

LITTLE GLEHAM PARISH COUNCIL
Minutes of the Parish Council Meeting held on
Tuesday 9th July 2019 in the Parish Room

1. **Present from the Council:** Philip Hope-Cobbold [Chairman]; Frank Hilder; Stephen Bayfield; Lynne Gibbs; Pat Trinder [Clerk]
2. **Present from the Public:** Carol Poulter [District Councillor]
3. **Apologies for Absence:** Emma Angell; Claire Peck; Stephen Burroughes [County Councillor]
4. **Declarations of Interest:** Philip Hope-Cobbold: Agenda Item 7 [a][ii] [iii] [iv] [v]
5. **LGPC – Councillor vacancies:** On a Proposition by Cllr. Stephen Bayfield, Seconded by Cllr. Frank Hilder, it was RESOLVED to RATIFY the unanimous decision made on 18th June 2019 to co-opt Lynne Gibbs onto the Council, with immediate effect; The Council formally received her completed Declaration of Acceptance of Office form; *Members Register of Interests already completed online; [A.P. Clerk]*
6. **Minutes of the last meeting:** The Minutes of the meeting held on 11th June 2019 were unanimously adopted and signed as a correct record. *[Proposed by Cllr. Stephen Bayfield; Seconded by Cllr. Frank Hilder]*
7. **Matters Arising from the 11th June Council meeting:**
 - a. **[i] Community Area Update:** Stephen reported on the July inspections to date; Councillors had completed some of the outstanding repairs since the last meeting, including fitting the latch on the shed door and replacing one of the shed windows; one of the stile posts needs to be replaced, and further minor repairs to the stile required; Frank agreed to purchase another post from Peggs; *Receipt/Invoice required to reimburse cost; Noted, the overgrown grass in the community area and surround had been cut; [A.P. Clerk/Frank]*
 - [ii] New Draft Lease:** The response received from the Estate solicitors, confirming the Estate's willingness to grant a 20 year term, but only subject to a Landlord's break right, exercisable if planning permission for residential use of the property is obtained, had been circulated. Councillors remained unconvinced that this was the right way forward, particularly in view of the level of financial commitment required. Updating the play equipment was paramount, and the provision of a separate dog exercising area had a lot of support; the car park provision remained the main stumbling block, due to reasons discussed at length at the last meeting, and the uncertainty relating to the likelihood of the scheme complying with the current criteria operated by possible grant-funding sources. The clerk pointed out that the Parish Council had not had full attendance at meetings held since the elections in May and this did have a bearing on any propositions and/or decisions made, and also referred to the timescale and conditions relating to the current Planning permission obtained for the car park area, which may have to be renewed. In view of the current impasse, on a Proposition by Cllr. Stephen Bayfield, it was agreed to re-convene discussions on this issue after the summer recess, at the September meeting, with a view to making a meaningful decision; In the meantime, the clerk agreed to look back through the files to ascertain the specific terms of the original lease; **[A.P. Clerk]**
 - [iii] Fencing and clearing new site:** *In abeyance; dependent on outcome of paragraph [ii] above;*
 - [iv] Associated Car parking provision:** *In abeyance; dependent on outcome of paragraph [ii] above;*
 - [v] Improvements to community area play facilities:** *In abeyance; dependent on outcome of paragraph [ii] above;*

- b. **Maintenance of highways/pavements/footpaths;** Continuing problem caused by gravel and sand being washed onto the A12 during heavy rainfall; the clerk confirmed that she had brought this to the attention of the Estate’s land agents, following the report at last month’s meeting, and would contact them again; **[A.P. Clerk]**
- c. **Clerk’s Vacancy:** The clerk confirmed that the position had been advertised in the Ebb and Flow and on the S.A.L.C. website;

8. Sizewell C:

- a. **Information update re: Stage 4 Consultation [18th July – late September 2019]** Full details of the consultation exhibitions’ dates and venues had been circulated and councillors were asked to attend, if possible, and study the consultation documents which were available online. The clerk commented that she had already contacted EDF Energy to convey her concern about the relatively short notice regarding the launch of the consultation, and the short time frame for responses, over the summer period, when many Parish Councils do not hold meetings. A response, which it was thought, would not differ greatly from that submitted following the Stage 3 consultation, would have to be formulated at the September meeting, to meet the deadline.
- b. **Community Forum meeting: 3rd July 2019:** To Appoint LGPC representative to attend future meetings: The clerk asked councillors to consider this matter – to be resolved at the September meeting; **[A.P. Clerk]**

9. Suffolk County Councillor’s Report: Copies of Stephen Burroughes’ written report had been circulated, and taken as read and received.

- a. Little Glemham Speed Watch: The clerk had received confirmation that Stephen Burroughes’ grant funding for the equipment had been agreed and would be sent to LGPC shortly. An order had been placed for the equipment; expected delivery date, approximately 4 weeks; Once received, Cllr. Frank Hilder [scheme co-ordinator] will arrange appropriate training, via the police, for the volunteers; **[A.P. Clerk/Frank]**
- b. Replacement grit bin for The Knoll: *Matter ongoing*; **[A.P. Clerk]**

10. District Councillor’s Report: Copies of Carol Poulter’s written report had been circulated, and taken as read and received. Carol expanded on one or two issues, including the continuing support of local MPs for the 4-village bypass and also conveyed her support for LGPC’s views regarding the Sizewell C Stage 4 consultation.

11. Planning: Nothing to report.

12. Finance:

a. Financial Update:

The amount in the current account is:	£ 3478.95
The amount in the deposit account is:	<u>3275.25</u>
Total:	£ 6754.20

b. Invoices for Payment:

- Clerk’s invoice for salary & expenses
[April/May/June 2019]..... Amount: £ 455.88
- E-ON- Electricity charges 1.4.19 – 30.6.19 Amount: 35.48
- Heelis & Lodge – Internal Audit Fee..... Amount: 50.00

After payment of the above invoices [£541.36] the combined amount held in the accounts is £6212.84.

c. Internal Audit: The internal audit had been completed satisfactorily. Copies of the report for 2018/19 had been circulated, via email, and was unanimously accepted by the Council. The following recommendations had been made:

1. Risk Assessment: To include reference to GDPR in the Council’s Risk Assessment.
2. Transparency Code: To comply with the requirements of the Transparency Code in accordance with guidance provided;

3. The internal auditor referred in detail to the discrepancy, already reported to the Council by the clerk, and confirmed that a minor adjustment on the accounts has been applied of £25 which could not be accounted for.
 - d. **External Audit:** The clerk presented audit documents, for signature by the Chairman, including the Certificate of Exemption –AGAR 2018/19 Part 2, and confirmed that the appropriate paperwork would be sent to the External Auditors by the agreed deadline; The clerk wished to record her thanks to the Internal Auditor for her help in this matter; *appropriate documentation to be published on the Council website; [A.P. Clerk]*
 - e. **Replacement cheque signatories;** Matter ongoing; expected confirmation of changes within the next week; *[A.P. Clerk]*
 - f. **CAS Parish Council Insurance:** Copies of the information regarding proposals for a new policy had been circulated via email; Matter to be considered further, when renewal documentation received; *[A.P. Clerk]*
- 13. Any Other Business:**
- a. Police quarterly Locality Meeting: 19th July @ 2 pm at Leiston Leisure Centre: Full details had been circulated; councillors to liaise direct if they wished to attend;
 - b. C.A.B. – Invitation to attend AGM on 10th July – 6.30 p.m. at Saxmundham Market Hall: Full details had been circulated; councillors to liaise direct if they wished to attend;
 - c. Invitation from Police & Crime Commissioner & local policing team to attend Q & A session in Leiston on 18th July – drop-in session between 4.30 and 7 p.m. Full details circulated;
- 14. Date of next meeting: TUESDAY 10th SEPTEMBER 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

Philip Hope-Cobbold
Chairman

DATE: 10th September 2019