

The Meeting commenced at 7.18pm. In attendance were: G. Brooks, C. Diggins, N. Favell, G. Gibbs (in Chair), M. Gibbs, P. Johnson, S. Phillips, C. Reynolds and R. Wild. Also in attendance were: East Suffolk Councillor, P. Ashdown, Suffolk County Councillor K. Robinson and the local press correspondent, J. Wild. There were three members of the public present.

- 1. ELECTION OF CHAIR AND VICE CHAIR.** G. Gibbs informed the Meeting that she wished to stand down as Chair of the Parish Council after her three year term of office, but would be willing to continue as Vice Chair to support the new Chair.
N. Livingstone was unanimously elected Chair of the Parish Council. Proposer: N. Favell; Seconder: R. Wild.
G. Gibbs was unanimously elected Vice Chair of the Parish Council. Proposer: R. Wild; Seconder: P. Johnson.
In the Chair's absence, the Vice Chair continued to chair the Meeting.
- 2. APOLOGIES FOR ABSENCE.** Apologies had been received from N. Livingstone.
- 3. COUNCILLOR VACANCIES.**
Following the Parish Council election, there were two Parish Councillor vacancies. The clerk had received two requests for co-option to the Parish Council, from J. Foster and T. Pace. The Meeting exercised its power under section 21(2) of the Representation of The People Act (1985) to unanimously agree to co-opt both J. Foster and T. Pace to the Parish Council. Proposer: G. Gibbs; Seconder: R. Wild.
- 4. DECLARATION OF PARISH COUNCILLORS AND REGISTER OF INTERESTS.**
The names of elected and co-opted Parish Councillors were declared. All Councillors signed Declarations of Acceptance of Office. The Clerk informed the Meeting that she will shortly receive her username and password for the new online Register of Interests system implemented by East Suffolk Council. She will then register councillors who will in turn receive sign in details to complete their Declaration of Interests details.
- 5. DECLARATION OF INTEREST** in items on the agenda. There were none.
- 6. REQUESTS FOR DISPENSATION.** There were none.
- 7. APPOINTMENT OF PLANNING COMMITTEE.**
The Meeting agreed unanimously that the following councillors should continue to form the Planning Committee to act on planning matters between meetings of the Parish Council.
R. Wild (Chair), S. Phillips, C. Reynolds, C. Diggins and P. Johnson. Proposer: G. Gibbs; Seconder: M. Gibbs.
- 8. CONFIRMATION OF MEMBERSHIP OF WORKING GROUPS AND EXTERNAL BODIES**
 - 8.1 Parish Councillors on Working Groups. Green and Environment Group. Current Membership: M. Gibbs. The Meeting agreed unanimously that M. Gibbs should continue as member of this group. Proposer: C. Diggins; Seconder: P. Johnson.
Information and Advice Group. The Meeting heard that the noticeboards on The Green, at Ashby and at Herringfleet are difficult to use; particularly when trying to secure them. It was agreed unanimously that S. Phillips and G. Gibbs should comprise this group and that S. Phillips would inspect the noticeboards and propose how they may be repaired. Proposer: C. Diggins; Seconder: G. Brooks.
Defibrillator Group. The Meeting agreed unanimously that C. Diggins and G. Gibbs should comprise the Defibrillator Group. Proposer: M. Gibbs; Seconder: P. Johnson.
 - 8.2 Nominees to outside bodies. The nominated trustees to the Somerleyton Award Charity and the Poor and Anguish Charity are Mr D. Cook and Mrs I. North. The term of office of Mrs J. Reynolds, also a Parish Council nominee to the trustees, expired last month. The Trustees and Mrs Reynolds have requested that she be re-appointed, (letter received 30th April), and the meeting was asked to decide on this matter. The Meeting was reminded that it has an agreed procedure which requires it to advertise any vacant nominations to outside bodies. It was proposed and unanimously agreed that, on this occasion only, this procedure

would be waived in recognition of the fact that Mrs Reynolds fulfils a significant service to the Trustees in her role as secretary, and in this respect continuity is important. Proposer: P. Johnson; Seconder: G. Brooks. It was then unanimously agreed that Mrs J. Reynolds should continue as a nominated Trustee to the Somerleyton Award Charity. Proposer: G. Brooks; Seconder: R. Wild.

The nominated trustee to the Somerleyton Community Association is Mr D. Cook.

9. **CONFIRMATION OF RESPONSIBLE FINANCIAL OFFICER (RFO).** The meeting confirmed unanimously that the clerk is RFO to the Parish Council; and that it should appoint a councillor as supervisor of the RFO. In view of the current supervisor's taking on the role of Chair to the Council, the Meeting agreed unanimously that the role of supervisor to the RFO should be undertaken in future by S. Phillips. Proposer: G. Gibbs; Seconder: R. Wild.
10. **ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019** The meeting unanimously approved the Annual Accounts, Asset Register and Annual Return, (Certificate of Exemption, Governance Statement and Accounting Statement); and the Chair signed each as a true record. Proposer: G. Gibbs; Seconder: M. Gibbs.

PUBLIC FORUM: Commenced at 7.42pm

Kat Konrad introduced herself and 'The Hub', which has opened at the Forge Garage. The Hub offers a health, nutrition and well-being service, and is also planning to support and promote local events, including those which it will be organising itself. The first will be a Gardeners Question Time in early June.

East Suffolk Councillor P. Ashdown, newly re-elected to the Ward, said that he was pleased to be serving the area for the newly formed Local Authority. He will be managing a locality budget of £7500.

Suffolk County Councillor K. Robinson. The County Council is planning to carry out a survey of speed limits on Suffolk roads.

THE ANNUAL GENERAL MEETING recommenced at 7.58pm.

11. **PARISH COUNCIL MEETINGS FOR THE COMING YEAR.** The meeting agreed the dates for Parish Council Meetings for the coming year.
12. **MINUTES OF THE MOST RECENT MEETING.** The meeting unanimously approved and the Chair signed as a correct record the second draft of the minutes of the meeting held on 7th March 2019. Proposer: S. Phillips; Seconder: C. Reynolds.
13. **CLERK'S REPORT ON ONGOING MATTERS.**
6. Herringfleet Smock Mill. J. Foster and P. Johnson gave a joint update. Work has begun to carry out basic maintenance on the Mill.
7. The Village Pond. A Commemoration of the life of Ivan Dorrofield was held on 15th April. A tree was planted by his family and his ashes interred. A small volunteer group is supporting D. Cook in maintaining the setting of the pond.
9. Replacement Bench. This was fixed in place by the Estate team on the day after the last meeting of the Parish Council.
10. Plaque for Defibrillator. C. Diggins and the Clerk have agreed to progress this purchase.
18. Village Green. The Meeting noted that Somerleyton Estate has responded quickly to the request to improve the appearance of the Green. The concrete posts and rails at the main road end of the Green have been painted, and the Jack Burdett bench surrounding the tree by the play equipment has been assessed and repaired by the Estate maintenance team. The Meeting considered feedback from N. Livingstone on the Village Sign. It was agreed that initially S. Phillips and C. Reynolds will wash down the sign and clean off the algae. P. Johnson offered to set up a gantry around the sign to facilitate the work.

- 14. REQUESTS FROM PARISHIONERS.** A number of Parishioners have enquired about developments at the Forge Garage building. This is the hub whose manager spoke to the meeting during the Public Forum. Please see Public Forum minute above.
- 15. PARISH WORKING GROUPS.** The meeting is asked to receive reports from working groups and make decisions on any recommendations.
- Green and Environment Group. M. Gibbs is keen to hear of any suggestions where planting may enhance a site.
- Information and Advice Group. S. Phillips is discussing the possibility of collaboration with the Hub to develop the Telephone Box as a source of information for the villages.
- Defibrillator Group. The Meeting received the following report from the Defibrillator group, tabled by C. Diggins.
- Report of the Defibrillator Working Group*
- The defibrillator has been tested weekly and there have been no issues.*
- The Community Heartbeat Trust have inspected the cabinet in response to our concerns regarding the alignment of the door and have advised that there is no fault.*
- A further test of the Volunteer Emergency Telephone Support system (VETS) that was scheduled for the 29th April had to be abandoned when it was found that the system still wasn't working. This issue has now been rectified so a new date will be arranged for the Volunteers to test it. Once this has been completed we will arrange to deliver cards to all properties in the Parish with the VETS telephone number so that they can request help if the ambulance service advises them to collect the defibrillator.(Volunteers wanted to deliver the cards)*
- A meeting of the Defibrillator Working Group was held to decide on the wording of a leaflet to be delivered with the VETS card, advising Parishioners to consider their wishes in terms of resuscitation and to ensure that it is properly documented by their GP if it is decided that this would not be appropriate.*
- I have been in contact with East of England Ambulance Service to find out if the call handler can initiate the call to the VETS number instead of relying on the person who has called 999. However, they would not be prepared to consider this, for data protection reasons and because it could be exploited by individuals for unlawful purposes. However, they have recommended a smartphone app (GoodSAM) that can alert verified responders to cardiac arrests in their locality. Responders are verified during the sign-up process and need to upload evidence of Basic Life Support training. I have signed up to this while we get the VETS system up and running to ensure that I can be alerted to any cardiac arrests in the Parish and can notify Volunteers via our WhatsApp Group.*
- 16. NEIGHBOURHOOD PLAN.** The Meeting received the following report from J. Livingstone.
- 'After many months (years) of work the Neighbourhood Plan is completed with maps, supporting evidence, and other information needed.*
- The Design consultant commissioned from AECOM visited both Lound and Somerleyton earlier in the year, and was able to view the Forge and Mill Farm Field development sites in Somerleyton and the site east of The Street in Lound. This together with familiarising himself with the villages, the policies shown in the plan which reflect the communities t views and the very thorough background information contained in the plan should ensure the Design Code will be appropriate for these very special development sites. The Design Code is due to be delivered in early May. Our next Steering Group meeting will be held to appraise the code and finalise the entire Neighbourhood Plan.*
- We will then meet with East Suffolk Planning Officers to review the final document. After that it will be over to East Suffolk to organise an independent appraisal by a Planning Inspector and a referendum for the community to vote on the plan and we hope endorse it. Jenni Livingstone'*

17. PLANNING.

17.1 Recent Applications. DC/19/1217/FUL: Holly House The Street Somerleyton Lowestoft Suffolk NR32 5QB Installation of a stainless steel flue (125 mm diameter) for a smart 120 British Traditional pellet boiler store (see smart 120BT on klover.it) to replace current stove for domestic heating needs. **The Parish Council has no objection.** The Meeting was informed that a close neighbour of the planning applicant, who was away during the consultation period, is aggrieved that his objection to the application cannot be heard. The Meeting was satisfied that due process was observed by the Parish Council in this matter.

17.2 Recent Decisions. None.

17.3 Letter from Broads Authority regarding sign. The Meeting noted the following letter which was sent to the Broads Authority following the Public Meeting of the Parish Council's Planning Committee on 18th April.

Dear John Packman,

Thank you for your letter of 2nd April proposing a Broads National Park sign on Blundeston Road. The Parish Council Planning Committee has considered the proposal and found it inappropriate because:

1. The proposed site is a long way from the Broads Authority executive area boundary (nearly 2 miles per road).

2. Only a very small part of the settlement of Somerleyton lies within the Broads Authority executive area

Thus the sign would be misleading.

The Planning Committee also took into account that the Broads Authority executive area is not a National Park within the meaning of the National Parks Act 1949, as confirmed by Defra.

The Parish Council opposes the placing of a Broads National Park sign beneath its own, adapted, sign on Blundeston Road.

Yours sincerely,

Clerk to the Somerleyton, Ashby and Herringfleet Parish Council

18. WAVENEY LOCAL PLAN. The Meeting noted the formal notification from East Suffolk Council that the Waveney Local Plan was adopted by Waveney District Council on 20th March 2019. It can be viewed at local libraries, in Oulton Broad, Lowestoft, Beccles etc., or at the Marina Centre in Lowestoft; and online at :www.eastsuffolk.gov.uk/localplan

19. REPORT FROM THE DEFIBRILLATOR GROUP. Covered under minute for item 16.

20. ANNUAL PARISH MEETING. To be held on 20th May. S. Phillips will organise the wine and soft drinks.

21. FINANCE – ASSETS. The Chair and Clerk will carry out a review in the next few weeks. A date will be agreed on his return.

22. VILLAGE EVENTS – Review. The Meeting heard that the Annual Litter Pick took place on 7th April. The weather was very inclement, and this perhaps had an effect on the number of volunteers. Four routes were cleared. It was not possible to organise a further date the following weekend, as suggested by attendees, as the equipment was not available. It was noted that Somerleyton Estate is still carrying out regular litter-picks, and any interested parishioner may participate in this.

23. VILLAGE EVENTS – Forthcoming. Open Gardens. It was acknowledged that there were insufficient gardens offered to hold the event this year.

ASHBY HERRINGFLEET AND SOMERLEYTON PARISH COUNCIL

Second Draft of Minutes of the Annual General Meeting of the Parish Council held on Thursday 16th May 2019 at 7.15pm at Somerleyton Village Hall

- 24. PAYMENTS TO BE APPROVED.** The following payments were approved. Proposer: G. Gibbs; Seconder: C. Diggins.

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
Clerk's Salary	280.00
Clerk's Income Tax	70.00
Suffolk Accident Rescue Service	10.00

The sum of £35.00 for a Replacement Tree for Herringfleet Churchyard was unanimously agreed. Proposer: S. Phillips; Seconder: R. Wild.

- 25. CORRESPONDENCE.**

19/4 Grant Finder – new funding to improve Village Halls.
19/4 Information re Table Tennis Provision
19/4 Scottish Power EA One North Offshore Windfarm Consultation
10/5 Open Day at Herringfleet Wind Pump
10/5 Broads Authority: Broads Briefing April 2019
10/5 Broads Local Plan: Final Report from Planning Inspector
10/5 Suffolk Preservation Society: Suffolk View Spring Edition (Also have Hard Copy)

- 25. DATE & TIME OF FORTHCOMING MEETINGS**

Annual Parish Meeting	Monday 20 th May at 7.30pm Somerleyton Village Hall
Northern Parishes Meeting	Tuesday 21 st May at 7.30pm, Corton Village Hall
Parish Council Meeting	Thursday 4 th July 2019 at 7.15pm, Somerleyton Village Hall

Refreshments Bob

There being no further business, the Meeting finished at 8.55pm.

Sue Read
Parish Clerk

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