

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

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Ceri Larman; Frank Hilder; Philip Hope-Cobbold; Stephen Bayfield; Pat Trinder [Clerk]
2. **Present from the Public:** Stephen Burroughes [Suffolk County Councillor]
3. **Apologies for Absence:** Claire Peck; Carol Poulter [District Councillor]
4. **Declarations of Interest:** Cllr. Philip Hope-Cobbold – Agenda Item 7 [a] [ii] [iii] [iv];
5. **Minutes of the last meeting:** The Minutes of the meeting held on 11th June 2018 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Frank Hilder]*
6. **LGPC Casual Vacancy:** The clerk reported on initial interest received from two residents; matter deferred until the next meeting; **[A.P. Clerk]**
7. **Matters Arising from the 11th June Council meeting:**
 - a. **[i] Community Area Update:** Peter reported on the July inspections to date and referred to Stephen's offer to paint the new boards on the shed, which was outstanding. Stephen agreed to deal with this as soon as possible, and Frank also agreed to check the shed door, which needed attention. **[A.P. Stephen/Frank]**
Changes to inspection rota: Frank to do the last week in August, which Ceri was unable to do; Frank also agreed to swap with Philip, and undertake the September inspections; Philip to do the November inspections;
 - b. **Maintenance of highways/pavements/footpaths:** Stephen referred to the complaints made by residents at the last LGPC meeting, passed on to him by the clerk. He advised that, following a change in leadership relating to 'scrutiny' at County, a comprehensive review is taking place regarding the present processes and timescales involved between receiving and actioning a reported problem, which was perceived to be unacceptable. The issues raised by LGPC have been put on a priority list, and Stephen suggested that this matter should feature on the September agenda, when he hoped to be able to report further. County are also investigating the possibility of providing some additional legal cover for parishes who undertake limited maintenance work, such as footpath/verge clearing, etc.
Referring to the 2 grit bins in Little Glemham, Stephen emphasised the need to nominate 2 people to spread the grit, when needed, and notify County accordingly to ensure that appropriate insurance cover was in place; It was agreed to deal with this at the next meeting, **[A.P. Clerk]**
 - c. **Appointment of Neighbourhood Watch Co-ordinator:** *Vacancy re-advertised in Ebb and Flow;* Nothing to report
 - d. **Provision of Defibrillator**
 - a. Frank provided the registration of equipment details required to enter the defibrillator onto the national database and agreed to act as 'custodian' of the equipment, carrying out essential weekly equipment checks, etc. **[A.P. Clerk/Frank]**
 - b. The Chairman reported on a very successful and worthwhile training session held on 9th July, attended by 11 people. Councillors supported his suggestion that LGPC should consider organising and funding a second evening training session, for people who work during the day. Suggested dates Monday 30th July or Monday 6th August; Clerk to check costs, and availability with East of England Ambulance Service before actioning further. **[A.P. Clerk]**
 - c. *Grant Funding from Carol Poulter [SCDC]* The clerk reported that the necessary paperwork had been completed and submitted and Carol was confident that the grant would be received very shortly; **[A.P. Clerk]**

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

- a. Little Glemham Community Speed Watch initiative: The clerk updated Stephen on the present position; all the application forms had been submitted to enable the vetting process to be completed and LGPC was waiting for confirmation that this had been done before proceeding with the purchase of equipment. Stephen confirmed that he was happy to provide funding for the camera, HV jackets, etc. as soon as the Council had made a decision on the equipment they wanted. In the meantime, he provided contact details for someone who is actively involved in community safety liaison, traffic management, and road safety, and suggested the Council might find it helpful to invite him to attend a future meeting to discuss the initiative; **[A.P. Clerk]**

9. District Councillor's Report: Nothing to report;

- a. Forthcoming public consultation on the SCLP: Full details of the dates and venues for the briefing sessions had been circulated. The Chairman commented that Little Glemham's status remained the same, as infill only, and suggested that councillors should make their own arrangements to attend any of the sessions, if they wished.

10. Planning:

- a. **Planning Application Ref: DC/18/2563/LBC: The White House, Main Road:** Listed Building Consent to replace the bathroom window with a double glazed unit using heritage glass. No objections were raised. Proposal fully supported; **[A.P. Clerk]**

11. Finance:

a. **Financial Update:**

The amount in the current account is:	£ 56.61
The amount in the deposit account is:	£ 3,968.45
Total:	£ 4,025.06 **

** Defibrillator grant funding from D.C. Carol Poulter not yet received;

b. **Invoices to be paid:**

- Bus Shelter cleaning April/May/June'18
[3 Hrs at £7.83 per hr]..... Amount: £ 23.49
- Clerk's Invoice for salary & expenses
[April/May/June 2018]..... Amount: £ 446.21
- E-ON – Electricity Charges 1.4.18 – 30.6.18..... Amount: £ 28.43

After payment of the above invoices [£498.13] the combined amount held in the accounts is £3,526.93.

c. **Internal Audit:** Nothing further to report; ongoing matter **[A.P. Clerk]**

d. **General Data Protection Regulations [GDPR]:** Nothing further to report; ongoing matter **[A.P. Clerk]**

12. Any Other Business:

- a. Suffolk Constabulary Funded PCSOs: Copies of the letter seeking LGPC financial support had been circulated. On a Proposition by the Chairman it was agreed to advise that LGPC was not in a position to make any financial contribution towards something which they felt would not directly benefit the parish; **[A.P. Clerk]**
- b. Sizewell C Community Forum invitation: 26th July 2018: The Chairman confirmed his intention to attend the meeting;
- c. Frank raised the issue of changing the monthly Council meeting day. The clerk commented that this matter had been considered before, primarily to accommodate the attendance of County and District councillors, who had numerous parish council meeting

commitments on Monday evenings. The Chairman was not opposed to the proposal, and after a brief discussion, on a Proposition by Cllr. Frank Hilder, Seconded by Cllr. Stephen Bayfield, councillors present unanimously agreed to change the monthly meeting day to the SECOND TUESDAY of each month, with immediate effect **[A.P. Clerk]**

13. Date of next meeting: TUESDAY 11th SEPTEMBER 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
11th September 2018