

GREAT GLEMHAM PARISH COUNCIL

Caroline Emeny
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c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

DRAFT MINUTES OF THE 231st MEETING OF THE PARISH COUNCIL Held on Monday 9th December 2019 in the Village Hall at 7.00 pm

Present: Cllrs, Cross, Beaumont, Debenham, French, Gathorne-Hardy and Runnacles.

In attendance: County Cllr Burroughes for some of the meeting, and 2 members of the public.

ACTION

1	Chairman's welcome – The Chair welcomed everyone to the meeting. He noted the sad loss to the village of David Creed and expressed condolences to his brother, Roger, and thanks for David's unending support to Great Glemham.	
2	Apologies for absence- a) The Council received apologies from Cllrs Lissaman & Benson due to work commitments. b) The Council consented to accept apologies received. c) District Cllr Cook had submitted his apologies due to illness and had previously provided a written report which had been circulated to all Councillors.	
3	Declarations of Pecuniary and local non-pecuniary Interests and dispensations a) There were no declarations of pecuniary, and local non-pecuniary interest(s). b) There were no requests for dispensations. c) Cllr Runnacles signed his Declaration of Office.	
4	Note there are still 4 Vacancies on the Parish Council.	
5	The minutes of the Parish Council Meeting held on 2 September 2019 were agreed by all present as a true and accurate record and signed by the Chair as such.	
6	Matters arising from minutes of that meeting not covered elsewhere on this agenda were as follows: Item 3.1 County Cllr Burroughes response from Highway re lack of protocol. He advised he had spoken with the previous cabinet member for Highways, Mary Evans, who has since been replaced by Andrew Read (AR), who has a very different approach to the concerns raised county wide with Highways and he is hopeful that the many issues will be resolved. Item 4.2 Skype for County Cllrs at meetings – County Cllr Burroughes has a budget that he can utilise for this type of project but due to the purdah rules, nothing can be done until after the General Election. He is hopeful of it coming to fruition in the New Year. Note there is also money in the Community Partnership budget which may be able to be used for this project. Item 12.3 – Emails still going into Spam, specifically Cllr Runnacles although he is receiving the majority of them. Cllr Runnacles to check his safe senders' settings. Item 14 – Rural Coffee Caravan: The Tuesday Tea Ladies had been contacted but no further response received. However the RCC did recently hold an event at nearby Stratford St Andrew.	Cllr Runnacles
7	Public Forum -to receive reports for information <ul style="list-style-type: none"> County Councillor Stephen Burroughs had submitted a written report, a copy of which is attached to these minutes on the website. He added that Mills Meadow Care Home in Framlingham had received an outstanding report from the CQC. School Transport was being reviewed due to the innumerate problems. The new boundary changes will expand each County Councillors area with the overall number being reduced to 75 Cllrs. <p>Q: <i>How can Highways validate such exorbitant prices. Village gateways are many thousands of pounds more than we can have them made and installed for? And why can only Highways install them?</i></p> <p>This resulted in a further discussion about Suffolk Highways and the hope that AR will make</p>	

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	<p>some sense out of this as well as other matters. There appears to be blurred lines about ownership of some of the land and whether the landowner could take the initiative and contact Highways.</p> <p><i>County Cllr Burroughes is to make a direct request for AR to attend the February meeting. In the interim all Parish Councillors to consider topics for discussion at the meeting.</i></p> <p><i>Chair to write on behalf of GGF to AR in advance of the meeting re land permissions.</i></p> <ul style="list-style-type: none"> • District Councillor Maurice Cook Report had submitted a written report, a copy of which is attached to these minutes on the website. • Great Glemham Farms (GGF) Report was given by Cllr Gathorne-Hardy. Not a lot at this time of year. There were several bare fields due to the bad weather which had also resulted in some mud incursion onto the footpaths. • Parham Composting Plant Report had been circulated, a copy of which is included at the end of these minutes. • GG Renewable Solar Farm - there was no report available. • Village Hall Report was given by Rachael Wyart. The hall was well used, the new chairs had arrived, and new decking installed outside. The recent fair produced a good net profit of £356. There were resignations on the VH committee which will be sorely missed and they have a new secretary. There is no current PC representative on the VH committee and no volunteers to take on the position. • Members of the public – there were no matters of concern from those present. • Members of the public – the following questions had been received by the clerk: A request to extend the existing 30mph zone on Parham road. The clerk had responded to the query with a detailed response about the problems incurred with Highways, the Traffic Calming efforts being made by Councillors and the high cost involved in any such Traffic Regulation Order (TRO). A request had been made to review the War Memorial (WM) as many of the names are no longer clear. There is £360 in our accounts allocated to the WM. <i>Cllr Cross to ask the parishioner to request a quote from F Masters, Woodbridge, to re-chase the letters out, for review at the February meeting.</i> 	<p>SB – arrange meeting All – topics for debate Chair – letter to AR</p> <p>JC</p>
8	<p>To consider matters relating to planning for Great Glemham</p> <p>a) There were no planning applications to consider.</p> <p>b) There were no planning determinations to receive.</p> <p>c) There were no other planning matters.</p>	
9	<p>Highways, Speeding and Road Related Issues including update from Cllr Debenham</p> <p><i>There was one o/s grid reference required for the Speedwatch team from the Chair.</i></p> <p><i>A letter is to be sent to Flagship Housing to alert them of the speed camera site.</i></p> <p>All other Highways matters were covered in detail under item 7.</p>	<p>Chair KD</p>
10	<p>To receive update re Sizewell C – The Chair confirmed a planning application will probably be submitted in February 2020 as a result of the recent Public Consultations. Parishes agreed that a group response was required as a result of the new Energy Highway. There was huge concern about the scale of infrastructure development in the area and that an overall view was not being taken, but projects looked at individually and not collectively which was unfeasible. The cumulative effects need to be reviewed. <i>A letter had been drafted by the group which was circulated for approval. It was unanimously agreed it should be signed and emailed off.</i> The Chair is attending a meeting on 16/12 by the Sizewell C Community Forum Group.</p>	<p>Clerk</p>
11	<p>To receive update re Butchers Field and discuss future maintenance thereof including Rospa outcome – it was agreed the Rospa report was not urgent. Simon Beaumont was thanked for his outstanding work over the last few years and the Council praised him on how much he had</p>	

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	<p>contributed. Regarding ongoing maintenance, the following was agreed: Cllr Runnacles offered to maintain the hedges twice a year. Grass cutting takes about 2 ¼ hours each time with additional strimming as and when required. Regular requirement in the summer months. All Councillors to talk to people to see if anyone is interested in taking this on, whether voluntary or for a small fee, including teenagers. Clerk to arrange to also advertise this via the e-newsletter. Replacement screens are required for the sandpits to prevent spoiling by animals – Cllr French to make further enquiries as to getting these made.</p>	<p>All Clerk Cllr French</p>
12	<p>To receive reports from Cllr Cross re meetings attended: Plastic Champion event held on 28/10 by East Suffolk District Council, summary as follows: A PAC handbook was issued on how to waste less and recycle more. Cllr Cross has joined the group of PACs in the county, and committed to spend 20 hours per annum in support of plastic reduction and recycling in general. The PAC acts as a catalyst to spread the word locally. Suggest the charity fete will be a good venue to have a presence about recycling. This raises the question of GGPC's representation on the Green Print Forum as, apparently, PACs usually join that as well. SALC used to be represented on the Green Print Forum rather than each PC individually which we assume is still the status quo for now. The Clerk confirmed there is up to date information on the website, but she will review the handbook for possible additions regarding recycling to the website. Clerk to also check whether info was sent to Ebb and Flow for future publication as the information needs to get out to people. Community Forum attended on 14/11, a separate report is attached to the minutes on the website. The idea behind it is good but it needs to refine its thinking. The Forum is meeting again in January which Cllr Cross will attend.</p>	<p>Clerk</p>
13	<p>To receive reports from the Chair re meetings attended incl. Scottish Power (<i>excluding Sizewell</i>). Included in item 10 above re general concerns about the Energy Highway and infrastructure.</p>	
14	<p>To agree outcome on Parish Notice Board: It was unanimously agreed that the current notice board is unsuitable and needs replacing. First stage is to establish whether Conservation Permission is required, then to seek approval from the village hall committee to remove the existing one and re-site slightly further back behind the letter box with a small spare post as a deterrent to reduce the risk of it being hit by a vehicle. Options are a) we replace like for like in similar materials or b) replace in a different material. Due to ongoing maintenance, Councillors agreed that the Prestige range in green metal was the preferred option, with 2 doors for PC literature, and 1 door for the general public. The PC section needs to be A2 in size to accommodate the extensive materials we receive. Once approvals received, clerk to investigate if any other firms manufacture for less, then to go ahead and purchase. It was agreed to accept the offer of installation from a parishioner.</p>	<p>Clerk</p>
15	<p>To consider tuning costs for piano in village hall: The costs were approved at the previous meeting and are confirmed as follows: To supply and fit a set of safety castors £179, tuning £65, totalling £244. Cllr French to go ahead. Invoice to be forwarded to the clerk for payment. It was noted that the piano was played at the recent fair and was well received.</p>	<p>Cllr French</p>
16	<p>Grass Cutting in the Cemetery- a) The Clerk had received confirmation from SALC (through NALC) that only closed churchyards can be maintained by money raised through the precept. It is illegal to fund grass cutting or any other maintenance in an open churchyard. This has been an ongoing</p>	

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	<p>issue for the last 2 years nationally and the final ruling was issued today. It means the PC are unable to fund annual grass cutting to All Saints Church from the precept. The PCC representative advised the clerk that they had previously received an annual grant of £175 in 2017, but nothing had been received since which they thought was an oversight. <i>Note post meeting £125 is accounted for in the 16/17 accounts as a grant to the PCC.</i></p> <p>Cllr Cross to investigate further and report back.</p>	Cllr Cross																																				
17	<p>General Governance-</p> <p>a) The Roles and Responsibilities Document was reviewed. Subject to removal of retiring volunteer on Butchers Field, and agreement that meetings will start earlier at 6.30pm, the document was approved. Cllr French will discuss with a colleague if he is interested in being the representative for this. Clerk to ensure website updated re timings.</p> <p>b) All Councillors now have their own copy of The Good Councillor's Guide.</p> <p>c) Note future attendance at Town & Parish Council Forum 24/1 at Melton by the Chair and Cllr Debenham.</p> <p>d) Note future attendance at Councillor Training 10th and 17th Jan by Cllr Lissaman. The clerk confirmed that ongoing training is for everyone, not just the clerk and suggested Councillors give it due consideration.</p>	<p>Cllr French Clerk</p> <p>Chair & Cllr Debenham</p> <p>Cllr Lissaman</p>																																				
18	<p>To receive update on transfer of website including accessibility regulations: Cllr Lissaman was not present to give an update. The clerk confirmed she, and Cllrs Debenham and Lissaman had a productive meeting in November. A lot of work has been carried out on the new site but it is not fully up and running yet. Clerk to liaise with Cllr Lissaman as to time scales, file transfers and accessibility regs. as some of the content on the new site does not comply.</p>	Clerk & Cllr Lissaman																																				
19	<p>Finance –</p> <p>a) The following payments were approved:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>Details</th> <th>Cheque No.</th> </tr> </thead> <tbody> <tr> <td>£21.00</td> <td>S.A.L.C.</td> <td>Good Councillor Guide Books 6 x</td> <td>200287</td> </tr> <tr> <td>£578.25</td> <td>Caroline Emeny</td> <td>Clerks remuneration</td> <td>200288</td> </tr> <tr> <td>£101.51</td> <td>Caroline Emeny</td> <td>Clerks expenses incl. anti-virus renewal, postage</td> <td>200288</td> </tr> <tr> <td>£61.77</td> <td>Simon Beaumont</td> <td>Mower expenses for Butchers Field</td> <td>200289</td> </tr> </tbody> </table> <p>The following payments were made since the last meeting:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>Details</th> <th>Cheque No.</th> </tr> </thead> <tbody> <tr> <td>£99.00</td> <td>Playsafety Ltd</td> <td>Rospa inspection</td> <td>200284</td> </tr> <tr> <td>£100.00</td> <td>J R Wake-Walker</td> <td>Piano removal</td> <td>200285</td> </tr> <tr> <td>£560.00</td> <td>Community Action Suffolk</td> <td>Website renewal</td> <td>200286</td> </tr> </tbody> </table> <p>b) There were no receipts to note but the following sums are due: Solar Farm income £5564.15. A Vat claim will be submitted in January for £114 plus any other vat invoices received dated December.</p> <p>c) The Bank Reconciliation was reviewed for the period ending 30/11 & signed by Cllr Cross.</p> <p>d) There are no current projects being considered 2020 /2021.</p> <p>e) The Budget was approved for the 2020 / 2021 financial year and the precept agreed at the the same figure as last year of £4945. This does not allow for the possibility of having to pay for grass cutting on Butchers Field which has earmarked funds in the accounts. A copy of the budget is attached to these minutes on the website.</p>	Amount	Payee	Details	Cheque No.	£21.00	S.A.L.C.	Good Councillor Guide Books 6 x	200287	£578.25	Caroline Emeny	Clerks remuneration	200288	£101.51	Caroline Emeny	Clerks expenses incl. anti-virus renewal, postage	200288	£61.77	Simon Beaumont	Mower expenses for Butchers Field	200289	Amount	Payee	Details	Cheque No.	£99.00	Playsafety Ltd	Rospa inspection	200284	£100.00	J R Wake-Walker	Piano removal	200285	£560.00	Community Action Suffolk	Website renewal	200286	
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20	<p>Clerk's Report – the clerks report was received as follows: Clerk attended Parish engagement meeting in October designed to get Planning Depts, Developers and Parish Councils talking to each other. Meeting resulted in a draft protocol</p>																																					

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	<p>being proposed.</p> <p>Clerk attended SALC annual conference in November which re-emphasised the engagement as noted above. Opportunity to network and ask questions.</p> <p>Clerk attended networking event December – this provides a good opportunity to learn from other clerks, discuss hot topics and review some ongoing issues like GDPR, e-learning etc.</p> <p>To note the following correspondence previously circulated for information,, including various Community Action, Rural Bulletin and SALC newsletters</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Detail</th> <th>Actions, if Any</th> </tr> </thead> <tbody> <tr> <td>3/12</td> <td>Wind Power discussion at Aldeburgh Cinema 8/12/19</td> <td>To note</td> </tr> <tr> <td>2/12</td> <td>Screening of The Nuclear Trap at Stratford St Andrew 2/2/20</td> <td>To note</td> </tr> <tr> <td>29/11</td> <td>Scam email using parish councillors email addresses</td> <td>To note</td> </tr> <tr> <td>27/11</td> <td>Suffolk Coastal area forum notes</td> <td>To note</td> </tr> <tr> <td>25/11</td> <td>Quiet Lanes Suffolk</td> <td>To note</td> </tr> <tr> <td>22/11</td> <td>Signature called for Wind Power Transmission Suffolk</td> <td>None</td> </tr> <tr> <td>13/11</td> <td>Greenprint Forum newsletter</td> <td>To note</td> </tr> </tbody> </table>	Date	Detail	Actions, if Any	3/12	Wind Power discussion at Aldeburgh Cinema 8/12/19	To note	2/12	Screening of The Nuclear Trap at Stratford St Andrew 2/2/20	To note	29/11	Scam email using parish councillors email addresses	To note	27/11	Suffolk Coastal area forum notes	To note	25/11	Quiet Lanes Suffolk	To note	22/11	Signature called for Wind Power Transmission Suffolk	None	13/11	Greenprint Forum newsletter	To note	
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21	There are no items over and above the normal headers to consider for a future agenda.																									
22	<p>To consider Personnel Committee meeting in next quarter:</p> <p>The clerk advised that an annual review of her performance is required as per her contract. This will be carried out at 6.15 on 10 February by the Chair, and Cllrs Benson and Lissaman, who have been notified post meeting of their requirement to attend. Note this will be conducted away from public scrutiny.</p>	Clerk, Chair, Cllrs Benson & Lissaman																								
23	<p>The following matters were raised as allowed by the Chair:</p> <p>Cllr Beaumont – the number of emails received from the clerk. This prompted a brief discussion.</p> <p>Cllr Beaumont – The Pub and the Village hall both missing the cut off dates for the village E-newsletter. Both to write to the e-newsletter editor to request she put in a paragraph about recipients agreeing they can be contacted by both parties in the future. This will cover data protection guidelines as the public must opt in to receive information. They can then produce their own e-newsletters.</p> <p>Cllr French – parking on the corner where the rubble has been cleared. It is not private land. The Chair to look into who owns it? What are the options of where to park? This needs to be brought into the next meeting under traffic calming and Highways.</p>	Chair																								
24	<p>Date of next meeting – 10 February 2020 at the revised time of 6.30pm.</p> <p>This will be preceded by a Personnel meeting at 6.15 sharp.</p> <p>The meeting closed at 9.30 pm.</p>																									

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FINANCIAL REPORT – 9 December 2019

Community Directplus Account – The Co-Operative Bank
Statement Number 101

	Balance as at bank statement 102 dd 2/12/19	£16316.96
Less chqs		
200287	Salc	-21.00
200288	Clerk	-679.76
200289	Mower expenses	-61.77
	BALANCE IN ACCOUNT – TOTAL AS PER ACCOUNTS SPREADSHEET	£15,554.43

Report to GGPC Meeting 9th December 2019 re Parham Composter.

In the period since my last report there has been no change in ownership, terms of reference or representation on the Parham Composter Liaison Group, details of which were given in my report to the GGPC AGM on 20th May 2019.

The second of this year's meetings of the Parham Composter Liaison Group took place on Wednesday 4th December at the Airfield Museum and was chaired by our County Councillor, Stephen Burroughs. Representatives of the owners, Biogen, reported a normal period of operation, i.e., one without unexpected events or abnormal plant throughput quantities, and spoke of improvements being made to staff health and welfare facilities at the site as well as the provision of an additional environmental protection in the form of bunding to contain any spillage of contaminated water.

The regulating authorities expressed satisfaction with the period's operations: their routine inspections and one unannounced out of operating hours noise test had shown full compliance with all requirements. It was stated that no complaints to the authorities had been made since March. Apart from a question about another delivery of compost, which had been promised at the last liaison group meeting, no other issues were raised by parish council or residents' representatives. In response Biogen advised the meeting that another delivery of compost was planned for 6th December. With the agreement of the land owner the delivery would be deposited in the usual location: the museum access point off the road crossing the airfield.

The next meeting of the liaison group is intended to be in April or May 2020 and will include a tour of the site and its facilities.

Patrick Wilson.
6th December 2019