

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Parish Council meeting held on
Tuesday 13th November 2018 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Frank Hilder; Philip Hope-Cobbold; Stephen Bayfield; Lynne Gibbs; Pat Trinder [Clerk]
2. **Present from the Public:** One
3. **Apologies for Absence:** Ceri Larman; Claire Peck; Stephen Burroughes [County Councillor]
4. **Declaration of Interest:** Cllr. Philip Hope-Cobbold – Agenda item 6 [iii] [iv] [v] [vi]
5. **Minutes of the last meeting:** The Minutes of the meeting held on 9th October 2018 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Frank Hilder]*
6. **Matters Arising from the 9th October Council meeting:**
 - a. **[i] Community Area Update:** Philip reported that some of the wood on top of the round picnic table and on the surface of one of the seats was rotting in places, and needed attention. Peter thought that the whole structure would need to be ‘dug out’ so that ‘post savers’ could be fitted. Lynne agreed to ask her husband to have a look at the equipment, and report back to the Council.
[ii] Annual Safety Inspection Report: The annual community area inspection was carried out by PlaySafety Ltd on behalf of RoSPA on 26th 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”. The Chairman thought that the condition of the swings was the only real cause for concern, noting that whilst the Council had, over the last two years, reinforced all of the swing supports, the inspector was reluctant to guarantee the long-term effectiveness of the repairs. Peter referred to the proposals to update the play equipment, which, although ‘on the back burner’ until the process for the acquisition of the additional land for car parking and dog walking provision was complete, was still part of the overall project. He also commented on earlier advice from Kiwi Services, who felt it would not be economically viable to completely replace the swing uprights because the swings are reaching the end of their ‘useful life’, hence the remedial action the Council had already taken. After further discussion, bearing in mind that the equipment had not been ‘condemned’, on a Proposition by the Chairman, it was agreed that no immediate action was needed and that the council should use its own judgement to monitor the risk, noting that weekly inspections should pick up any deterioration/changes. **[A.P. Councillors/Clerk]**
[iii] Preparation of new Lease: The clerk confirmed that, as agreed at the last meeting, she had signed the amended Heads of Terms document on behalf of the Council, and returned it to the landlord’s solicitors. *Clerk to obtain a final figure for legal costs; [A.P. Clerk]*
[iv] Quotation received for chain-link fencing for new area of land: Copies of the quotation received from Kiwi Services had been circulated. The clerk pointed out that, in line with the Council’s Standing Orders, a second quotation would be required, before a decision can be taken. The Chairman summarised approximate costs quoted to date:
 - Fencing £1350
 - Large gate..... £ 360
 - Small gate..... £ 320Total: £ 2030 {+VAT}

Kiwi suggested that it would not be practical to erect the fencing until the site had been cleared, and had provided a verbal quote of approximately £1500 - £1600 for this work, resulting in a possible total project cost of £4000, for which the Council would need to

access alternative sources of funding. With regard to clearing the site, it was agreed to investigate the possibility of enlisting the help of local volunteers; borrowing the necessary machinery/equipment, etc. ; establishing a date for the work to be done; Stephen agreed to look into further and approach some of his contacts; **[A.P. Stephen Bayfield/Clerk]**

[v] Associated Car Parking Provision: *In abeyance;*

[vi] Improvements to community area play facilities: *In abeyance;*

b. Maintenance of highways/pavements/footpaths: Nothing further to report.

7. Bus Shelter Cleaning: The clerk agreed to re-advertise the vacancy, effective from January 2019, following the resignation of Luke & Fen Garrard. **[A.P. Clerk]**

8. Suffolk County Councillor's Report: Copies of Stephen's written report had been circulated and was taken as read and received.

a. Provision of new grit bin *[Replacement for The Knoll]* Matter ongoing;

b. Little Glemham Community Speedwatch: Frank reported that the village now had 8 volunteers, who had completed the vetting process, and this was enough to launch the scheme. He presented some information posters which he intended to hand deliver in the village. The clerk was waiting for Stephen Burroughes to provide details of the 'preferred supplier' to enable the equipment to be ordered. Lynne advised that she was happy to volunteer for the scheme, and Frank agreed to forward a CSW application form for her to complete. **[A.P. Clerk/Stephen Burroughes/Frank Hilder]**

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

10. Planning: Nothing to report.

11. Finance:

a. Financial Update:

The amount in the current account is: £ 3,060.33

The amount in the deposit account is: £ 3,270.35

Total: £ 6,330.68

b. Invoices to be paid:

- PlaySafety Ltd.

Community Area Annual Inspection Fee..... Amount: £ 84.00

After payment of the above invoice [£84.00] the combined amount held in the accounts is £6,246.68.

c. Setting of Annual Budget 2019-2020: Details of the 2019-20 Town & Parish Council Precept Demand letter, which includes information regarding the 2019/20 tax-base which will be used to calculate the parish charge, was still awaited from SCDC. Details of the proposed budget for 2019/20, prepared by the Chairman, had been circulated. The Chairman briefly outlined the reasons for his proposal to increase this year's Precept figure from £3,500 to £3,800, to allow for inflation and an anticipated increase in the repairs and maintenance budget, particularly in relation to the Community Area, and also to cover replacement pads and battery for the defibrillator. If LG's tax base remains the same, this will result in an increase to council tax payers of approximately 7.9%, or £4.50 per annum for a Band D property. After a full 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 £3,800. *[Proposition to be ratified at the January 2019 meeting]* **[A.P. Clerk]**

d. To Consider request for annual donation received from C.A.B.: The clerk reminded councillors of last year's donation levels, which included £40 to the C.A.B., £30 to the Disability Advice Service and £30 to the Suffolk Accident Rescue Service. On a Proposition by the Chairman, it was agreed to deal with this matter at the January 2019 meeting. **[A.P. Clerk]**

- e. **LGPC Bank Account:** The clerk explained fully the reason for the delay, due to the incorrect paperwork being received from Barclays Bank. The new correct forms were completed at the meeting. *Clerk to process, as agreed [A.P. Clerk]*
- f. **Internal/External Audit:** Matter completed
- g. **General Data Protection Regulations [GDPR] – Matter ongoing; [A.P. Clerk]**
- 12. Schedule of meeting dates for 2019, to be held at 8.00 p.m. in the Parish Room:** On a Proposition by the Chairman, the following dates were unanimously agreed:
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| Tuesday 8 th January | Tuesday 11 th June |
| Tuesday 12 th February | Tuesday 9 th July |
| Tuesday 12 th March | Tuesday 10 th September |
| Tuesday 9 th April [<i>Easter Monday 22nd April</i>] | Tuesday 8 th October |
| Tuesday 14 th May [<i>Parish Annual Meeting</i>] | Tuesday 12 th Nov [<i>Budget meeting</i>] |
- 13. Any Other Business, to include:**
- a. Sizewell C Joint Local Authority Group [JLAG] Newsletter: Sizewell C Update 1.11.18: Information circulated and taken as read and received.
- b. Consultation on Air Quality in Suffolk: Information circulated and taken as read and received. The Chairman commented that compared with Stratford & Farnham, Little Glemham did not have a significant problem with air pollution, which surprised several councillors.
- c. S.A.L.C. AGM 2018 Invitation & Membership subscription 2019-20 details: Information circulated and taken as read and received.
- d. Suffolk Coastal – Polling District & Polling Places Review 2018: Information circulated and taken as read and received.
- e. Local Government Boundary Commission – Electoral Review of East Suffolk: Information circulated and taken as read and received.
- f. SCC – Consultation – Suffolk Minerals & Waste Local Plan: Appropriate assessment: Information circulated and taken as read and received.
- g. Suffolk Coastal & Waveney District Councils: Free parking dates announcement: Information circulated and taken as read and received.
- h. Suffolk Constabulary Locality Meeting: 22nd Nov'18 – Leiston Community Centre: Information circulated and taken as read and received. *Councillors asked to liaise direct, if they wish to attend.*
- i. Suffolk's Four Village Bypass [SEGway]: Copy letter from Marlesford Parish Council sent to Dr. Dan Poulter MP: The Chairman had received a copy of the letter, and proposed that LGPC should send a letter to Dr. Dan Poulter, supporting the views expressed by Marlesford PC. The Chairman expanded on some of the points made, and there was a general discussion on the merits of a 4VBP compared to the two-village option. Lynne commented that she was aware of some local opposition to the current proposal. The Chairman stressed that, whilst aware of some opposition, it had always been the Council's policy to support the bypass. After further debate, on a Proposition by the Chairman, it was agreed to send a letter of support to Dr. Dan Poulter. *[Clerk to forward a copy of the Marlesford PC letter to councillors] [A.P. Clerk]*
- j. Issues raised by the public:
- Concern expressed about the Increased volume and speed of traffic on the A12, creating difficulties for residents trying to cross the road; details of a specific incident were provided. Reference was made to flashing speed signs in neighbouring parishes, and the Council was asked why these could not be provided in Little Glemham, to try and slow traffic down; the Chairman and councillors referred to the Council's previous unsuccessful efforts to provide

speed signs, primarily because the signs are battery powered, and triggered by the high volume of traffic on the A12, continually need re-charging.

[Clerk to forward residents' concerns on to SCC Highways] [A.P. Clerk]

- Damage to a property in Church Lane: A full report was made of a recent incident when a property was struck by a van, understood to be leaving a Blaxhall Motor Cross event. Apart from the property damage, this had caused considerable distress to the resident. The Council was asked to raise awareness with club organisers that problems with vehicles speeding along Church Lane continue to occur when participants are exiting rather than accessing events.

[A.P. Clerk]

14. Date of next Meeting: TUESDAY 8th JANUARY 2019 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 2019