

**LITTLE GLEMHAM PARISH COUNCIL****Minutes of the Parish Council meeting held on 9 November 2021 in the Village Hall****Attendees****From the Council**

Frank Hilder (Chair)  
 Claire Peck  
 Lindsay Last  
 Alistair Besly [Clerk]

**From the Public**

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**Apologies**

Stephen Bayfield, Kate Talbot-Hurn, Stephen Burroughs SCC, Carol Poulter ESC

**Declaration of Interest**

None

**Minutes**

Minutes of the meeting on 13 July 2021 were approved for signature

**Public Speaking**

One member of the public asked for clarification of the vacation of office regulations. The Chair explained that s85 of the Local Government Act 1972 states that a councillor who has not attended any meetings for a 6 month period automatically vacates office. This is not a Parish Council decision it is legislation. He also explained that giving apologies did not constitute prior approval from the Council

**Notes and Actions**

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	<b>Suffolk County Councillors Report:</b>	Circulated	<b>Stephen Burroughs</b>	
2	<b>District Councillors report:</b>	Circulated	<b>Carol Poulter</b>	
3	<b>Chair's Report:</b> Stephen: I continue to work alongside Marlesford PC to secure as much as possible commitments to A12 mitigation from EDF. I have previously explained to LGPC what our aims are to minimise the undoubted impact of Sizewell C for our villages. Another issue we continue to challenge for is the alignment of the proposed Two Village bypass to allow for a future connection to include Little Glemham and Marlesford . We have also asked for baseline data of noise, air quality and vibration in our villages prior to the start of construction so accurate monitoring figures can assess the changes as the project develops. With the likelihood of 1000 additional HGVs and buses per day using the A12 in our area ,we have every right to be concerned on how our lives will be affected.		<b>Stephen</b>	
4	<b>Co option of new councillor:</b> An application to become a member of the Council has been received from Daniel Williams and validated by the Clerk. As there is one vacancy and only 1 applicant, Mr Williams was co opted to the council and signed a Declaration of Acceptance of Office form in the presence of the proper officer. Frank welcomed him to the Council			
5	<b>Vacation of office:</b> It was noted that under s85 of the Local Government Act 1972, Cllr Emma Angell automatically vacated office on 13 October 2021 as she 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 her absence. Cllr Angel has been advised and a casual vacancy will be declared.			
6	<b>Clerk's Report</b> - It was noted that the streetlight on Church road was not working. Clerk to report. Nothing further to report		<b>Clerk</b>	<b>ASAP</b>
	<b>AP01 - 11/21</b>	Clerk to report streetlight	<b>Clerk</b>	
7	<b>Finance Report:</b> Circulated - The Clerk highlighted that reserves were below the recommended level and that it would probably take 2 years to rebuild			
8	<b>s137 Donations:</b> It was proposed that LGPC should donate £40 to Citizens Advice Leiston. <b>All Agreed</b>			

9	<b>Payments schedule</b> in the finance report totalling £700.61 Plus the agreed donation to CAB of £40 was approved. <b>All agreed</b>	Clerk	
10	<b>The draft budget was reviewed:</b> It was proposed to leave the precept at £4,200, maintain the training budget at £350 but reduce subscriptions to £180. This should provide a surplus of £680 which is halfway to restoring an appropriate General Reserve. <b>All Agreed</b>		
11	<b>PAYE options agreement:</b> It was proposed 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. <b>All Agreed</b>		
12	<b>Community Area Funding Report:</b> No further progress with the funding report		
	<b>AP02 - 04/21</b>   Kate to follow up with funding for play equipment	Kate	
13	<b>Play Equipment maintenance.</b> The ROSPA report has been reviewed and the following actions agreed: Remove damaged sign on the gate Cut back tree overhanging the gate when fully dormant Arrange for rotting side braces on the swings to be replaced Replace swing shackled from an approved play equipment manufacturer Replace a cap on an exposed nut Cut rotting overhang on tree stump off Move dog waste bin to a position outside the gate		
	<b>AP03 - 09/21</b>   Frank and Stephen will investigate moving the Dog Waste bin	Frank & Stephen	
14	<b>Community Engagement:</b> The Clerk circulated a draft a questionnaire to encourage views and engagement from the community. This was reviewed and approved. The Clerk will print off and Frank and Lindsay will distribute		
	<b>AP02 - 11/21</b>   Clerk to print community engagement questionnaire	Clerk	
15	<b>Governance Documents - Adoption</b>		
15.1	<b>Safeguarding Policy:</b> It was proposed that the Council adopt the new safeguarding Policy as distributed. Lindsay offered to be the Safeguarding Officer and confirmed she has a current DBS check. <b>All Agreed</b>		
15.2	<b>FOI publication Scheme:</b> It was proposed that the Council adopt and publish the FOI publication scheme as recommended by ICO. <b>All Agreed</b>		
15.3	<b>LGA Code of Conduct:</b> New code being implemented by SALC. It was agreed that Councillors attend training once it becomes available		
16	<b>Councillors Duties and Responsibilities:</b> The LGPC New Councillors guide was reviewed and agreed. This will be published on the website.		
	<b>AP03 - 11/21</b>   Clerk to circulate The Good Councillors Guide to everyone	Clerk	
17	<b>Neighbourhood Watch:</b> Nothing to report - remove from future agendas	Frank	
13	<b>Queen's Platinum Jubilee:</b> 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. It was agreed there should be no entrance fee and that the sale of beverages and cakes could be used to offset any costs		
	<b>AP04 - 09/21</b>   Frank will ask Avril at the Lion about an outside bar. The Lion do not run outside bars but Avril can arrange a licence so that alcohol can be sold	Frank	
	<b>AP05 - 09/21</b>   Lindsay confirmed Darius is happy to cook food. There will be a cost depending on what is chosen	Lindsay	
	<b>AP06 - 09/21</b>   Frank will enquire about Marquee hire. Cost is £750, which was considered to be more that could be afforded	Frank	

	<p><b>AP07 - 09/21</b></p>	<p>Stephen will check to see if Glemham Hall intend to do something and either amalgamate or ensure there is not a clash of dates. Update: I have made contact with Miki Hope-Cobbold to ask her if Glemham Hall had decided to hold any celebrations of the Queens Platinum Jubilee that may include the Villagers of Little Glemham.</p> <p>Miki told me that because of their current business demands as a Wedding venue, arranging such an event would be very difficult, however she did suggest that if we wanted to organise a garden tea party or similar ourselves on The afternoon of June 2nd she would make the Hall gardens available to us.</p> <p>My feelings are that despite her kind offer it would probably make better sense to have an event in the centre of the Village on the community area site, that way we will still be in close proximity to the Parish room for inclement weather, and for the use of toilets etc.</p>	<p><b>Stephen</b></p>	
	<p><b>Jubilee Beacons and Queens Green Canopy</b> were both discussed and it was agreed that neither would be appropriate for Little Glemham</p>			
<p><b>14</b></p>	<p><b>Date of next meeting: 11 January 2022</b></p>			

Signed as a correct record .....

Frank Hilder - Chair