

**LITTLE GLEMHAM PARISH COUNCIL**  
**Minutes of the Parish Council Annual Meeting held on**  
**Monday 8<sup>th</sup> May 2017 in the Parish Room**

1. **Election of Chairman:** On a Proposition by Cllr. Roger Blyth, Seconded by Cllr. Ceri Larman, Mr Peter Chaloner was unanimously re-elected as Chairman of the Council. The Council formally received his Declaration of Acceptance of Office.
2. **Present from the Council:** Mr Peter Chaloner [Chairman] Roger Blyth; Claire Peck; Ceri Larman; Philip Hope-Cobbold; Kate Burt; Tony Eaves; Pat Trinder [Clerk]
3. **Present from the Public:** Anna Shand;
4. **Apologies for Absence:** Stephen Burroughes [County Councillor] Carol Poulter [District Councillor]
5. The Chairman was very sorry to report that he had received a letter of resignation from Tony. Councillors joined the Chairman in thanking Tony for his dedicated hard work, particularly relating to the Community Area project, during his term as a Parish Councillor. *Clerk to notify SCDC and follow through with statutory procedures; [A.P. Clerk]*
6. **Members' Register of Interests:** Councillors were reminded that if there have been any relevant changes during the last year, they are responsible for updating their details on line, using previous login details, already provided.
7. **Minutes of the last meeting:** The Minutes of the meeting held on 10<sup>th</sup> April 2017 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Roger Blyth]*
8. **Matters Arising from the 10<sup>th</sup> April Council meeting:**
  - a. **[i] Community Area Update:** Claire apologised for not yet having carried out the first May inspection. Kate reported that Kiwi Services had completed the remedial work to the two stiles, to the best of their ability, to achieve what she thought was a satisfactory compromise.

Roger referred to the continuing problem of dog fouling in the play area, and wondered if the Council should consider acquiring an additional area of land to create a separate dedicated dog exercising area, and adopt a 'no dogs allowed' policy for the community area. Whilst several councillors supported this suggestion, there were some reservations about the necessity to provide a dedicated dog exercising area. The Chairman thought that the area of scrubland, just above the community area, might be suitable; quotations would be needed for the area to be cleared and fenced and grant funding applied for. Philip advised that he had no objections, in principle, to the proposal to incorporate the scrub area at the top of the existing play area, into the Community Area site. After further lengthy discussion, on a Proposition by the Chairman, it was agreed to liaise with Glemham Estates, to ask if the Council could extend the area of land in its present lease to include the additional area of scrubland, just above the community area. *[A.P. Clerk]*

**[ii] Improvements to community area play facilities:** Kate referred to her suggestion at the last meeting to form a committee, comprising councillors and parishioners, to take the project forward. She was disappointed that no residents' signatures had been gained at the 'litter Pick' event, but was prepared to take on the lead for the project, with the support of two other named councillors, and an assurance that any such committee would be authorised to make decisions and further develop a comprehensive plan for the community area and village hall. Kate was thanked for her proposal. Whilst the Chairman, and other councillors, acknowledged that the project had stalled, due in no small part to circumstances beyond the Council's control, he did not feel that forming another committee would expedite the project. After extensive consultation, the Council

had already formed a plan for the site; decided on a supplier and obtained quotations for the 2 new pieces of play equipment to be purchased, and details of the proposals for the site have been posted on the village notice boards. Efforts now need to focus on raising the funding required, and active support from the village was a key element, to ensure the project's success. After further lengthy and robust debate, councillors supported the Chairman's proposition to compose a 'flyer', to be distributed via the Ebb and Flow, seeking volunteers to help with the process of seeking out sources of funding and submitting applications, in conjunction with the Parish Council. *[Clerk authorised to get flyer printed when format agreed]* **[A.P. Clerk]**

**[iii] Associated Car parking provision:** Carol Poulter had advised via recent emails that she was actively trying to progress matters with the Planning Dept. Nothing further to report in her absence at tonight's meeting.

**b. Maintenance of highways/pavements/footpaths:**

- Complaint received from Mrs Eley about overgrown hedges along Church Road: Philip had clarified that the problem was, in fact, overgrown verges, and Roger confirmed that the complaint had enabled these to be cut, as a safety measure.

**c. Sizewell C Update:** Nothing further to report.

**d. New Dog Bag dispenser along permissive path leading from Shop Lane:** Kate confirmed that Kiwi Services had fixed the dispenser to the new post, as requested. *[Kate agreed to locate and return the specialist screwdriver provided for the tamper proof fixings]* It was also noted that the broken gate had been replaced.

**e. Litter Pick 2017:** The Chairman reported on the continued success of the organised litter pick which was very well attended. He also thanked Lindsay Last for providing refreshments which were greatly appreciated by those taking part, and hoped that feedback and a photograph would be included in the next edition of Ebb and Flow. It was agreed that a similar event would be held next year;

**9. Suffolk County Councillor's Report** Annual written report taken as read and received.

**10. District Councillor's Report:** Annual written report taken as read and received.

**11. Planning:** Nothing to report.

**12. Finance:**

**a. Financial Update:**

|                                       |                     |
|---------------------------------------|---------------------|
| The amount in the current account is: | £ 251.10            |
| The amount in the deposit account is: | £ <u>5,712.24</u>   |
| <b>Total:</b>                         | <b>£ 5,963.34 *</b> |

- ***N.B. This figure includes the 1<sup>st</sup> instalment of this year's Precept [£1550] and VAT Refund [£202.05]***

**b. Invoices to be paid:**

- S.A.L.C. Subscription renewal for 2017/18..... Amount: £ 130.63
  - Pearce & Kemp Ltd: Street Lighting Maintenance  
*[Contract renewed: 1.4.17 – 31.3.20]* First year's premium: Amount: £ 67.80
  - Information Commissioner: Data Protection Renewal..... Amount: £ 35.00
- After payment of the above invoices **[£233.43]** the combined amount held in the accounts is **£5,729.91.**

**c. To Formally review existing Financial Regulations:** On a Proposition by the Chairman the current regulations were unanimously ADOPTED, without amendment, by the Council.

**d. To formally review the Council's existing internal Control arrangements, including its Risk Management arrangements:** On a Proposition by the Chairman, the current arrangements were unanimously ADOPTED, without amendment, by the Council.

- e. **To Formally review the Council’s existing ‘Safeguarding ‘ Policy** *[First implemented June 2013]*: Details had been circulated and on a Proposition by the Chairman, were unanimously ADOPTED, without amendment, by the Council. On a further proposition by the Chairman, it was agreed to include a copy of the policy document on the Council website. **[A.P. Clerk/Chairman]**
- f. **To formally review the Council’s Asset Register:** Full details had been circulated. On a Proposition by the Chairman, the following amendments were agreed:
  - **Amendment: Ref: 006 – Village Sign [on Knoll] -**  
Complete refurbishment: October 2016:  
Value [cost] £1,000; Insurance Value: £5000
  - **Addition: Ref: 020: Glasdon Dog Waste Bin” Bridleway sign Hoo Lane:**  
Acquired: October 2016: Value [cost] £210; Insurance Value: £210
  - **Addition: Ref: 021: New Timber Stile – Community Area:**  
Acquired: February 2017; Value [cost] £120; Insurance Value: £120
  - **Addition: Ref: 022: Dog Bag Dispenser: Permissive Path from Shop Lane:**  
Acquired: March 2017: Value [cost] £154; Insurance Value: £154

[Total Value [cost] as at 8.5.17: £17,535] **[A.P. Clerk]**

**13. Any other Business**

- a. The Chairman reported that the bus stop noticeboard door frame had broken and was beyond repair. The clerk’s husband had agreed to make a new door frame, and it was hoped the noticeboard would be back in situ shortly. **[A.P. Clerk]**
- b. A letter had been received from Mrs J Eaves concerning a recent incident when Shop Lane was blocked for some time by HGV’s - concrete pouring at two of the three building projects taking place, which meant that, because they had received no prior notification, they were unable to get to, or leave, their property. An informal alternative access/exit vehicular route, to be used only in the event of this happening again, was agreed.
- c. Cllrs Ceri Larman and Roger Blyth presented their apologies for the June meeting

**14. Date of next Meeting: Monday 12<sup>th</sup> June 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: 12<sup>TH</sup> June 2017