

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Council meeting held on Monday 10th September 2012 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman]; Stuart Hogg; Sue Hussey; Pat Trinder [Clerk]
2. **Present from the Public:** None
3. **Apologies for Absence:** Roger Blyth; Phillip Hope-Cobbold; Ceri Larman; Graham Peck [District Councillor] Colin Hart [County Councillor] PCSO Thora Taylor;
4. **Declaration of Interest:** None
5. **Minutes of the last meeting:** The Minutes of the meeting held on 9th July 2012 were unanimously adopted and signed as a correct record.
6. **Matters Arising from the 9th July Council meeting:**
 - [a] Community Area:** A successful working party was held on the 24th July, attended by Peter, Sue and Graham, when five of the broken fence posts had been replaced, and a lot of overgrown vegetation had been cut back. Sue had purchased 4 of the new posts from Peggs and would provide an invoice for payment at the next meeting. Peter had used one post from his stock of spares, leaving 2 remaining. With regard to the goalpost nets, which cannot effectively be repaired any more, Peter had provided details of a supplier of replacement goal nets, at a cost of £40 + VAT per pair. The clerk was authorised to proceed, on behalf of the Council, with the purchase of one pair of goal nets. **[A.P. Clerk]**
 - [b] Maintenance of highways/pavements/footpaths:**
 - Overgrown footpath on A12 from Glemham Hall down into Little Glemham: The Chairman had inspected the footpath and whilst the path itself is clear, there is a lot of overhanging vegetation which people have to negotiate to enable them to walk unobstructed along the path. The clerk had passed this information on to SCC who had instructed contractors to revisit the footpath to clear the obstructions. **[A.P. Clerk]**
 - [c] SNT Police Report:** A written report had been circulated, *Copy to be filed with Minutes;*
 - [d] Neighbourhood Watch Scheme:** Nothing to report.
 - [e] Proposed refurbishment of the village sign:** Peter had recently spoken to David Wright who had hoped to attend tonight's meeting, or if this was not possible, provide some written details of his proposals in time for the next meeting. Councillors supported the Chairman's view that the original design should be retained as far as possible, using alternative materials for the repairs.
 - [f] Four Village Bypass Working Party:** There had been no further action during August. Stuart hoped that the working party would try to reactivate the project with all interested parties in the autumn, when efforts will be made to enhance the scheme's profile.
 - [g] Provision of "fido" dog waste bin in Community Area:** The Chairman confirmed that this was now in place. It was agreed to include this item on the Community Area monthly check list, so that Councillors could monitor whether it was being emptied regularly. The clerk confirmed that this item had been added to the Asset Register. The Council's insurers had been notified of the new acquisition, and details of any additional premium due was awaited. **[A.P. Clerk]**
 - [h] Future of the Council Website:** The Chairman had circulated details of some of the One Suffolk local web sites, all very similar in format, for Councillors to consider. The Chairman had also identified a "paid for" hosting service which was offering an initial 2 year contract for approximately £90 + VAT, which seemed a very attractive proposition. This option would allow the council's website to remain distinctive, and would not increase the

Chairman's workload in this regard. The Council would get its own domain name, and a clerk's email account could also be set up. After a brief discussion, the Chairman was authorised to proceed, on behalf of the Council, with the setting up of a "paid for" hosting service, as outlined above, with immediate effect. **[A.P. Chairman]**

7. **District Councillor's Report:** Graham had advised that he had nothing further to report.
8. **Revised Code of Conduct:** The clerk had forwarded additional information received from SCDC since the last meeting, via email. The Chairman and Stuart had completed their Register of Interests forms on line, using the appropriate link provided, and Peter asked the other councillors to complete theirs as soon as possible.
9. **Damaged grit bin at the junction of Church Road and Tinkerbrook:** The clerk had circulated copy correspondence relating to the above issue, via email. Following an initial email received from the Chairman, the Clerk had immediately reported to SCC that it appeared that the grit bin had been damaged beyond repair by County Council contractors who were carrying out work on the verges at the time the bin was damaged. Initially, SCC agreed to visit the site to assess the damage and take up the matter on the Council's behalf with contractors. The clerk also sought assurance that SCC would fund the cost of a replacement grit bin, given the circumstances of the damage. The response subsequently received from the main contractor, however, questioned whether their workers were responsible, particularly as they had not received a report of such an incident occurring, and suggested that a local farmer and/or landowner may have been carrying out the work, which was outside their control. Sue was able to confirm that she had witnessed the incident, which had occurred on 16th August, when hedge cutting in the area was being done. She had actually seen the machine get caught in the bin, which had been moved along the ground, and the operator had stopped and backed up the machine when the damage occurred. The clerk was asked to forward this additional information on to SCC. **[A.P. Clerk]**
10. **Planning:**

[a] Retrospective Planning Application Ref: C12/1348 – Moat Farm, Keepers Lane: A copy of the Planning Application had been circulated to councillors during the summer recess, and the unanimous decision to oppose this application was ratified. Full details of the Council's views had been forwarded to SCDC as instructed by the Chairman. The Chairman had subsequently received notification of an amendment to the proposal and the clerk was instructed to confirm that the Council's position in this matter had not changed. **[A.P. Clerk]**
11. **Finance:**

[a] Financial Update:

The amount in the current account is:	£ 76.55
The amount in the deposit account is:	<u>£3,566.23</u>
Total:	£3,642.78

[b] Invoice presented for payment:

 - Annual Insurance Premium
[2nd Year – 5 year LTC applies]..... Amount: £ 371.33

After approved invoice has been paid **[£371.33]** the combined amount held in the Accounts will be **£3,271.45**.

[c] External Audit: The clerk understood that the external audit had been completed, although the confirming paperwork had not yet been received. It was noted that completion of this year's audit was dependant on the Council addressing at the earliest opportunity, the recommendation that additional columns should be constructed within the asset register to display [a] the insurance value of the assets and [b] the valuation of the assets for purposes of the Annual Return, in order to evidence compliance with the current requirements.

The clerk presented a letter received from the Audit Commission confirming the appointment of BDO LLP as external auditor to audit the Council's annual return for five years from 2012/13. This appointment is made under section 3 of the Audit Commission Act 1998 and will commence on 1st September 2012. The accompanying Scales of fees information confirmed that no fee will be payable in the future for a 'basic' audit.

12. Any Other Business:

[1] Suffolk Age UK: It was agreed to display a poster in the parish noticeboard promoting volunteering with Age UK Suffolk.

[2] Crown Inn at Great Glemham: Copy correspondence received via email was noted and would be kept on file. No further action to be taken at this time.

[3] Localism Bill: The Chairman briefly commented on something he had read, relating to the registration of land and/or buildings within the parish as 'village assets'. He thought this might be something LGPC could consider in the future, including, for example, the community area, and the pub.

- 13. Date of next meeting: Change of date:** Unfortunately, due to circumstances beyond her control, the clerk was unable to attend the next scheduled meeting on Monday 8th October 2012. It was agreed to see if the Parish Room was available on **Monday 15th October**, clerk to advise councillors accordingly.

Signed as a correct record.....

Peter Chaloner

DATE: 15th October 2012