

GREAT GLEMHAM PARISH COUNCIL

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DRAFT MINUTES OF THE 228th MEETING OF THE PARISH COUNCIL HELD ON Monday 10th December 2018 in the Village Hall at 7.00pm

1 Welcome and Apologies for Absence

Present: Cllr Beaumont, Cllr Benson, Cllr Cross, Cllr Debenham, Cllr French, Cllr Gathorne-Hardy (Chair), Cllr Minns and Cllr McIver.

Apologies were received and accepted from Cllr Benson.

Also Present: County Councillor Burroughes and five members of the public.

The Chair welcomed and introduced the new clerk.

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 There were no 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.

He emphasised the financial arrangements to save £20M from local budgets. Sizewell C consultation coming through which will place demands on local transport links with the choice of rail, road or sea not yet determined as the favoured option. He also mentioned £14K being raised for Inspire Suffolk as his nominated charity.

District County Cllr Poulter was unavailable – **Clerk to liaise with her re any o/s issues she may wish to raise** Report was read out on behalf of Great Glemham Farms (GGF) – see separate report.

A question was asked whether residents can be notified when crops are to be sprayed –

Action: Cllr Gathorne-Hardy to request if this can be done

Members of the public were present to discuss Highways issues which were further on the agenda.

4 Minutes of the Previous Meetings

4.1 The minutes of the special meeting of the Parish Council held on 9 August 2018 were approved and signed by the Chair.

4.2 There are no matters arising from those minutes not covered elsewhere on the agenda.

5 Vacancies and number of elected Councillors

To note there are 9 elected members according to the website, therefore 3 vacancies. Clerk explained a Community Governance Review has to be undertaken to increase or decrease the number of Councillors. The District Council would carry this out following a public petition. It was suggested by them that we delay any action until post - May 2019 elections.

5 Suffolk Highways, Speeding and Road Related Issues

5.1 A report was presented regarding Speed Indicator Devices (SIDs) by Cllr Debenham. Westcotec are the favoured option. It was suggested that we engage with Suffolk SafeCam whereby they install the poles, brackets etc required to support the SIDs and deploy SIDs in the village on a rotation basis. This will put everything in place for future SIDs should we wish to purchase ourselves. It was agreed this was a good way forward. **Action:** Cllr Debenham to complete the form process etc to get us on the list.

Entrance fencing to the village was also discussed, similar to that in Marlesford and Ufford. County Cllr Burroughes has some picket fence pricing he can pass on. Possible solar funds could be set aside to help pay for this and County Cllr Burroughes said he could possibly match fund.

Extension of the 30mph signs to further outside the village was also discussed. The initial phase would involve monitoring the road sections in question for a week by Highways by means of a recorder at an approx. cost of £400. This could be met from County Cllr Burroughes Highways budget and funding must be agreed before Highways will take any action. A Highways Strategy Plan could be drawn up.

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Action: Clerk to obtain picket fencing prices and funds commitment from County Cllr Burroughes and to request District Cllr Poulter if she will commit any funds from her locality budget.

5.2 The white line road markings at the junction of Low Road / Chapel Lane were discussed in depth. (Highways report no 00211921 24/6) County Cllr Burroughes was asked why nothing had been done to date. Suffolk Highways have acknowledged the report but advise it will be done as and when, they do not regard it as urgent. The PC would like the white lines re-instated in the middle of the road and the giveway lines which have been missing for years. The general consensus was that it was an accident blackspot in the village. It was noted that Workhouse Lane had recently had road lineage put in.

Action: Clerk to raise an official complaint and request a site meeting with Suffolk Highways to discuss the issues. Clerk to copy in Mary Evans, Highways minister in Clare.

A further issue was raised under Highways regarding delivery lorries parking and blocking the small lanes near the Old School which then impacts on the school bus and local residents. We would need to apply for a traffic regulation order but no action to be taken yet. Situation to be monitored.

6 Sizewell C update

The Chair updated everyone on the Stage 3 public consultation. A public Exhibition is being held at the Riverside Centre, Stratford St Andrews on Saturday 19 January 10-4pm. Posters are being put up to notify the public and on the website.

7 Parham Composting Plant (PCP) update

Patrick Wilson, as village intermediary for the PCP, advised there is no change in the plant at the present time. There were 15 complaints from residents of neighbouring villages which was below the average of 20 complaints per annum. Some residents say they can smell the composter. If anyone can, they should register their own complaint direct with Biogen – the more people complain, the greater the chance of action. He will update the contact details for the PC. Due thanks were given by the Chair for his continued role as the initial liaison point.

8 Planning

8.1 There were no planning applications to consider

8.2. There were no planning determinations received.

8.3. It was noted that The Old School House had been passed. This had not come to the Clerks attention by way of email **so clerk to pursue.**

The person who had taken up residence in the woods was also discussed. An injunction had been taken out for him to move within 5 weeks. **Action:** Clerk was unaware of this issue and to request an email trail from the previous clerk.

9 **General Data Protection Regulations (GDPR) and Policies review** – Update given by clerk. Advice given regarding the use of shared or work email addresses but noted this was not mandatory, only best practice. The first lot of policies were adopted and it was noted that whilst it may appear the Parish Council is changing its approach, it has sought advice from the Suffolk Association of Local Councils (SALC) who confirm that the policies are from standard templates designed to cover all councils, large and small. They may therefore seem onerous, but are box-standard to cover a wide range.

The following policies were adopted:

Equal Opportunities Policy

Privacy Policy for Staff and Councillors

Filming, Videoing, Photography etc at Meetings

Protocols for Public Participation at Meetings

Health and Safety Policy

General Privacy Policy

Consent Form

Lone Worker Policy

10 Financial Matters

10.1 The following payments were approved:

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Amount	Payee	Details
£139.00	A Gathorne-Hardy	Reimbursement re laptop for clerk
£314.36	Community Action Suffolk	Annual Insurance premium renewal

- 10.2 The following receipt was noted: 2nd part of precept of £812.50 received end September
- 10.3 The bank mandate was reviewed as returned by the Co-op Bank. Cllr French added as a signatory as good practice dictates there should be any 2 out of 3 signatories for cheque signing etc. and revised letter giving the clerk authorisation to query transactions.
- 10.3 Budget preparation commenced with the clerk handing out draft paperwork for 2019/2020. It was noted the Precept letter had to be returned in January so a figure had to be agreed. It was acknowledged that Great Glemham had benefited from free clerking since the inception of the Parish Council but that this was no longer viable, particularly due to the added responsibilities of clerks. It was agreed to set the Precept at £4945. A flyer is to be put in the Ebb & Flow Parish monthly magazine explain the increase in the precept (177 flyers A5 format which Cllr Cross can print)
Action: Clerk to write the Flyer article with Chair's approval of content.
Review of subscriptions and all donations at the next meeting and where to use Solar Funds.
- 11 **Correspondence** - To note the following items of correspondence received since the last meeting and agree action where appropriate:

Date Rec'd	From	Details	
30 Nov 18	Resident	Email requesting Crown House B&B signage to be considered. Applicant needs to approach the Planning Dept as the first step.	No Action
12 Nov 18	Resident	Email requesting P.C. take up with the Trustees the removal of her name from the Charity Commission website due to her standing down some 2 years ago and her concerns about the lack of up to date information on the Charity Commission website. The resident in question was present. The Parish Council have always appointed the 3 Trustees. The Chair is to discuss further with Mr Redman to address the issues.	Action: Chair to follow up

- 12 **Matters for information**
The following matters were brought to the attention of the PC:
The Defibrillator needs servicing; the pads are near their expiry date. Mr Wilson monitors it on a voluntary basis and is to forward the contact details to the clerk for onforwarding to the Chair. Note post meeting – contact details provided to the Chair for servicing enquiry. **Action:** Chair to deal with.
The Chair would like to record a formal note of thanks to the previous clerk, Nicholas Redman, who had carried out the role on a voluntary basis for 10 years. He was thanked for all his years of hard work on behalf of the PC. The Chair to liaise with Cllr McIver as to a suitable gift.
- 13 **Date of next meeting** – Monday 25th February 2019 at 7pm in the village hall.
The May meeting is scheduled for 20 May but the date needs to be checked that it is within the post-election timescales. Clerk will update the council at the next meeting in this regard. Note she will be attending an election training session, the cost of which will be split across the 3 councils she works for.

The Clerks contract of employment was signed by the Chair and the Clerk. This is not visible for public record.

The meeting closed at 9.30 pm