

LITTLE GLEMHAM PARISH COUNCIL

Notice of Meeting

To members of the Council: Your attendance is required at the next meeting of Little Glemham Parish Council which will be held remotely over Zoom on

Tuesday 12 January 2021 at 20:00.

Alistair Besly, Parish Clerk

Joining Remote Meetings

Following The Local Authorities Coronavirus - Flexibility of Local Authority Meetings Regulations;

This meeting will be held remotely over Zoom.

Councillors will receive joining details before the meeting

Members of the public who wish to attend must contact the clerk no later than Monday 11 January for details.

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 November 2020

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Suffolk County Councillors Report:			
2	District Councillors report:			
3	Finance Report: To be circulated			
	Payments	Clerks Salary and Expenses £836.29		
		Signomatic £188.38		
		Pre approve Strutt & Parker £600		
	Precept	Review and Approve		
	Budget	Review and Approve		
	Asset Register	Review and Approve		
4	Annual Review of Governance Documents:			
	10.1	Code of Conduct		
	10.2	Complaints		
	10.3	Financial Regulations		

10.4	Freedom of Information		
10.5	GDPR		
10.6	Member/Officer Protocol		
10.7	Press & Media		
10.8	Privacy Notice - Employees		
10.9	Privacy Notice - General		
10.11	Risk Assessment Schedule		
10.12	Risk Assessment - Parish Room		
10.13	Risk Assessment - Community Area		
10.14	Safeguarding		
10.15	Standing Orders		
10.16	Appointment of Auditors		
5	Councillor Vaccancies		
6	Community area Lease Update:		
	Lease signed, now needs to be registered with Land Registry	Clerk	
AP12 - 07/20	It was agreed that three quotes 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 organise three quotes 2 Quotes received to include fence, pedestrian gate, repair stile and front pedestrian gate: Country Care 2,834 + VAT (Clears all debris) Kiwi £1,900 +VAT (Leaving debris on site)	Clerk	
7	Community Area usage:		
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
8	Playing Field		
AP06 - 10/20	Frank offered to look at the damage to the swing with a view to repairing it - Update		
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 Awaiting obvious safety issues to be resolved before ordering report. Does the Council wish to be on the automatic report system?	Clerk	Next Meeting
9	Playground inspections should be reinstated and include Defibrillator inspection. 13/10/20 Frank has agreed to take complete checks for the remainder of October and November. Schedule to be updated accordingly QUESTIONS: Did Emma complete inspections in December? Has Eric begun January Inspections? Is Frank collating inspection reports for Playing Field, Bus Shelter and Defibrillator?	Clerk	Next Meeting
10	Neighbourhood Watch: Update	Frank	
11	Little Glemham PC website: Update		

	AP03 - 10/20	All councillors to provide the clerk with a brief biography and an appropriate picture - Update or delete?	All Councillors	Next Meeting
12	Traffic on Church Road:	This issue is now with Steve Merry - Policy and development manager SCC: Update	Stephen	
	AP04 - 10/20	Update: Claire said she had the details of the manager and will ask him to direct vehicles through park gate.	Claire	
13	Footpath between Church Road and Hoo Lane. Update		Stephen	
14	Road Salt box on the green needs replacing -			
	AP05 - 10/20	Stephen Burroughs has agreed funding. Clerk to organise	Clerk	
15	Sizewell C: Opportunity to comment on publications from the last month			
16	Planning	None		
AOB				

Date of next meeting: Tuesday 9 February 2021