

LITTLE GLEMHAM PARISH COUNCIL

To members of the Council: Your attendance is required at the next meeting of Little Glemham Parish Council which will be held on **Tuesday 11 February 2020 at 8.00 pm** in the Parish Room

Alistair Besly, Parish Clerk

AGENDA

Attendees

From the Council

From the Public

Apologies

Declaration of Interest

Minutes To approve and sign the Minutes of the Council meeting on 14 January 2020

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Community Area Closure: The community area has been close since October 2019 because of the risk of injury from a damaged shed. Emma Angel has offered to remove and repurpose the shed so the area can be reopened.			
	AP01 - 01/20	Organise the removal of the shed	Emma	Closed
	AP02 - 01/20	Join working party for removal on 25 January 2020 at 10.00	All local councillors	NFA
		Is the Community Area now reopened?		
2	Community area Lease: The Estate have offered a 15 year lease with no break clauses or a 20 year lease with break clauses for four areas of land described as: The playground, The wood, The Car Park and The Amenity Area. While there is planning permission for the Car Park, there is no obligation to build it.			
	AP03 - 01/20	A question was raised regarding the accumulated legal costs. The Clerk will attempt to find the original approval and negotiate a reduction. <i>8 Jan 2019 6 a ii "In view of the fact that LGPC had not appointed solicitors to act on their behalf in this matter, the landlord's solicitors had requested a written undertaking, confirming the Council's commitment to pay the costs incurred, in the event that LGPC decides not to proceed. On a Proposition by the Chairman, it was unanimously agreed to comply with this request"</i>	Clerk	Next Meeting
	Agreement	It was agreed that the Council should accept the 15 year lease for all four areas of land and discuss how best to use them for the community once the lease is signed, including fenced areas for children's play and dog walkers		
	AP04 - 01/20	Organise for lease to be prepared and signed	Clerk	Next Meeting
3	Community area Fencing: As part of the lease the council will be responsible for fencing the area. Action to be discussed once the lease is signed			
4	Children's informal outside learning project: This is being organised by Emma Angell using part of the allotment land which will need to be fenced off with post and mesh fence. This is not a formal LGPC activity however practical support will be offered as necessary. Emma was advised to look into the requirements of DBS (Disbarring Service) for any adults leading children's activities		No LGPC Action	Closed
5	Dog Waste Bin in Shop Lane: Objections have been received for the provision of a bin on the public highway at the top of Shop Lane. Alternatives were discussed but it was agreed that if the bin was on private land East Suffolk Council would not empty it. The item has therefore been closed		Closed	Closed
6	Little Glemham Speed Watch: The equipment has been purchased and is with Frank who advised he would no longer be able to coordinate this activity due to work commitments. Stephen Bayfield and Lynne Gibbs offered to jointly coordinate going forward. It was agreed that more volunteers were needed and training needed to be provided. It was noted that the Speedar is only authorised for use on the A12			
	AP05 - 01/20	Deliver a village flyer asking for more volunteers to operate the Speedar	Stephen	Next Meeting

	AP06 - 01/20	Produce training plan for new and existing volunteers	Stephen, Lynne	Next Meeting
	AP07 - 01/20	Complete volunteer training activities	Stephen, Lynne	Feb Review
	AP08 - 01/20	Agree a rota with the volunteers for implementation	Stephen, Lynne	Feb Review
7	East Suffolk Council: Town and Parish Council Forum. Philip advised that he would be attending		Closed	Closed
8	Neighbourhood Watch Coordinator: There is a vacancy for Little Glemham. Stephen Bayfield offered to advertise it on a flyer			
	AP09 - 01/20	Deliver a village flyer advertising the vacancy	Stephen	Next Meeting
9	Safe Council Subscription for consideration. Details were circulated 2/12/19. This is a Health and Safety resource which costs £6.99 per month for review February			Feb Review
10	Community Area Ideas from Anne Chapman: Circulated 6/1/20, These ideas should be considered alongside the overall plan for usage of the community area once the lease is signed. Review again in February			Feb Review
11	Donation requests received from: CAB [£40 last year], Accident and rescue service [£30 last year], Disability Advice Service [£30 last year] and Neighbourhood Watch [none last year]. To be reviewed in February once we have a better view of commitments to the end of the year			
	Agreement	To donate £40 to CAB. Action Clerk to prepare payment	Clerk	Next Meeting
12	Little Glemham PC website: Peter Chaloner has given notice that he no longer wishes to be involved in website activities. Hosting and Domain Name are paid up to September 2020. If nothing is done, the site will simply cease to exist after this date.			
	Agreement	It was agreed that the website was a good way of sharing information (the minutes have been posted there). The council should find a way of taking this on. Alistair agreed to ask a friend in Sussex how much it would cost for him to take this on		
	AP10 - 01/20	Alistair to get a quote from a web hosting business - Report on current website and estimate for a new one circulated for discussion	Clerk	Next Meeting
		Engagement of a Web Designer to create a new website - see report circulated with agenda		
13	Traffic on Church Road: Concern was expressed for the speed of some cars on Church Road and the size of lorries using the road. The council will ask Stephen Burroughes from the County Council if there is anything that can be done			
	AP11 - 01/20	Alistair to write to Stephen for advice - Done 15 Jan, Followed Up 30 Jan	Clerk	Next Meeting

Regular Reports and Agenda Items

R1	Suffolk County Councillors Report was circulated - No actions			
R2	District Councillors report was circulated and Carol highlighted that there are grants available for Play equipment and that she would help with the application process when required			
	AP12 - 01/20	Carol offered to clarify where the district stood on dogs being excluded from play areas and how to achieve this	Carol	Next Meeting
	AP13 - 01/20	Carol offered to ascertain whether East Suffolk would in fact empty a dog waste bin situated on a permissive path	Carol	Next Meeting
R3	Finance Report: Balance at bank to be reported at meeting			
	AP14 - 01/20	A view of spending commitments up to year end to be circulated - Done 16 Jan [and again with Agenda]	Clerk	Next Meeting
	Agreement	To maintain precept at £3,800 recognising that this will increase the Band D charge by 0.27%.		
	AP15 - 01/20	Clerk to notify East Suffolk by 24 January - Done 15 Jan	Clerk	Closed
		2018/19 VAT reclaim submitted 17 Jan 2020		
		Suggested Budget 2020/21 - circulated with Agenda		
R4	Sizewell C: A discussion regarding a protest letter took place but not all councillors agreed. It was noted that a letter had been sent from the council to the Sizewell C community forum.		NFA	NFA
		Do LGPC have a representative on the Sizewell C community forum?		
R5	Planning	Nothing to report		