

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on 10 November 2020 over Zoom

Attendees

From the Council Stephen Bayfield (Chair)
Frank Hilder (Vice Chair)
Emma Angell
Eric Gore
Stephen Burroughs (SCC)
Alistair Besly [Clerk]

From the Public

Apologies Claire Peck
Carol Poulter

Declaration of Interest None

Minutes Minutes of the last meeting on 13 October 2020 were approved to be 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. 10/11/20 Lease signature requires a solicitor to witness. To be completed ASAP given Covid restrictions	Stephen	ASAP
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. 10/11/20 Clerk has asked Kiwi, Country Care and Alde to quote	Clerk	ASAP
3	Community Area usage:			
	AP01 - 10/20	Clerk to source signage banning dogs from the children's play area and citing county regulations 10/11/20 All agreed the Clerk could order 5 "No Dogs" signs and replace the green community area sign	Clerk	Next Meeting
4	Playing Field			
		The following damage was reported: Goal posts collapsed with metal supports bent Damage to the top of one of the swings		
	AP06 - 10/20	Frank offered to look at the damage to the swing with a view to repairing it		ASAP
	AP07 - 10/20	It was noted that because of Covid there had been no ROSPA inspection of the play area this year. 11/10/20 Clerk reported that the RoSPA schedule had been missed for 2020 and next one is scheduled for Autumn 21. An out of schedule report would cost £232. It was decided to wait until obvious safety issues were rectified before ordering a report	Clerk	Next Meeting
	AP03 - 11/20	Emma, Frank and Stephen agreed to coordinate to remove the damaged goal post and assess the remaining one for safety	Emma, Frank, Stephen	ASAP
5		Playground inspections should be reinstated and include Defibrillator inspection. Frank offered to collate issues going forward to enable the council to address and rectify Schedule Agreed, Emma is on Rota for December		Closed

6	Little Glemham Speed Watch: It was agreed that more volunteers were needed and training needed to be provided. On hold pending training availability			On Hold
7	Neighbourhood Watch: 10/11/20 Frank reported that he has had some alerts. He will forward these to the Clerk to put on the website. Eric agreed to distribute these to the community direct as requested		Frank	
8	Little Glemham PC website:			
	AP03 - 10/20	All councillors to provide the clerk with a brief biography and an appropriate picture	All Councillors	ASAP
	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 10/11/20 Clerk reported that a local information page has been added.	Clerk	Closed
	AP01 - 11/20	It was agreed that it was appropriate to add business and services available that are within the parish boundaries. The clerk will add a note inviting such businesses to provide their details	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. This issue is now with Steve Merry - Policy and development manager SCC			
	AP01 - 03/20	10 March: Stephen Burroughs 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.		Closed
	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	Closed
	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 Burroughs and that she would email Carol and Stephen asking for help	Emma	Closed
	AP04 - 10/20	Claire said she had the details of the manager and will ask him to direct vehicles through park gate.	Claire	Next Meeting
10	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 10/11/20 Councillors confirmed that they had updated their RoI	All Councillors	Closed
11	Defibrillator			
	AP03 - 09/20	Frank confirmed the Defibrillator should be checked weekly for battery charge and date on pads. 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. 10/11/20 Pads are on order	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	Closed

12	AP26 - 07/20	Footpath between Church Road and Hoo Lane should be reinstated. Stephen to monitor 10/11/20 Footpath partly reinstated by running a quad bike over it. James Blyth promised to spray off vegetation once it grew to an appropriate size for the spray to be effective	Stephen	Next Meeting
13	Road Salt box on the green needs replacing -			
	AP05 - 10/20	Stephen Burroughs has agreed funding.	Clerk	Closed
	AP02 - 11/20	Clerk to order new box from SCC website	Clerk	Next Meeting
AOB	Meeting dates for 2021/22 were agreed: 2nd Tuesday each month at 20:00 except August and December. Clerk to post on website		Clerk	Next Meeting
AOB	Play Equipment: As part of the Budget discussion it was agreed that Eric and Stephen will investigate grants for play equipment. The Clerk has some information from a previous councillor that while 4 years out of date, may help with ideas. To be delivered to Stephen		Eric Stephen	Next Meeting

Regular Reports and Agenda Items

R1	Suffolk County Councillors Report: Stephen Burroughs presented his report highlighting funding for planting trees as a response to the climate emergency.			
R2	District Councillors report: November report circulated			
R3	Finance Report was circulated: Balance at bank is £4,208.56. After expected transactions the full year closing balance is expected to be £2,180 which does not include fencing costs. As funds are depleted this year it was agreed to hold any donation requests until 21/22			
	Payments	No payments		
	Asset Register	It was agreed that 5 assets on the register should be removed: Community area Shelter, Picnic bench, 2 goal posts and salt box on the green reducing the value to £18,280 The bus shelter should be reassessed for insurance value	Clerk	Next Meeting
	Zoom	It was agreed that the Clerk could reclaim 50% of the Zoom subscription through expenses		
	Budget 21/22	It was agreed in principle to increase the Precept to £4,200 on the basis that work to improve the play equipment would commence in 21/22		
R4	Sizewell C: Opportunity to comment on publications from the last month			
R5	Planning	None		

Date of next meeting: Tuesday 12 January 2021. Format to be notified based on prevailing Covid regulations

Signed as a correct record

Stephen Bayfield - Chair