

**LITTLE GLEMHAM PARISH COUNCIL**  
**Minutes of the Council meeting held on**  
**Monday 12<sup>th</sup> February 2018 in the Parish Room**

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Claire Peck; Frank Hilder; Stephen Bayfield; Pat Trinder [Clerk]
2. **Present from the Public:** None
3. **Apologies for Absence:** Philip Hope-Cobbold; Ceri Larman; Stephen Burroughes [Suffolk County Councillor] Carol Poulter [District Councillor]
4. **Declaration of Interest:** None
5. **Minutes of the last meeting:** The Minutes of the meeting held on 8<sup>th</sup> January 2018 were unanimously adopted and signed as a correct record [*Proposed by the Chairman; Seconded by Cllr. Stephen Bayfield*]
6. **Matters Arising from the 8<sup>th</sup> January Council meeting:**
  - a. **[i] Community Area Update:** Peter reported that there were no new issues of concern; outstanding matters remained the 4 loose or broken fence posts, plus one stile post and the damaged wooden panels on the shed; the Chairman suggested that these could be repaired at the same time as the other remedial work on the play equipment was done;
  - [ii] To Consider quotations for remedial work to play area equipment:** The clerk referred to the quotation received from Kiwi Services, which had already been circulated. A second contractor had offered to provide the necessary timber, cut to size, and fixings, on a goodwill basis, and also offered to help with the manual work, if sufficient volunteers could be found. A third quotation was still awaited. Frank thought that councillors should at least attempt to do the repairs themselves, taking advantage of the professional help offered, and Stephen supported this view. Whilst the Chairman broadly supported the suggestion, he was concerned about the concrete that would have to be broken up, before repairs could be done; both Frank and Stephen were confident that they could provide the necessary mechanical equipment that would be required. After further discussion, the clerk was asked to request some suggested weekend dates for the work to be carried out and to further liaise with councillors accordingly. [*A.P. Clerk*]
  - [iii] Proposal to extend the present lease to include additional area of scrubland:** The Chairman reported that he had completed the planning application documentation and successfully submitted it online. This would be actioned by SCDC as soon as they received payment of the application fee of £231.00, which was included in the invoices for payment, later in the meeting. [*A.P. Clerk*]
  - [iv] Improvements to community area play facilities:** Matter in abeyance; dependent on progress with Agenda item 6[a] [iii] above;
  - [v] Associated car parking provision:** Matter in abeyance; comments as [iv] above;
- b. Maintenance of highways/pavements/footpaths:** Frank wished to record his thanks to whoever had constructed a footbridge over Little Glemham Footpath No. 6, near Park Cottage. Councillors commented again about the unacceptable condition of the footpath along the A12, from The Knoll, up to Glemham Hall; *clerk to chase*; [*A.P. Clerk*]
- c. LGPC – Appointment of Data Protection Officer in readiness for the General Data Protection Regulation [GDPR] which comes into force in May 2018:** The clerk had circulated further information received from S.A.L.C., advising that it had been possible to reduce the costs previously published and details of the new costs, again based on precept size, were provided. The clerk confirmed that she had already provided an ‘expression of interest’ on behalf of LGPC; further details were awaited. [*A.P. Clerk*]

**d. LGPC – Casual Vacancy:** The clerk reported that SCDC had confirmed that LGPC could now fill the vacancy by co-option, and would therefore advertise the vacancy in the next available edition of the Ebb and Flow. **[A.P. Clerk]**

7. **Suffolk County Councillor’s Report:** Nothing further to report.
- *Update on date for proposed ‘Rural speeding briefing’:* Nothing to report
  - *Update on Little Glemham Community Speed Watch initiative:* Nothing further to report.
  - *Suffolk Highways – Community Self Help:* Copies of the correspondence and pdf version of the survey had been circulated. Councillors supported the Chairman’s view that, in general, LGPC was not in a position to undertake work that Suffolk Highways does not have the budget to undertake; *possibility of undertaking cleaning the village road signs, when required, was suggested as something that could be considered in the future]*
8. **District Councillor’s Report:** Nothing to report.
- a. SCDC – Garden Waste Collection Scheme: Copies of the correspondence had been circulated via email. Councillors were already aware of SCDC’s decision to introduce a charge for collecting garden waste from homes during the next financial year [2018/19] and the information was noted accordingly.
9. **Informal Electoral Review consultation from Suffolk Coastal and Waveney District Councils:** Peter confirmed that he had studied the online survey, and there was a brief discussion on the implications of the review. Councillors supported the Chairman’s view that the P.C. would not wish to see any significant increase in their District Councillor’s present ward size, and it was agreed to respond accordingly. **[A.P. Clerk]**
10. **Proposal to provide a Defibrillator for the village:** *[Proposed Cllr. Frank Hilder; Seconded Cllr. Stephen Bayfield]* On a Proposition by the Chairman, councillors unanimously supported the proposal. Frank confirmed that the pub landlord was willing to site the unit at the pub and there was a general discussion about likely costs [thought to be in the region of £900+ for the unit, + £500-£600 for the enclosure] and possible funding sources. On a Proposition by the Chairman it was agreed, in the first instance, to contact Carol Poulter regarding the ‘enabling communities grant’; in the meantime, it was hoped that councillors might also find time to undertake their own researches into the scope and availability of the equipment and funding sources, etc. **[A.P. Clerk]**
11. **Planning:** Nothing to Report
12. **Finance:**

**a. Financial Update:**

The amount in the current account is:	£ 97.50
The amount in the deposit account is:	£ <u>5,213.24</u>
	<b>Total: £ 5,310.74</b>

**b. Invoices to be paid:**

- Little Glemham Parish Room:  
[Hire Charges 2017 LGPC meetings ]..... Amount: £ 150.00
- Suffolk Coastal District Council  
[Planning application fee: proposed car park]..... Amount: £ 231.00

After payment of the above invoices [**£381.00**] the combined amount held in the accounts is **£4,929.74.**

Referring to the council’s reserves, and imminent ‘end of year balances’, the Chairman suggested that ideally the Council’s current reserves should not go below 6 month’s normal expenditure figure, which would result in a sum of approximately £3,000 that could be ring-fenced for use towards the proposed community area improvement project.

- c. **Request for one-off donation of £50 to the Suffolk Neighbourhood Watch Association:**  
It was noted that this year's budget for grants to voluntary organisations had already been allocated. On a Proposition by the Chairman, it was unanimously agreed to keep the request 'on the back burner' – to be reconsidered at the Council's budget meeting, later in the year. *[A.P. Clerk]*

**13. Proposal for LGPC to set targets, with associated timescales, for projects and initiatives undertaken throughout any one year:** Frank outlined the reasons for his suggestion, which he believed would enable councillors to more accurately review progress on initiatives, and provide a yardstick for measuring the effectiveness of the council. He took on board the fact that a lot of delays with existing initiatives, such as the community area project, and the Community Speed Watch initiative, occur due to circumstances outside the control of the P.C. and therefore suggested applying his suggestion to new initiatives, such as the decision made earlier in the meeting, to provide a Defibrillator for the village. After further discussion, Frank agreed to formulate some appropriate timescale details, and circulate the documents via email, for councillors to consider. *[A.P. Frank; Clerk]*

**14. Any Other Business:**

- a. Suffolk Police Locality meetings: Details of future meeting dates had been circulated via email; Councillors were reminded to contact the clerk if they wished to attend;
- b. Changes to Register of Interests submissions: Information received from SCDC had been circulated via email. The clerk reminded councillors that they only need to take action if there have been any changes to their declarations. *[A.P. Clerk]*
- c. A letter had been received from Mr & Mrs Eaves, asking if it is possible for the 'head' of Shop Lane to be signposted as a turning only area, rather than a casual parking space. Councillors were aware of some of the present congestion problems, which, it was thought, would be resolved when the current building work finished. In the meantime, it was agreed to suggest that residents would be entitled, with permission of the estate, to put a 'no parking' sign on the fence, as an interim measure. *[A.P. Clerk]*
- d. Dog Bag Dispenser – Along the Permissive path from Shop Lane: Stephen commented that he had noticed an improvement; it was agreed to check that the dispenser was being regularly topped up. *[A.P. Clerk]*

**15. Date of next meeting: MONDAY 12<sup>th</sup> March 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: 12<sup>th</sup> March 2018