

GREAT GLEMHAM PARISH COUNCIL

Caroline Emeny
Parish Clerk
T: 01986 798422
E: gtglemhampc@gmail.com

c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

MINUTES OF THE 239th MEETING OF THE PARISH COUNCIL Held by Video Conferencing on Wednesday 5 May 2021 at 7.00 pm

Present: Cllrs Beaumont, Benson, Cross, Debenham, French, Gathorne-Hardy, Lissaman, Mercer and Wright.
Also in attendance: 4 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. **Welcome**

The Chair welcomed everyone to what should be the last virtual meeting of the Parish Council and reminded all present on the Virtual Meeting Protocol.

3. **Apologies of absence**

Apologies were received and approved from Cllr French. County Cllr Burroughes was in purdah and therefore could not attend and apologies were received from District Cllr Cook.

4. **Declarations of Interest and Dispensations**

1. The Chair and Cllr Cross declared their interest in the Low Carbon agenda item as previously recorded. Members were reminded to ensure their online record of their Register of Interests, via the East Suffolk Website, is up to date and current.

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

5. **Vacancies**

Note there are still 3 vacancies on the Parish Council.

6. **To appoint / renew the following positions**

1. Vice Chairman – Cllr Cross was unanimously re-elected as Vice-Chair
2. Responsible Financial Officer (RFO) – the clerk was unanimously re-elected
3. Personnel Committee – The Chair and Cllrs Lissaman and Benson
4. Other positions are as follows: -

Bank Signatories – The Chair, Cllrs French and Cross for cheque / mandate change signatories, and Cllr Cross as the authoriser for internet banking, payments for which are set up by the RFO

Cllr Benson is the representative for Butchers Field

Cllr Cross is the representative for Sizewell and the Energy Coast projects

Cllr Debenham is the representative for Quiet Lanes, Footpaths, and Highways

Cllr Beaumont is responsible for Highways issues reporting

Cllr Mercer is responsible for Grit Bins

Cllr Lissaman is the Council's Tree Warden

Cllr Lissaman is responsible for the new website

7. **Public Forum**

There were no reports for information not already covered at the Annual Meeting of the Parish (APM) earlier that evening.

- Members of the public – there were no questions from those present.
- Members of the public – no questions had been received for discussion.

8. **Minutes of last meeting**

The minutes of the meeting of 17 March 2021 were unanimously approved for signing remotely by the Chair and scanning back to the clerk.

9. **Matters arising from those minutes not covered elsewhere**

There was only 1 matter arising being the 'spring' application of a suitable preservative to the wooden play equipment as recommended by Rospa. Cllrs Benson and Mercer to carry out the work once the correct product sourced.

Action: Clerk to contact Rospa to ask their recommendations

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10. Meeting Calendar

Provisional meeting dates are agreed for the forthcoming year are as follows: -
Wednesdays 6.45pm in the village hall – 8 September, 9 December, 16 February and 11 May 2022.

11. To consider matters relating to planning for Great Glemham

a) There were no planning applications to discuss.
b) There were no planning determinations to note from East Suffolk Council.
c) A question was raised regarding Martha's Cottage which appeared to be having some work on it. It was questioned whether we had seen a planning application in this respect. Nothing has been received and post meeting ESC confirm no application lodged.

Action: The clerk to query with ESC whether a formal application is required- nb: post meeting enforcement No. ENF/21/0216/LISTL initiated re Possible Breach of Control: Alterations and change of use of an outbuilding in the curtilage of a listed building

d) Low Carbon Solar Farm were welcomed back who went through their latest PowerPoint to all present. Note this has been uploaded to our website for residents to view. A Q&A session followed. It was unanimously agreed that further photomontages are required from various viewpoints that were more specific to the landscape, as detailed:

- 1) far top right left of the line between numbers 12 and 6 i.e. near Hall Farm
- 2) Grove Farm between numbers 4 and 6
- 3) bottom left edge of GG village between numbers 2 and 8 - near the church
- 4) 1/4 down from the top right of the map below the cross marked in no. 1 requirement above - Footpath near Workhouse Lane
- 5) images from your points 2 and 3 on the map

It was also agreed that we would receive a typical elevation cross section view against the road.

Action: Clerk to send annotated map, with red crosses thereon, to Low Carbon with the above detailed info
A brief discussion was held on Community Benefit. It was agreed Cllr Mercer would be our representative on this and would attend a virtual meeting with Parham and Marlesford parishes. The Chair thanked Low Carbon for their input and they left the meeting.

12. Suffolk Highways, Speeding and Road Related Issues

Cllr Beaumont is compiling a list of potholes around the village and will formally report to Highways. Grit Bins were discussed. It was agreed that a grit bin was required on Workhouse Lane instead of just a grit pile which is located on the right-hand side as you go up Workhouse Lane. The Grit Bin at the Timber Yard is damaged but may still be usable.

Action: Clerk to enquire re cost of new grit bins. Cllr Mercer to check if Timber Yard bin still functional and to write up strategy

Cllr Debenham reviewed her reports, previously circulated, as below:

Speed Cameras - SCC have confirmed the work is yet to be scheduled, but will not exceed the 14-week allocated timeframe so action is expected by end May.

Funds for future purchase of our own SIDs have been ring-fenced from Solar Fund.

Entrance Gates – Awaiting progress from AG / GG farms on applying for the planning permission on our behalf.

13. Sizewell C Update

Cllr Cross confirmed there are imminent meetings to attend with the Planning Inspectorate. It was agreed he would be the Parish representative at these meetings.

14. To receive other reports

There were no other reports not already received to discuss.

15. Footpaths

Cllr Debenham confirmed the following:

GG Farms have installed additional footpath signs in relation to access, dog controls and clearing up after your dog.

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Some signs have been righted around the village including the erection of a new finger post on second field which is in a curious position.

A fallen finger post adjacent to old school has been highlighted to GG farms.

16. Quiet Lanes (QL)

Cllr Debenham précis her report, previously circulated.

SCC Highways are reviewing the representations made and will confirm the successful designations for all wave 1 parishes in May. There are a few objections that Highways are dealing with for other Parishes from Phase 2 of Wave 1 (not GG) and once those are resolved the legal notice will be published in the EADT to designate the lanes for all Parishes. Their Highways design engineer is dealing with the signage.

QLS team have reported such an uptake on this project that they may request a small contribution of £50 towards our third lane. It was confirmed this will be taken from Solar Fund if it becomes a requirement.

A new Quiet Lanes Suffolk Public Website was launched on Monday 26 April to promote the project, which should be shared and used as a reference with the community to raise understanding and awareness. www.QuietLanesSuffolk.co.uk to share the link from our parish website.

Satnav Data Progress - getting QL indicated within the satnav and sporting apps data is a critical outcome QL are seeking as part of this project. They are delighted to report early discussions with one such global data provider to start capturing our designated lanes.

17. Chat Bench

Cllr Cross updated everyone on the issue with the original proposed location. A new site has been agreed with Flagship Housing on their land and this had been discussed with several parishioners for approval. The licence fee paid to Highways will be reimbursed as the new site is not on Highways land.

Action: Cllr Cross and Cllr Mercer to site the bench asap

18. New Website

Cllr Lissaman confirmed no other action had been taken to date to progress this. It was agreed that somebody was required to run and update the website. A parishioner was suggested. The Clerk confirmed we have until October 2021 to complete the transfer. She also confirmed that our current site is not fully compliant with the accessibility regulations but she has done her best with it to date. She stressed the importance of actioning this asap and not to leave it until the autumn.

Action: Cllr Lissaman to follow up and arrange meeting as to our requirements etc with possible candidate and feedback to the PC

19. Revitalising Rural

This is a campaign focusing on the rural economy including Rural Transport, Affordable Rural Housing and the Rural Economy. It was suggested we focus on one issue per year to try and bring change for the benefit of parishioners. It was also agreed we should identify and celebrate the positive changes already being made – Quiet Lanes, moves to reduce speeding, and the Youth Council project which should start over the summer months.

20. General Governance

The Clerk reported the audit had been concluded and the documents were ready for signing as follows:

1. The accounting statement was unanimously approved for the year ending 31 March 2021
2. The AGAR Part 2 Exemption Certificate was unanimously approved and signed by the Chair
3. The Annual Governance Statement 2020/21 was unanimously approved and signed by the Chair
4. The AGAR Accounting Statements 2020/21 were unanimously approved and signed by the Chair
5. The statement of significant variances for year ending 31 March 2021 was noted and approved
6. The Risk Assessment and Financial Management document covering the new financial year to 31 March 2022 is to be revised to include more internet banking details before resubmitting for approval by PC.
7. The full report from the Internal Auditor was noted and approved

Action: Clerk to ensure all signed documents returned for submission under the AGAR and to review the Financial Risk Assessment document for the September meeting

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21. Finance

a) The following payments were approved:

£252.35	- Caroline Emeny	Clerks monthly remuneration
£ 18.00	- Caroline Emeny	Clerks expenses
£ 50.00	- Trevor Brown	Internal Audit Fee
£145.46	- S A L C	SALC Membership inv 24422

b) The following receipts were noted: Full Precept of £6175, £84 Tax Base Grant from ESC, CIL (Community Infrastructure Levy) of £77.68. Note and CIL monies have to be separately accounted for.

d) The Bank Reconciliation for the period ending 30/4/21 was approved. To be signed by Cllr Debenham

e) The Schedule of Annual Regular Payments, previously distributed, was unanimously approved. Cllrs Gathorne-Hardy and Beaumont to sign this and the Quarterly Schedule of Payments re the above.

f) A brief review of online banking was made. It was agreed it was working well and was the way forward.

Action: Clerk to ensure our financial regulations and other policies are updated to reflect this

Note the Chair still has the cheque book.

f) The clerk summarised HMRC's online payroll and requested she be paid monthly at 17.5 hours. It was unanimously agreed this was a more suitable option for payroll. Any under /over hours will be reviewed at the quarterly PC meetings.

22. Clerks Report

The Clerk confirmed still very busy due to the East Coast energy projects which resulted in many emails. Regularly attending webinars or virtual meetings with SALC and other associated bodies to improve learning and understanding.

The next meeting will be held in physical form in the Village Hall on Wednesday 8 September at 6.45pm.

The meeting closed at 9.20 pm