

LITTLE GLEMHAM PARISH COUNCIL**Minutes of the Parish Council meeting held on 13 September 2021 in the Village Hall****Attendees**

From the Council Stephen Bayfield (Chair)
 Frank Hilder (Vice Chair)
 Claire Peck
 Lindsay Last
 Kate Talbot-Hurn
 Alistair Besly [Clerk]

From the Public Dan Williams
Apologies Stephen Burroughs SCC, Carol Poulter ESC

Declaration of Interest None

Minutes Minutes of the meeting on 13 July 2021 were approved and signed

Public Speaking None
Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Suffolk County Councillors Report: Circulated		Stephen Burroughs	
2	District Councillors report: Circulated		Carol Poulter	
3	Stephen reported that Little Glemham and Marlesford Parish Councils continue their discussions with EDF and that ESC and SCC representatives recognise the problems. As a four village bypass is not available mitigations are being discussed regarding speed limit extensions and pedestrian crossings. there is a further meeting on 29 September with Marlesford, EDF, ESC and SCC The new community area fencing was checked and looks good. the Clerk was thanked for his part in organising this		Stephen	
4	Vacation of office: It was noted that under s85 of the Local Government Act 1972, Cllr Eric Gore automatically vacated office on 9 August 2021 as he has not attended a meeting of Little Glemham Parish Council for a period of six months and has not requested prior approval from the Council for his absence. Cllr Gore has been advised and a casual vacancy will be declared.			
5	Clerk's Report - Circulated The mandatory enrolment with the Pensions Regulator has been completed. Councillors were reminded that budget discussions would need to take place at the next meeting			
6	Finance Report: Circulated - The Clerk highlighted that there were some under and over spends projected against budget but overall felt that there was no reason why the overall budget should not be met given current commitments It was noted that the PAYE issue was not on the agenda and therefore a formal decision could not be made. However, it was suggested that the Clerk should be paid an additional 1/2 hour per month to run the payroll which is less expensive than outsourcing to SALC. Clerk to add this to the November agenda for a decision		Clerk	
7	Payments schedule in the finance report totalling £1,242.06 was approved. All agreed		Clerk	

8	Funding Report: Circulated. Kate highlighted that there were several groups of equipment in the plan including adult fitness equipment. These can be installed in a phased approach. She recognises that the Council will require 3 competitive quotes before a commitment can be made. Kate will now explore current funding available for the project. Additional ideas included: a covered area with seating Football goals and basket ball hoops A Philip Hope-Cobold Memorial Garden The Clerk will draft a questionnaire to encourage views and engagement from the community.	Kate	
9	AP02 - 04/21 Kate to follow up with funding for play equipment	Kate	
	AP01 - 09/21 Clerk to draft community engagement questionnaire	Clerk	
10	Councillors Duties and Responsibilities: Councillors were reminded that they have responsibilities and it was suggested that "The Good Councillor Guide" available from the NALC website was a good place to begin. Some councillors have already booked training and it was suggested that a short aide memoire for councillors should be created to include key responsibilities and direction to further information. A question was raised as to whether the Council should have a named safeguarding representative in addition to the agreed policies. The Clerk will investigate. It was noted that the Church safeguarding representative is Miranda Berkley		
	AP02 - 09/21 Clerk to draft Councillor Aide Memoire and investigate any requirement for a safeguarding representative	Clerk	
11	Playground and Defibrillator inspection. Frank reminded councillors that the defibrillator requires inspection on a weekly basis and provided the code for entry. Frank and Stephen will investigate moving the Dog Waste bin to a location outside the gate	Frank	
	AP03 - 09/21 Frank and Stephen will investigate moving the Dog Waste bin	Frank & Stephen	
12	Neighbourhood Watch: Frank reported that there was currently nothing of local interest on the Neighbourhood Watch site	Frank	
	Planning DC/21/4074/FUL. Conversion of an old cart lodge into a single storey 2 bedroomed annex. Buggs Barn, Main Road, Little Glemham. The Council have no objections to this application. Clerk to update the ESC Planning portal		
13	Queen's Platinum Jubilee: Thursday 2 to Sunday 5 June 2022. It was agreed that there should be an event in the Community Area and that a working group consisting of Councillors and interested parishioners should be formed to organise this. Ideas include music, hog roast or burger barbeque, tea and cakes and a bar. To get plans moving, the following actions were noted:		
	AP04 - 09/21 Frank will ask Avril at the Lion about an outside bar	Frank	
	AP05 - 09/21 Lindsay will ask Darius regarding cooking hot food	Lindsay	
	AP06 - 09/21 Frank will enquire about Marquee hire	Frank	
	AP07 - 09/21 Stephen will check to see if Glemham Hall intend to do something and either amalgamate or ensure there is not a clash of dates	Stephen	
14	Date of next meeting: 9 November 2021		

Signed as a correct record

Stephen Bayfield - Chair