

**LITTLE GLEHAM PARISH COUNCIL****Minutes of the Parish Council held on 31 October 2022 in the Village Hall**

- 1 Public Speaking** Members of the public may speak but are limited to 3 mins per subject at the discretion of the Chair
- 2 Attendees** **Chair**  
 From the Council Daniel Williams **Chair**  
 Lynne Gibbs  
 Laura Tregent  
 Alistair Besly (Clerk)  
 From the Public None
- 3 Apologies** None **Chair**
- 4 Declaration of Interest:** None **Chair**
- 5 New Councillors to sign declaration of acceptance of office** **Chair**  
 Cllrs Lynne Gibbs and Laura Tregent have been appointed by East Suffolk Council. They both signed their Declaration of Acceptance of Office forms in the presence of the Clerk
- 6 Confirmation of Minutes** To approve and sign the Minutes of the Council meeting on 10 May **Chair**  
 It was proposed that the Minutes of the Council meeting on 10 May 2022 be signed as a correct record. **One Agreed, two abstained as they were not present.**  
 The Chair signed the minutes
- 7 Suffolk County Councillors Report:** None Received **Stephen Burroughs**
- 8 District Councillors report:** None Received **Carol Poulter**
- 9 Chair's Report** - attached in Annex 1 **Chair**  
 Cllr Williams recorded the council's thanks to Stephen Bayfield for his continuing support on liaison with Sizewell C.  
 Speeding on A12 was noted and the Clerk will ask Carol Poulter if she can support the Parish with Speed Indicator Devices.
- 10 Clerk's Report** - Attached in Annex 2 **Clerk**  
 It was noted that the website was out of date. The Clerk will update  
 It was also suggested that the precept should remain flat. The clerk will build this into the draft budget for review in December
- 11 It was proposed that the insurance cover** that the Clerk had arranged in the absence of a Council be ratified. **All Agreed** **Clerk**
- 12 Finance Report and bank reconciliation** - circulated and attached in Annex 3 **Clerk**  
 There was only one payment made under s137 of £40. As there were no questions, it was proposed that this be approved. **All Agreed**
- 13 Payments approval** **Clerk**  
 The payments schedule was reviewed and it was proposed that it should be authorised.  
**All Agreed**
- 14 Agree signatories for the bank mandate** **Chair**  
 It was proposed that all three current councillors should be signatories on the bank mandate which requires any two to sign. **All Agreed**
- 15 Review internal audit report** - circulated **Clerk**  
 The Internal Audit report was reviewed and the following was noted:  
 Donation to Citizens Advice should use LGA s142 as the appropriate power. **Clerk** to recategorize for the future  
 Items of expenditure over £100 have not been published. **Clerk** will ensure this is done for the future  
 The internal Audit Report has not been published. **Clerk** to rectify  
 Details of public land and buildings not published. **Clerk** to investigate  
 It was noted that the recommended numbering for minutes is consecutive throughout the year. **Clerk** to change the numbering system from May 2023
- 16 Review play area safety report** - circulated **Chair**

Initials.....

Chair of the meeting

The play area safety report was reviewed. It was noted that most equipment fell into the high end of moderate risk. It was proposed that all equipment be dismantled and removed pending the installation of new equipment. **All Agreed.**

**Cllr Williams** will approach a supplier to remove old equipment.

**Clerk** to wrap hazard tape around equipment.

**Cllr Williams** to draft a notice explaining why equipment is out of use and subsequently removed.

**Clerk** to ask Blaxhall PC about the source and cost of their new equipment

**17 Agree meeting schedule for 2022-23**

**Chair**

It was proposed that the Parish Council should meet monthly on the 2nd Wednesday at 18:00 commencing December. **All agreed.** **Clerk** to prepare and publish a new meeting schedule and book the village hall

**27 Date of next meeting: Wednesday 14 December 2022**

**Chair**

**Signed as a correct record .....**

Daniel Williams - Chair

## Annex 1

### Chairman statement to LCPC – 31st October 2022

Firstly, I would like to thank both Lynne and Laura for enabling this meeting to take place. Also to AI, our Clerk, for continuing to assist with administrative matters whilst we have been without a quorum.

Following our meeting in May, we as a Council experienced a number of simultaneous resignations for various reasons. Coupled with a lack of new councillor interest, this resulted in a halt to the Parish Council being able to function and risked the closure of the village field, payments to not be made and no further events or village matters to be considered. I believe it has shown just how important our Parish Council is and we have an opportunity to re-engage with the village and bring our community together.

On a positive note, we were able to enjoy a village Jubilee celebration to commemorate the Platinum Jubilee of Her Majesty, Queen Elizabeth II. It was wonderful to see so many villagers out enjoying themselves, particularly after lockdown. We received a lot of lovely, positive feedback from villagers, many of whom expressed a desire to enjoy more village events and shared plenty of good ideas and several people expressed interest in becoming Councillors on this Parish Council.

Regarding Sizewell C, I am currently in communication with our previous Chairman, Stephen, and I am striving to be brought up to date on developments and how this will effect the village. We are due to receive a crossing opposite The Lion and the Hoo Lane/Church Road junction is to be altered to allow easier access for HGVs.

There a number of matters we will need address and discuss in the next few meetings, however, our priority at the moment is to improve our visibility and engage with the village and attract a number of new Councillors to ensure the continuation of our Parish Council.

# Little Glemham Parish Council

## Clerk's Report      October 22

### New Councillors

Following the resignation of councillors, the Clerk has arranged for East Suffolk Council (ESC) to appointed two new councillors to Little Glemham Parish Council to serve as councillors until the local council elections in May 2023

### Insurance

In the absence of a Parish Council, the Clerk has arranged for appropriate insurance cover. As the previous insurance providers have left the market, a new statement of facts and insurance cover has been arranged. For council ratification at agenda item 11

### Community area

The community area has had its annual safety report for review at agenda item 16. For insurance purposes the community area should be checked weekly for any developing issues to demonstrate that the Council are taking reasonable care for safety. A checklist can be found at on the website under governance documents, or direct from the Clerk;

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flittleglemhampc.org.uk%2Fwp-content%2Fuploads%2F2021%2F02%2FLittle-Glemham-PCC-Weekly-Check-List-Actions.docx&wdOrigin=BROWSELINK>

There may be some safety issues that require action. The Clerk can arrange for this to be completed

### Defibrillator

The defibrillator is located by the bus shelter and should also be checked weekly. Frank Hilder used to do this but I doubt this is still happening

### Governance Documentation

Documentation is reviewed annually and is up to date

### Moving forward

LGPC will need to create a budget for 2023/24 for review in November/ December and final approval in January

The Precept (council tax charge which is LGPC income) will need to be requested from East Suffolk following a formal approval from LGPC by January

A survey of parish opinion highlighted a number of uses for the community area. Most cost money and require some council effort to implement, As elections are in May 2023, the Council should decide what changes, if any, it wants to make.

### Worst Case

If there are no potential councillors by April 2023, the community area may need to be locked for safety reasons. A notice can be posted if this is required

## Annex 3

# Little Glemham Parish Council

## Finance Report: October 2022 - Headlines

<b>Bank</b>	Balance at bank on 31 October 2022 was £5,860.71
<b>VAT</b>	Paid in 21/22 has been reclaimed £425.89
<b>Budget</b>	Will need to be reviewed in November and approved in January

### Payments Schedule

N Power	Street lights	92.55
Business services at CAS	Insurance	348.05
Play Safety	inspection	84.00
P Agate	Web Hosting	84.59
L Last	Jubilee	121.15
Heelis & Lodge	Audit Fee	58.00
A Besly	Q2 Pay	358.40
HMRC	Q2 PAYE	239.20
		<b>1,385.94</b>

### 2022-23 Variance to Budget

Budget		Actual to date		Variance	Comments
					x.xx Favourable Variance (x.xx) Adverse Variance
4,410.00	Precept	4,410.00		-	
	- Bank Interest	0.37		0.37	
	- Grants	-		-	
	- Misc	774.65		774.65	Jubilee Donations
410.00	VAT Reclaim	425.89		15.89	
	- Community Area Project	-		-	
	- CIL	-		-	
<b>4,820.00</b>	<b>TOTAL RECEIPTS</b>	<b>5,610.91</b>	-	<b>790.91</b>	
2,325.00	Salaries	597.60		1,727.40	
85.00	Admin	-		85.00	
350.00	Insurance	-		350.00	
	- Maintenance	-		-	
350.00	Training	-		350.00	For consideration
100.00	LGA s137	-		100.00	Donations
100.00	Misc	-		100.00	
90.00	Audit	-		90.00	
200.00	Streetlighting	105.96		94.04	likely to be over budget
100.00	Clerk's Expenses	-		100.00	Unlikely to be any
180.00	Subscriptions	183.66		(3.66)	SALC
	- LGAs142	-		-	Donations
	- Community Area Project	5.00		(5.00)	Rent
50.00	VAT	12.57		37.43	
<b>3,930.00</b>	<b>TOTAL PAYMENTS</b>	<b>904.79</b>		<b>3,025.21</b>	
<b>890.00</b>	<b>Net Under/(Over) expenditure</b>	<b>4,706.12</b>		<b>3,816.12</b>	

## Summary and Bank Reconciliation

### RECEIPTS & PAYMENTS SUMMARY

Balance as at 1st April	1,154.59
Total Receipts	5,610.91
Less Payments	904.79
<b>Balance</b>	<b>5,860.71</b>

### CUMULATIVE FUNDS REPRESENTED BY

Community Account	4,874.64
Business Premium Account	986.07
Add Unpresented Income	-
Less Unpresented Cheques	-
<b>Balance c/f</b>	<b>5,860.71</b>

Trial -

### Unpresented Cheques

100,882.00	60.33
	40.00
	58.20
	143.66
	358.80
	238.80
	-
	-
	-
<b>Total</b>	<b>899.79</b>

## Statement of Reserves 2022-23

	Reserves as at	Transaction Summary		Balance C/F
		Receipts	Payments (Net of VAT)	
	<b>01/04/2022</b>			
General - Precept Reserve (50%	1,000.00	-	-	1,000.00
Community Area Project	-	-	-	-
<b>Total earmarked reserves</b>	<b>1,000.00</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>
Unallocated balance at bank less unpresented cheques				4,860.71
<b>Total Cumulative Funds</b>				<b>5,860.71</b>