

**LITTLE GLEMHAM PARISH COUNCIL**  
**Minutes of the Parish Council Annual Meeting held on**  
**Monday 14<sup>th</sup> May 2018 in the Parish Room**

1. **Election of Chairman:** On a Proposition by Cllr. Frank Hilder, Seconded by Cllr. Philip Hope-Cobbold, Mr Peter Chaloner was unanimously re-elected as Chairman of the Council. The Council formally received his Declaration of Acceptance of Office.
2. **Present from the Council:** Mr Peter Chaloner [Chairman] Claire Peck; Philip Hope-Cobbold; Stephen Bayfield; Frank Hilder; Pat Trinder [Clerk]
3. **Present from the Public:** None
4. **Apologies for Absence:** Ceri Larman; Stephen Burroughes [County Councillor] Carol Poulter [District Councillor]
5. **Declarations of Interest:** Cllr. Philip Hope-Cobbold – Agenda Item 9 [a] [iii]
6. **Members' Register of Interests:** Councillors were reminded that if there have been any relevant changes during the last year, they are responsible for updating their details on line, using previous login details, already provided.
7. **Minutes of the last meeting:** The Minutes of the meeting held on 9<sup>th</sup> April 2018 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Frank Hilder]*
8. **Matters Arising from the 9<sup>th</sup> April Council meeting:**
  - a. [i] **Community Area Update:** Claire apologised for not having carried out the May inspections to date. Frank commented that he had not noted any new issues of concern, following the extensive repairs carried out during the work party on 14<sup>th</sup> April, and he would complete the May inspections and continue into June, as per the rota.  
[ii] **Remedial work completed during the Work Party date on 14<sup>th</sup> April:** Peter was pleased to report on a very successful day and conveyed the Council's thanks and appreciation to the contractor for his professional help in this matter. As arranged, he had provided the necessary timber and fixings, on a goodwill basis, and helped on the day with the manual work. Work completed included reinforcing all the swing uprights; repairing the wooden panels on the shed; replacing the 4 broken fence posts and 1 stile post; and repairs to the commemorative seat; *[Clerk to liaise with Frank re: providing a token of the Council's appreciation to contractor]* **[A.P. Clerk/Frank]**  
[iii] **Report on the proposal to extend the present lease to include additional area of scrubland, following approval of planning application:** As agreed at the last meeting, the clerk had instructed Strutt and Parker, who were handling the matter on behalf of Glemham Estates, to proceed with the preparation of a new lease. Matter ongoing; **[A.P. Clerk]**  
[iv] **Associated Car Parking provision:** *Ongoing; matter in abeyance;*  
[v] **Improvements to community area play facilities:** *Ongoing; matter in abeyance;*
  - b. **Maintenance of highways/pavements/footpaths:** The clerk had circulated details of the proposed action to be taken by Suffolk Highways, following the Council's complaint about blocked storm drains along the A12. **[A.P. Clerk]**  
Frank commented that SCC were providing training for parish councillors to enable them to undertake cleaning road signs, and other councillors supported his view that LGPC might wish to consider undertaking this role in the future;  
Frank reported that the footpath between Hoo Lane and Church Road had not been reinstated, following recent ploughing. Claire agreed to take the matter up; **[A.P. Claire]**
  - c. **LGPC – Casual Vacancy:** No responses received; matter ongoing; *Councillors asked to let the clerk know if they knew anyone interested in filling the vacancy;* **[A.P. Clerk]**

- d. **Litter Pick 2018:** The Chairman reported on the continued success of the organised litter pick, which was very well attended. He also thanked Lindsay Last for providing refreshments which were greatly appreciated by those taking part. It was agreed that a similar event would be held next year.
- e. **Provision of Defibrillator for village:** The Chairman advised that the defibrillator, and sign, had been received and Frank confirmed that he would install the equipment at the earliest opportunity. Councillors supported the Pub landlord's suggestion to arrange for the training session [included in the defibrillator package price] could be held at the pub; *Clerk to liaise with East of England Ambulance Service re: suggested dates, etc. [A.P. Clerk]*
- f. **Proposal for the formation of a 'Community Tool Share'** – Frank asked councillors to let him know if they felt this was a proposal that could be developed further.
9. **Suffolk County Councillor's Report:** Annual written report taken as read and received.
- a. Little Glemham Community Speed Watch initiative: The Chairman/Frank reported that matters were moving forward. The necessary application forms had been delivered to the volunteers for completion, and would be collated and returned, as instructed, to enable the vetting process to be completed.
- b. Meeting with SCC re: SEGWay held on 11<sup>th</sup> April'18: The Chairman reported briefly on what he felt had been a positive meeting. As reported previously, the strategy is to support the 2-village bypass initially, if Sizewell C goes ahead, which may enable it to be expanded to a '4-village bypass' once the level of funding that will be available from EDF is confirmed. Worrying aspects include the escalating bypass costs and the slippage in the Sizewell C consultation timetable.
10. **District Councillor's Report:** Annual written report taken as read and received.
11. **Planning:** Nothing to report.
12. **Finance:**
- a. **Financial Update:**
- |                                       |                            |
|---------------------------------------|----------------------------|
| The amount in the current account is: | £ 72.14                    |
| The amount in the deposit account is: | £ 5,965.90                 |
|                                       | <b>Total: £ 6,038.04 *</b> |
- \*\* N.B. This figure includes the 1<sup>st</sup> instalment of this year's Precept [£1750]*
- b. **Invoices to be paid:**
- Business Services @ CAS Ltd – Additional Premium in respect  
 Of addition of defibrillator to insurance policy..... Amount: £ 5.97  
 After payment of the above invoice [£5.97] the combined amount held in the accounts is **£6,032.07**
- c. **Audit:** Matter ongoing; awaiting contact from Heelis and Lodge re: arrangements for internal audit; *[A.P. Clerk]*
- d. **Clerk's Salary: 2018-2019 National Salary Award:**
- a. **New Pay Scales for 2018-2019 to be implemented from 1 April 2018**
- b. **New Pay Scales for 2019-2020 to be implemented from 1 April 2019\*\***
- \*\* Further information on these will be issued by NALC later this year;*
- At present the Clerk's Salary is based on SCP 22 [Salary Scale Point] @ £10.944 per hour  
 Under the new agreed pay scales for 2018-2019, SCP 22 has increased to £10.953 per hr  
 If an incremental increase to SCP 23 was agreed, the hourly rate would increase to £11.275 per hour under the new pay scale.
- On a Proposition by the Chairman, councillors unanimously RESOLVED to approve and Implement an incremental increase to SCP 23 @ £11.275 per hour, to be backdated to 1<sup>st</sup> April 2018. The clerk thanked the Council for their decision in this matter *[A.P. Clerk]*

- e. **General Data Protection Regulations [GDPR]** The Clerk had circulated further information received since the last meeting, outlining changes to current legislation, resulting in changes to the previous timetable; matter ongoing; **[A.P. Clerk]**
- f. **To formally review existing Financial Regulations:** Full details had been circulated. On a Proposition by the Chairman, the current regulations were unanimously ADOPTED, without amendment, by the Council.
- g. **To formally review the Council's existing internal Control arrangements, including its Risk Management arrangements:** Full details had been circulated. On a Proposition by the Chairman, the current arrangements were unanimously ADOPTED, without amendment, by the Council.
- h. **To formally review the Council's existing 'Safeguarding' Policy:** Full details had been circulated and on a Proposition by the Chairman, were unanimously ADOPTED, without amendment, by the Council
- i. **To formally review the Council's Asset Register:** Full details had been circulated; On a Proposition by the Chairman, the following amendment was unanimously agreed:  
**Amendment Ref: 023: Add defibrillator + Sign [Location The Lion Inn, Main Road]**  
*Acquired: May 2018; Value [cost] £1,968; Insurance Value: £1,968.*  
 Asset Register: Total Value [Cost] as at 14.05.18: £19,503]

**13. Any Other Business:**

- a. Stephen agreed to keep the dog bag dispenser replenished; *Clerk to order new bags to be delivered; [A.P. Clerk]*
- b. Philip agreed to provide details of his new address In Saxmundham shortly; it was noted that this would not affect his eligibility to remain on the Parish Council as he still owned land/property within the parish of Little Glemham;

**14. Date of next meeting: Monday 11<sup>th</sup> June 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: 11<sup>TH</sup> June 2018