

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on 10 March 2020 in the Parish Room

Attendees

From the Council Philip Hope-Cobbold [Chairman]
Eric Gore
Lynne Gibbs
Frank Hilder
Emma Angell
Stephen Bayfield
Alistair Besly [Clerk]
Stephen Burroughes [County Councillor]

From the Public None

Apologies Claire Peck

Declaration of Interest Philip Hope-Cobbold: Agenda Item 1

Minutes The Minutes of the meeting held on 11 February 2020 were approved and signed as a correct record

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Community area Lease:			
	AP04 - 01/20	Organise for lease to be prepared and signed. 11 Feb: Clerk awaiting response from Strutt and Parker regarding lease term and usage restrictions 10 March: Meeting is being arranged with the Estate to discuss the lease	Clerk	Next Meeting
2	Little Glemham Speed Watch:			
	AP05 - 01/20	Deliver a village flyer asking for more volunteers to operate the Speedar 11 Feb: Flyer text approved, Stephen to produce and deliver 10 March: Flyer produced and ready for delivery	Stephen	14/03/2020
	AP02 - 02/20	Stephen to collect all paperwork and information regarding volunteers, police check and training from Frank 10 March: Paperwork has been mislaid. It was agreed to start again with volunteers	Stephen	Closed
	AP06 - 01/20	Produce training plan for new and existing volunteers	Stephen, Lynne	April Review
	AP07 - 01/20	Complete volunteer training activities	Stephen, Lynne	April Review
	AP08 - 01/20	Agree a rota with the volunteers for implementation	Stephen, Lynne	April Review
3	Neighbourhood Watch Coordinator: There is a vacancy for Little Glemham. Stephen Bayfield offered to advertise it on a flyer			
	AP09 - 01/20	Deliver a village flyer advertising the vacancy 11 Feb: Flyer text approved, Stephen to produce and deliver 10 March: Flyer produced and ready for delivery	Stephen	14/03/2020
4	Little Glemham PC website:			
		10 March: Work is scheduled to begin within the next week		
5	Traffic on Church Road: Concern was expressed for the speed of some cars on Church Road and the size of lorries using the road. The council will ask Stephen Burroughes from the County Council if there is anything that can be done			

	AP11 - 01/20	Alistair to write to Stephen for advice - Done 15 Jan, Followed Up 30/1 10 March: Stephen Burroughs recommended that the offender is reported to Police 101 with the Registration, Date and Location. Anyone can do this although the car has not been seen recently		Closed
	AP01 - 03/20	10 March: Stephen Burroughs advised that as a council LGPC could pass a bylaw prohibiting HGVs from certain roads and erect appropriate signage. Such a traffic regulation order would need to be approved by the county council which would require a proposal from LGPC with a map and estimated current vehicle usage that would be prohibited. To be discussed at the April meeting		Held for April meeting
6	Year End Audit Requirements			
	AP02 - 03/20	Resolution to appoint Heelis and Lodge as auditors Resolution proposed by Frank, Seconded by Stephen and carried unanimously. Clerk to appoint Heelis and Lodge	Clerk	Next Meeting
	AP03 - 03/20	Resolution to apply for Audit certificate of Exemption Resolution proposed by Frank, Seconded by Stephen and carried unanimously. Clerk to apply for certificate of exemption	Clerk	Next Meeting
	AP04 - 03/20	Agreement on Earmarked reserves (general reserve should be no more than 9 months budget) [circulated 3 Mar] Agreement to earmark reserves per circulated schedule proposed by Eric, Seconded by Lynne and carried unanimously. Clerk to incorporate this to the year end accounts. Schedule to be attached to Minutes as Annex 1	Clerk	Next Meeting
	AP05 - 03/20	Resolution to adopt proposed budget for 2020/21 (Circulated 2 Feb, amended and circulated 3 Mar) Agreement to adopt proposed budget per circulated schedule proposed by Emma, Seconded by Eric and carried unanimously. Clerk to incorporate this in the accounts. Schedule to be attached to Minutes as Annex 2	Clerk	Next Meeting
	AP06 - 03/20	Update register of interests - please consider your answer to DPI 5 Clerk to circulate Register of interest forms to be completed and returned	Clerk	14/03/2020
	AP07 - 03/20	All councillors to complete and return Register of Interest forms BEFORE the end of March (for Year End audit)	All	30/03/2020
	AP08 - 03/20	GDPR Policy needs to be written, reviewed and adopted Clerk to provide a draft for review and adoption at the April meeting	Clerk	Next Meeting
	AP09 - 03/20	Records and Back up Policy needs to be written, reviewed and adopted Clerk to provide a draft for review and adoption at the April meeting	Clerk	Next Meeting
	AP10 - 03/20	BYOD Policy needs to be written, reviewed and adopted Clerk to provide a draft for review and adoption at the April meeting	Clerk	Next Meeting
	AP11 - 03/20	Personal email policy needs to be written, reviewed and adopted Clerk to provide a draft for review and adoption at the April meeting	Clerk	Next Meeting
	AP12 - 03/20	Code of Conduct needs to be reviewed and adopted Clerk to provide for review and adoption at the April meeting	Clerk	Next Meeting

Regular Reports and Agenda Items

R1	Suffolk County Councillors Report: Report was circulated and Stephen Burroughs drew the council's attention to the practical support that could be offered to vulnerable individuals particularly with the concern over Corona Virus. Stephen also highlighted concern over flooding and action that can be taken which includes: - Reporting storm drain blockage using the county council on line reporting tool - Using proposed letter templates to land owners regarding the management of water run off and maintenance of water courses			
	AP13 - 03/20	ALL to notify the clerk of location of blocked storm drains for notification to the county as a single report	ALL	17/03/2020
R2	District Councillors report: No report for March			
	AP12 - 01/20	Carol offered to clarify where the district stood on dogs being excluded from play areas and how to achieve this	Carol	Next Meeting
R3	Finance Report: Balance at bank is currently £6,955.75			
	Payments	Clerks salary and expenses - cheque prepared and signed		
R4	Sizewell C: Opportunity to comment on publications from the last month The council recognises the need for more power production in the UK but holds no strong			
R5	Planning	None		
AOB	Brocken Signage: The "Church Drive" sign on Church Road and the footpath sign are both broken.			
	AP14 - 03/20	Clerk to notify county highways	Clerk	17/03/2020
	Litter Pick: It was agreed to set a date for the litter pick at the next meeting			
	AP15 - 03/20	Clerk to add to agenda for April	Clerk	17/03/2020
	Woodland management: Frank has met the county woodland manager who has offered to look at the community area wooded area free of charge if this forms part of the community area lease			

Date of next meeting: Tuesday 14 April 2020 at 8.00 pm

Signed as a correct record

Philip Hope-Cobbold, Chairman

14-Apr-20

Annex 1

Little Glemham Parish Council

Statement of Reserves Earmarked for upcoming projects

Commun	2,300
Commun	1,500
Commun	2,000
Website	800

Total ear 6,600

Annex 2

LITTLE GLEMHAM PARISH COUNCIL

Statutory Budget for 2020/21

Administration	200
Clerk's Salary	2,000
Insurance	350
Capital Expenditure	
Maintenance	
Donations	100
Website	880
Misc	200
Audit	50
Streetlighting	200
Clerk's Expenses	200
Subscriptions	218
Bus Shelter	
Community area safety and rental	80
Community area Project	3,800
VAT on Payments	152
Total Statutory Budget	8,430
Precept Funded Expenditure	3,800
Deficit in the year funded by Earmarked reserves	<u>(4,630)</u>