

**LITTLE GLEMHAM PARISH COUNCIL**  
**Minutes of the Council Meeting held on**  
**Monday 12<sup>th</sup> January 2015 in the Parish Room**

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Kate Burt; Tony Eaves; Pat Trinder [Clerk]
2. **Present from the Public:** Stephen Burroughes [County Councillor]
3. **Apologies for Absence:** Roger Blyth; Ceri Larman; Philip Hope-Cobbold; PCSO Thora Taylor;
4. **Declaration of Interest:** None
5. **Minutes of the last meeting:** The Minutes of the meeting held on 10<sup>th</sup> November 2014 were unanimously adopted and signed as a correct record.
  
6. **Matters Arising from the 10<sup>th</sup> November Council meeting:**
  - a. **[i] Community Area Update:** Peter reported that he and Roger had replaced four broken fence posts and the clerk advised that the two new large swing seats had been ordered from Wickstead, to be delivered direct to the Chairman. Monthly inspection reports for November & December were not available, due to councillors' absence from the meeting. Peter commented that he had not noticed any further issues of concern, when he had checked the area recently.  
**[ii] Revised inspection rota dates** for 2015 had been circulated.  
**[iii] Improvements to Community Area play facilities: Circulation of revised questionnaire:** Tony had amended the questionnaire, as agreed at the last meeting. The clerk was authorised to get 85 copies printed, which Peter would arrange to be distributed via the January edition of the Ebb and Flow, and Tony agreed to submit a short explanatory note to be included in the magazine. **[A.P. Clerk; Chairman; Tony]**
  - b. **Maintenance of highways/pavements/footpaths:**
    - **Outstanding Highways issues:** Stephen confirmed that proposals to reconstruct the junction into Church Road and the provision of mobile speed limit signs were both still on County's 'to do' list.
  - c. **SNT Police Report:** A written report, confirming that there had been no crimes recorded for November & December'14, had been circulated. *[Copy to be filed with Minutes]*
  - d. **Neighbourhood Watch Update:** The Chairman referred to the forthcoming SNT Tasking and Priority Meeting to be held at Framlingham Police Station at 2 pm on Wednesday 14<sup>th</sup> January. Any councillors wishing to attend should confirm their details direct.
  - e. **Refurbishment of Village Sign:** Work still ongoing.
  - f. **Four Village Bypass Working Party:**
    - **4-villages bypass group website details:** *[www.A12bypass.co.uk]* The Chairman confirmed the details of the new website.  
As proposed, the 'Bypass our village now' signs had been put up at the boundaries of each village.
    - **Update on 4-village bypass survey circulated by Dr. Dan Poulter:** Dr. Poulter had written to the Council, providing details of the responses to his 4-village bypass survey, and also enclosing a copy of his subsequent letter to the residents who had responded. The Chairman proposed to put a copy of the letter on the bypass group website. Councillors were pleased to note that well over a third of the residents who were asked for their views had replied.
  - g. **Sizewell C Update:** Stephen referred to EDF's decision to postpone their Phase 2 consultation, which he thought might not now take place until after the May'15 general election. Peter also thought that there would be no further Community Forum meetings

until then. With regard to the traffic survey figures which had been released by EDF and were still being examined by Suffolk County Council's consultants, Stephen had still been unable to access the figures. It was suggested that a Freedom of Information request should be submitted for the data and Peter agreed to action the matter, via the 4-village bypass group. **[A.P. Chairman]**

**h. Provision of litter bin on A12:** Still ongoing.

**7. Suffolk County Councillor's Report:** Copies of Stephen's written report dealing with general County matters had been circulated and taken as read. Stephen briefly expanded on some of the items included and answered questions. He reminded councillors about his earlier pledge to provide funding from his Locality budget towards parish projects and confirmed that he would be happy to consider an application in the next financial year.

**8. District Councillor's Report:** Nothing to report.

**9. SCDC:**

a. Site Allocations and Area Specific Policies Issues & Options Document [December 2014]: The Chairman confirmed that the document included all the Council's requests, following the earlier consultation, i.e. agreement to a slight increase to the village envelope north of the Community Area; and the rejection of the other 2 large development proposals; On a Proposition by the Chairman it was therefore agreed to accept the document, as presented. **[A.P. Clerk]**

b. Felixstowe Area Action Plan issues & Options Document [December 2014]: On a Proposition by the Chairman, it was agreed to acknowledge receipt of the document, as presented. **[A.P. Clerk]**

**10. S.A.L.C. – Parish Polls Consultation:** The Chairman explained that a parish poll is a public ballot, administered by the District Council with the cost falling to the local parish or town council. He summarised the main proposals in the current consultation:

- Increase the trigger for the number of electors needed to call a poll with the stated aim of limiting vexatious, unnecessary and otherwise inappropriate use;
- Update the voting arrangements with the stated aim of improving access and modernising the polling procedure to bring mechanisms in line with other local government polls; and
- More closely define the question on which a parish poll can be held with the stated aim of ensuring questions posed are on appropriate local issues.

The only thing Peter was slightly unhappy about was the proposal that a poll must be open from 7a.m. to 10 p.m., whereas previously it had been 4 p.m. to 9 p.m. After a brief discussion, on a Proposition by the Chairman, it was agreed to accept and support the proposals, as presented. **[A.P. Clerk]**

**11. Planning:**

a. **Time frame for SCDC's planning application procedure:** Copies of the letter received from Boyton Parish Council had been circulated via email. The Chairman shared some of Boyton's concerns, although he was not sure that extending the consultation time is the answer as applicants have the right of determination within a reasonable time. He did feel that LGPC's present system for circulation of documents sometimes caused unintentional delays and thought that making better use of email facilities would improve the situation. He proposed that the clerk should check the weekly planning application list, notifying councillors of any parish applications that can be viewed on line, via SCDC's website. **[A.P. Clerk]**

b. **Letter received from Suffolk Preservation Society re: correspondence from Lord Marlesford regarding planning notifications:** Copies of the correspondence had been circulated. On a Proposition by the Chairman it was agreed to write formally to SCDC confirming that LGPC wishes to be consulted on planning applications in their area and to be notified of the outcome. **[A.P. Clerk]**

**12. Finance:**

**a. Financial Update:**

The amount in the current account is:	£ 28.86
The amount in the deposit account is:	<u>£5,521.67</u>
<b>Total:</b>	<b>£5,550.53</b>

**b. Invoices for Payment:**

- Bus Shelter cleaning for Oct/Nov/Dec'14  
[3 hours @ £6.50 per hour]..... Amount: £ 19.50
- Clerk's invoice for salary & expenses  
[Oct/Nov/Dec'14]..... Amount: £ 299.55
- Clerk: Non-consolidated one-off payment  
[LGPC meeting 12/1/15-Minute Ref: 12[d]a.refers].. Amount: £ 6.23
- Heelis & Lodge  
[Internal audit fee for year ended 31.3.14]..... Amount: £ 35.00
- E-ON Street Lighting [1.10.14 – 31.12.14] ..... Amount: £ 13.16

After payment of the above invoices [**£373.44**] the combined amount held in the accounts is **£5,177.09**.

**c. Precept for 2015-16:** Copies of the Precept letter and information regarding the 2015/16 taxbase which will be used to calculate the parish charge had been circulated. The Chairman commented that the tax base is slightly greater than last year, and the support grant slightly less than anticipated. The combined effect is that the increase will only be 0.91%; better than expected. The clerk advised that last year's total precept figure of £3,100 comprised a requested sum of £2,822.47, plus a council tax support funding grant of £277.53. As the Council had agreed in November'14 that it wished to precept for £3,100, the same figure as last year, it will need to request a slightly increased sum of £2,925.90, not to allow for any proposed increase in council expenditure, but solely to cover the shortfall in the level of funding grant, which this year will amount to £174.10. After further discussion, on a Proposition by the Chairman, councillors unanimously RESOLVED to precept for an amount of £2,925.90 and to accept the attaching Council Tax Support funding grant of £174.10. **[A.P. Clerk]**

**d. Clerk's Salary:**

- a. 2014-2016 National Salary Award [to be implemented from 1 January 2015]:** At present the Clerk's salary is based on SCP20 [Salary Scale Point] @ **£9.687 per hour** *[Agreed and implemented LGPC meeting 12<sup>th</sup> May 2014]*  
Under the new agreed pay scales for 2014-2016, SCP20 has increased to **£9.900 per hour** *[payable from 1 January 2015]* It should be noted that this increase should NOT be backdated to 1 April 2014  
On a Proposition by the Chairman, councillors RESOLVED to approve and implement the 2014-2016 National Salary Award, w.e.f. 1 January 2015
- b. Non-Consolidated [one off] payment for employees on SCPs 5-49:** On a Proposition by the Chairman, councillors RESOLVED to approve and implement a non-consolidated [one off] payment of **£6.23**.
- e. Replacement cheque signatory for Council bank account:** On a Proposition by the Chairman, Cllr. Tony Eaves was unanimously nominated to replace Stuart Hogg. The clerk thanked Tony for his agreement in this matter and agreed to forward the necessary paperwork. **[A.P. Clerk/Tony]**

**13. New Electoral Register:** A new version of the electoral register has been produced, in force from 1<sup>st</sup> December 2014. This was circulated at the meeting.

**14. Any Other Business:**

- a. Tony raised the issue of 'ring fencing' funding for specific projects, such as improvements to the community area play facilities, within the Council's existing accounting system, and there was a general discussion on the issue., which would be addressed in greater detail when project details progressed.

**15. Date of next meeting: Monday 9<sup>th</sup> February 2015 at 8.00 p.m.**

Signed as a correct record.....

Peter Chaloner  
Chairman

Date: 9<sup>th</sup> February 2015