

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

1. Present from the Council: Mr Peter Chaloner [Chairman] Ceri Larman; Frank Hilder; Philip Hope-Cobbold; Stephen Bayfield; Claire Peck; Lynne Gibbs; Pat Trinder [Clerk]
2. Present from the Public: Stephen Burroughes [Suffolk County Councillor]
3. Apologies for Absence: Carol Poulter [District Councillor]
4. Declarations of Interest: Cllr. Philip Hope-Cobbold – Agenda item 6[a] [ii] [iv] [v];
5. Minutes of the last meeting: The Minutes of the meeting held on 11th September 2018 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Ceri Larman]*
6. Matters Arising from the 11th September Council meeting:
 - a. **[i] Community Area Update:** Frank had not noted any new issues which needed urgent attention, during the remainder of the September inspections; agreed to continue to monitor the loose fence posts; Frank agreed to retreat/paint the picnic table and memorial bench at the earliest opportunity; the possible replacement of one of the shed doors is also outstanding;
[ii] Annual Safety Inspection Report: Not yet received; *[A.P. Clerk]*
[iii] Preparation of new lease: The clerk had circulated a response received from the landlord's solicitors regarding the estimated costs, along with confirmation of an amendment to be made, requested by the Chairman, to remove the word "managed" from Paragraph 6 on the Heads of Terms document, relating to the woodland area – shaded blue on the plan. Councillors supported this amendment, and on a Proposition by the Chairman, Seconded by Cllr. Stephen Bayfield, unanimously accepted the revised 'Heads of Terms' document, as presented. On a further Proposition by Stephen Bayfield, it was agreed to obtain quotations for the chain-link fencing required to enclose the new area. *[Chairman to meet contractors on site, if required] [A.P. Clerk]*
[iv] Associated Car Parking Provision: *In abeyance; matter ongoing;*
[v] Improvements to community area play facilities: *In abeyance; matter ongoing;*
 - b. **Maintenance of highways/pavements/footpaths:** Frank reported that the footpath between Hoo Lane and Church Road had been ploughed over; Stephen/Claire agreed to ask for it to be reinstated at the earliest opportunity. *[A.P. Stephen/Claire]*
7. **Suffolk County Councillor's Report:** Copies of Stephen's written report had been circulated and was taken as read and received.
 - a. **Outstanding highways/footpath issues:** Stephen was still pursuing the outstanding issues and asked the clerk to send him any email response references received when complaints had been logged.
 - b. **Provision of new grit bin on The Knoll:** Stephen Burroughes agreed to send a link to the clerk to enable her to proceed with the order for a replacement bin, to be funded via his Locality Budget. *[Clerk to seek confirmation from Stephen that the payment is eligible, once supplier/cost details are known] [A.P. Clerk/Stephen]*
 - c. **Nomination of volunteers to spread grit in bad weather:** Sue Hussey had confirmed her willingness to continue this duty with the Church Road/Tinkerbrook grit bin, with the help of Claire. Frank and Stephen to look after the grit bin on The Knoll. The clerk confirmed that both bins were included on Highways' refill schedule.
 - d. **Little Glemham Community Speed Watch initiative:** Frank apologised for not having checked the current status of the vetting process for all the volunteers and would endeavour to do this as soon as possible. Stephen Burroughes agreed to provide the

clerk with 'preferred supplier' details for the equipment needed. The Chairman hoped that this matter could be finalised at the November meeting. **[A.P. Clerk/Frank/Stephen Burroughes]**

8. District Councillor's Report:

The clerk was pleased to report that defibrillator grant funding of £1,968 had been received *[Funded via District Councillor Carol Poulter]* Nothing further to report.

9. Planning:

a. SCDC – Potential referral of Planning Application Ref: DC/18/2563/LBC: The clerk reported that confirmation had been received from SCDC that this application is not required to go through the planning referral process. *No further action.*

10. Finance:

a. Financial Update:

The amount in the current account is:	£ 3,837.97 **
The amount in the deposit account is:	£ 3,270.35
Total:	£ 7,108.32

** *This figure includes £1968 – Defibrillator funding; £1750 – 2nd Instalment Precept*

b. Renewal of Council Insurance Policy: *[Included in 'Accounts for Payment' below]*

Detailed renewal information received from the Council's existing insurer, including terms and conditions, had been circulated. On a point of information, the clerk pointed out that there had been an increase in premium *[2018 premium: £366.83; 2017 premium: £352.54]* as a result of the addition of defibrillator during the current 'insurance year'. Long Term Undertaking expiry date: 30/09/2021. 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]**

c. Invoices to be paid:

- Clerks's invoice for salary & expenses:
[July/Aug/Sept 2018]..... Amount: £ 358.27
- Bus Shelter cleaning
[July/Aug/Sept'18 – 3 hrs @ £7.83 per hour]..... Amount: £ 23.49
- Council Insurance Renewal Premium..... Amount: £ 366.83
- E-ON Electricity Charges 1/07/18 – 30/09/18..... Amount" £ 29.05

After payment of the above invoices **[£777.64]** the combined amount held in the accounts is £6,330.68

d. LGPC Bank Accounts: Request by Barclays Bank for completion of 'Servicing Authority' forms, to allow the clerk to continue to 'administer' the account, i.e. transfer of funds between accounts. *N.B. No cheque-signing authority required.* The clerk reported fully on the current situation. On a Proposition by the Chairman it was agreed to complete and submit the necessary paperwork. As a matter of information, the clerk confirmed that she had made a formal complaint on behalf of the Council. In the meantime, the Chairman agreed to deal with any bank transfers, if required, until the issue is resolved **[A.P. Clerk]**

e. Internal/External Audit: Nothing further to report

f. General Data Protection Regulations [GDPR] *Matter ongoing; nothing further to report*

11. Any Other Business:

- a. Four-Village Bypass: There was a brief discussion on this issue which remains very much a 'work in progress'; awaiting Sizewell C Phase 3 Consultation, scheduled for Jan/Feb 2019.

12. Date of next meeting: *[Budget meeting]* TUESDAY 13th NOVEMBER 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
13th November 2018