

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Council meeting held on
Monday 9th April 2018 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Frank Hilder; Stephen Bayfield; Pat Trinder [Clerk]
2. **Present from the Public:** Stephen Burroughes [County Councillor] Carol Poulter [District Councillor.]
3. **Apologies for Absence:** Claire Peck; Philip Hope-Cobbold; Ceri Larman;
4. **Declarations of Interest:** None
5. **Minutes of the last meeting:** The Minutes of the meeting held on 12th March 2018 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Frank Hilder]*
6. **Matters Arising from the 12th March Council meeting:**
 - a. **[i] Community Area Update:** Philip had not noted any new issues of concern during the March inspections. It was hoped that the outstanding issues, including 4 broken fence posts, one stile post; damaged wooden panels on the shed and repair work to the commemorative seat, could be done on 14th April when repairs to the play equipment were done.
[ii] Remedial work to play area equipment: Work Party date confirmed for Saturday 14th April'18 at 10.00 a.m. *[Peter, Frank, Stephen and Philip confirmed attendance]*
[iii] Proposal to extend the present lease to include additional area of scrubland: The Chairman was pleased to report that the planning application submitted by LGPC had been approved by SCDC and thanks were extended to Carol Poulter for all her help and support in this matter. There were some attaching conditions to the planning permission, which, it was thought, would not be insurmountable. After further discussion, councillors supported the Chairman's Proposition to proceed with the proposal to extend the present lease. **[A.P. Clerk]**
[iv] Improvements to community area play facilities: *Ongoing; matter in abeyance;*
[v] Associated car parking provision: *Ongoing; Ref: Item 6[a] [iii] above;*
 - b. **Maintenance of highways/pavements/footpaths:** Outstanding issues were noted;
 - c. **LGPC –Casual Vacancy:** The clerk reported that, to date, there had been no response to the recent advert in The Ebb and Flow; *matter ongoing; councillors asked to let the clerk know if they knew anyone who was interested in filling the vacancy; [A.P. Clerk]*
 - d. **Litter Pick 2018 – Saturday 21st April 2018:** The clerk confirmed that the Council's litter pick date had been registered with SC DC and all the materials had been ordered. It was noted that to be eligible for the scheme, all registered groups must submit a photo of their event and permit use of the photo for publicity purposes. The Chairman agreed to put posters up at prominent locations in the village, and reminded councillors and members of the public taking part to assemble at the Parish Room at 10.00 a.m. **[A.P. Clerk]**
 - e. **Setting of Targets for projects and initiatives:** Frank commented that current initiatives were now on track and progressing well.
7. **Suffolk County Councillor's Report:** Stephen Burroughes apologised for not presenting a written report, due to IT problems, and briefly summarised some of the current County issues, including:
 - Implications of continuing budgetary pressures; slippage in response times dealing with highways issues, repairs to potholes,etc;
 - Consultation on proposal to change home to school travel;
 - Access to new Locality Budget; Stephen was happy to consider applications for help to fund local projects and initiatives;

- Stephen reiterated his earlier offer to fund the camera, clothing, signs, etc. for the Council's Community Speed Watch initiative; *LGPC need to research and source approved devices, equipment, etc.*
 - Rural Speeding Briefing: Provisional date for a meeting at Huntingfield on 23rd April at 7.00 p.m.
 - Flooding/Maintenance of storm drains: There was a brief discussion on historic problems in the village. Stephen stressed that the County Council was very limited on what it could do, and councillors were aware that the boundaries of responsibility between landowners and the river authorities were consistently unclear. The Chairman referred to an issue raised by a resident at the last meeting regarding flooding problems caused by fallen trees which had blocked ditches near to her property; *clerk to contact the landowner to request appropriate action. [A.P. Clerk]*
 - Stephen advised that his one-year term as Chairman of the County Council would come to an end on 24th May;
 - Little Glemham Community Speed Watch initiative: *Appointment of Co-ordinator:* Cllr. Frank Hilder agreed to take on the role of co-ordinator for the project and agreed to his contact details being passed to the police liaison. A total of 9 volunteers had come forward ; clerk to provide copies of the application forms for distribution. *[A.P. Clerk]*
8. **District Councillor's Report:** Carol Poulter apologised for not being able to attend all of the Parish Council meetings, due to a very busy schedule of monthly meetings. Carol presented a brief summary of current District Council issues, including:
- Forthcoming community litter picks, noting that all groups participating before 31st May'18 will receive £20 for their nominated community fund or charity, and will be entered into a £200 grand prize draw; Carol commented that she hoped to attend the Little Glemham litter pick on the 21st April.
 - Environment: Efforts continuing to try to combat plastic pollution which is a worldwide problem;
 - Introduction of Garden Waste Collection Charging;
 - Carol confirmed her earlier offer to fund the purchase of a defibrillator for Little Glemham; *Clerk to confirm details when order confirmed; [A.P. Clerk]*
9. **Planning:** The Chairman commented that both of the planning applications considered at the last meeting had been approved by S.C.D.C.

10. **Finance:**

a. **Financial Update:**

The amount in the current account is.....	£	71.50
The amount in the deposit account is.....	£	<u>4,815.90</u>
Total:	£	4,887.40

b. **Invoices to be paid:**

• Mrs F Garrard – Bus Shelter cleaning [Jan/Feb/Mar'18 – 3 hours @ £7.50 per hour].....	Amount:	£	22.50
• Clerk's Invoice for salary & expenses [Jan/Feb/March 2018].....	Amount:	£	403.18
• E-On – Street Lighting: Jan-March 2018.....	Amount:	£	25.00
• Pearce & Kemp: Street Lighting Maintenance.....	Amount:	£	67.80
• S.A.L.C. Subscription for 2018/19.....	Amount:	£	134.84

After payment of the above invoices [**£653.32**] the combined amount held in the accounts is **£4,234.08**

- c. **General Data Protection Regulations [GDPR] Appointment of Data Protection Officer:** Copies of emails received from S.A.L.C. and Copies of the latest information, including likely costs, received from the DPO Centre had been circulated, and there was a brief discussion on the limited options available to ensure compliance by the 25th May. *Clerk to proceed, as discussed. [A.P. Clerk]*
 - d. **Purchase of Defibrillator: To Consider quotations already circulated: Full** details of the equipment available via the East of England Ambulance Service had been circulated. On a Proposition by the Chairman, Seconded by Cllr. Frank Hilder, it was agreed to proceed with the purchase of a Powerheat G5 AED, plus an AED wall sign. Total package price, including VAT = £1,968.00. *[Noted that VAT element of £303.00 can be reclaimed] Clerk to confirm details to Carol Poulter, as agreed [A.P. Clerk]*
 - e. **Signing off of Accounts for 2017/18:** The full accounts had been circulated via email, prior to the April meeting. The clerk confirmed that no queries/questions had been raised by councillors. On a Proposition by the Chairman, seconded by Cllr. Stephen Bayfield, councillors unanimously RESOLVED that the accounts should be accepted, as presented, and signed off ready for the internal audit. *[A.P. Clerk]*
 - f. **2017/18 Annual Governance and Accountability Returns [AGAR] & external auditor instructions.** Information received since the last meeting had been circulated via email; matter ongoing; Clerk consulting with Internal Auditors; *[A.P. Clerk]*
11. **Parish Council Annual Meeting: Monday 14th May 2018:** It was agreed to ask Stephen Burroughes and Carol Poulter to provide reports on County and District Council matters. Both Stephen and Carol confirmed their intention to try to attend the meeting. It was also agreed to invite representatives of the Parish Room Committee; Parochial Church Council and The Debney Trust to present an annual report at this year's meeting. It was noted that, to date, no-one had come forward to take on the role of Neighbourhood Watch Coordinator. *Clerk to contact Catherine Fulton, who had continued to provide updates; [A.P. Clerk]*
12. **Any Other Business:**
- a. A copy of the Adnams Community Trust Report & Accounts 2016-17 had been received.
 - b. Meeting with SCC re: SEGWay: 11th April at the Riverside Centre: The Chairman confirmed his intention to attend the meeting;
 - c. Stephen provided details of the next village quiz night which will be held in the Parish Rooms on Saturday 12th May at 7.30 p.m.
 - d. Frank asked councillors to consider the formation of a 'Community Tool Share' in the village, as a future initiative; *firm proposals to be considered at a future meeting;*
13. **Date of next meeting: [Parish & Parish Council Annual Meetings] Monday 14th May 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: 14TH May 2018