

## ASHBY, HERRINGFLEET AND SOMERLEYTON PARISH COUNCIL

Draft Minutes of the Meeting of the Parish Council, held on Thursday 4<sup>th</sup> July 2019, at 7.15pm in Somerleyton Village Hall.

The Meeting commenced at 7.15pm with the Public Forum. There was one member of the public in attendance, who introduced a letter he has given the Clerk expressing concern about traffic flow on the Street, between Station Road and the Village Pond. A combination of local residents' and their visitors, people attending events at the Village Hall and members of the Bowls Club are all combining to reduce a long section of The Street to one lane on regular occasions. There was a brief discussion, to which the **County Councillor Robinson** contributed from a Highways perspective. He noted that it is difficult to restrict formally parking in such a setting, as this might have an impact on the freedom of local residents. It was agreed that the matter would be placed on the Agenda for the next meeting in September.

**District Councillor P. Ashdown** informed the Meeting that he had been allocated a Locality Budget of £7,500, and encouraged the Parish Council to identify projects which might be appropriate for funding.

The formal meeting commenced at 7.49pm. In attendance were: G. Brooks, C. Diggins, N. Favell, J. Foster, G. Gibbs, M. Gibbs, P. Johnson, N. Livingstone, (in Chair), S. Phillips and C. Reynolds. Also in attendance were P. Ashdown East Suffolk Councillor and K. Robinson, Suffolk County Councillor.

**1. APOLOGIES FOR ABSENCE.** Apologies had been received from T. Pace and R. Wild.

**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 Meeting was asked to approve record the minutes of the Annual General Meeting held on 16<sup>th</sup> May, 2019. These were unanimously agreed as a true record and signed by the Chair. Proposer: C. Reynolds; Seconder: G. Gibbs.

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

6. Herringfleet Smock Mill. J. Foster informed the Meeting that the Charitable Trust has not met recently and that there was nothing to report.

18. The Village Green. The Meeting acknowledged the work that has been carried out by Somerleyton Estate in improving the appearance of The Green. The Jack Burdett seat has been repaired by the Estate, and is again a useful seat for people supervising children on the play equipment. With regard to the new bench on corner of the Green near to the Notice Board, J. Foster agreed that the varnished surface of this bench has deteriorated, and undertook to improve it.

The Village Sign. There was a discussion about the next steps in restoring/cleaning the Village Sign, which was last blasted and re-enamelled in 2006. The Sign will be cleaned as agreed at the last meeting, and a local sign writer will assess 'pro bono' the condition of the paintwork and offer advice.

### **6. REQUESTS FROM PARISHIONERS**

The Meeting noted that the letter regarding traffic on The Street was discussed during the Public Forum, and will be on the Agenda for the next meeting. Concern has been expressed about shotguns being fired on the marshes. This is a matter that should be reported to the Police.

**7. PARISH COUNCILLOR TRAINING.** C. Diggins reported that she had attended the recent training for new councillors provided by Lowestoft Town Council. She found it very helpful as a new Parish Councillor in understanding her role. The training was practice and discussion based. The Clerk has ascertained from Lowestoft Town Council that there will be more dates set later in the year, so there will be opportunities for more councillors to attend. The Chair felt it may be useful to keep a record of training undertaken by councillors.

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### 8. PARISH PLAN WORKING GROUPS

Green and Environment Group. M. Gibbs is still considering sites which could be enhanced by planting, and would be willing to collaborate with Somerleyton Estate when the Village Pump surround is repaired.

Advice and Information Group. The Meeting considered the following report from S. Phillips and G. Gibbs. *We have permission from the Estate to bring the old phone box into use as an Information Point in its current location outside The Hub. It will first need to be set into the ground and we shall meet with the Estate to discuss how to do this during the week commencing 1<sup>st</sup> July. The box will then need to be thoroughly cleaned and the paintwork refreshed. After that we will install a board on the back wall to mount everything on. We envisage the display will include the map of the parishes which was outside the bike shop, leaflets advertising local businesses etc and we are investigating ways to provide a noticeboard for parishioners. Further uses will then be looked at.*

*We wish to apply for a maximum budget of £300 to cover concrete for the floor making the shell weathertight (it has lots of bolt holes) signs for the windows backboard.*

East Suffolk Councillor Ashdown reminded the Meeting that an application to his Locality Fund for a project of this kind would certainly be appropriate. S. Phillips agreed to pursue this. The Chair asked whether the refurbished Phone Box would be insured, as there have been cases of these being stolen. S. Phillips responded that this would be appropriate only if the Parish Council intended to replace it. Defibrillator Group.

The Meeting received the following report from. C. Diggins.

*The Volunteer Emergency Telephone System was tested successfully by the volunteers on Thursday 6<sup>th</sup> June and only one person was unavailable. A further familiarisation session will be scheduled but the system is uncomplicated so there are no concerns in the meanwhile.*

*Some volunteers have suggested that it would be a good idea to have regular refresher sessions on CPR and use of the defibrillator and the best way of achieving this will need to be considered. However, it must be stressed that no prior knowledge or training is required for anyone to use our defibrillator and it will instruct users on what to do from the time the defibrillator is turned on.*

*People have volunteered to deliver the cards with the VETS number to all 207 households in the Parish together with a leaflet drafted by Gerda Gibbs and Claire Diggins regarding individual preferences regarding resuscitation. Additional cards have had to be requested from the Community Heartbeat Trust which has created a slight delay. However, these will be available for distribution early next week once the location of the defibrillator and the VETS telephone number has been written on each card.*

*Sue Read and Claire Diggins have met to select and order a 150 x 100 mm aluminium sign to go above the defibrillator cabinet to acknowledge with thanks the generous grant from The Somerleyton Award Charity that funded the defibrillator and cabinet in full. This will cost £37.32.*

*The defibrillator has been tested weekly and recorded on the WEBNOS on-line defibrillator governance system. The emergency services rely on WEBNOS to determine the ready status of defibrillators in the community.*

### 9. NEIGHBOURHOOD PLANNING.

The Meeting received the following update from J. Livingstone.

*After many delays and frustrations we received the Masterplan Design Brief for our Neighbourhood Plan on 24<sup>th</sup> June.*

*Members of the Group met on 27<sup>th</sup> June to scrutinise the plan and make amendments and corrections as necessary. This was a very constructive meeting and our Clerk Louis Smith then had further discussions with Tom Beck of AECOM*

*We look forward to receiving the amended document and finalising the complete Neighbourhood Plan. It*

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*will be scrutinised by East Suffolk Planning Officers before an independent appraisal by a Planning Inspector and then over to the community to vote on the plan*

**10. ANNUAL PARISH MEETING.** The Meeting reviewed the Annual Parish Meeting which was held on 20<sup>th</sup> May 2019. Despite the need to change the date (twice!) the Meeting was attended by 37 parishioners. There were notices from over 20 local clubs and organisations, displayed for attendees to read. It was a successful evening.

### **11. PLANNING.**

The Meeting noted the following application and decision.

11.1 Recent Applications. **DC/19/1978/LBC. Green Farm House, Green Lane, Somerleyton.** Application for Listed Building Consent to knock through to open kitchen and dining room together and alterations to make W.C. into shower room. Removal of chimney. Parish Council's Planning Committee held a meeting open to the public on 5<sup>th</sup> June. It recommended that the Application be approved.

11.2 Recent Decisions. There have been none.

11.3 East Suffolk Town and Parish Council Planning Forum. S. Phillips attended this Forum. There is a revised procedure for 'calling in' planning applications where the Parish Council's view differs from that of the Planning Case Officer.

### **12. VILLAGE EVENTS – Review.**

12.1 Italian Evening at Village Hall. Very popular evening organised by Sue and Will Bailey with delicious food and cabaret. Proceeds of £800 were sent to the Village Hall fund.

12.2 25<sup>th</sup> May Craft Fair. This successful event organised by Dee Smith raised £450 for the Village Hall Fund.

### **13. VILLAGE EVENTS – Forthcoming.**

13.1 6<sup>th</sup> July School Fete. The Parish Council will run the Car Park. C. Reynolds reported that there are sufficient volunteers.

13.2 6<sup>th</sup> July Art Sale and Exhibition. 11.00 to 3.00pm at the Village Hall.

13.3 16<sup>th</sup> July. Guided Walk of Somerleyton Hall Gardens for local residents led by Head Gardener Simon Gaches. This is now Sold Out.

13.4 24<sup>th</sup> August Garage Sale at houses around Somerleyton. Organised by Dee Smith.

13.5 21<sup>st</sup> July. Village Rounders and Barbeque.

13.6 Brick Kiln Clean-up. To agree a date for this annual task. Suggested dates: 29<sup>th</sup> September or 6<sup>th</sup> October. It was suggested that the first date is preferable, as the second would be on the day after the next Bistro event at the Village Hall.

**14. FINANCE.** The Meeting received the First Quarterly Monitoring Report.

**15.2018-19 AUDIT.** The Meeting noted that last year's Annual Return has been audited by the Internal Auditor and is now ready to be published on the Main Noticeboard and the Website.

**16. PAYMENTS TO BE APPROVED.** The Meeting unanimously approved the following payments. Proposer: M. Gibbs; Seconder: S. Phillips.

Clerk's Salary	280.00
Clerk's Income Tax	70.00
Councillor Training	10.00
Plaque for Defibrillator	37.32

**17. CORRESPONDENCE.** The meeting is asked to decide what, if any, action should be taken regarding any of the following items of correspondence.

21/05 Corton Almshouses – Vacant Bungalow. **This bungalow has now been let. It was confirmed that our parishioners would qualify for allocation to this scheme.**

28/05 Environment Agency – Consultation re Flood and Coastal Risk Management Strategy

10/06 Somerleyton Estate - Litter Pick

19/06 Broadland Futures Initiative – Survey re Flood Management

19/06 East Suffolk – Business and Community Awards 2019

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19/06 East Suffolk – Clear Air Day 20<sup>th</sup> June  
19/06 East Suffolk – Plastic Action Champions  
19/06 Scottish Renewables x 2 Consultation on Offshore Wind Farms  
21/06 Broads Local Plan- Copy on Memory Stick  
29/06 Highways – Mutford Lock Bridge Maintenance 8<sup>th</sup> to 12<sup>th</sup> July  
29/06 Scottish Renewables x 3 Consultation on Offshore Wind Farms

The Chair asked the Meeting if the multiple emails currently forwarded to Councillors regarding Off Shore Wind Farms were considered relevant. It was agreed that they should continue to be sent, as there is local interest, and that Councillors are free to delete these if they wish.

### 18. FORTHCOMING MEETINGS.

Parish Council Meeting	Thursday 5 <sup>th</sup> September 2019 at 7.15pm in Somerleyton Village Hall <i>Refreshments Gerda</i>
Northern Parishes Meeting	Thursday 19 <sup>th</sup> September 2019 at 7.30pm in Somerleyton Village Hall

There being no further business the Meeting closed at 8.38pm

Parish Clerk: Sue Read

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