

GREAT GLEMHAM PARISH COUNCIL

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IP13 8DL

MINUTES OF THE 229th MEETING BEING THE ANNUAL PARISH COUNCIL (AGM) Meeting Held on Monday 20th May 2019 in the Village Hall at 7.45pm

Present: Cllr Gathorne-Hardy, Cllr French, Cllr Beaumont, Cllr Lissaman, Cllr Debenham, Cllr Benson, & Cllr Cross.
Also in attendance: County Cllr Burroughes for some of the meeting. There were five members of the public

1. Election of Chair

Cllr Gathorne-Hardy was unanimously proposed to be re-elected as Chair and signed the Declaration of Acceptance of Office.

2. Apologies of absence

Apologies were received and acceptance from Cllr Runnacles.

3. Declarations of Interest and Dispensations

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

3.2 There were no declarations of pecuniary and non-pecuniary interests and to consider any requests for dispensations. The Clerk reminded Councillors of the requirement to update their Register of Interests as appropriate once the link has been rectified. She confirmed the DC had acknowledged problems with the facility to email the link to Councillors and she will expedite, particularly as the legal requirement is within 28 days from the date of the election. **Action: Clerk to expedite ROI link**

4. Electoral/Councillor Membership

4.1 It was noted there are currently 4 vacancies on the Parish Council and interested parties can be co-opted within 35 days from the date of the election (2nd May) without the need for a Notice of Vacancy to be published. This is the start of a new 4-year term for all Councillors. The Clerk is to write to East Suffolk DC officially requesting a reduction in the number of allocated Parish Councillors from 12 to 10 as previously discussed but no decision made before this meeting. **Action: Clerk to action**

5. The following appointments were unanimously agreed:

5.1 Vice Chairman- Cllr Cross. The Vice Chair signed the Declaration of Acceptance of Office.

5.2 Responsible Financial Officer - the clerk, Caroline Emeny.

5.3 Personnel Committee – Cllr Gathorne-Hardy, Cllr Lissaman and Cllr Benson.

5.4 Planning Committee - Cllr Gathorne-Hardy, Cllr Cross and Cllr Debenham (in the event of a special meeting having to be convened with authority to make a decision on behalf of the Parish Council).

All remaining Councillors signed their Declarations of Acceptance of Office.

6. Public Forum

6.1 The report from County Councillor Stephen Burroughes is listed under the previous meeting, the Annual Meeting of the Parish. County Cllr Burroughes added that healthcare provision was being reviewed across Suffolk and that he sits on one of the area health committees. East Coast Health has been awarded the Primary care contract. There is a concerted effort to look at GP recruitment.

SCC owns considerable amounts of land via their County Farms which is beneficial to young people wanting to move into the farming industry, through leasing land cheaply from SCC, thereby creating opportunities for them.

County Cllr Burroughes said it was becoming increasingly difficult to attend each Parish Meeting as he had such a vast area to cover, with many meetings falling on the same evening. He suggested that in this modern day we may be able to set up a Skype call with him through which he could deliver his report and take any questions. He suggested we use Great Glemham as a pilot scheme to see how it worked. Cllr Lissaman confirmed it should not be a problem as the village hall had wi-fi. County Cllr Burroughes said he could use some of his locality budget to facilitate this. He will explore the options and revert back to us asap.

He was asked about Crime Figures by a member of the public. **Action: Clerk to send the figures to L. Lewis**

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Great Glemham Farms report and the report from the newly elected District Councillors are both listed under the previous meeting, the Annual Meeting of the Parish.

- 6.2 The opportunity for members of the public to bring matters to the Parish Council's attention- It was asked whether the hedge running alongside the village hall drive could be trimmed but it is illegal to cut hedges until the end of the nesting season being the end of August annually.

7. Minutes of last meeting

- 7.1 The minutes of the meeting of 18 February 2019 were approved and signed.

- 7.2 The following matters are o/s from those minutes, not elsewhere on the agenda

Purchase of sand for the sandpit – prices had been forwarded by Cllr Debenham as follows: Ridgeons £111 incl vat & delivery 900 kgs approx.; Gravelmaster £92.50 incl vat & delivery 850kgs approx. It was agreed that Cllr Benson was obtaining the sand at a cheaper price. (Note price was not made available to the Clerk to minute)

8. Meeting Calendar

Provisional meeting dates for the forthcoming year are as follows:-

Mondays 7pm in the village hall – 2nd September, 8th December, 10th February and 18th May.

9. Suffolk Highways, Speeding and Road Related Issues

- 9.1 Review of proposed entrance fencing and speed sign post location suggestions and prices thereof – a meeting has been agreed for this coming Friday with Highways but we are still awaiting confirmation of the time of the meeting. Clerk has been chasing daily and will expedite again. **Note post-meeting:** time agreed 9am on Friday 24th May with Cllr Gathorne- Hardy and Cllr Debenham meeting Mark Nichols from Suffolk Highways outside the church.

Prices for the picket fencing – only Countryside Gates & Fencing had submitted a price so far which included fitting on site at the various locations in the village. Due to a conflict in interest we are not at liberty to disclose that in the minutes until all prices have been submitted and a contractor selected. Cllr Runnacles was not keen to quote and had pointed the clerk to Glasdon's website which manufactures gates in a realistic timber grain looking polymer requiring little maintenance. Their prices exclude installation as they are a national company. The Clerk has their prices to hand. Cllr Benson still has to submit a quote which he will do asap.

- 9.2 The Clerk attended the Suffolk County Council Community Self-Help Scheme for additional grass cutting of verges, and grass cutting target dates. She confirmed the general feeling of most attendees was one of despair and a sense that it was a cost cutting exercise by SCC, although this was strenuously denied by them and was sold as a health and safety issue in everyone's best interests.

Any other Highways o/s matters – the clerk confirmed she had personally asked the Community Liaison Officer at the Self-Help morning what their protocol was about long outstanding reports on the 'to do' list. She was not given a straight answer but as she is having a meeting with them at their Rougham depot in a few weeks' time on behalf of another PC, she will try and elicit a proper answer and will report back. Cllr Beaumont confirmed that all the reported potholes had been repaired. There were o/s gully pots (drains) awaiting clearing. A Highways representative came to look at one in Church Road which was clear. Cllr Beaumont will check the gullies again and report back to Highways if necessary.

10. Sizewell C Update

County Cllr Burroughes agreed with everyone else that the Phase 3 Consultation still has a lot of o/s questions. SCC are pressing for Consultation 4 and also feel they are not getting the answers to their questions. There appears to have been a leap from Phase 1 to Phase 3 without addressing the issues.

Action: Clerk to write to Richard Smith, Cabinet Member, portfolio holder and county lead for Sizewell expressing the council's views that Phase 3 was inadequate. The Clerk has a list of concerns in order to draft a response.

11. Parham Composting Plant Update – see under minutes of the Annual Meeting of the Parish

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12. Butchers Field Update - see under minutes of the Annual Meeting of the Parish

13. Parish Notice Board update

Clerk had prices for various sizes and in various materials. To move forward on this a size, material and site needs to be agreed. Cllr Debenham agreed that extra space was definitely required and suggested a stand-alone new notice board just for Parish Council content. It was suggested we need a small separate one for the PC, holding approximately 4 x A4 sheets per side, being an A2 display size. A1 size in metal which holds 8 x A4 sheets each half costs approx £900 & vat incl. delivery but not site erection. It was agreed it could be sited adjacent to the existing board. **Action:** Clerk to obtain prices in metal and wood for A2 size and report back. There may be some funds available from the DC's locality budgets towards this cost

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. The latest update in early May was that the people concerned both attended the High Court and admitted non-compliance with the Injunction served on the 1st November 2018. Sentencing has been adjourned until the 26th July 2019 to give them further time to comply and remove the mobile home and portable toilet off the site. This was greeted as good news by the PC.

14.4 To note new planning departments and contacts at East Suffolk – the clerk and chair are attending a planning forum at East Suffolk's Melton office on Friday 7 June, 9.30 – 12pm. There are now 2 area teams to reflect the north and south planning committees. A staff structure has been provided to us to identify lead contacts.

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

15.1 The accounts for the year ending 31 March 2019 were approved and the annual return signed.

15.2 The AGAR Part 2 Exemption Certificate was completed and signed.

15.3 The Annual Governance Statement 2018/19 was completed and signed

15.4 The Accounting Statements 2018/19 were completed and signed.

15.5 The statement of significant variances for year ending 31 March 2019 was distributed for all to note.

15.6 The Document and Electronic Data Retention Policy and the Statement of Internal Control document were both reviewed and adopted, with the latter being signed by the Chair. The Internal audit report had been previously circulated by email which recommended the latter document as part of the control procedures. Whilst the report picked up that the PC did not meet the terms of the Transparency Code for 2018/2019, the internal auditor was satisfied that all requirements will be met in the future.

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 – it was agreed that Cllrs Benson, Cross, and either Cllrs French or Gathorne-Hardy would take up places on the forthcoming post-election Councillor Briefing sessions at Stratford St Andrew on 6 June, 7 – 9pm. Cost £23 per place, buy 2 places get 3rd free therefore £46 in total.

Action: Clerk to book Clerk and Chair attending World of Planning' Parish and Town Council Meetings on Friday 7 June in Melton.

16. Financial Matters

16.1 The Council's current financial statement was noted and a copy of the financial statement is appended to the minutes. The following payments were approved:

Amount	Payee	Details	Cheque No.
£578.25	Caroline Emeny	Clerks remuneration	200271
£55.43	Caroline Emeny	Clerks expenses	200271
£136.98	S.A.L.C.	Renewal of annual subscription	200272
£27.50	Great Glemham Village Hall	2 x Hire fees – February & May meetings 2019	200273
£41.00	Trevor Brown	Internal Audit & mileage as minuted item 11.4 18/2/19	200274
£22.02	S Beaumont	Village lawnmower petrol for Butchers Field	200275

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The following payments have been made but not minuted since the last meeting;-
26/2/19 £48.00 Chq no. 200268 to PKF Littlejohn LLP- audit fee for 2017/2018 external auditors
15/3/19 £81.42 Chq no. 200269 to Wel Medical - defibrillator spare parts
15/3/19 £24.53 Chq no. 200270 to S. Beaumont- Lawnmower parts, fuel & maintenance Ernest Doe
11/3/19 £35.00 Payment by d/debit to ICO – annual data protection subscription

16.2 The first instalment of Precept of £2472.50 was received on 30 April 2019.

16.3 Acknowledgment and thanks received from Citizens Advice re donation made in February.

17. Correspondence

The following items of correspondence were noted and any actions agreed as stated, as well as various Community Action and SALC newsletters

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.	Noted
25 Mar 19	Suffolk Coastal Area Forum via SALC	No one attended
15 Mar 19	Crime figures March 18 – March 19 from Suffolk Constabulary	Clerk to send to L Lewis
April 19	Greenprint Forum Steering Group	No action
April 19	Change of name from Suffolk Coastal & Waveney to one large new council, East Suffolk	Noted
8 May 19	Suffolk Constabulary Online Survey	Clerk to complete
9 May 19	Rural Coffee Caravan	Clerk to contact them with a view of bringing to G G
April 19	Complaint re firing of gas guns/bird “scarers” on adjacent village fields over Easter	Noted by GGF
April 19	Memories of Suffolk Coastal District Council 1974-2019 Book	2 Books received. Clerk to retain one.
April 19	Superfast Broadband leaflets	Leaflets put in village hall entrance

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

There were no urgent matters brought by the Chairman, Councillors or Clerk

19. Date of next meeting – The date of the next Parish Council meeting is Monday 2nd September 2019, 7pm.

The meeting closed at 9.15 pm

FINANCIAL REPORT – 20 MAY 2019

Community Directplus Account – The Co-Operative Bank Statement Number 97

	As at bank reconciliation for accounts ending 31/3/19	£14,743.35
	Precept income 30/4/19	£2,472.50
Less chqs	None issued	
	BALANCE IN ACCOUNT - TOTAL	£17,215.85

I confirm the above statement balances with the bank statement dated 2 May 2019

So signed by the Chair at the meeting 20 May 2019