

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Parish Council meeting held on
Tuesday 11th September 2018 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Ceri Larman; Frank Hilder; Philip Hope-Cobbold; Pat Trinder [Clerk]
2. **Present from the Public:** 1; Stephen Burroughes [Suffolk County Councillor]
3. **Apologies for Absence:** Stephen Bayfield; 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 9th July 2018 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Ceri Larman]*
6. **LGPC Casual Vacancy:** Details of two applicants who had expressed their interest, had been circulated and considered by the Council. On a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, members unanimously agreed to co-opt Lynne Gibbs onto the Council, with immediate effect, to hold office until the next Parish Council elections in 2019. The clerk advised that she would notify SCDC who would contact Lynne Gibbs direct regarding completion of her Register of Interests form online. Lynne completed her Acceptance of Office form which was received by the Council. **[A.P. Clerk]**
7. **Matters Arising from the 9th July Council meeting:**
 - a. **[i] Community Area Update:** Ceri and Frank reported on the August and September inspections to date; the shed needed attention – possibly replacement of one of the doors, which needs repairing; several loose fence posts – agreed to monitor; retreat/paint the picnic table and memorial bench; Frank agreed to inspect further and let the clerk know if he had to purchase appropriate materials. The clerk confirmed that arrangements had been made for the annual safety inspection to be carried out during September. **[A.P. Clerk/Frank]**
[ii] Preparation of new Lease: Copies of the correspondence received from Strutt and Parker had been circulated and taken as read. A letter from the landlord’s solicitors intimated that their legal costs are more likely to be in the region of £2,000, rather than £1,000, although Strutt & Parker felt that provided there are no detailed discussions on the draft lease, the costs should be at the lower end of the scale. The Chairman did not think it would be necessary to embark on protracted negotiations regarding the terms of the lease noting that LGPC had not, in fact, appointed a solicitor when the original lease was drawn up. It was agreed to request a detailed breakdown of the estimated costs. The Chairman commented that he hoped to be in a position to ring-fence sufficient funds to fence the new areas, bearing in mind that work has to start on the project within 3 years of the date of the planning permission consent. **[A.P. Clerk]**
[iii] 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:** Stephen Burroughes referred to the outstanding highway issues raised by LGPC at the July meeting, which he had subsequently also reported several times, and was disappointed to report that to date no action had been taken. The review regarding the processes and timescales involved between receiving and auctioning reported problems was still underway and he would continue to try to resolve the outstanding issues in Little Glemham, focusing on public safety grounds.
The Chairman was pleased to report that the blocked gully by the school had been cleared and the storm drains along the A12 appeared to be working satisfactorily during the recent heavy rainfall.

b. Village Defibrillator:

Grant Funding [via SCDC – Carol Poulter]: The clerk reported that payment was due around the 23rd September'18.

Weekly equipment checks: Frank confirmed that these were being carried out on a regular basis. The Chairman expressed concern about the likely ongoing maintenance costs relating to the replacement of the pads [required every 2 years] and the battery - at a cost of approximately £400 - [required every 4 years] Stephen Burroughes confirmed that he would be happy to fund the battery replacement costs, at the appropriate time, and councillors thanked him for his support. **[A.P. Clerk]**

8. **Suffolk County Councillor's Report:** Copies of Stephen's written report had been circulated and taken as read and received. Stephen expanded on one or two specific issues in the report and also referred to the Sizewell C Phase 3 consultation, which was due to begin in January 2019. The Chairman commented on his attendance at a recent Sizewell C Community Forum meeting and very much hoped that the Phase 3 consultation would set out full details of all proposals; **[A.P. Clerk]**

a. **Suffolk Highways: Review of grit bins/heaps for highways use:** Details of the information received had been circulated. It was agreed to confirm the location of the existing 2 grit bins to Highways [One near the Tinkerbrook/Church Road junction and one on the Knoll] to ensure they continue to be included on the refill schedule. It was noted that the wooden bin on The Knoll was in need of repair; Stephen Burroughes offered to fund the cost of a replacement bin at this location, and it was hoped that some of the original wood could be recycled to create a casing for the new bin. Councillors thanked Stephen for his support in this regard. *Clerk to liaise direct with Stephen to formalise the request.* **[A.P. Clerk/Stephen Burroughes]**

Nomination of volunteers to spread grit in bad weather: Several suggestions were made and the clerk agreed to ascertain if they were willing to undertake this role and report back at the next meeting. **[A.P. Clerk]**

b. **Little Glemham Community Speed Watch initiative:** The clerk had provided Frank with a list of volunteers who had been vetted; There appeared to be one or two outstanding and Frank agreed to check the current position. Suggestions on the type of equipment the Council should purchase had also been circulated and Stephen requested supplier and equipment details as soon as a decision has been made to enable a formal application for grant funding can be made. **[A.P. Clerk/Stephen Burroughes]**

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

a. **Public Consultation on Suffolk Coastal First Draft Local Plan:** The Chairman referred to his earlier comments that Little Glemham's status remained the same, as infill only and it was agreed to make no further comments at this stage. **[A.P. Clerk]**

10. Planning:

a. **SCDC: Potential Referral of Planning Application Ref: DC/18/2563/LBC: The White House, Main Road:** The clerk reminded councillors of their decision at the July meeting to support the application and was at a loss to understand why this application was required to go through the planning referral process. On a Proposition by the Chairman it was agreed to formally request that consideration is given to put it before the Planning Committee, if Officers are minded to 'refuse' the application. **[A.P. Clerk]**

11. Finance:

a. Financial Update:

The amount in the current account is: £ 108.48

The amount in the deposit account is: £3,418.45

Total: £3,526.93 **

** *Defibrillator grant funding not yet received*

2nd instalment of Precept not yet received

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b. Invoices to be paid:

- Mrs F Garrard – Bus Shelter Cleaning April/May/June'18
[Replacing cheque no. 100783 written in error
and returned]..... Amount: £ 23.49
- P Chaloner – Reimburse renewal of LGPC
Web-hosting service..... Amount: £ 158.51
- Heelis & Lodge – Internal Audit Fee..... Amount: £ 50.00

After payment of the above invoices [£232.00] the combined amount held in the accounts is £3,294.93.

The clerk advised that £20 had been received from SCDC in respect of the Council's participation in the 2018 Litter Pick initiative.

c. Internal Audit: The internal audit report had been completed satisfactorily. Copies of the report had been circulated, via email, and was unanimously accepted by the Council. The following recommendations had been made:

1. Risk Assessment: - Data Protection: It is advised that the new Data Protection Regulations should form part of the Town Council's Risk Assessment. *Matter ongoing [A.P. Clerk]*
2. Transparency Code: To ensure the relevant documents are published by 1st July. N.B. Compliance with Items [b] & [c] highlighted by the auditor; 2018 documents, as outlined, have now been published, as required.
3. Asset Control: Asset Register: Noted that the total value of assets are recorded at £19,503, which includes the purchase of a defibrillator in May 2018. Recommended that the value of assets as at 31st March 2018, which was £17,535, should be recorded in the minutes. *[A.P. Clerk]*
4. Internal Audit Procedures: Recommendation: To undertake a review of the effectiveness of the Internal Audit. *Matter ongoing; [A.P. Clerk]*

d. External Audit: The clerk confirmed that the appropriate paperwork/Certificate of Exemption had been sent to the External Auditors by the agreed deadline.

e. General Data Protection Regulations [GDPR] – Matter ongoing; A.P. Clerk;

12. Any Other Business: No issues raised

13. Date of next meeting: TUESDAY 9th OCTOBER 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
9th October 2018