

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on 11 February 2020 in the Parish Room

Attendees

From the Council

Philip Hope-Cobbold [Chairman]
Eric Gore
Lynne Gibbs
Claire Peck
Emma Angell
Stephen Bayfield
Alistair Besly [Clerk]

From the Public

Peter Chaloner

Apologies

Stephen Burroughes [County Councillor]
Carol Poulter [District Councillor]
Frank Hilder

Declaration of Interest

Philip Hope-Cobbold: Agenda Item 2 and 3

Minutes

The Minutes of the meeting held on 14 January 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 Closure: The community area has been close since October 2019 because of the risk of injury from a damaged shed. The damaged shed has been removed together with the anchor points so the area can be reopened.			
	AP01 - 02/20	Lynne to remove the community area closure signs	Lynne	12/02/20
2	Community area Lease:			
	AP03 - 01/20	A question was raised regarding the accumulated legal costs. The Clerk will attempt to find the original approval and negotiate a reduction. <i>8 Jan 2019 6 a ii "In view of the fact that LGPC had not appointed solicitors to act on their behalf in this matter, the landlord's solicitors had requested a written undertaking, confirming the Council's commitment to pay the costs incurred, in the event that LGPC decides not to proceed. On a Proposition by the Chairman, it was unanimously agreed to comply with this request"</i>	Clerk	Complete
	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	Clerk	Next Meeting
3	Community area Fencing: As part of the lease the council will be responsible for fencing the area. Action to be discussed once the lease is signed			On Hold
6	Little Glemham Speed Watch: The equipment has been purchased and is with Frank who advised he would no longer be able to coordinate this activity due to work commitments. Stephen Bayfield and Lynne Gibbs offered to jointly coordinate going forward. It was agreed that more volunteers were needed and training needed to be provided. It was noted that the Speedar is only authorised for use on the A12			
	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	Stephen	Next Meeting
	AP02 - 02/20	Stephen to collect all paperwork and information regarding volunteers, police check and training from Frank	Stephen	Next Meeting
	AP06 - 01/21	Produce training plan for new and existing volunteers	Stephen, Lynne	Next Meeting

	AP07 - 01/20	Complete volunteer training activities	Stephen, Lynne	March Review
	AP08 - 01/20	Agree a rota with the volunteers for implementation	Stephen, Lynne	March Review
8	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	Stephen	Next Meeting
9	Safe Council Subscription for consideration. Details were circulated 2/12/19. This is a Health and Safety resource which costs £6.99 per month for review February			
	Agreement	It was agreed unanimously that LGPC should subscribe to Safe Council. Proposed by Stephen Seconded by Lynne		
	AP03 - 02/20	Action clerk to subscribe for LGPC	Clerk	14/02/2020
10	Community Area Ideas from Anne Chapman: Circulated 6/1/20, These ideas should be considered alongside the overall plan for usage of the community area once the lease is signed. Review again once lease is signed			On Hold
11	Donation requests received from: CAB [£40 last year], Accident and rescue service [£30 last year], Disability Advice Service [£30 last year] and Neighbourhood Watch [none last year].			
	Agreement	To donate £40 to CAB. Action Clerk to prepare payment	Clerk	complete
	Agreement	In view of the current financial situation it was agreed to make no further donations this year. Clerk to respond to requests	Clerk	Next Meeting
12	Little Glemham PC website: Peter Chaloner has given notice that he no longer wishes to be involved in website activities. Hosting and Domain Name are paid up to September 2020. If nothing is done, the site will simply cease to exist after this date.			
	AP10 - 01/20	Alistair to get a quote from a web hosting business - Report on current website and estimate for a new one circulated for discussion	Clerk	complete
	Agreement	It was unanimously agreed to engage the least cost Web Designer to create a new website. Proposed by Lynne seconded by Eric		
	AP04 - 02/20	Clerk to Engage Web Designer with immediate effect	Clerk	14/02/2020
13	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			
	AP11 - 01/20	Alistair to write to Stephen for advice - Done 15 Jan, Followed Up 30 Jan 11 Feb: Alistair to follow up again	Clerk	Next Meeting
AOB 1	Street Light Maintenance contract comes to an end on 30 March 2020. The current contractors have reduced their costs from £56.50 to £48.50			
	Agreement	It was unanimously agreed to enter into a further three year contract with Pearce & Kemp Ltd		
	AP05 - 02/20	Clerk to arrange and sign contract on behalf of LGPC	Clerk	Next Meeting
AOB 2	End of Year Accounts Training: The clerk requested £35 for a training course with SALC to regarding local government year end processes			
	Agreement	It was unanimously agreed that this was appropriate and the clerk could go ahead with the training		

Regular Reports and Agenda Items

R1	Suffolk County Councillors Report: No report circulated for February			
R2	District Councillors report: No report circulated for February			
	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

	AP13 - 01/20	Carol offered to ascertain whether East Suffolk would in fact empty a dog waste bin situated on a permissive path 11 Feb: East Suffolk will only empty dog waste bins that are adjacent to a public highway	Carol	Complete
R3	Finance Report: Balance at bank was £6,995.75			
	AP14 - 01/20	A view of spending commitments up to year end to be circulated which showed an expected deficit in 2019/20 of £1,881 on the assumption the community area lease was completed before the end on March	Clerk	Complete
		Suggested Budget 2020/21 was circulated which shows an expected deficit in the year of £1,280 assuming the community area lease is signed and fencing needs to be provided. This does not include the cost of the new website which would increase the expected deficit to £2,080.		Complete
R4	Sizewell C: A brief discussion was held and no further action will currently be taken. It was confirmed that LGPC do not have a representative on the Sizewell C community forum and there were no volunteers to do this	NFA	NFA	
R5	Planning	Nothing to report		

Date of next meeting: Tuesday 10 March 2020 at 8.00 pm

Signed as a correct record

Philip Hope-Cobbold, Chairman
10-Mar-20