

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Council meeting held on
Monday 8th January 2018 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Claire Peck; Frank Hilder; Philip Hope-Cobbold; Stephen Bayfield; Pat Trinder [Clerk]
2. **Present from the Public:** Claire Young;
3. **Apologies for Absence:** Ceri Larman; Stephen Burroughes [Suffolk County Councillor] Carol Poulter [District Councillor]
Before the start of the meeting, the Chairman and councillors reflected on the sad loss of Cllr. Roger Blyth and paid tribute to his dedicated long-standing service to the Parish Council and to the village of Little Glemham over many years. *[Details of proposed memorial service awaited]*
4. **Declaration of Interest:** Philip Hope-Cobbold: Agenda item 6[a] [iii]
5. **Minutes of the last meeting:** The Minutes of the meeting held on 13th November 2017 were unanimously adopted and signed as a correct record *[Proposed by the Chairman; Seconded by Cllr. Frank Hilder]*
6. **Matters Arising from the 13th November Council meeting:**
 - a. **[i] Community Area Update:** Stephen referred to the damaged wooden panels on the shed which he and Frank would repair when the weather improved. Frank confirmed that he had sufficient materials in store to complete the work; one of the stile posts also needed to be knocked back in. Peter reported that, whilst not urgent, one of the fence posts needs to be replaced. He had repaired one of the goal posts.
[ii] To consider quotations received for remedial work required to play area equipment: Copies of the quotation received from Kiwi Services had been circulated; unfortunately the second contractor who had been approached, had not provided a quotation. In line with the Council's Standing Orders, the clerk agreed to contact another contractor, suggested by Stephen. The Chairman confirmed that he would meet them on site. *[A.P. Clerk/Chairman]*
[iii] Update on proposal to extend the present lease to include additional area of scrubland: Report on progress with the preparation of planning application: The Chairman reported on his site meeting with a representative from Strutt and Parker, who had agreed to prepare a plan of the site. This was still outstanding, and the Chairman agreed to chase the matter, to enable him to complete the planning application documentation. *[A.P. Chairman/Clerk]*
[iv] Improvements to community area play facilities: In abeyance until 6 [a] [iii] above resolved.
[v] Associated car parking provision: In abeyance; this matter to be progressed along with the planning application, noted in 6 [a] [iii] above.
 - b. **Maintenance of highways/pavements/footpaths:** Nothing to report.
 - c. **LGPC – Appointment of Data Protection Officer in readiness for the General Data Protection Regulation [GDPR] which comes into force in May 2018:** Copies of correspondence received to date had been circulated, from which it was noted that it was N.A.L.C.'s view that most clerks and RFOs cannot be designated as a council's DPO. for the reasons outlined. S.A.L.C. had subsequently advised that the Data Protection Office [D.P.O.] are offering a service, charges based on a sliding scale, linked to the size of the Precept, and the National Association may also offer a national service – further details of which are awaited. *[A.P. Clerk]*
7. **LGPC – Casual Vacancy:** The clerk confirmed that the Casual Vacancy Notice had been displayed [from 5th – 25th January'18] and, assuming there are no requests for an election,

the Parish Council is empowered to fill the vacancy by co-option thereafter. **[A.P. Clerk]**

8. Suffolk County Councillor's Report: Copies of Stephen Burroughes' written report had been circulated and taken as read and received.

- *Update on date for proposed 'Rural speeding briefing':* Nothing further to report.
- *Update on Little Glemham Community Speed Watch initiative:* The Chairman reported that the liaison officer had contacted him to advise that he was going to carry out a site visit to identify suitable locations and would report his findings to the police for their approval. Frank advised that the pub landlord does not want the facility sited in the pub car park, for reasons explained to the meeting; agreed to await further progress. **[A.P. Clerk]**

9. District Councillor's Report: Written report to be circulated when received. Referring to proposals for car parking provision associated with plans to improve the community area play facilities, the Chairman commented that Carol had intimated that she thought an environmental study would not be required.

10. SCDC – Outdoor Playing Space Funding Scheme: Application for funding received from the Riverside Centre in Stratford St. Andrew: Full details of the application had been circulated, via email *[deadline for responses – 5th January'18]* The clerk confirmed that no comments had been received from councillors during the consultation period, and following consultation with the Chairman, she had advised SCDC that 'no objections had been raised' by members of LGPC. On a Proposition by the Chairman, the decision was unanimously ratified. The Chairman commented that he hoped that, when the outstanding issues relating to the Community Area improvement project were resolved, LGPC would be able to apply for future funds from this source, when replenished. **[A.P. Clerk]**

11. Planning: Nothing to report.

12. Finance:

a. Financial Update:

The amount in the current account is:	£ 36.06
The amount in the deposit account is:	£ <u>5,712.24</u>
Total:	£ 5,748.30

b. Invoices to be paid:

- Mrs F Garrard – Bus shelter cleaning
Oct/Nov/Dec'17 3 hrs @ £7.50 per hour]..... Amount: £ 22.50
- Clerk's Invoice for salary & expenses
[Oct/Nov/Dec'17]..... Amount: £ 330.50
- E-ON Street lighting [1.10.17 – 31.12.17]..... Amount: £ 25.56
- Donations: *[LGPC meeting 13.11.17 Minute Ref: 10[d] refers]*
 - C.A.B..... Amount: £ 40.00
 - Disability Advice Service..... Amount: £ 30.00
 - Suffolk Accident Rescue Service..... Amount: £ 30.00

After payment of the above invoices **[£478.56]** the combined amount held in the accounts is **£5,269.74**.

c. Precept for 2018/19: On a Proposition by the Chairman, the decision made at the November'17 council meeting, to request a Precept figure of £3,500 was unanimously ratified. **[A.P. Clerk]**

13. New Electoral Register: A new version of the electoral register has been produced, in force from 1st December 2017. This was circulated at the meeting.

14. Any Other Business, to include:

- a. Sizewell C – Correspondence received and noted in respect of the following:
 - Community Forum Minutes – 16th November’17;
 - Project update Dec’17;
 - December newsletter from the Joint Local Authorities Group
- b. Update on the proposed SEGway scheme: Details received from SCC had been circulated via email; *Information noted; to be kept on file;*
- c. Notification of external auditor appointments for the 2017/18 financial year: Details received had been circulated via email; *information noted; to be kept on file;*
- d. Frank referred to Items repeatedly included on the agenda each month, on which little, or no, progress has been made. He therefore suggested that LGPC might wish to consider setting targets, with associated timescales, for projects and initiatives undertaken throughout the year, which, he thought, would provide a yardstick for measuring the effectiveness of the council. Whilst the Chairman agreed that it would give councillors the opportunity at the end of each year to review progress, etc., he did urge a note of caution, pointing out that a lot of delays occur due to circumstances outside the control of the Parish Council. After further discussion, on a Proposition by the Chairman, it was agreed to include this on the February agenda. **[A.P.Clerk]**
- e. Claire Young understood that Stratford St. Andrew had been successful in extending its speed limit, and questioned why Little Glemham had not had similar success. The Chairman pointed out that the configuration of the two villages was different and he further commented briefly on previous unsuccessful attempts made by the council to extend the village speed limit.
- f. Philip presented his apologies for the February meeting.

15. Date of next meeting: MONDAY 12th FEBRUARY 2018 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: 12th February 2018