

GREAT GLEMHAM PARISH COUNCIL

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MINUTES OF THE 228th MEETING OF THE PARISH COUNCIL HELD ON

Monday 18th February 2019 in the Village Hall at 7.00pm

1 Welcome and Apologies for Absence

Present: Cllr Beaumont, Cllr Cross, Cllr Debenham, Cllr Gathorne-Hardy (Chair), and Cllr Runnacles. Apologies were received and accepted from Cllr French, Cllr McIver, and Cllr Minns. County Cllr Burroughes sent his apologies with his report.

Also Present: One member of the public.

2 Declarations of Interest and Dispensations

2.1 Members were reminded of their obligations under the Suffolk Code of Conduct including the Nolan Principles of Public Office.

2.2 The Chair declared a pecuniary interest in agenda items 6 and 8.4. There were no other declarations of interest nor requests for any dispensations. Members were reminded of the requirement to update their Register of Interests as appropriate.

3 Public participation session (max 15 minutes) to include District and County Councillors Reports

County Cllr Burroughes report was circulated prior to the meeting. See separate report.

District Cllr Poulter's report was circulated some weeks before. See separate report.

There was no report from Great Glemham Farms as they are busy preparing for the Alde Valley Spring Festival which runs 27/4 – 26/5/19.

Mr Beaumont was present as the volunteer who maintains the grass cutting in the village. It was agreed that all reports will be hand delivered to the Chair who will scan them and send to the clerk for filing. There are no o/s issues at present but the mower will need a service before the spring and some small parts have been ordered from Does which will cost under £20. It was approved in advance to pay for these as and when they occur. Mr Beaumont is to send his receipts / invoices to the clerk who will reimburse him asap. More sand was required in the sandpit – Cllr Debenham to obtain prices for 2 x 1 Tonne bags. It was thought the approx. cost was £70/£80 per bag. Payment to be allocated from the Solar Funds. It was also acknowledged that Mr Beaumont scooped up the excess sand around the two grit bins in the village.

Actions: Cllr Debenham to get prices for sand. Cllr Cross to review Insurance policy to ensure Mr Beaumont is fully covered under our Public Liability insurance.

4 Minutes of the Previous Meetings

4.1 The minutes of the meeting of the Parish Council held on 10 December 2018 were approved with one alteration under the members present, and then signed by the Chair.

4.2 Matter arising from those minutes not covered elsewhere on the agenda – item 12 - The Chair has ordered replacement pads for the defibrillator but is still awaiting receipt thereof.

5 Vacancies and number of elected Councillors

To note there are 9 elected members according to the website, therefore 3 vacancies. The Clerk advised that it was recommended she put in a request for a Community Governance Review by Suffolk Coastal District Council (SCDC), following advice received by her on the recent election training she had attended. This is the procedure to review the allotted number of Councillors per parish, ours currently being 12 Councillors. The nomination papers for the forthcoming elections on May 2 were distributed, the Chair taking the remaining forms for the Councillors not present. It was noted these have to be completed and handed back to the Clerk who will be given an appointment to deliver them by hand to SCDC's office in Melton. Dates are crucial and the clerk is awaiting receipt of her timed appointment with SCDC. Councillors must ensure they do not date their nomination papers before 12 March or they will be deemed invalid. Each candidates' Electoral number will be completed by the Clerk from the Electoral Register once she has all the papers back. It was proposed that all Councillors return their

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forms to the Chair and he will liaise with the Clerk for handing over to her. Article to be put in Ebb and Flow, website and Village e-shot to attract more Councillors.

Action: Clerk to email all Councillors a brief resume of the guidelines for completion and ensure website, and other media covered with election information.

6 Suffolk Highways, Speeding and Road Related Issues

6.1 Cllr Debenham presented 'mocked up' images of where she thought speed cameras could be sited as well as entrance fencing. Location 2 was ruled out for speed indicator devices but not for entrance fencing. The roads are very narrow and the hedges may present a problem. She also envisages having to get landowners permission on the various sites. The Chair confirmed the sites are not in the conservation area. Cllr Debenham to progress through to the next stage with Highways re the site suitability checklist and to report further at the next meeting. The clerk confirmed she had not received any concrete prices from County Cllr Burroughes and was struggling to obtain quotes. Local companies were suggested which the clerk will pursue as well as enquiring with Highways. Note District Cllr Poulter did volunteer funds from her locality budget but this could not be completed within the current financial year so the clerk will make a similar request in the next financial year.

Action: Cllr Debenham and clerk to progress each part further and report back (speeding and fencing).

6.2 Highways report no 00211921 24/6 regarding the white line road markings at the junction of Low Road / Chapel Lane response was discussed. Highways responded to our complaint notifying us that we are currently 114th on the list and it is not deemed urgent. More urgent works may force the work further down the list with the real possibility therefore, that the work never reaches fruition as other work could keep coming on stream regarded as more important. It was agreed that we are to write to County Cllr Burroughes requesting him to take the matter up with the portfolio holder for Highways to explain what the protocol is for dealing with outstanding issues, is there a back stop that states it will be cleared within 'x' number of years, or could some jobs effectively never be completed?

Action: Clerk to write to County Cllr Burroughes re above.

7 Sizewell C update

The Chair gave an update on the latest consultation. Transport is the key issue affecting all villages. There were two proposed bypasses depending on the final mode of transport, rail or road, with two proposed park and rides. Sea transport for incoming goods has been ruled out, with rail the preferred option. It has been acknowledged that rat runs cannot be prevented. Parking for 1000 vehicles is planned at Sizewell. A 2-village bypass is proposed bypassing Farnham and Stratford St Andrew. It was agreed that after two years, none of the major issues raised by the Parish Council have yet to be addressed. The Chair is to draft a letter for circulating for approval post meeting expressing our concern that no answers have been received in regard to our concerns. We must encourage all parishioners to express their own views directly with the Consultation to create more 'noise' from a wider viewpoint. See separate more detailed report.

Action: Chair to draft letter for circulating and approval via the clerk

8 Parham Composting Plant (PCP) update

Nothing new to report except to reaffirm that compost is available on the airfield for anyone wishing to collect some. There are still some complaints about the smell and we would encourage residents to complain directly with Biogen (tel 01728 724349) or direct to the Environmental Agency (tel 03708 506506). It was concluded that a groundswell of complaints is more likely to be taken seriously rather than one lone voice acting on behalf of the whole village.

9 Planning

9.1 There were no planning applications to consider

9.2 There were no planning determinations received.

9.3 The clerk updated the Council on the situation at High Grove Woods. An injunction was taken out on 1 November by SCDC, giving them until 1 March to comply. A site visit will follow shortly after this date and SCDC fully expect to have to go back to court following this. SCDC will keep us up to date with the

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matter.

- 9.4 Suffolk Coastal Final Draft Local Plan – the plan was reviewed prior to the meeting. There were several good points to note, primarily that a) it wants to improve and support local transport for rural areas and b) Great Glemham’s conservation area is intact. There are a lot of allocated housing sites around Saxmundham, Darsham and other towns along the A12 corridor. There is zero allocation for Great Glemham over the next 30 years. Great Glemham positively decided against a Neighbourhood Plan but believes cluster infill should be allowed if it is in keeping with the design and style of other housing in the village. The Parish Council has always supported this small infill or conversion of redundant buildings policy to allow small managed growth in the village. **Action:** Clerk to formulate response.

10 General Data Protection Regulations (GDPR) and Policies review

The following policies were presented by the clerk for adoption. The Financial Regulations have been adapted as certain sections are not relevant to our parish. All policies presented are based on box standard templates from SALC. The following policies were formally adopted unanimously.

Disciplinary Policy	Complaints Procedure	Standing Orders
Dispensation Policy	Subject Access Request (SAR) Policy	Financial Regulations
Risk Assessment	Register of Assets (Values discussed and agreed)	

11 Financial Matters

- 11.1 The following payments were approved

Amount	Payee	Details	Chq No.
£240.00	A Gathorne-Hardy	Reimbursement re laptop for clerk as new laptop required	200262
£595.44	Caroline Emeny	Clerks remuneration Nov - Feb	200263
£87.10	Caroline Emeny	Clerks expenses incl. receipts where appropriate	200263
£148.80	H M R C	PAYE	200264
£14.11	Community Action Suffolk	Additional premium re Defibrillator	200265
£10.00	S A L C	Clerks election training (1/3 cost)	200266

It was agreed to pay the annual ICO fee by Direct Debit, currently £35 thus saving £5. The DD mandate was signed.

- 11.2 The following receipt were noted: £5,465.72 Solar Farm income, VAT refund of £380.29 applied for.

- 11.3 It was noted that the changes to the bank mandate were now in operation.

- 11.4 A set of up to date accounts was distributed to each Councillor. It detailed the two main account headers as showing the following balances :- General Monies £944.02; Solar Funds £11167.88; with various smaller balances across the assorted headers giving an overall sum of £14572.01. An up to date copy of the 2019/2020 budget as agreed at the last meeting was also distributed. The Clerk suggested that the PC may wish to use an official auditor explaining it is not only the accounts which get audited, but various mandatory policies that must be on the website, previous minutes and other such information. Trevor Brown who audits various accounts for both SALC and several parishes has agreed to charge a nominal £35 to carry out the task, alongside the other accounts the clerk prepares, as a special price which she negotiated with him. It was unanimously agreed to make this change. A special thanks must be relayed to the previous auditor, Hugh Gathorne-Hardy, who voluntarily reviewed the accounts each year on behalf of the Parish Council. **Action:** Clerk to write to H Gathorne-Hardy noting our thanks and confirm with T Brown.

- 11.5 The annual donations were reviewed. It was agreed to make a donation of £50.00 to the local Citizens Advice in Leiston, chq no. 200267. It was agreed to hold back on any further donations for this financial year as the general account was fairly low due to the change in admin within the Parish Council which had not been budgeted for in this financial year but is covered from 2019/2020 onwards. No further requests had been received to date and the PC have a duty to ensure we do not move into a negative balance. Subscriptions may be allocated from the Solar Funds but will be reviewed as and when they

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arise.

12 Correspondence

The following items of correspondence were noted and any actions agreed as stated:

Date Rec'd	From	Details	Fwd
24/1/19	Suffolk Constabulary Safer Neighbourhood Team	Locality meeting at Leiston Community Centre on Friday 15 March 10am – 11.30 am	Emailed all if anyone wished to attend
8/2/19	Email via SALC on behalf of MHCLG Communities Framework	Inviting views on the development of a Communities Framework – link provided, deadline was 13 Feb	Emailed all if anyone wished to submit views online
8/2/19	Email via SALC on behalf of SCC	School Travel Policy changes from Sept 19	Emailed all- to ensure we publicise on website, Ebb & Flow & village e-newsletter

13 Matters for information

It was noted that the village pub would like to host a Fun Day as a village get together. It would incorporate a BBQ, bric a brac stall and games etc. Dates suggested are 21, 22, 23 June, which would tie in with the national Great Get Together celebrating kindness, respect and all we have in common within communities. Date will however be dependent on the pubs agreement. Cllr Beaumont to discuss with the pub and advise accordingly. All monies raised will go to charity.

The Annual Parish Meeting was discussed and it was agreed to use this as an opportunity to celebrate all things good in Great Glemham and invite all local groups, associations, clubs etc to attend and give a brief talk up to a maximum of 5 minutes about their group. It was suggested that if we served wine it would be more attractive for villagers to attend and this was unanimously agreed, kindly donated by Cllr Cross. It was agreed it should start at 6.30pm on 20th May, to be finished by 8pm latest.

Action: Clerk to collate list of regular users, group etc and liaise with Councillors re arrangements.

There were no further urgent matters for discussion.

14 Date of next meeting – 20th May 2019 being the Annual Meeting of the Parish Council to start at 8pm, preceded by the Annual Parish Meeting as minuted above in item 12. The dates for the rest of the year to be agreed in May, ideally September, December, February and May.

The meeting closed at 9.45 pm