not in good condition and have been scheduled for renovation/replacement by the marina owner for many years; plus the access roadway frequently floods at high tides.

Ten residential moorings would further increase the population of the village when it is already expecting a 25% increase in dwellings (55) within the period of the Waveney District Council new Local Plan. The Parish Council is extremely concerned at the strain on local infrastructure imposed by the new houses and a further ten dwelling units is likely to be unsustainable.

It is expected that an impact assessment would be carried out on the wildlife/bird nesting in the area. Reed- and sedge warblers, reed buntings and bearded tits have all been seen in the reed beds bordering up to proposed site.'

The meeting reviewed the above email exchanges forwarded to Parish Councillors, and decisions made by the Planning Committee of the Parish Council. There were no questions.

13. VILLAGE EVENTS – Review

There were no recent events to review.

14. VILLAGE EVENTS – Forthcoming

14.1 Litter Pick-up: There will be some litter pickers available on Saturday 24th March, who would be attending church on Sunday 25th. The clerk informed the meeting that she would be picking up the litter picking equipment and sacks, ordered on our behalf by Councillor Ashdown, from the Norse Depot on Friday 23rd March.

14.2 Village Walk. This will take place on Monday 2nd April. Full details will be posted on the Website shortly.

14.3 The meeting received the report from N. Livingstone.

Barn Dance. The barn dance sub-committee, comprising Jamie Foster, Nick Favell, Bob Wild and myself met last week. We suggest that the dance should be held on the date of 16th June.

We considered three likely venues, the village hall, the barn at Blocka Hall and the barn at the Fritton Arms.

We decided to accept the offer of free use of the barn at Fritton. Many thanks to Paul Johnson and the estate for this offer.

The barn has many advantages, including plenty of room, (especially important if it is pouring with rain on the day), licensing, and a big car park.

I have met with David Smith, the manager at Fritton. He is willing to let us have drinks at cost on a sale and return basis. We will be able to run the bar ourselves. The restaurant can provide food in the form of hamburgers and hot dogs. I am in the process of booking a band. The sub-committee will meet again nearer the time to discuss practical details regarding numbers, ticketing, other activities, etc. Could the Council to make a decision tonight so that I can get back to David Smith to confirm or otherwise the arrangement.'

The meeting agreed to accept the generous offer from Somerleyton Estate of the Barn at Fritton.

Proposer: C. Reynolds; Seconder: J. Foster, and unanimously agreed

Concern was raised about how numbers for the event would be managed. The organising group will be considering this issue.

15. FINANCE

The Meeting considered and approved the Financial Risk Assessment and Management process for the coming Financial year 2018-2019.

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Proposer: P. Johnson; Seconder: J. Foster, and unanimously agreed.

16. PAYMENTS TO BE APPROVED.

The following payments were approved by the Meeting. Proposer: M. Gibbs; Seconder: G. Gibbs, and unanimously agree.

Linux Business Annual Renewal (Website)	100.66
Somerleyton Community Association (Hire of Village Hire for Meetings)	126.00
ICO Renewal of Data Protection Registration	35.00
Report from Play Inspection Company	78.00
S. Phillips: Filing Cabinet and Suspension Files for Clerk's Home Office	104.35

17. REPORT OF INSPECTION OF PLAY EQUIPMENT ON VILLAGE GREEN.

The Meeting received the Inspection Report from The Play Inspections Company. It was noted that, while there were a number of issues raised, these were all rated as low or very low risk, and the report's recommendations related to maintenance and monitoring. It was agreed that the whole area seemed a little neglected, but continued to be well used and popular with local youngsters. It was agreed that the current routine of inspection and monitoring combined with some maintenance would be an appropriate response to the report. J. Alderton checks weekly and S. Phillips does a maintenance check on a quarterly basis. Proposer: P. Johnson; Seconder: J Foster and unanimously agreed.

18. SOMERLEYTON AWARD CHARITY.

The Meeting agreed to nominate Mrs. Ingrid North for the Somerleyton Award Charity for a further term of four years. Proposer: M. Gibbs; Seconder: G. Gibbs, and unanimously approved.

19. PARISH COUNCILLOR VACANCY.

The Clerk confirmed that there had been no call for an election to fill the vacancy and that the Parish Council was free to co-opt a new parish councillor. The Clerk advertised for applicants on 26th February; the closing date for applicants is 11th April. There had been a number of informal expressions of interest, and it was agreed that individual parish councillors would follow these and put anybody who wished to proceed in touch with the Clerk or Chair.

20. CORRESPONDENCE.

The Meeting considered the following items of correspondence. It was agreed that the request for a donation from Neighbourhood Watch in Suffolk would not be approved at the moment, as it seemed that the organisation was not active locally. Some items had already been attended to under previous agenda items, and it was agreed that there was no need to take action on the remainder.

- 5/2 Neighbourhood Watch in Suffolk: Request for Donation
- 5/2 Greenprint Forum: January Newsletter.
- 5/2 Suffolk Coastal/WDC Economic Growth Plan Consultation
- 9/2 Safer Neighbourhood Team Newsletter, February 2018
- 9/2 Article on Council Mergers in Suffolk getting the Go-ahead
- 12/2 Letter from Beccles Town Council re Closure of Lowestoft Records Office
- 22/2 Play Inspection Report from The Play Inspections Company

21. DATES AND TIMES OF FORTHCOMING MEETINGS.

Annual General Meeting: Thursday 10th May 2018, 7.15pm at Somerleyton Village Hall
Refreshments Nick

Annual Parish Meeting: Thursday 17th May 2018, 7.30pm at Somerleyton Village Hall

Northern Parishes Meeting: Monday 30th April 2018, 7.30pm at Blundeston Village Hall

There being no further business, the Meeting closed at 8.45pm.

Sue Read parish.clerk@ashvillages.org.uk 01502 732377