

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on 21 July 2020 at the community area

Attendees

From the Council

Eric Gore
Lynne Gibbs
Frank Hilder
Stephen Bayfield
Claire Peck
Emma Angell
Alistair Besly [Clerk]

From the Public

None

Apologies

Declaration of Interest Minutes

Frank regarding Planning

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Appointment of Deputy Chair			
		Following the sad loss of Philip whose personality on the council will be greatly missed, a card of condolence was sent to Glemham Hall by the councillors. Stephen has now become Chair so a new deputy chair is required. Stephen nominated Frank as Deputy Chair. This was seconded by Lynne and it was agreed unanimously that Frank is appointed 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.			
	AP12 - 07/20	It was agreed that three quote for fencing would be required. It was suggested that Kiwi Fencing, County Care and one other to be supplied by Frank should be approached. It was not decided who would organise the requirements and quotes	Frank	
4	Community Area usage questions from Anne Chapman - two letters from Anne Chapman which require a response (both attached in Agenda email)			
	AP13 - 07/20	There was a suggestion that dogs could be banned from the playing field as there would be a designated dog exercise area in the woodland. To be discussed further at the next meeting		Next Meeting
5	Little Glemham Speed Watch: The equipment has been purchased and is with Frank			
6	AP06 - 01/20	Produce training plan for new and existing volunteers 21 Jul: Awaiting training availability	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			
	AP14 - 07/20	It was agreed that a notice be put into Ebb & Flow once it begins publication again. No one took an action to do this		Next Meeting
8	Little Glemham PC website: Update			

	AP15 - 07/20	The draft website has been circulated and to date there has been one response. It was suggested that there could be a historical section, a gallery and an up to date notice board. Clerk to liaise with web designer to create these pages for content to be added later	Clerk	Next Meeting
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.		
	AP16 - 07/20	To get things moving, Emma agreed to operate a traffic survey and provide pictures in support of a new traffic regulation order. It was decided to wait for Emma's results before appointing a person from the council to lead on this activity	Emma	Next Meeting
10	Review of Policies (Drafts attached in email)			
	AP17 - 07/20	Update register of interests - please consider your answer to DPI 5 All councillors to update their register of interests before the next meeting	All	Next Meeting
	AP18 - 07/20	Data Protection Policy (Based on NALC template) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting
	AP19 - 07/20	Retention of Documents Policy (Based on SALC factsheet) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting
	AP20 - 07/20	Safeguarding Policy (Based on previous years) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting
	AP21 - 07/20	Risk Assessment Schedule (Based on previous years) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting
	AP22 - 07/20	Risk Assessment Community Area (Based on previous years) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting
	AP23 - 07/20	Risk Assessment Parish Room (Based on previous years) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting

AP24 - 07/20	Standing Orders and Code of Conduct (Based on NALC template) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting
AP25 - 07/20	Financial Regulations (Based on NALC template) to be reviewed and adopted 21 July: Policy reviewed and adopted unanimously following proposal from Stephen seconded by Emma. Clerk to update schedule and organise for publication on website	Clerk	Next Meeting

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: Payment approved, proposed by Stephen seconded by Claire	
R4	Sizewell C: Opportunity to comment on publications from the last month		
		Nothing to report	
R5	Planning	A Listed Building Consent application has been received. As the applicant was present, he described what he was planning. The council had no issues with this application. It was therefore approved, proposed by Stephen and seconded by Lynne	
AOB	AP26 - 07/20	Footpath between Church Road and Hoo Lane should be reinstated. Stephen to speak to James Blygh	Stephen Next Meeting
AOB	AP27 - 07/20	Pedestrians on Hoo Lane. It was noted that there is insufficient space for traffic to pass pedestrians on Hoo Lane although pedestrians do have right of way. There was a suggestion that a permissive path could be created in the field to the south of Hoo Lane to allow pedestrians to stay off the road. Emma will approach Tom Hope-Cobold to enquire about this possibility	Emma Next Meeting
AOB		Dog Thieves have been operating in the area as notified by Ros McSweeney. It was suggested that dog walkers could carry a screech alarm but the community would need to know what action to take. No Further Action on this point	Closed

Date of next meeting: **Tuesday 8 September 2020**

Signed as a correct record

Stephen Bayfield