

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Council meeting held on
Monday 9th November 2015 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Tony Eaves; Ceri Larman; Kate Burt; Roger Blyth; Pat Trinder [Clerk]
2. **Present from the Public:** Stephen Burroughes [County Councillor]
3. **Apologies for Absence:** Philip Hope-Cobbold; Claire Peck; Carol Poulter [District Councillor] PCSO Thora Taylor;
4. **Declaration of Interest:** None
5. **Minutes of the last meeting:** On a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, the Minutes of the meeting held on 12th October 2015 were unanimously adopted and signed as a correct record.
6. **Matters Arising from the 12th October Council meeting:**
 - [a] [i] Community Area Update:** Tony apologised for not carrying out the October weekly inspections. Kate will undertake the November inspections in due course.
 - [a] [ii] Community Area annual Safety Inspection Report:** The annual community area inspection was carried out by PlaySafety Ltd on behalf of RoSPA on 6th October, and their report had been circulated via email. Councillors were pleased to note that the report overall was satisfactory. However, it was noted that the present overall risk rating for the play space had increased from 'Medium' to 'High', primarily due to decay to the timber components of the swing support uprights on the junior and toddler swings. *[illustrations provided]* The Chairman reminded councillors that this issue had been raised in last year's report, when, apart from the effects of weathering, and slight damage caused from trimmers, he had found no physical evidence of the reported problem. He further commented that each upright comprised of 4 smaller laminated uprights, fixed together, and the screwdriver used in the inspection could well have been pushed through one of the gaps. In his view immediate action would be required if the report had indicated that there was an unacceptably high risk but he acknowledged that, having been alerted to a possible problem, regular monitoring was required. He hoped that councillors would endeavour to carry out the weekly inspections so that any specific concerns, such as this, can be monitored and any new issues reported. Kate referred to the Council's legal responsibilities in this matter, and if they wished to challenge any aspect of the report findings, should do so in writing to avoid any possible future conflict. After further discussion, it was agreed to forward the Council's observations, as outlined above, to PlaySafety Ltd. **[A.P. Clerk]**
 - [a] [iii] Improvements to Community Area Play Facilities:** The clerk referred to Carol Poulter's written report, circulated via email, which outlined details of Round Two of the Capital and Revenue Grants programme for 2015/2016. In partnership with Community Action Suffolk, a grant application workshop has been arranged for Tuesday 17th November'15, *[SCDC Melton Hill; 2.00 p.m. – 4.00 p.m.]* when the Funding Officer will go through any application questions, explain the application process and provide guidance about what decision makers are looking for in a successful project. Tony agreed to attend the meeting and the clerk was asked to confirm his attendance. Referring to proposals to improve the play area facilities, Tony supported the view that associated parking provision would be a vital component of any scheme, not only to enhance the use of the play area, but to also widen the type and number of events that could be held in the Parish Rooms. It was suggested that the project could be undertaken in two stages; Stage 1 to improve the play area facilities, and Stage 2, the provision of a car park, thus allowing the Council to take advantage of future grant funding. Peter commented that the Council would need to

negotiate a leasing arrangement with the landowner, similar to that already in place for the community area, and it was agreed that the first step would be to ascertain what Glemham Estates would be prepared to negotiate on. Roger felt that the car park should be located as near to the community area and Parish Rooms as possible. Previous efforts to convert the triangular piece of land next to the Community Area into a car park had failed, because SCDC had intimated that approval would be refused due to its proximity to nearby houses, but the Chairman thought further enquiries should be made to ascertain the District Council's present attitude to the proposal. He also suggested finding out about design specifications and legal requirements that would need to be included in the plans for a car park, i.e. the provision of disabled parking facilities, etc. and agreed to make enquiries. **[A.P. Clerk; Tony; Peter]**

[b] Maintenance of highways/pavements/footpaths: The clerk reported that she was awaiting a response from Highways, following the Council's request for the overgrown hedge along the footpath on the west side of the A12, travelling south, to be cut. The Chairman reported a complaint he had received about the storm drain north of the village, on the right-hand side, which was blocked with sand. The Chairman had checked the site and confirmed that the drain was blocked. It was agreed to ask Highways to take immediate action. **[A.P. Clerk]**

[c] SNT Police Report: A written report, confirming that there had been no crimes recorded for October, had been circulated. *[Copy to be filed with Minutes]*

[d] Neighbourhood Watch Update: Regular updates continue to be received and included on the Council website.

[e] Refurbishment of the Village Sign: Peter had spoken to David Wright who had now finished the wax carving; the next stage involved casting a mould in rubber, which he hoped to do within the next 2 weeks. Councillors were pleased that steady progress is being made.

[f] Four Village Bypass Working Party update: Stephen expanded on comments in his written report, confirming that SCC had approved a commitment to spend £450,000 on a business case for the four-village bypass, which, together with the agreed £50,000 contribution from SCDC will enable work to begin on preparing a business case for the new road.

[g] Sizewell C Update: Stephen referred to the progress that has been made on finalising the agreements to enable a final investment decision on Hinkley Point C to be made, and he hoped that the Phase 2 consultation for Sizewell C would take place by Easter of next year. The Chairman conveyed the Council's thanks for the positive support that the County Council was giving to the project.

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

a. Highways and related improvements: Copies of the notes of the Working Group meeting held on 27th October 2015 had been circulated, and taken as read and received. Stephen agreed to obtain costings for the proposals put forward and bring them to the January Council meeting. **[A.P. Stephen Burroughes]**

8. **District Councillor's Report:** Copies of Carol's written report had been circulated and was taken as read and received. It was agreed to ask Carol for an update on LGPC's request for the provision of a litter bin in the lay-bye on the west side of the A12. **[A.P. Clerk]**

9. **Planning:** Nothing to report.

10. **Finance:**

- a. Financial Update:**

The amount in the current account is: £ 58.95
The amount in the deposit account is: £6,123.63

Total: £6,182.58

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b. Invoices for payment:

- C.A.B. Annual grant/donation Amount: £ 60.00
- Suffolk Stove Enamellers [*Village sign*]..... Amount: £ 132.00
- Playsafety Ltd: Community Area Annual Safety Inspection..... Amount: £ 78.00

After payment of the above invoices [**£270.00**] the combined amount held in the accounts is **£5,912.58**.

c. Setting of Annual Budget 2016-17: Details of the proposed budget had been circulated, and the Chairman briefly outlined the reasons for his proposal not to increase this year's Precept figure, particularly bearing in mind the current economic climate. He referred to last year's supporting grant received from SCDC of £174.10, and explained that whilst a grant will be provided again this year it will be reduced by a further 25%, and the support grant will be withdrawn altogether in the 2018/19 tax year. In real terms this will represent a household increase of approximately 2% - 3%. It was noted that no precept should be formally approved until after the Tax Base figures are issued by the Billing Authorities at the beginning of December 2015. Therefore, whilst the Council can discuss and make a decision in principle on the level of precept required at the November meeting, this cannot be formally ratified until the January 2016 meeting. After further discussion on the Council's income and projected expenditure for the forthcoming year, on a Proposition by the Chairman, Seconded by Cllr. Ceri Larman, councillors unanimously agreed that they were 'minded' to request a Precept figure of £3,100, which was the same figure as last year. **[A.P. Clerk]**

11. Schedule of meeting dates for 2016 to be held at 8.00 p.m. in the Parish Rooms: On a Proposition by the Chairman, the following dates were unanimously agreed:

Monday 11 th January	Monday 13 th June
Monday 8 th February	Monday 11 th July
Monday 14 th March	Monday 12 th September
Monday 11 th April [<i>Easter Monday 28th March</i>]	Monday 10 th October
Monday 9 th May [<i>Parish Annual Meeting</i>]	Monday 14 th Nov [<i>Budget meeting</i>]

12. Any Other Business:

a. Request for a donation to the Disability Advice Service [East Suffolk]: On a Proposition by the Chairman it was unanimously agreed to give a donation of £40 [*same amount as last year*]; cheque to be drawn at the January'16 meeting. **[A.P. Clerk]**

13. Date of next meeting: Monday 11th January 2016 at 8.00 p.m.

Signed as a correct record.....

Peter Chaloner
Chairman

DATE: 11TH January 2016