

**LITTLE GLEMHAM PARISH COUNCIL**  
**Minutes of the Council meeting held on**  
**Monday 9<sup>th</sup> October 2017 in the Parish Rooms**

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Ceri Larman; Claire Peck; Roger Blyth; Philip Hope-Cobbold; Frank Hilder; Stephen Bayfield; Pat Trinder [Clerk]
2. **Present from the Public:** Carol Poulter [District Councillor]
3. **Apologies for Absence:** Stephen Burroughes [Suffolk County Councillor]
4. **Declaration of Interest:** Philip Hope-Cobbold: Agenda item 6 [iv]
5. **Minutes of the last meeting:** The Minutes of the meeting held on 4<sup>th</sup> September 2017 were unanimously adopted and signed as a correct record [*Proposed by the Chairman; Seconded by Cllr. Roger Blyth;*]
6. **Matters Arising from the 4<sup>th</sup> September Council meeting:**
  - a. **[i] Community Area Update:** Roger had not noted any new issues which needed urgent attention; the loose fence posts would need to be replaced at the next work party and he had repaired one of the wooden panels at the bottom of the shed, which appeared to have been damaged by a kicked ball; Frank kindly agreed to replace any damaged wood on the shed, when he had time, using spare materials he had at home; *Clerk to request another grass cut, before the winter; [A.P. Clerk]*
  - [ii] Annual Safety Inspection Report:** Not yet received; *[A.P. Clerk]*
  - [iii] Improvements to community area play facilities:** Nothing further to report.
  - [iv] Proposal to extend present lease to include additional area of scrubland:** The Chairman reported that after an unavoidable delay, due to recent changes in personnel at Strutt & Parker, the matter was now progressing. The clerk had managed to locate the original lease and had sent a copy to Strutt & Parker, as requested. Peter was fairly confident that there would be agreement in principle to LGPC's request to extend the present lease, provided there was no cost to the Estate, which he did not think was unreasonable. Further action awaited. *[A.P. Clerk]*
  - [v] Associated car parking provision:** The Chairman referred to the site meeting with Carol Poulter on 1<sup>st</sup> August when the proposed site for the car park had been discussed, along with an alternative suggestion to use the existing community area site for car parking provision, relocating the play area equipment to the proposed car park site. Peter still thought that the main issue would be the vehicular access point, which had caused opposition from neighbouring residents in the past. It was regrettable that a response from Highways was still outstanding, particularly as their view on the best place to put the entry and exit point was needed before a full planning application could be submitted.  
Carol was pleased to report that she had made positive progress with this issue. Following the District Council's rather negative response to LGPC's request for pre-application advice, Carol had offered to pay for an environmental study and subsequently the Deputy Chief Planning Officer had offered to meet with her and the Chairman of LGPC on Tuesday 17<sup>th</sup> October at East Suffolk House. Carol was confident that this would provide an opportunity to move the matter forward and the Chairman thanked her for her intervention on behalf of the Parish Council.
- b. **Maintenance of highways/pavements/footpaths:** The clerk reported that having established the correct location of the overgrown footpaths in Little Glemham, Highways were investigating. *[A.P. Clerk]*
- c. **Bus Shelter Cleaning:** Details of two applications for the vacancy had been circulated, and on a Proposition by the Chairman it was agreed to appoint Luke & Fen Garrard. *Clerk to confirm terms and conditions. [A.P. Clerk]*

- 7. Suffolk Coastal Local Plan Issues and Options Consultation: 18<sup>th</sup> August – 30<sup>th</sup> October'17:**  
There was a general debate on proposals for future housing development within the village. The clerk confirmed that she had booked a 1-2-1 session with the Planning Policy team for Monday 16<sup>th</sup> October at 12 noon – 1.00 p.m. at East Suffolk House. Carol commented that she thought it would be worthwhile for LGPC representatives to attend; After further discussion, the Chairman and Cllr. Stephen Bayfield agreed to attend. *[A.P. Clerk]*
- 8. Consultation 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: To Receive any further reports, following the two public exhibitions held on 20<sup>th</sup> & 23<sup>rd</sup> September:** The Chairman had attended, and completed a questionnaire. He had, however, been disappointed by the lack of detailed information available at the consultation and other councillors, who had also attended, echoed his concern. There was lengthy discussion on the two options being considered – a single carriageway route and an alternative dual carriageway route - during which Roger expressed his opposition to both routes. The Chairman thought that the general consensus was to continue to support both options, to avoid being left with nothing 'on the table'. Councillors supported Frank's proposal to defer further discussion on this item until more detailed factual information had been received.
- 9. Suffolk County Councillor's Report:** Copies of Stephen Burroughes' written report had been circulated and taken as read and received. Stephen had requested a meeting with the Chairman and clerk before the next Council meeting, to provide an update on outstanding issues. *Clerk to obtain suggested dates and venue; [A.P. Clerk]*
- Update on date for proposed 'Rural speeding briefing': Nothing further to report.
  - Update on Little Glemham Community Speed Watch initiative: The clerk had circulated copies of the response received from the Community Speed Watch [CSW] administration team. The next step is for the parish to provide a list of proposed CSW sites. The Chairman thought that Little Glemham would only require one site and suggested either the pub forecourt, subject to permission, or The Knoll. *Clerk to progress. [A.P. Clerk]*
- 10. District Councillor's Report:** Carol briefly summarised one or two issues included in her October report, which she would email direct to councillors.
- 11. Planning:** Nothing to report.
- 12. Finance:**

**a. Financial Update:**

The amount in the current account is:	£ 59.25
The amount in the deposit account is:	£ <u>6,462.24</u>
<b>Total:</b>	<b>£ 6,521.49 **</b>

*\*\* Total includes 2<sup>nd</sup> instalment of Precept [£1,550]*

**b. Invoices to be paid:**

- Clerk's invoice for salary & expenses  
[July/Aug/Sept'17]..... Amount: £ 335.29
- Annual Insurance Premium [Year 2 of 5 year LTU]...Amount: £ 352.54
- E-ON Electricity Charges 1.7.17 – 30.9.17..... Amount: £ 25.56

After payment of the above invoices [**£713.39**] the combined amount held in the accounts is **£5,808.10**.

- c. Renewal of Council Insurance Policy [Included in 'Accounts for payment' above]** Detailed renewal information received from the Council's existing insurer, Zurich, including terms and conditions, had been circulated. On a point of information, the clerk pointed out that there had been an increase in premium [2017 premium: £352.54; 2016 premium: £314.30] as a result of 3 items purchased and added to the asset register during 2016, +

renovation of the village sign [*new insurance sum insured of £5,000*] plus an increase in Insurance Premium Tax to 12% w.e.f. 1.6.17. It should also be noted that, as previously, the premium will still rise during the remainder of the 5-year term as a result of any further amendments being made to the sums insured and/or if the government increases the level of Insurance Premium Tax [IPT] On a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, it was unanimously agreed to renew the policy. **[A.P. Clerk]**

**d. Internal Audit: Outstanding Matters:**

1. Financial Regulations: The Chairman had circulated draft copies of the updated Standing Orders and Financial Regulations via email. On a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, councillors unanimously RESOLVED to adopt the revised regulations, as presented. **[A.P. Clerk]**
2. Risk Assessment: The Chairman had circulated draft copies of the updated Risk Assessment document via email. On a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, councillors unanimously RESOLVED to adopt the revised Risk Assessment, as presented. **[A.P. Clerk]**

**e. External Audit:** The accounts for 2016/17 have now been officially approved by the external auditors and the clerk was pleased to report that there were no issues which came to their attention which required the issuing of a separate additional issues arising report. On a Proposition by the Chairman, the Annual Return was unanimously approved and accepted by the Council. The Chairman thanked the clerk for her efforts in this regard.

**f. LGPC – Appointment of Data Protection Officer in readiness for the General Data Protection Regulation [GDPR] which comes into force in May 2018]** Copies of the documentation received about this issue had been circulated via email. The clerk confirmed that she would try to attend one of the additional local workshops which were in the process of being organised **[A.P. Clerk]**

**g. LAIS1402 Precept Consultation:** Copies of the documentation had been circulated via email. The Chairman briefly summarised details about the proposal that referendum principles should be introduced for town and parish councils whose Band D precept is higher than that of the lowest charging district council [£75] Peter pointed out that Little Glemham’s Band D precept is £48 and councillors therefore supported his Proposition to monitor the situation for the present time. **[A.P. Clerk]**

**13. Any Other Business:**

1. SCDC – Consultation in relation to the implementation of Civil Parking Enforcement [CPE] in April 2019: Copies of the consultation document had been circulated via email. The Chairman commented that proposals related mainly to Woodbridge and Felixstowe and there were no proposals for Wickham Market or Saxmundham. *Information to be kept on file; no response at this time.* **[A.P. Clerk]**
2. C.A.B. Request for annual donation: It was agreed that this would be considered, along with applications received from the Disability Advice Service and the Suffolk Accident Rescue Service at the November [Budget] meeting. **[A.P. Clerk]**

**14. Date of Next meeting: [Budget meeting] Monday 13<sup>th</sup> November 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; 13<sup>th</sup> November 2017

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