

LITTLE GLEMHAM PARISH COUNCIL

To members of the Council: Your attendance is required at the next meeting of Little Glemham Parish Council which will be held on **Tuesday 21 July 2020 at 7.00 pm** at the playing field

Alistair Besly, Parish Clerk

AGENDA

Attendees

From the Council

From the Public

Apologies

Declaration of Interest

Minutes To approve and sign the Minutes of the Council meeting on 10 March 2020 and 7 July 2020

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Appointment of Deputy Chair			
2	Community area Lease Update:			
	AP10 - 07/20	Organise for lease to be prepared and signed.	Clerk	
3	Community area Fencing: As part of the lease the council will be responsible for fencing the area.			
4	Community Area usage questions from Anne Chapman - two letters from Anne Chapman which require a response (both attached in Agenda email)			
5	Little Glemham Speed Watch: The equipment has been purchased and is with Frank			
6	AP06 - 01/21	Produce training plan for new and existing volunteers	Stephen, Lynne	
	AP07 - 01/20	Complete volunteer training activities	Stephen, Lynne	
	AP08 - 01/20	Agree a rota with the volunteers for implementation	Stephen, Lynne	
7	Neighbourhood Watch Coordinator: There is a vacancy for Little Glemham. A flyer has been delivered, the clerk has had no responses			
8	Little Glemham PC website: Update			
9	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			
	AP01 - 03/20	10 March: Stephen Burroughes 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.		
10	Review of Policies (Drafts attached in email)			
		Update register of interests - please consider your answer to DPI 5		
		Data Protection Policy (Based on NALC template) to be reviewed and adopted		
		Retention of Documents Policy (Based on SALC factsheet) to be reviewed and adopted		
		Safeguarding Policy (Based on previous years) to be reviewed and adopted		

	Risk Assessment Schedule (Based on previous years) to be reviewed and adopted		
	Risk Assessment Community Area (Based on previous years) to be reviewed and adopted		
	Risk Assessment Parish Room (Based on previous years) to be reviewed and adopted		
	Standing Orders and Code of Conduct (Based on NALC template) to be reviewed and adopted		
	Financial Regulations (Based on NALC template) to be reviewed and adopted		

Regular Reports and Agenda Items

R1	Suffolk County Councillors Report:		
R2	District Councillors report:		
R3	Finance Report: Balance at bank to be presented at meeting		
		2019/20 VAT reclaim to be submitted of £246	
	2019/20 Year End	All audit documents have been signed and submitted to Heelis & Lodge for inspection.	
		Statutory documents and notice have been published on the website	
	Payments	Clerks salary and expenses	
R4	Sizewell C: Opportunity to comment on publications from the last month		
R5	Planning		
AOB			