

## LITTLE GLEMHAM PARISH COUNCIL

### Minutes of the Parish Council meeting held on 8 September 2020 In the Parish Room

#### Attendees

##### From the Council

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

##### From the Public

Anna Shand  
Stephen Burroughs  
Carol Poulter

#### Apologies

#### Declaration of Interest

None

#### Minutes

Minutes of the last meeting on 21 July 2020 were approved and signed

#### Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	<b>Community area Lease Update:</b>			
	AP10 - 07/20	Organise for lease to be prepared and signed. <a href="#">1/9/20 The lease is being prepared in the name of the Executors of Philip Hope-Cobold</a>	Clerk	
2	<b>Community area Fencing:</b> 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, Country Care and one other to be supplied by Stephen should be approached. The clerk will write to the fencing businesses with requirements to get quotes	Stephen Clerk	
3	<b>Community Area usage questions from Anne Chapman</b> - two letters from Anne Chapman which require a response (both attached in Agenda email) <a href="#">8/9/20 Anne has a response and Stephen confirmed she is satisfied with it</a>			Closed
	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. Issues were raised at the meeting: - As Little Glemham will be the only village with a fenced dedicated dog area this may attract non residents - How will the area be managed overall? - How will dog mess be handled in an area where dogs are free to run? To be discussed further		Next Meeting
4	<b>Little Glemham Speed Watch:</b> The equipment has been purchased and is with Frank who advised he would no longer be able to coordinate this activity due to work			
	AP06 - 01/21	Produce training plan for new and existing volunteers <a href="#">21 Jul: Awaiting training availability</a> Stephen confirmed that all training has been shut down due to Covid but more volunteers were also needed for when the training restarts	Stephen	On Hold
	AP07 - 01/20	Complete volunteer training activities	Stephen	On Hold
	AP08 - 01/20	Agree a rota with the volunteers for implementation	Stephen	On Hold

5	<b>Neighbourhood Watch Coordinator:</b> There is a vacancy for Little Glemham. A flyer has been delivered, the clerk has had no responses. 8/9/20 Frank agreed to look at the requirements of the scheme and has since agreed to coordinate the restart of Little Glemham Neighbourhood Watch		Frank	
	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		Closed
6	<b>Little Glemham PC website:</b> The web designer has reviewed the latest regulations to ensure compliance. He has also reviewed other council websites for best practice. He has suggested that as councillors are public officers and in the interests of transparency, the website should have pictures and brief biographies of councillors. A page has therefore been prepared for this information if the council agrees 8/9/20 All councillors agreed to provide the Clerk with a photograph and a short biography to put on the website It was also suggested that links to Oare Valley Holiday Cottages, the church and the site of the Defibrillator could be added. The council also felt that a regularly updated noticeboard would be beneficial		All Councillors	
	AP01 - 09/20	The clerk will look into these requests	Clerk	
7	<b>Traffic on Church Road:</b> 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	<b>10 March:</b> 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 8/9/20 Emma reported seeing up to 28 lorries using Church road, most were Sovereign Turf. While Emma has no photographs, Stephen confirmed he could provide at least one	Emma	Next Meeting
	AP02 - 09/20	Emma agreed to research the process for erecting appropriate signage and also the process for installing road furniture	Emma	Next Meeting
8	<b>Review of Policies</b>			
	AP17 - 07/20	<b>Update register of interests</b> - please consider your answer to DPI 5 8/9/20 Stephen will circulate the link for everyone to update or confirm their register of interests	All Councillors	
	AP18 to AP25 - 07/20	All policies reviewed, updated and ready for publication		Closed
9	<b>Defibrillator</b> - Re email circulated of 17 August for which there has been one response. Someone needs to take responsibility for the defibrillator to ensure that consumables are within date as there is little point in having it there if it doesn't work in an emergency			
	AP03 - 09/20	Frank confirmed the Defibrillator should be checked weekly for battery charge and date on pads. He will put a log book in the box and advised everyone of the code to open it.	Frank	
	AP04 - 09/20	Clerk to forward details of maintenance company to Frank	Clerk	
	AP05 - 09/20	Frank will redesign the playing field weekly inspection check sheet to include the defibrillator	Clerk	

10	<b>Village Hall</b> - Anna Shand will attend and will be asking for names and contact details of key holders and requesting help for an electrical problem. 8/9/20 - Anna plans to change the locks and will reissue keys to nominated key holders - Frank agreed to change the heater bulbs once Anna has new ones available - Anna will rewrite the website content and send it with pictures to the Clerk for website update - Frank agreed to join the Village Hall Committee as a representative of the council			
11	AP26 - 07/20	<b>Footpath between Church Road and Hoo Lane</b> should be reinstated. Stephen to speak to James Blygh 8/9/20 Footpath still not reinstated. Stephen to follow up	Stephen	Next Meeting
12	AP27 - 07/20	<b>Pedestrians on Hoo Lane.</b> 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-Cobbold to enquire about this possibility 8/9/20 Emma agreed to follow this up at a more appropriate time in the future recognising the current situation with the family	Emma	Next Meeting

### Regular Reports and Agenda Items

R1	<b>Suffolk County Councillors Report:</b> Was circulated			
R2	<b>District Councillors report:</b> Was circulated			
R3	<b>Finance Report:</b> Balance at bank is £3,867.43			
		2019/20 VAT reclaim has been submitted of £247.79		
	<b>Payments</b>	Web Designer's invoice of £884.59 was approved for payment		
	<b>Rent</b>	Community area rent standing order was returned as the Estate bank account has changed. Clerk will follow up payment of £5 with Strutt and Parker		
	<b>Audit</b>	No reply yet from the Auditors		
R4	<b>Sizewell C:</b> Opportunity to comment on publications from the last month 8/9/20 there was a brief discussion about the 4 village bypass which most councillors supported, recognising that Little Glemham would be a traffic bottleneck with Sizewell development and further East Coast development			
R5	<b>Planning</b>	8/9/20 - None		
AOB 1	<b>Playground inspections should be reinstated and include Defibrillator inspection.</b> Clerk to propose schedule for next meeting		Clerk	Next Meeting
AOB 2	<b>Road Salt box on the green needs replacing</b> - No one took an action point			
AOB 3	<b>There has been a request for the bus shelter to become a book exchange.</b>			
		It was recognised that a cabinet would be needed to keep books clean		
		It was suggested that this should be advertised on the website to gauge interest		
		No one took an action point		
AOB4	<b>Frank highlighted the amount of litter on Hoo Lane</b>			
		It was suggested that the council should purchase some litter pickers and bag hoops to enable people to do ad hoc or regular picking. This was not put forward as a motion to approve expense		
AOB5	<b>It was commented that the traffic management for the recent car rally ant Glemham Hall was poor and created significant delays on the A12</b>			
AOB6	<b>The bus shelter bench is dangerous.</b> Stephen agreed to look at it Anna agreed to continue to clean the bus shelter		Stephen	

Date of next meeting: Tuesday 13 October 2020 in the Parish Room (Covid regulations permitting)

**Signed as a correct record** .....

Stephen Bayfield