

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Council meeting held on
Monday 4th September 2017 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Ceri Larman; Roger Blyth; Philip Hope-Cobbold; Frank Hilder; Pat Trinder [Clerk]
2. **Present from the Public:** Stephen Bayfield; Stephen Burroughes [County Councillor]; John McNamara, Community Relations Manager, EDF;
3. **Apologies for Absence:** Claire Peck; Carol Poulter [District Councillor]
4. **Declaration of Interest:** None
5. **Sizewell C:** The Chairman introduced and welcomed John McNamara to the meeting. Mr McNamara thanked the Council for the opportunity to provide a brief overview of his new role at EDF, which included responsibility for the Sizewell C project on a day to day basis. Commenting on the project timetable, JM advised that EDF were still working through over 1,000 high level submissions and hope to have a final report out in Oct/Nov 2017, via the Community Forum and a newsletter; the final report will form the basis for the eventual Stage 3 consultation which, realistically, he did not think would take place until towards the end of 2018. Contentious Issues raised in the high level feedback received from the Stage 2 consultation included the A12 bypass, park and rides; workers accommodation; infrastructure and road improvements. Replying to a question from the Chairman, JM advised that any predictions regarding timescale, in terms of obtaining approval to proceed, would not be possible until the final investment decision is taken. He outlined the three phases; the first – ‘de-risking’ [or development] phase, which is where we are now with Sizewell C; the second ‘Construction Phase’ [which is where the Hinkley project is] and the final ‘Operational’ stage. It was noted that a decision on the planning application, once submitted would take approximately a year. After further lengthy debate, followed by a question and answer session, the Chairman brought the discussion to an end and thanked Mr McNamara for attending.
6. **Minutes of the last meeting:** The Minutes of the meeting held on 10th July 2017 were unanimously adopted and signed as a correct record [*Proposed by the Chairman; Seconded by Cllr. Ceri Larman*]
7. **Matters Arising from the 10th July Council meeting:**
 - a. **[i] Community Area Update:** Ceri reported on the July inspections when she had noted that one side of the shed door had dropped, making it difficult to shut; dog waste left along the perimeter fence behind the swings; bird droppings on swing seats; Philip reported on the loose fence posts which, although not urgent, would need to be replaced at the next work party. He also brought to the meeting, the remains of approx. 15 chewed rubber balls, which had been arbitrarily left strewn around the community area. The Chairman referred to the increased pressure to ban dogs from enclosed community/play areas, and was disappointed at further examples of irresponsible dog owners/walkers. [*Frank agreed to monitor this problem*]
 - [ii] Proposal to extend consent lease to include additional area of scrubland:** A formal response was still awaited from Strutt and Parker; it was agreed to chase the matter up; [*A.P. Clerk/Chairman*]
 - [iii] Improvements to community area play facilities: Update on public response following circulation of flyers seeking volunteers:** The Chairman was disappointed to confirm that no responses had been received from parishioners, which led him to question whether it was in the Council’s best interests to continue with the project.

[iv] Associated Car Parking Provision: Chairman's report on special meeting held with Carol Poulter on 1st August to review the District Council's response to LGPC pre-application *[Council attendees: Peter; Ceri; Frank; Roger]* Peter summarised the discussions; Carol had looked at the proposed site for the car park, which she supported, and was puzzled by the negative response received from the planning department, suggesting that perhaps LGPC should go ahead and submit a full planning application. Claire tabled an alternative suggestion, that the Council might consider putting the car park on the present community area site, relocating the community area to the proposed car park site. Peter had been surprised to learn that SCC Highways had not yet responded to LGPC's initial request for pre-application advice and had asked Stephen Burroughes to look into the issue as a matter of urgency. Peter thought that the main issue would be the vehicular access, which had caused opposition from neighbouring residents in the past, and a response from Highways was needed before a full planning application was submitted. Stephen confirmed that he had forwarded the request on to the Cabinet member for Highways. As a matter of information, Stephen referred to the recent re-organisation of SCC Highways, noting that the Saxmundham area office has now relocated to Halesworth and was operating within a new structure. There was further general discussion on the specification and design of the proposed car park, which LGPC would maintain, and, referring to the materials likely to be used to surface the area, Stephen kindly agreed to make a contribution to the cost of a moulded plastic surface. After further debate, Stephen offered to attend the October Council meeting, along with Carol Poulter, to provide an update on this issue. *[A.P. Stephen Burroughes/Clerk to liaise with Carol Poulter]*

- b. Maintenance of highways/pavements/footpaths:** Nothing to report; Clerk to chase up outstanding complaints. *[A.P.Clerk]*
 - c. LGPC – Casual Vacancy:** The Chairman was pleased to report that Mr Stephen Bayfield had confirmed his wish to be considered for co-option onto the Council. On a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, members unanimously agreed to co-opt Stephen Bayfield onto the Council, with immediate effect, to hold office until the next Parish Council elections in 2019. The clerk advised that she would notify SCDC who would contact Stephen Bayfield direct in due course regarding completion of his Register of Interests form on line. Mr Bayfield completed his Acceptance of Office form which was received by the Council. *[A.P. Clerk]*
 - d. Bus Shelter Cleaning:** On a Proposition by the Chairman, it was agreed to advertise the vacancy in the next available edition of the Ebb and Flow *[A.P.Clerk]*
- 8. Suffolk Coastal Local Plan Issues and Options Consultation Documents: Consultation period: 18th August – 30th October 2017:** Details about access to consultation documents already circulated via email, along with dates and venues for pre-arranged local 'drop-in' sessions had been circulated. Alongside these sessions, the Planning Policy Team have invited representatives [2 or 3] from each Town/Parish Council to meet on a 1-2-1 basis at the Council's offices at East Suffolk House. The Chairman deferred discussion on this item to provide an opportunity for councillors to mull over the information received before the next meeting on 9th October. The clerk was asked to reserve a provisional date, after the 9th October, for a 1-2-1 meeting. *[A.P.Clerk]*
- 9. Suffolk County Councillor's Report:** Copies of Stephen Burroughes' written report had been circulated and taken as read and received and Stephen expanded on one or two issues covered in the report. Stephen also referred to a separate letter that had been received, and circulated by the clerk, advising that the consultation has opened for Suffolk's Energy

Gateway, specifically the proposed new road to by-pass the villages of Farnham, Stratford St. Andrew, Little Glemham and Marlesford on the A12. Two public exhibitions will be held at the Riverside Centre on Wednesday 20th September and Saturday 23rd September – both from 10.00 a.m. to 6.00 p.m. The Chairman hoped that councillors would make every effort to attend.

- *Update on date for proposed 'Rural speeding briefing'*: Stephen advised that Highways have not been a position to attend such a briefing, due to their recent reorganisation. He will update the Council as soon as progress has been made.
- *LGPC – Community speed watch initiative*: The Chairman was pleased to report that he had got a team of 9 volunteers to help operate the scheme. Stephen confirmed that he was happy to fund the scheme, but LGPC will need to do some work in terms of proposed positioning and police approval before applying for the equipment. Clerk to chase up. **[A.P. Clerk]**

10. District Councillor's Report: Nothing to report.

11. Suffolk Coastal & Waveney District Councils: Statutory Consultation: Anti-Social Behaviour, Crime and Policing Act 2014; Public Space Protection Orders – Dog Controls in the Suffolk Coastal District: Consultation documents had been circulated via email, and were taken as read and received. The Chairman commented that LG did not have any byelaws, and Proposed that no comments were made at this time.

12. Planning: Nothing to report.

13. Finance:

a. Financial Update:

The amount in the current account is:	£ 59.25
The amount in the deposit account is:	<u>4,912.24</u>
Total:	£4,971.49

b. Invoices to be paid: None

The combined amount held in the accounts is **£4,971.49**

c. Internal Audit: As reported at the July meeting, the internal audit had been completed satisfactorily. Copies of the internal audit report had subsequently been circulated via email and was unanimously accepted by the Council. The following recommendations had been made:

1. **Financial Regulations:** To provide the most recent copies of Standing Orders and Financial Regulations for the Internal Audit. Noted: Heelis & Lodge had provided a template. The Chairman agreed to update the Council's details and present amended documentation for approval at the next meeting. **[A.P. Chairman/Clerk]**
2. **Risk Assessment:** To review and update the Risk Assessment: Noted: A copy of the Rendlesham risk assessment had been provided as a template and the Chairman agreed to update the Council's details and present amended documentation for approval at the next meeting. **[A.P. Chairman/Clerk]**
3. **Transparency Code:** To publish Section 1 of the Annual Return. The Chairman confirmed that this had been done.
4. **Internal Audit Procedures:** To undertake a review of the effectiveness of the internal audit. This could form part of the risk assessment process. Heelis and Lodge had provided an audit plan and scope of audit which fulfils the review of the internal audit. Both documents were presented and on a Proposition by the Chairman the Council unanimously approved the Heelis & Lodge scope of audit work. **[A.P. Clerk]**

d. External Audit: The clerk confirmed that the external audit had been completed and final documentation was awaited from BDO. **[A.P. Clerk]**

14. Any Other Business

1. S.A.L.C. – Agenda papers received for the forthcoming Suffolk Coastal Area meeting to be held at 7.00 p.m. on Monday 18th September at the Riverside Centre. Any councillor wishing to attend to contact clerk.
2. Suffolk Accident Rescue Service. A letter had been received from SARS, seeking grant aid from the Council. The clerk reminded councillors that SARS had written to the Council at the end of 2016 but as LGPC’s grant funding for that year had already been allocated she had suggested they should contact the Council again in 2017. On a Proposition by the Chairman it was agreed to consider their request at the November [budget] meeting. *[A.P. Clerk]*

15. Date of next meeting: MONDAY 9th OCTOBER 2017 at 8.00 p.m

There being no further business, the Chairman thanked everyone for attending and closed the meeting.

Signed as a correct record.....

Peter Chaloner
Chairman

DATE: 9TH October 2017