

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Council meeting held on
Monday 13th November 2017 in the Parish Rooms

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Ceri Larman; Claire Peck; Frank Hilder; Philip Hope-Cobbold; Stephen Bayfield; Pat Trinder [Clerk]
2. **Present from the Public:** None
3. **Apologies for Absence:** Roger Blyth; Carol Poulter [District Councillor] Stephen Burroughes [Suffolk County Councillor]
4. **Declaration of Interest:** Philip Hope-Cobbold: Agenda Item 6a [iv];
5. **Minutes of the last meeting:** The Minutes of the meeting held on 9th October 2017 were unanimously adopted and signed as a correct record [*Proposed by the Chairman; Seconded by Cllr. Ceri Larman;*]
6. **Matters Arising from the 9th October Council meeting:**
 - a. **[i] Community Area Update:** Claire had not noted any new issues which needed urgent attention during the October inspections. Frank reported that the damage to the wooden panels on the shed was more extensive than first thought. Some of the side panels need to be reinforced and he would probably, therefore, need to purchase some additional materials to complete the work; one of the stile posts also needed to be knocked back in. Stephen kindly agreed to help with the work and would liaise direct with Frank; [*A.P. Frank/Stephen*]
[ii] Annual Safety Inspection Report: The annual community area inspection was carried out by PlaySafety Ltd on behalf of RoSPA on 21st September and their report had been circulated via email. It was noted that the present overall risk rating for the play space remained at 'High', as last year, with particular reference made to further deterioration of the swing supports. The Chairman had personally checked all the main points of concern raised in this year's report. Two of the swing supports had been reinforced after last year's inspection but he confirmed that the remaining six supports show some signs of rot, one quite badly. Also, two of the posts holding the seat to the ground, need replacing. The Chairman felt that the level of remedial work required should be undertaken by a specialist contractor. He therefore Proposed, in line with the Council's Standing Orders, that 2 quotations be obtained for the following work:
 - *Stabilise the remaining 6 swing supports showing signs of deterioration;*
 - *Replace two of the posts holding the seat to the ground;*
 - *Replace/repair 1 of the fixings for the Memorial seat ;*Councillors unanimously supported the proposal, and the clerk was authorised to proceed accordingly. [*N.B. Chairman to attend site meetings*] [*A.P. Clerk/Chairman*]
[iii] Improvements to Community area play facilities/equipment: The Chairman acknowledged that this matter had stalled, primarily because no-one had come forward to spearhead the project, and move forward with grant funding applications for new play equipment, etc., following Cllr. Tony Eaves' resignation, and also because the Council's focus had necessarily been diverted, trying to acquire the additional land needed to incorporate an area for car parking and dog walking within the overall project. Frank commented that he thought the logical way forward would be for the Council to continue its efforts to secure the additional land required, before proceeding with the purchase of new play equipment, and councillors present, supported this view.
[iv] Associated Car parking Provision: The Chairman reported on his meeting with Carol Poulter and the Deputy Chief Planning Officer on 17th October, which he felt had been very constructive. Following a detailed discussion, the Planning Officer had suggested that if LGPC were to leave the existing hedging in place, and reinforce the proposed

parking area with appropriate rubber matting [which enables grass to grow through] they should firstly submit a full planning application in respect of the car parking area only, submitting a separate planning application for the other area at a later date. It was unclear at this stage whether an environmental study would be necessary, but Carol Poulter had already confirmed her willingness to pay for it, if required. On a Proposition by the Chairman, it was agreed to proceed with the application. The Chairman pointed out that the Council would need a large scale ordnance survey map, to accompany the application paperwork and the clerk agreed to ask Strutt and Parker if they could assist in this regard. **[A.P.Clerk/Chairman]**

[v] Proposal to extend present lease to include additional area of scrubland: A reply had been received from Strutt and Parker, advising that the estate’s solicitors would charge a maximum of £1000 + VAT for the preparation of the new lease and relevant notices, *[noting their agreement to work on a ‘time’ basis – and if it came out at less – then the lower sum would be charged]* and Strutt and Parker would charge the sum of £500 + VAT, as a fixed fee. The Chairman proposed that the Council should obtain planning permission, as outlined in 6[a]iv) above, before committing to that level of expenditure and the issue of preparing a new lease should therefore be put ‘on the back burner’ for the time being. Councillors unanimously supported the proposition, and the clerk was asked to respond accordingly to Strutt & Parker. **[A.P. Clerk]**

b. Maintenance of highways/pavements/footpaths: Nothing further to report; matter ongoing; **[A.P. Clerk]**

c. Bus Shelter Cleaning: The clerk confirmed the appointment of Luke & Fen Garrard; terms and conditions already agreed; **[A.P. Clerk]**

d. Suffolk Coastal Local Plan Issues & Options Consultation [18th Aug – 30th Oct’17]

The Chairman summarised some of the points discussed at the 1-2-1 meeting with the Planning Policy team held on 16th October, which he and Cllr. Stephen Bayfield had attended. The Chairman had reiterated LGPC’s views and felt that the exercise had been worthwhile.

e. LGPC – Appointment of Data Protection Officer in readiness for the General Data Protection Regulation [GDPR] which comes into force in May ‘18]: Nothing further to Report; *[Clerk to liaise with Chairman regarding latest documentation received before the January’18 meeting]* **[A.P.Clerk/Chairman]**

7. Suffolk County Councillor’s Report: Copies of Stephen Burroughes’ written report had been circulated and taken as read and received. The clerk referred to Stephen’s request for a separate update meeting with the clerk and Chairman, prior to the November Council meeting, and confirmed that it had not been possible to arrange.

- *Update on date for proposed ‘Rural speeding briefing’:* Nothing further to report;
- *Update on Little Glemham Community Speed Watch initiative:* Copies of recent updates had been circulated; it was noted that a CSW Co-ordinator would need to be appointed, but in the meantime, the Chairman had kindly agreed to liaise direct with the PCSO, regarding the proposed sites; **[A.P. Clerk/Chairman]**

8. District Councillor’s Report: Car Parking issue report included in 6[a]iv) above; nothing further to report.

9. Planning: Nothing to report

10. Finance:

a. Financial Update:

The amount in the current account is: £ 115.86

The amount in the deposit account is: £5,712.24

Total: £5,828.10

[Page 2 of 3]

b. Invoices to be paid:

- PlaySafety Ltd - Community Area Annual Inspection..... Amount: £ 79.80

After payment of the above invoice [**£79.80**] the combined amount held in the accounts is **£5,748.30**.

c. Setting of annual budget 2018-19: Details of the 2018-19 Town & Parish Council Precept Demand letter, which included information regarding the 2018/19 tax-base which will be used to calculate the parish charge, had already been circulated via email, along with details of the proposed budget for 2018-19, prepared by the Chairman. The Chairman briefly outlined the reasons for his proposal to increase this year's Precept figure from £3,100 to £3,500, to allow for inflation and an anticipated increase in the repairs and maintenance budget, particularly in relation to the Community area. Peter commented that as a result of an increase in the tax base, the cost to council tax payers has, in real terms, only increased by approximately 7%, or a little under £4 per annum for a Band D property. It was regrettable that the support grant funding had been withdrawn, and councillors were already aware that LG's Precept amount had remained the same for the last 6 years. After further discussion on the Council's income and projected expenditure for the forthcoming year, on a Proposition by the Chairman, Seconded by Cllr. Stephen Bayfield, councillors unanimously agreed that they were 'minded' to request a Precept figure of £3,500. [*Proposition to be ratified at the January 2018 meeting*][**A.P. Clerk**]

d. To Consider requests for annual donations received from C.A.B., Disability Advice Service and the Suffolk Accident Rescue Service: On a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, the following grants were agreed:

- **C.A.B.** **£40.00** [*Reduction of £20 on last year's figure*]
- **Disability Advice Service**..... **£30.00** [*Reduction of £10 on last year's figure*]
- **Suffolk Accident Rescue Service** **£30.00** [*New grant*]

11. Schedule of meeting dates for 2018, to be held at 8.00 p.m. in the Parish Room: On a Proposition by the Chairman, the following dates were unanimously agreed:

Monday 8 th January	Monday 11 th June
Monday 12 th February	Monday 9 th July
Monday 12 th March	Monday 10 th September
Monday 9 th April [<i>Easter Monday 2nd April</i>]	Monday 8 th October
Monday 14 th May [Parish Annual Meeting]	Monday 12 th Nov [Budget meeting]

12. Any Other Business:

- a. Precept Consultation – Agreed LGPC to support the S.A.L.C. formal response; [**A.P.Clerk**]
- b. S.A.L.C. Latest LAIS 1405 Councillor Disqualification:[*Information noted & kept on file*]
- c. Parliamentary Constituency Boundary Review: [*Information noted & kept on file*]
- d. Sizewell C Community Forum Invitation [16th Nov'17] *Chairman to attend;*
- e. SCC – Consultation – Suffolk Minerals & Waste Local Plan – Preferred options: [*Information noted & kept on file*]
- f. Creation of new 'Super District' for Suffolk: *Information noted & kept on file*
- g. Frank presented his apologies for the January'18 meeting.

13. Date of next meeting: MONDAY 8th JANUARY 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: 8th January 2018

[Page 3 of 3]