

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Council Meeting held on Monday 11th May 2015 in the Parish Room

1. **Election of Chairman:** On a Proposition by Roger Blyth, Seconded by Ceri Larman, Mr Peter Chaloner was unanimously re-elected as Chairman of the Council. The Council formally received his Declaration of Acceptance of Office.
2. **Present from the Council:** Mr Peter Chaloner [Chairman] Roger Blyth; Kate Burt; Tony Eaves; Ceri Larman; Pat Trinder [Clerk]
3. **Apologies for Absence:** PCSO Thora Taylor;
4. **Present from the Public:** Stephen Burroughes [County Councillor] Cllr. Ray Herring [D.C]
5. **Declaration of Interest:** None
6. **Acceptance of Office forms; Return of Election Expenses forms; Members' Register of Interests:** Several councillors completed their forms in the presence of the clerk. It was noted that all outstanding forms will need to be signed and returned before the next meeting of the Parish Council. Councillors were reminded that they are required to update their individual Register of Interests on line, using previous login details already circulated.
7. **Minutes of the last meeting:** The Minutes of the meeting held on 13th April 2015 were unanimously adopted and signed as a correct record.
8. **Matters Arising from the 13th April Council meeting:**
 - a. **[i] Community Area update:** Tony hadn't noted any major problems during the March inspections; Kate apologised for not carrying out the April inspections; the clerk agreed to forward further copies of the up-to-date inspection rota details to all councillors. Peter reported one broken fence post and some of the fixings of the back of one of the goal posts needed attention. Roger agreed to repair the damaged fence wire as soon as possible. *[A.P. Clerk; Roger]*
 - [ii] Improvements to Community Area Play facilities:** Peter reported that he had received a further 2 responses; four people had responded online and 8 forms had been returned to the pub. Having analysed the correctly completed responses received, noting that some had been rejected because the choices of play equipment section was not completed at all, or the respondent had confirmed that they had no interest in the project, the preferred item of equipment was a slide, closely followed by a climbing frame. Peter advised that one parishioner had enclosed a cheque for £25 with the completed survey form, along with some handwritten suggestions for an improved seating area. Referring to the written comments on the form, he sought assurance that the rules of impartiality, which are a prerequisite for any village survey, had not been breached during the process of delivering the forms to residents, which would call into question the validity of the survey. Kate strongly refuted the implied accusation of misconduct on her part, and stressed that at no time had she sought to influence anyone's response. She also expressed her disappointment that the Chairman had not spoken to her privately about any concerns he may have had to provide an opportunity for any misunderstandings to be resolved. Tony had helped deliver the questionnaires and whilst he acknowledged that any response made by residents should not intentionally be influenced by a third party, he did feel that informed dialogue with them, if the opportunity arose, was an important part of the consultation process for any village project. The Chairman agreed and noted the comments that had been made; he thought there were factors that would influence the timescale of the project and that the Council should therefore proceed slowly; bearing in mind the high cost of the equipment, with attaching safety requirements, it would be difficult to attract

sufficient funding in any one year; the VAT figure would be high; and generating a significant increase in income would influence the Council's accounting requirements. It was noted that obtaining quotations for play equipment had been deferred until after the consultation. Tony agreed to obtain quotations for the first and second choices, a slide and climbing frame, including an allowance for safety matting and V.A.T. *[Clerk to provide brochures]* The clerk also agreed to re-send the information received from SCDC about the Revenue and Capital funding that is available, along with details of the application workshop being held on 14th May at the SCDC Melton Hill offices. The clerk was asked to bank the £25 cheque received, and isolate the donation towards the Community area project, within the Council's accounts **[A.P. Tony; Clerk]**

- b. **Maintenance of highways/pavements/footpaths:** It was noted that repairs had been done in Shop Lane.
 - c. **SNT Police Report:** A written report, confirming that there had been no crimes recorded for April had been circulated *[Copy to be filed with Minutes]*
 - d. **Neighbourhood Watch Update:** Nothing further to report.
 - e. **Refurbishment of Village Sign:** David Wright had apologised for the delay and hoped to be in a position to progress work by mid-June, with completion hopefully by the end of September. He raised the matter of getting the existing metal frame "grit-blasted". Peter had done some research and thought that Suffolk Stove Enamellers, at Hasketon would be able to do the necessary work. It was agreed to ask David to arrange to take the frame there, with the Council either being invoiced direct, or the cost to be included with David's invoice for project materials, etc. **[A.P. Clerk]**
 - f. **Four Village Bypass Working Party Update:** There had been no further working party meetings. Kate referred to the copy letter received from Marlesford Parish Council and the subsequent article in the E.A.D.T. Councillors agreed with the comments in the letter and hoped the momentum would continue to keep the matter in the public eye.
 - g. **Sizewell C Update:** Feedback from the community engagement event held on 11th March had been circulated. The Chairman reminded councillors that LGPC would need to register their interest in the pre-application period as they would not automatically be included as a statutory consultee.
 - h. **Litter Pick 2015:** Councillors present had completed their assigned areas. Tony and Kate reported some bizarre litter finds in Buttons Lane, which they had cleared for the first time, and the clerk was asked to alert the police. **[A.P. Clerk]**
 - i. **Payment and reclamation of VAT for future Council projects:** The clerk advised that arrangements could be made for the Council to reclaim VAT on a quarterly basis should the sums involved warrant it, rather than the present annual system.
9. **Suffolk County Councillor's Report:** Nothing further to report.
10. **District Councillor's Report:** Nothing further to report.
11. **LGPC Casual Vacancy:** The clerk confirmed that the Council was empowered to co-opt a new councillor to fill the vacancy and would place an appropriate advert in the next available edition of the Ebb and Flow.
12. **Planning:** Nothing to report.
13. **Finance:**

a. **Financial update:**

The amount in the current account is:	£ 186.47
The amount in the deposit account is:	<u>£5,872.27</u>
	Total: £6,058.74*

*[*This figure includes the first instalment of this year's Precept of £1550]*

[Page 2 of 3]

b. Invoices for payment:

- Pearce & Kemp Ltd – Street Lighting Maintenance Agreement [April 2014-March 2017] Amount: £ 67.80

After payment of the above invoice [**£67.80**] the combined amount held in the accounts is **£5,990.94**.

- c. **To formally review existing Financial Regulations:** Details of the existing regulations had been circulated and on a Proposition by the Chairman were unanimously ADOPTED, without amendment, by the Council. The Chairman commented that there was an amendment he wished to make to the Council's current Standing Orders, and he would email the details to the clerk, for ratification at the next meeting.
- d. **To formally review the Council's internal Control arrangements, including its Risk Management arrangements:** Details of the existing arrangements had been circulated and on a Proposition by the Chairman, were unanimously ADOPTED, without amendment, by the Council.
- e. **To formally review the Council's 'Safeguarding' policy [Implemented June 2013]:** Details had been circulated and on a Proposition by the Chairman, were unanimously ADOPTED, without amendment, by the Council.
- f. **To formally review the Council's Asset Register: Details already circulated via email:** On a Proposition by the Chairman, the current register was unanimously ADOPTED, without amendment, by the Council.

14. Any Other Business:

- a. Roger presented his apologies for the next meeting.

15. Date of next meeting: Monday 8th June 2015 at 8.00 p.m.

Signed as a correct record.....

Peter Chaloner
Chairman

Date: 8th June 2015