

LITTLE GLEMHAM PARISH COUNCIL
Minutes of the Council meeting held on
Monday 8th February 2016 in the Parish Room

1. **Present from the Council:** Peter Chaloner [Chairman] Philip Hope-Cobbold; Claire Peck; Kate Burt; Tony Eaves; Pat Trinder [Clerk]
2. **Present from the Public:** None
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:** On a Proposition by the Chairman, Seconded by Cllr. Philip Hope-Cobbold, the Minutes of the meeting held on 11th January 2016 were unanimously adopted and signed as a correct record.
6. **Matters Arising from the 11th January Council meeting:**
 - a. **[i] Community Area Update:** Philip reported on the February inspections when he had noted 5 loose fence posts [Council aware; reported last month] ; he was pleased to note that the new goalpost nets had been received; Philip suggested putting some sort of ‘up and over’ ladder, or 5-bar gate, along the fence on the eastern side of the community area, towards Streetfield, to enable children to retrieve their footballs safely, and he agreed to investigate and report back at the next meeting. **[A.P. Philip]**
 - [ii] Improvements to Community Area Play facilities:**
 - *Suggestions for a car park:* Philip confirmed that he had no objections, in principle, to the proposal to incorporate the scrub area at the top of the existing play area, into the Community Area site, and he would liaise further with Glemham Estates, to proceed with negotiations for an appropriate leasing arrangement. It may be possible to amend the existing lease, to include the additional area, and he hoped the cost to the Council, would be minimal. With regard to the groundwork that would be necessary, Peter hoped that some of the funding could be sought from the District or County Councillor Locality budget; Tony stressed the need to get firm quotations for the work so that costs can be included in a properly costed business plan for the two phases of the project. Reference was made to the adjoining allotment plot; there was a general consensus that the tenancy should be protected if the present allotment holder wished to continue. **[A.P. Philip]**
 - *Report from Tony following his attendance at SCDC Grant Application workshop on 17.11.15:* Tony circulated copies of his report which was taken as read and received. He expanded on the notes and there was a general discussion on the best way to proceed. A total of £44k is available - [applications for £500 - £10,000 – or 30% of the total project cost] Grants are awarded on a regular basis and there is a points system in place to score applications against criteria. At this stage, LGPC need to put together a business plan for the two phases of the proposal. Stage 1- the play area, and Stage 2 – the car park; Tony confirmed that he would prepare an outline schedule and business plan for the Council to consider, and the Chairman thanked him for his work in this regard. **[A.P. Tony]**
 - b. **Maintenance of highways/pavements/footpaths:** The clerk reported that SCDC had confirmed their agreement to provide a new “Streetfield” street sign, at no cost to LGPC. The sign will be positioned just past the Parish Room and will include numbering. They will also undertake the refurbishment of the street signage at the A12 junction, the costs to come from the depot’s budget and therefore no charge will be made to the Council. Orders have been placed for the work and LGPC should be informed when it will be done. **[A.P. Clerk]**

- c. **Neighbourhood Watch Update:** Regular updates continue to be received and included on the Council website. The Chairman commented that there were one or two items about various scams, which was regrettable.
- d. **Refurbishment of the Village sign:** Peter reported that further progress had been made. The resin casting for the sign had been done and this is now in the process of being painted and lacquered. It was hoped that some local press coverage could be arranged when the project was finally completed.
- e. **Four Village Bypass Working Party Update:** The Chairman referred to the County Council's decision to rename this project 'Suffolk's Energy Gateway', to reflect the national significance of the scheme and unlock the full economic potential of East Suffolk. Several councillors felt this was a retrograde step, and would ultimately diminish the original concept of a 4-village bypass. Peter referred to the 4VBP group's original remit and questioned whether it would be more advantageous to submit a joint response to the Sizewell C Stage 2 consultation. After further discussion, it was felt that a joint 4-village response was the best way forward.
- f. **Sizewell C, to include:**
- *Sizewell C Community Forum:* The Chairman reported on his attendance at an informal meeting on the 4th February. It is anticipated that the Hinkley Point C facility will be 'signed off' within the next week, and if that happens, the Sizewell C project will start fairly soon. The next formal meeting of the Community Forum will take place during the Stage 2 consultation. Peter referred to the Planning Aid England Support for Sizewell C Stage 2 consultation correspondence, which had been circulated via email. Following his conversation with a Planning Aid England representative, it was clear that LGPC will have to formulate and submit its own response. PAE's remit will be to offer planning advice and support and therefore they will not be drafting the Council's response. They will be organising one-to-one workshops with Parish and Town Councils, and further details of these, and other meetings, will be provided in the near future.
 - *EDF – January Parish Update,* including updated Statement of Community Consultation, had been circulated via email, and the information noted.
7. **Suffolk County Councillor's Report:** Copies of Stephen's written report had been circulated and was taken as read and received.
- *Highways and related improvements [following the proposals put forward at the LGPC Working Group meeting held on 27.10.15]:* Stephen had asked if LGPC could arrange an extraordinary meeting for further discussions when he hoped to arrange for representatives from Suffolk Highways and the Police to attend. Peter was not opposed to this course of action, but thought it would be counter-productive, unless councillors were aware of exactly 'what is on the table', prior to discussions. It was therefore agreed to ask Stephen to send through an Agenda for the meeting, and to also provide one or two suggested dates for an evening meeting. **[A.P. Clerk]**
8. **District Councillor's Report:** Nothing to report in Carol's absence.
9. **Planning:** Nothing to report.
10. **Finance:**
- a. **Financial Update:**
- | | |
|---------------------------------------|------------------|
| The amount in the current account is: | £ 40.25 |
| The amount in the deposit account is: | <u>£5,474.37</u> |
| Total: | £5,514.62 |
- b. **Invoices for Payment:**
- | | | |
|--|---------|----------|
| Boyd Sport & Play Ltd: New goalpost nets..... | Amount: | £ 48.00 |
| Parish Room: Hire of room for 11 meetings in 2015..... | Amount: | £ 126.00 |

After payment of the above invoices [**£174.00**] the combined amount held in the accounts is **£5,340.62**

- c. Sector Led Body for audit procurement:** The further information received from S.A.L.C. had been circulated. The Chairman explained that the effect of the regulations is to divide smaller authorities into five groups, depending on their financial turnover and on whether or not they decide to opt out of the SAAA scheme. LGPC falls within Group 3 – Opted-in authorities with neither income nor expenditure exceeding £25k; With effect from 2017/18 very few of these authorities will be required to undergo a limited assurance audit review or to pay any audit fee. The Council would, however, be required to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities and will also need to complete an annual exemption form [which SAAA will provide] and submit this to SAAA or an auditor specified by SAAA by an agreed date. By completing this form, the Council would certify that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question. Councillors unanimously supported the Chairman’s Proposition to take the action, outlined above, and to also continue to pay for the accounts to be internally audited. **[A.P. Clerk]**
- d. Auto-enrolment [Pensions-:** Information received from S.A.L.C. had been circulated. The law on workplace pensions has changed and every employer with at least one member of staff now has new duties. The law requires employers to provide a workplace pension for eligible staff. However, if the employer does not have any eligible jobholders, but has one member of staff who is a non-eligible jobholder, the position is that the Council would employ one person but would not be obliged to provide a workplace pension. It was noted that whilst LGPC’s clerk was not eligible for auto enrolment, and had indicated that she did not wish to opt in, then the Council will need to notify the Pensions Regulator of this and put in place a process to review the situation when circumstances change, for example when a new employee starts or an existing employee’s pay reaches the threshold. On a Proposition by the Chairman, the clerk was authorised to comply with the requirements, as outlined above. **[A.P. Clerk]**

11. Any Other Business:

- a. The Chairman asked for the date of the Parish Annual Meeting, originally scheduled for Monday 9th May 2016, to be changed, and it was unanimously agreed that it will now be held on MONDAY 16th MAY; *Clerk to check availability of Parish Room, and confirm accordingly.* **[A.P. Clerk]**
- b. Philip reported that he had been asked to participate in the Queens 90th birthday celebrations by lighting the ‘beacon’ at Glemham Hall on the 21st April, full details to be publicised in the local and national press in due course.

12. Date of next meeting: Monday 14th March 2016 at 8.00 p.m.

Signed as a correct record.....

Peter Chaloner
Chairman

DATE: 14TH March 2016