

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Council meeting held on
Monday 12th June 2017 in the Parish Room

1. **Present from the Council:** Mr Peter Chaloner [Chairman] Philip Hope-Cobbold; Claire Peck; Pat Trinder [Clerk]
2. **Present from the Public:** Mr Frank Hilder
3. **Apologies for Absence:** Roger Blyth; Ceri Larman; Stephen Burroughes [County Councillor] Carol Poulter [District Councillor];
4. **Declaration of Interest:** None
5. **Minutes of the last meeting:** The Minutes of the meeting held on 8th May 2017 were unanimously adopted and signed as a correct record. *[Proposed by the Chairman; Seconded by Cllr. Philip Hope-Cobbold]*
6. **LGPC – Casual Vacancies:** The clerk confirmed that the Council was now empowered to co-opt a new councillor to replace Cllr. Tony Eaves. The Chairman was pleased to report that Mr Frank Hilder had confirmed his wish to be considered for co-option onto the Council. On a Proposition by the Chairman, Seconded by Cllr. Claire Peck, members unanimously agreed to co-opt Frank Hilder onto the Council, with immediate effect, to hold office until the next Parish Council elections in 2019. The clerk advised that she would notify SCDC who would contact Frank Hilder direct in due course regarding completion of his Register of Interests form on line. Mr Hilder completed his Acceptance of Office form which was received by the Council. The clerk reported on the second vacancy, following Kate Burt's resignation, and noted that, assuming there are no requests for an election during the Notice Period, the Council would be able to co-opt another councillor after the 15th June'17. *Clerk to notify when confirmed;[A.P. Clerk]*
7. **Matters Arising from the 9th May Council meeting:**
 - a. **[i] Community Area Update:** Claire had not noted any urgent matters of concern during the May inspections. Peter reported that one of the metal pegs, used to fix the goalpost legs into the ground was missing. Philip agreed to check to see if he had any spares; Frank advised that he could get a replacement, if required. *[A.P. Philip/Frank]*
 - [ii] Proposal to extend present lease to include additional area of rough scrubland, immediately above [north] the existing Community Area plot:** The Chairman reported that Glemham Estates had confirmed that whilst, in principle, there were no objections to the proposal, it will be necessary to formalise the extension with a new lease, costs to be borne by the Parish Council. Peter did not think this was unreasonable, and, as discussed at the last meeting - funding would also be required to pay for the area to be properly fenced and to clear parts of the scrubland. However, he was worried that this proposal might deflect attention and funding from the Council's existing plan to purchase new play equipment etc. and should be considered further. Claire, whilst supporting a 'no dogs allowed' policy for the community area, did not think that the council should feel obligated to provide a separate dog exercising area, particularly bearing in mind the locality of the village. After further discussion, the Chairman suggested that before taking this matter forward, the Council should first find out what the legal costs for a new lease are likely to be and also contact SCDC to see if planning permission would be required, and whether any environmental assessments would be necessary. *[A.P. Clerk]*
 - [iii] Improvements to community area play facilities:** The Chairman confirmed that the flyers had been printed as agreed, and delivered for circulation via the Ebb and Flow. He was disappointed to report that to date he had not received any responses and it was agreed to leave the matter in abeyance until the next meeting. *[Page 1 of 3]*

- [iv] Associated car parking provision :** Carol Poulter had advised that she would have an update on the car parking situation by the next meeting on 10th July;
- b. Maintenance of highways/pavements/footpaths:** The Chairman reported receipt of a letter of complaint from Anne Chapman about the unacceptable condition of the public footpath between Church Road and Hoo Lane. Councillors supported the specific concerns, as detailed, and on a Proposition by the Chairman it was agreed to forward a copy of the letter to the landowner. **[A.P. Clerk]**
Councillors thanked Frank for agreeing to take on the role of ‘footpath officer’. Frank commented that he would get an up-to-date definitive map for the village, when the opportunity arose. **[A.P. Frank Hilder]**
- c. Sizewell C Update:** Nothing further to report.
- d. Repair of bus stop noticeboard door frame:** The Chairman reported that the repairs had been completed and the noticeboard was now back in situ.
- 8. Suffolk County Councillor’s Report:**
- a.** Stephen Burroughes had confirmed that the proposed ‘Rural Speeding Briefing’ meeting was being put together and suggested dates will be circulated shortly.
- b.** LGPC – Community speed watch initiative: The Chairman was pleased to report that he now had enough volunteers to form three teams of 3 people each, needed to work in conjunction with councillors, to operate the scheme. It was therefore agreed to contact Stephen Burroughes, who had already offered to fund the necessary equipment, to move matters forward. **[A.P. Clerk]**
- 9. District Councillor’s Report:** Written report circulated and taken as read and received.
- 10. Planning:** Nothing to report.
- 11. Finance:**
- a. Financial Update:**
- | | |
|---------------------------------------|-------------------|
| The amount in the current account is: | £ 17.67 |
| The amount in the deposit account is: | £ 5,712.24 |
| Total: | £ 5,729.91 |
- b. Invoices to be paid:**
- Kiwi Services [Repair to Community area stile & post..... Amount: £ 144.00
 - Leiston Press [printing 85 A5 Flyers..... Amount: £ 22.00
 - Simon Trinder [Artist] Ltd [Repairs to bus stop noticeboard]..... £ 70.00
 - Heelis & Lodge – Internal audit fee.....Amount: £ 42.00
- After payment of the above invoices **[£278.00]** the combined amount held in the accounts is **£5,451.91**.
- c. LGPC – New cheque signatories:** The clerk reported that Cllrs. Philip Hope-Cobbold and Ceri Larman had offered to replace Tony Eaves and Kate Burt. The paperwork was being processed, following a delay caused by an administrative error by Barclays Bank, and the clerk had been assured that the matter would be completed shortly.
- d. Internal Audit Report:** The internal audit had been completed and was satisfactory in all areas. The clerk advised that the following recommendations had been made:
1. Financial Regulations: Recommendation to provide the most recent copies of Standing Orders and Financial Regulations for the internal audit [Format to be updated. Internal auditor Hellis & Lodge happy to provide templates]
 2. To review and update Risk Assessment.
 3. To publish Section 1 of the Annual Return.
 4. Internal Audit procedures: To undertake a review of the effectiveness of the internal audit; this could form part of the risk assessment process.

On a Proposition by the Chairman, it was unanimously RESOLVED to accept the report, and comply with the recommendations outlined above; N.B. Clerk to clarify exactly what was required with regard to item 4 above.

The clerk confirmed that she had requested a copy of the report via email, so that it could be circulated to councillors.

12. Any Other Business:

- a. Changes to Data Protection legislation; Information circulated and received. Further guidance to be provided prior to implementation.
- b. S.A.L.C. Agenda papers for meeting to be held on 19th June'17 at Riverside Centre had been circulated. Any councillors interested in attending to contact the clerk;
- c. S.A.L.C. Latest LAIS1399 Neighbourhood Planning Act 2017. Details circulated via email; the Chairman commented on registration of assets of community value [only applicable to pubs] which is now done automatically. *[Section 15 refers]*
- d. S.A.L.C. Latest LAIS1400 Precept Data 2017-18: Details circulated via email and taken as read and received.
- e. The Chairman asked for the September'17 meeting date to be put back a week, to MONDAY 4th SEPTEMBER'17 at 8.00 p.m. No objections were raised by those present; Clerk to check availability of Parish Room and confirm date change to all parties. **[A.P. Clerk]**
- f. Cllr. Philip Hope-Cobbold presented his apologies for the July meeting

13. Date of next meeting: Monday 10th July 2017 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: 10th July 2017

