

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on 13 October 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

Apologies

Stephen Burroughs
Carol Poulter

Declaration of Interest

None

Minutes

Minutes of the last meeting on 8 September 2020 were approved and signed

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Community area Lease Update:			
	AP10 - 07/20	Organise for lease to be prepared and signed. 1/9/20 The lease is being prepared in the name of the Executors of Philip Hope-Cobold 13/10/20 The lease has been prepared and is being reviewed ahead of signature.	Clerk	
2	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, Country Care and one other to be found using an internet search. The clerk will write to the fencing businesses with requirements to get quotes	Clerk	
3	Community Area usage: There was a discussion on how a dog walking area could be used. It was pointed out that no other local parish has a dedicated dog walking area and that this may attract people from outside the parish. There was concern over insurance should the wooded area become an official dog walking area Emma disagreed about a dog walking area on ecological grounds Eric felt that the council should ask the parishioners what they wanted to use the wooded area for. It was agreed that a sign should be put on the playing field gate banning dogs from the children's play area and that the wooded area would remain undesignated until a decision was made.			
	AP01 - 10/20	Clerk to source signage banning dogs from the children's play area and citing county regulations	Clerk	Next Meeting
	AP02 - 10/20	Clerk to draft an insert into Ebb & Flow asking parishioners how they wanted the wooded area to be used	Clerk	Next Meeting
4	Little Glemham Speed Watch: 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			On Hold
	AP06 - 01/21	Produce training plan for new and existing volunteers 21 Jul: Awaiting training availability Stephen confirmed that all training has been shut down due to Covid but more volunteers were also needed for when the training restarts	Stephen	Held

	AP07 - 01/20	Complete volunteer training activities	Stephen	Held
	AP08 - 01/20	Agree a rota with the volunteers for implementation	Stephen	Held
5	Neighbourhood Watch Coordinator: 14/10/20 Frank confirmed that Little Glemham now has a registered scheme and will provide an update of how it works at the next meeting		Frank	
6	Little Glemham PC website: 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.			
	AP03 - 10/20	All councillors to provide the clerk with a brief biography and an appropriate picture	All Councillors	Next Meeting
	AP01 - 09/20	The clerk reported that links to Ore Valley Holiday Cottages, the church and the site of the Defibrillator are being added and that a noticeboard will also be added along with a Local Information page	Clerk	Next Meeting
7	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 8/9/20 Emma reported seeing up to 28 lorries using Church road in one week, 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 13/10 Emma reported that she had no reply from Stephen Burroughes and that she would email Carol and Stephen asking for help	Emma	Next Meeting
	AP04 - 10/20	Claire said she had the details of the manager and will ask him to direct vehicles through park gate.		
8	Review of Policies			
	AP17 - 07/20	Update register of interests - 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 13/10/20 Not all councillors have updated their register of interests yet. Everyone was reminded that this is a requirement	All Councillors	
9	Defibrillator			
	AP03 - 09/20	Frank confirmed the Defibrillator should be checked weekly for battery charge and date on pads. 13/10/20 He has added this to the weekly playing field check list and will advise everyone of the code to open the defibrillator box. He also confirmed that it was currently not in use pending receipt of replacement pads which he has ordered for which the council should reimburse the cost.	Frank	
	AP05 - 09/20	Frank will redesign the playing field weekly inspection check sheet to include the defibrillator 13/10/20 This was circulated for comment	All Councillors	Next Meeting

10	Village Hall 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 Actions above not yet completed. It was agreed to close this point from LGPC as it is with Anna and the village hall management committee - Frank agreed to join the Village Hall Committee as a representative of the council		Closed
	Anna Shand wrote to LGPC highlighting damage to the outside of the village hall. Emma confirmed that she knew how this happened and has spoken to the child in question. It was agreed that anyone seeing vandalism taking place should report it via 111 police. No further action at this time		Closed
11	AP26 - 07/20 Footpath between Church Road and Hoo Lane should be reinstated. Stephen to speak to James Blyth 8/9/20 Footpath still not reinstated. Stephen to follow up 13/10/20 Footpath now ploughed up. Stephen to follow up	Stephen	Next Meeting
12	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-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	Closed
13	Playground inspections should be reinstated and include Defibrillator inspection. Clerk to propose schedule for next meeting 13/10/20 Frank has agreed to take complete checks for the remainder of October and November. Schedule to be updated accordingly Frank offered to collate issues going forward to enable the council to address and rectify	Clerk	Next Meeting
14	Road Salt box on the green needs replacing - No one took an action point		
	AP05 - 10/20 It was suggested that Stephen Burroughs has agreed funding. Clerk to check minutes and follow up with Stephen as appropriate	Clerk	Next Meeting
15	There has been a request for the bus shelter to become a book exchange. 13/10/20 It was recognised that during Covid restrictions this was probably inappropriate		Closed
	It was recognised that a cabinet would be needed to keep books clean		Closed
	It was suggested that this should be advertised on the website to gauge interest		Closed
	No one took an action point		Closed
16	Frank highlighted the amount of litter on Hoo Lane		
	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 13/10/20 Frank has ordered litter pickers for which the council should reimburse the cost		Closed
17	It was commented that the traffic management for the recent car rally at Glemham Hall was poor and created significant delays on the A12 13/10/20 It was agreed to monitor the effect of such events in the future		Closed
18	The bus shelter bench is dangerous. Stephen agreed to look at it Anna agreed to continue to clean the bus shelter 13/10/20 Stephen reported that he could find no issues with the bench	Stephen	Closed

Regular Reports and Agenda Items

R1	Suffolk County Councillors Report: October report circulated			
R2	District Councillors report: October report circulated			
R3	Finance Report: Balance at bank is £4,812.01			
		2019/20 VAT reclaim has been paid £247.79		Closed
	Payments	Payments were approved for: JRM Enterprises - Dog Bags £39.30 Clerks Salary and Expenses July - Sept £515.25 E On - Street light electricity - £35.87 Heelis & Lodge Audit Fee - £80		Closed
	Audit	The Audit report was circulated with the clerks comments on the recommendations. The council accepted the report and the clerks comments		Closed
	Budget	The clerk circulated a proposed budget for 2021/22 The final budget and Precept will need to be approved in the November meeting. Clerk to add to Agenda	Clerk	Next Meeting
	Training	The council approved a request to sponsor the clerk for the Introduction to Local Council Administration online training at a cost of £99 plus VAT. Clerk to register and undertake training over the coming months	Clerk	
R4	Sizewell C: Opportunity to comment on publications from the last month 14/10/20 It was noted that Stephen Bayfield will be meeting Suffolk CC Highways regarding Sizewell construction traffic issues			
R5	Planning	None		
AOB1	Playing Field			
	The following damage was reported: Picnic table totally destroyed Goal posts collapsed with metal supports bent Damage to the top of one of the swings It was agreed to remove the picnic table and goal posts although no one took an action to do this			
	AP06 - 10/20	Frank offered to look at the damage to the swing with a view to repairing it		
	AP07 - 10/20	It was noted that because of Covid there had been no ROSPA inspection of the play area this year. Clerk to organise	Clerk	Next Meeting

Date of next meeting: Tuesday 10 November 2020. Format to be notified based on prevailing Covid regulations

Signed as a correct record

Stephen Bayfield - Chair