

LITTLE GLEHAM PARISH COUNCIL**Minutes of the Rescheduled Parish Council meeting held on 18 January 2021 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 None
Apologies Carol Poulter

Declaration of Interest Frank - non pecuniary interest in agenda item 5

Minutes Minutes of the last meeting on 13 October 2020 were approved to be signed November

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	<p>Suffolk County Councillors Report was circulated: Stephen Burroughs highlighted Potential for a major vaccination centre possibly at Trinity Park Myhealthbook.co.uk was a legitimate vaccination service working with Suffolk GP association Recognised that vigilance is needed because of scams in this field. NO ONE SHOULD BE ASKED TO PAY FOR A VACCINE District has funds to support low income families Also devices for the elderly - Care Phone and Grand Pad - Let Stephen know if these are required Traffic Survey: LGPC needs to contact Highways for a survey which costs c£900. Stephen offered funds to cover this</p>			
2	District Councillors report: Has been circulated			
3	Finance Report: Was circulated Balance is £4,168.63. Current payments are £1,625, Expected transactions are £676 and unrepresented cheque £80 leaving an expected closing balance of £1,787.			
	Payments	The payments schedule was approved proposed by Frank Seconded by Emma		
		Clerks Salary and Expenses £889.97		
		Signomatic £188.38		
		Strutt & Parker £600		
		E On £35.87		
	Precept	Precept of £4,200 was approved		
	Budget	Budget 2021-22 was circulated and approved		
4	Asset Register	The asset register showing some deletions was circulated and approved		
	Annual Review of Governance Documents: The following Governance documents (10.1 - 10.15) have been reviewed by councillors and it was agreed to adopt them.			
	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. It was agreed to appoint Heelis and Lodge as internal auditors		
	AP01 - 1/21	Clerk to post updated documents onto the website	Clerk	
5	Councillor Vacancies: Frank Hilder left the meeting for this discussion. The clerk reported that there were no requests for an election received within the Casual Vacancy Notice period and the Council may therefore fill the vacancies by co-option. One application has been received from Lindsay Last (Frank Hilder's partner) for the 2 vacancies available. After some discussion, no decision was reached at the meeting and the application will be reviewed at the next meeting.			
6	Community area Lease Update:			
		Lease signed, now needs to be registered with Land Registry	Clerk	
	AP12 - 07/20	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) It was decided to progress the Kiwi quote recognising that the lead time will probably put the cost into FY 2021/22. Stephen will ask James Blyth (who farms the adjoining fields) if he will clear the debris from the fencing installation	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	On Hold
8	Playing Field: It was agreed that the play area was sufficiently safe to remain open although the equipment should be cleaned. However temporary Covid signage should be posted and safety signage requiring children under 5 to be accompanied by an adult			
	AP02 - 1/21	Clerk to organise signage	Clerk	
	AP06 - 10/20	Frank offered to look at the damage to the swing with a view to repairing it - Update Frank has offered to fit anti bird spikes and anti vandal paint on the swing frames. Cost will be about £40. This was agreed	Frank	
	AP07 - 10/20	It was noted that because of Covid there had been no ROSPA inspection of the play area this year. Does the Council wish to be on the automatic ROSPA report system? Yes, it was agreed this should be automatic annually. Clerk to organise	Clerk	Next Meeting
9	Playground inspections should be reinstated and include Defibrillator inspection. Frank is collating inspection reports for Play area, Defibrillator and Bus shelter			Closed
10	Neighbourhood Watch: Update - Nothing to report		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 - Nothing to report		Stephen	

13	Footpath between Church Road and Hoo Lane. Update Frank reported the marked path is in the wrong place. Frank and Stephen to follow up with James Blyth	Frank & Stephen	
14	Road Salt box on the green needs replacing -		
	AP05 - 10/20 Stephen Burroughs has agreed funding. Clerk to order	Clerk	
15	Sizewell C: Opportunity to comment on publications from the last month		
16	Planning None		
AOB	Ebb & Flow Ebb and Flow distribution - need a volunteer for 8 properties north on A12 - Stephen offered to do this following a lack of other volunteers		
	Church Drive Sign for Church Drive has disappeared and the Footpath sign has fallen down		
	AP03 - 1/21 Clerk to report to county Council and Footpaths organisation	Clerk	
	AP04 - 1/21 Clerk to investigate a visit counter on the website to review usage	Clerk	

Date of next meeting: Tuesday 9 February 2021 remotely over Zoom

Signed as a correct record

Stephen Bayfield - Chair