

# GREAT GLEMHAM PARISH COUNCIL

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## **ANNUAL PARISH COUNCIL MEETING**

**Monday 20<sup>th</sup> May 2019 in the Village Hall at 7.30 pm**

Councillors are duly summoned to attend the statutory meeting of the council to transact the business detailed below  
*The public are informed that they have the right to attend Parish Council meetings, may be invited to speak during the meeting and that the proceedings may be recorded.*

### **AGENDA**

#### **1. Election of Chair**

The newly elected Chair will duly sign the Declaration of Acceptance of Office

#### **2. Apologies of absence**

To receive and consider acceptance of apologies for absence

#### **3. Declarations of Interest and Dispensations**

3.1 Members to be reminded of their obligations under the Suffolk Code of Conduct including the Nolan Principles of Public Office

3.2 To receive Members' declarations of pecuniary and non-pecuniary interests and to consider any requests for dispensations. Members to be reminded of the requirement to renew their Register of Interests online via the East Suffolk website link within 28 days of being elected

#### **4. Electoral/Councillor Membership**

4.1 To note there are 4 vacancies on the Parish Council. Persons can be co-opted by 24 June without the need for a formal notice of vacancy

#### **5. To consider appointments to the following**

5.1 Vice Chairman

5.2 Responsible Financial Officer

5.3 Personnel Committee (Vice Chairman and Two Councillors)

5.4 Planning Committee (Chairman and Two Councillors) in the event of a special meeting having to be convened

#### **6. Public Forum**

6.1 To receive reports from County Councillor Stephen Burroughes, the new District Councillor if available, and Great Glemham Farms

6.2 The opportunity for members of the public to bring matters to the Parish Council's attention

#### **7. Minutes of last meeting**

7.1 To consider acceptance of the minutes of the meeting of 18 February 2019

7.2 To note matters arising from the minutes of the meeting of 18 February 2019 not elsewhere on this agenda

#### **8. Meeting Calendar to agree provisional meeting dates for the forthcoming year**

#### **9. Suffolk Highways, Speeding and Road Related Issues**

9.1 Review of proposed entrance fencing and speed sign post location suggestions and prices thereof

9.2 Community Self-Help Scheme for additional grass cutting of verges, and grass cutting target dates

#### **10. Sizewell C Update**

#### **11. Parham Composting Plant Update**

#### **12. Butchers Field Update**

#### **13. Parish Notice Board update**

#### **14. Planning**

14.1 There are currently no planning applications to consider

14.2 There are currently no planning determinations to note

14.3 Any other planning matters that require urgent attention or for information including update on enforcement request re High Grove Woods

14.4 To note new planning departments and contacts at East Suffolk

#### **15. General Governance including General Data Protection Regulations (GDPR)**

15.1 To consider approval of the accounts for the year ending 31 March 2019 and signing of the annual return

15.2 To consider completion and signing of AGAR Part 2 Exemption Certificate

15.3 To consider completion and signing of the Annual Governance Statement 2018/19

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15.4 To consider completion and signing of the Accounting Statements 2018/19

15.5 To note statement of significant variances for year ending 31 March 2019

15.6 To consider adoption of Document and Electronic Data Retention Policy and adoption and signing of the Statement of Internal Control

15.7 To note training as follows:

Clerk booked on planning workshop 16 July (cost will be shared)

To review Post Election Councillor Briefing Training 6 June for any Councillors

To note Clerk and Chair attending World of Planning' Parish and Town Council Meetings on Friday 7 June

## 16. Financial Matters

16.1 To receive the Council's current financial statement, confirm bank reconciliation and approve the following payments:

Amount	Payee	Details
£578.25	Caroline Emeny	Clerks remuneration
£55.43	Caroline Emeny	Clerks expenses
£136.98	S.A.L.C.	Renewal of annual subscription
W27.50	Great Glemham Village Hall	2 x Hire fees – February and May meetings 2019

16.2 To note receipt of first instalment of Precept of £2472.50

16.3 To note thanks from Citizens Advice re donation made in February

**17. Correspondence** – Any correspondence of note to be minuted, having been received since the last meeting.

Date	Detail	Actions if any
April 19	SNT newsletters - The individual newsletters for each SNT will be replaced next month by a new county wide newsletter with sections for each area (East, South, West) and the SNTs within.	To note
25 Mar 19	Suffolk Coastal Area Forum via SALC	Attendance by anyone?
15 Mar 19	Crime figures March 18 – March 19 from Suffolk Constabulary	To note
April 19	Greenprint Forum Steering Group	Any volunteers?
April 19	Change of name from Suffolk Coastal & Waveney to one large new council, East Suffolk	To note
8 May 19	Suffolk Constabulary Online Survey	To complete as a Parish Council or not?
9 May 19	Rural Coffee Caravan	Bring to Gt Glemham?
April 19	Complaint re firing of gas guns/bird "scarers" on adjacent village fields over Easter	Brought to the attention of GGF
April 19	Memories of Suffolk Coastal District Council 1974-2019 Book	To distribute
April 19	Superfast Broadband leaflets	Action?
Various Community Action and SALC newsletters		

## 18. Matters to be advised (at the Chairman's discretion)

Any urgent matters brought by the Chairman, Councillors or Clerk

**19. Date of next meeting** – The date of the next Parish Council meeting to be agreed.

**If you would like to attend a parish meeting please come along. Alternatively, if you would like to raise a matter of concern, please do not hesitate to contact the parish clerk or a member of the council.**

Signed: *Caroline Emeny*, Clerk, Great Glemham Parish Council  
Email: [parishcouncil@occold.com](mailto:parishcouncil@occold.com) T: 01986 798422

Dated : 15th May 2019