

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

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Ceri Larman; Claire Peck; Philip Hope-Cobbold; Frank Hilder; Stephen Bayfield; Pat Trinder [Clerk]
2. **Present from the Public:** One
3. **Apologies for absence:** Stephen Burroughes [Suffolk County Councillor] Carol Poulter [District Councillor]
4. **Declarations of Interest:** Cllr. Philip Hope-Cobbold: Agenda item 6 [iii];
5. **Minutes of the last meeting:** The Minutes of the meeting held on 12<sup>th</sup> February 2018 were unanimously adopted and signed as a correct record [*Proposed by the Chairman; Seconded by Cllr. Frank Hilder*]
6. **Matters Arising from the 12<sup>th</sup> February Council meeting:**
  - a. **[i] Community Area Update:** Ceri apologised for not having been able to carry out the February inspections; Philip had not found any new issues of concern during the first March inspection; outstanding matters included the 4 broken fence posts, plus one stile post; the damaged wooden panels on the shed and repair work needed on the commemorative seat; it was hoped that these repairs could be done at the same time as the other remedial work on the play equipment was done.  
**[ii] Progress with the proposal for remedial work to the play area equipment:** The Clerk had circulated the dates suggested by the contractor. Peter, Philip, Stephen and Frank agreed that Saturday 14<sup>th</sup> April '18 was the most convenient; clerk to confirm with contractor. It was agreed to meet on site at 10.00 a.m. and Frank and Stephen confirmed that they would be able to provide the necessary mechanical equipment needed. [*A.P. Clerk*]  
**[iii] Proposal to extend the present lease to include additional area of scrubland:** The Chairman referred to the planning application submitted by LGPC, which was included under Agenda Item 10 this-evening. He envisaged that it would be approximately 6-8 weeks before a decision was received.  
**[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:**
    - Reported pothole in Church Road [near the junction with the bottom of Church Drive]; [*A.P. Clerk*]
    - Resident reported problems caused by blockage of storm drains on the A12 following recent heavy rainfall; [*Clerk to report to Highways*] Several fallen trees had also blocked ditches near to her property. The Chairman thought that the latter point would be the responsibility of the landowner to resolve, when the weather improved; [*A.P. Clerk*]
  - c. **LGPC – Appointment of Data Protection Officer:** The Chairman commented on some of the documentation that had been circulated since the last meeting and there was a brief discussion on the implications of some of the requirements, particularly relating to the processing of 'personal data'. He suggested that the Council should endeavour to process as little 'personal data' as possible, and may be required to send a 'privacy notice' to every resident, as well as to each councillor. The clerk would probably need to take on the duties of 'Data Controller' ; Further information regarding the appointment of a Data Protection Officer, and associated charges, was awaited.
  - d. **LGPC – Casual Vacancy:** The clerk confirmed that the vacancy had been advertised in the March edition of the Ebb and Flow [*A.P. Clerk*]

- e. **LGPC – Setting of targets for projects & initiatives [to include provision of defibrillator for the village] To consider further details formulated by Cllr. Frank Hilder:** *Matter deferred until the next meeting; Frank to circulate information; [A.P. Frank]*
7. **Suffolk County Councillor’s Report:** Copies of Stephen’s written report had been circulated and taken as read.
- a. Update on date for Rural Speeding briefing: Nothing to report;
- b. Update on Little Glemham Community Speed Watch initiative: The clerk was disappointed to report that the CSW site authorisation had still not been received. A resident voiced further concerns about the increased volume and speed of traffic travelling through the village and suggested the use of ‘traffic activated signs’ which she felt would be a more effective deterrent. The Chairman advised that the Council had considered this option, but because volunteers would be needed to continually change and recharge the batteries, decided to opt for the community speed watch initiative which had proved successful at other locations. **[A.P. Clerk]**  
Continuing problems caused by HGVs using Church Road to access the A12 were discussed, and the Chairman referred to the Council’s previous unsuccessful attempts to widen the splay at the Church Road/A12 junction and/or get a HGV ban in Church Road, suggesting Tinkerbrook as a suitable alternative route.
8. **District Councillor’s Report:** Nothing to report; written report to be circulated when received. **[A.P. Clerk]**
9. **Provision of a Defibrillator for the village:** The Chairman was pleased to report Carol Poulter’s written confirmation that she will give £2,000 from her 2018/19 Enabling allowance for this project. The Chairman had researched the range of defibrillators on the market and circulated details and Stephen agreed to forward details of the AED unit installed at the bowls club in Framlingham. A decision is also required on whether to have a locked [with a combination lock] or unlocked cabinet. Stephen felt that the facility should have an unlocked cabinet, to enable quicker access to the equipment; Peter favoured a locked cabinet, primarily on security grounds, and insurance cover requirements. Further research required before the next meeting. **[A.P. Clerk]**
10. **Planning:**
- a. **Planning Application Ref: DC/18/0544/FUL: Land north side of Church Road, Little Glemham:** *Change of use from agricultural land to car parking ancillary to the village hall and community area and playground:* Unanimous support [*Proposed by the Chairman; Seconded by Cllr. Frank Hilder*]
- b. **Planning Application Ref: DC/18/0158/FUL: Knoll Cottage, 23 Main Road, Little Glemham:** *Conversion of existing garage to habitable use:* Unanimous support [*Proposed by the Chairman; Seconded by Cllr. Frank Hilder*]
11. **Finance:**
- a. **Financial Update:**
- |                                       |                          |
|---------------------------------------|--------------------------|
| The amount in the current account is: | £ 76.50                  |
| The amount in the deposit account is: | <u>£ 4,813.24</u>        |
|                                       | <b>Total: £ 4,889.74</b> |
- b. **Invoices to be paid:** None  
The combined amount held in the accounts is £4,889.74
- c. **V.A.T. reclamation for 2017/18:** The clerk reported that an amount of £53.33 would be claimed **[A.P. Clerk]**
- d. **E-ON – Increase in Deemed Contract Rates effective from 9<sup>th</sup> April’18:** The Council had received notification of a proposed unit price increase from 15.75p per kWh to 17.90p per kWh w.e.f. 9.4.18. The clerk had sought alternative quotations from other suppliers,

without success, primarily due to the low consumption. On a Proposition by the Chairman, it was agreed to remain with the existing supplier and absorb the price increase.

**12. Litter Pick 2018:** The Chairman commented on the success of the last two years' events, which he hoped could be repeated this year. On a Proposition by the Chairman, it was unanimously agreed that this year's litter pick would be held on **SATURDAY 21<sup>st</sup> APRIL'18**, those taking part to assemble at the Parish Room at 10.00 a.m. Clerk to book Parish Room, advertise the event in the next edition of the Ebb and Flow, and contact SCDC to order a supply of HV vests, bag hoops, litter pick sticks, recycling and black sacks, rubber gloves, etc. Date to be included on Council website **[A.P. Clerk/Chairman]**

**13. Any Other Business:**

1. Suffolk Coastal Area meeting papers: 19<sup>th</sup> March'18'; All councillors welcome to attend.
2. Statement of Community Consultation for EA2 and 1N [North Offshore Windfarms] Information noted; to be kept on file.
3. Councillors Claire Peck and Philip Hope-Cobbold presented their apologies for the next meeting.

**14. Date of next meeting: Monday 9<sup>th</sup> April 2018 at 8.0 0 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; 9<sup>TH</sup> April 2018