**Glemsford Parish Council Meeting**

**Minutes of meeting held on Tuesday 12th February 2019 @ 7.15pm at Glemsford Village Hall**

Present: Cllrs: Plumb (chairman), Southgate, Sewell, Leopold, B Stephens & R Stephens

CCllr Kemp & DCllr Holt. The clerk.

7 members of the public.

**01.02 Parish announcements**

There is a part II meeting for councillors

Thanks were given to Derek Brett for installing the Speed Indicator Devices. Also, to the team of volunteers who offered to move them about. Insurance for these volunteers is being looked into.

A reminder was given that the Annual Parish Meeting is being held in March. All village groups and organisations are welcome to report. Refreshments at 6.45pm, start at 7pm followed by the normal Parish Council meeting.

Town and Parish elections are taking place in May. Further details can be obtained from the clerk.

**02.02 Apologies for absence**

Cllr Cain

**03.02 Declarations of interest/dispensation requests**

Cllr Plumb declared an interest in all planning matters due to being a member of the planning committee at BDC.

Cllrs Brian and Ruth Stephens declared an interest in item 11.02 Quiet Lane

Cllr Southgate declared an interest in the grass cutting contract item within the finance report.

**04.02 To adopt minutes of council meeting held on 8th January 2019**

***It was resolved*** to adopt the minutes.

**05.02 Matters arising from the minutes of the last meeting**

It was acknowledged that the Parish Council own the yellow barrier and bollards which mark the access to the playing field. Cllr Southgate is look into how disabled/pushchair access can be made.

**06.02 To receive reports**

**CCllr Kemp –** A full report can be viewed on the website or at the clerk’s office.

CCllr Kemp an Cllr Southgate attended a meeting with representatives from Suffolk County Council to discuss the ‘7yr saga’ of the culvert at Hobbs Lane. It appears SCC is unable to agree a solution in order to move forward. To promote moving up the repair list, traffic lights have been installed, this means that the case has to be made a priority.

**DCllrs Holt & Plumb** – BDC’s report was read by DCllr Holt (a copy can be viewed at the clerk’s office).

There is no more news about the Post Office. Emails have been sent to the Post Office by DCllr Holt and James Cartlidge MP but no replies have been received. DCllr Plumb reported that a shop in the village has had a formal interview with the Post Office.

New paving is to be laid at Highbank in March.

Issues at Hammond Croft are still on-going. DCllr Holt described the situation as ‘embarrassing’. DCllrs Holt and Plumb are to approach BDC to discuss these problems.

**07.02 Planning New applications:**

**DC/19/00073 – Poynton, Bells Lane**

Erection of a single storey rear extension

***It was resolved*** to recommend refusal – loss of amenity to neighbour

**Granted applications:**

**DC/18/05055 – Willow Farm Shop, Lower Rd**

Erection of a coffee lounge/restaurant with kitchen and toilets (following demolition of former chicken shed) and an extension of west car parking area.

**DC/18/05292 – 2 Hunts Hill**

Notification of works to trees under a tree preservation order (BT274) – T1 walnut; to raise the crown to 6mts

**DC/18/05285 – Land adj to Belle Vue, Skates Hill**

Outline planning application (means of access to be considered only). Erection of a single dwelling and new access

**08.02 Public question time**

There is to be a village litter pick on Sunday 7th April, time to be confirmed.

A request was made for the location of Speed Indicator Device near to Chequers Lane. It was explained that there is a strict criteria for placing of poles, however, the clerk will make enquiries.

**09.02 Accounts for approval**

***It was resolved*** to agree the accounts

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| |  |  | | --- | --- | | Harcourt-Powell Surveyors | 480 | | R Twitchett - exps | 11.99 | | Wayman & Long Solicitors | 5495.3 | | Charge card | 134.8 | | AT Toner (Neigh/hodd plan anal) | 400 | | | | |  |
| Moreton Hall Glass | 164.24 |
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| **10.02 Reports from working groups**  **CEMETERY**– Contracts for the purchase of land have been signed and funds have been paid to the solicitors.  **VILLAGE HALL**  **Container**  The changing room container situated in the car park at the village hall is deteriorating and is not fit for purpose.  ***It was resolved*** to dispose of the container and offer it free of charge to anyone who is willing to pay for it to be moved.  **Fire Risk Assessment**  Following a risk assessment by T&P Fire there are various items that need addressing.  Cllr Brian Stephens had obtained information on the drawing up of a fire safety procedure for hall hirers. A template is to be raised applicable to the hall. The Fire Brigade are to be asked to visit the hall to give their advice on what needs to be done.  **CCTV**  ***It was resolved*** that the Parish Council will install CCTV at the village hall. To include 6no external and 2no internal cameras with tamper proof cages at a total cost of approx £1608.00 plus VAT  **Village Hall car park – parking bays**  A quote had been received to mark up parking bays at the village hall car park. This is to be discussed after the container has been moved.  **Update on village hall meeting planned for 21st Feb**  Cllr Ruth Stephens has invited various hall users (both current and future) to attend the meeting on the 21st Feb to discuss their ideas for the proposed extension to the village hall.  Demonstration of need and funding are also to be discussed.  Both Brian and Ruth Stephens visited a newly constructed village hall at Westhorpe as part of West Suffolk Village Halls week. Lots of information was gained.  It was asked if the idea of knocking down the hall and re-building is to be considered. It was explained that this idea had been rejected by the Parish Council at the last time of asking. Also, the previous idea of amalgamating with the Social Club was mentioned.  **PPL/PRS Licence (music) Village Hall**  There has been an increase in the cost of licences to play music at the village hall. It has nearly doubled. Previously these costs have been covered by the Village Hall.  It costs approx £3.78 per session to play music for a dance class/keep fit class and £12.74 per live music event.  ***It was resolved*** to make these charges to applicable hall hirers.  **FINANCE**  **Budget figures – to review and agree**  The budget figures were reviewed and agreed.  ***It was resolved*** to agree the budget figures  **Financial Risk Assessment – to agree**  ***It was resolved*** to agree the financial risk assessment.  **Grass cutting tenders**  Tenders for a two year contract were opened in the presence of councillors. In total four had been received.  One tender was not considered as it did not fulfil requirements.  The remaining three costs were as follows:  £8700.44 plus VAT  £6678.10 plus VAT  £6305.00 plus VAT  ***It was resolved*** that the quote @ £6678.10 is accepted as this is the current grass cutting contractor.  **Cemetery land purchase - fees**  ***It was resolved*** that the balance of £5495.30 is paid to Wayman and Long Solicitors for the completion of the land purchase.  **Village Hall - Hedges/brambles – to be cut back**  ***It was resolved*** that this work is completed at a cost of £360.00 plus VAT  **11.02 Quiet Lane – possible designation of ‘Horseshoe’**  Suffolk County Council has supplied a price of £4692.24 for completion of the designation. Richard Kemp has offered £2000 from his locality budget to help with costs.  ***It was resolved*** to progress with this. Cllr Southgate abstained from voting.  A working group needs to be set up to complete this application. The group is to include both Parish Councillors and members of the public.  **12.02 Risk Assessments – to agree**  ***It was resolved*** to agree the risk assessments  **13.02** Use of Suffolk Association of Local Councils as internal auditors – to agree  ***It was resolved*** to use SALC as internal auditors.  **14.02 Report from playing field committee meeting**  Laurence Milton read a report supplied by Harriet North:  Glemsford Playing Field Interim Committee  Report for Glemsford Parish Council Meeting Tuesday 12th February 2019  Following on from the Playing Field report at Public Question Time last month this report is a further update on points mentioned (which Glemsford Parish Council were to consider) with reference to email correspondence between HN and Babergh and Mid Suffolk District Council (B&MSC)  1. Harriet North reported that a meeting of the newly formed playing field committee will take place on Tuesday 15th Jan.  **Update** The current playing field group is best described as an interim committee as not official until AGM – date yet to be set. Ideas for events were discussed and an update on this will be given next month. Representation at the monthly GPC meetings from the Playing Field group has been encouraged. Minutes from each meeting are being kept and the next meeting is Tuesday 5th March.  2. A meeting had been held between Harriet, Laurence Milton and Chris Knock  **(**External Funding Officer Communities Team B&MSDC). Projects for the playing field were discussed including the proposed land swap and the possibility of purchasing the additional piece of land.  **Update** Permission given to HN by current Trustees to contact the landowner and discuss options. HN has done this and waiting for landowner to get back to her.  Footpath defined – this follows the line of the hedge on the Playing Field coming off the footpath from Angel Lane, around the top of the Skate Park and through the opening in the hedge and crossing farmland to a gap between two houses on Tye Green. This path needs to be considered in any land deal and also clarify ownership of hedges and ditches.  Ideas for the use of the historic S106 funding for available for recreational use in Glemsford have been discussed with B&MSDC and in principle the following projects are eligible.   1. Creating an all-weather wheelchair-friendly path which snakes around the playing field Improved access 2. The CCTV Increased safety 3. The outdoor gym Improved health and well-being 4. The possible land purchase Extra green space   It will be for the community to make decisions on which option/options are preferred but B&MSDC will support.  3. Building a youth facility as part of the proposed extension to the village hall was also discussed.  **Update** B&MSDC view – changing facilities for a football team to be located in the future village hall extension is more difficult, the reason being timing, since the extension project will take time to consult on, draw up plans, bring the funding together, and then build. There may be a temporary solution which can be put in place in the meantime however.  To put this into context – how Glemsford uses the S106 funds could be considered as phase one of how the whole site, including the village hall, can be improved over the coming years. Consultation on further phases may include re-locating the play equipment in front of the village hall and extending the village hall to include (amongst other benefits) changing facilities for the football team who wish to use the pitch on the playing fields.  Ideally Glemsford will be able to utilise the historic S106 now on the recreational benefits which are achievable this year. Then with CIL funds being available in a few years’ time, further phases can be actioned.  4. CCTV on the communications mast was mentioned.  **Update** HN has yet to speak to the current trustees to ask them if they could contact the mobile phone mast company and ask if they are prepared to discuss a CCTV camera on their mast. The company would gain from extra security but there are questions about wiring into their electricity supply and wifi linking of the camera to the parish council office and mobile phone mast company.  **15.02 Correspondence to report**  Correspondence had been received from the charity Scope asking if a clothing bank could be placed somewhere in the village. It was explained that there is already a textile bank behind the Social Club.  The Parish Council has been asked if they would like an old piano for the village hall. This offer was declined.  **16.02 Date of next meeting** – 12th March 2019  Meeting finished at 8.10pm | | | |  |
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**17.12 Correspondence to report**

**18.12 Date of next meeting – 8th January 2019**

Meeting finished @ 7.55pm