**Glemsford Parish Council Meeting**

**Minutes of the virtual meeting held on Tuesday 9th Feb 2021 @ 7pm (via Zoom)**

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

CCllr Kemp. DCllr Holt. The clerk.

3 members of the public

**01.02 Parish announcements**

The Annual Parish Meeting will take place next month prior to the normal monthly Parish Council meeting.

**02.02 Apologies for absence**

None

**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.

**04.02 To adopt minutes of council meeting held on 12th Jan 2021**

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

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

The planting of roses on Tye Green was discussed. Cllr Cain has contacted a supplier for recommendations and prices. This is to be an agenda item next month.

**06.02 To receive reports**

**CCllr Kemp –**

A full report can be viewed on the website.

DCllr Holt asked about progress with the flooding issue at the Church. A meeting with potential contractors to address this problem has been arranged for Wednesday 10th Feb.

**DCllr –Holt**

A full report can be viewed on the website.

DCllr Holt reported that the public access point based at Sudbury Town hall is closing and relocating to Sudbury library. Cllr Southgate asked about the initial set up cost of this service at the Town hall; £60,000.00 had been spent on this project. The re-location costs are in the region of £5,000.00.

Free of charge parking in Sudbury is to be limited to 1hr. An implementation date is to be agreed.

DCllrs Holt and Plumb have agreed to give their locality grants (£2000 each) to the three schools within their ward (Glemsford, Hartest and Lawshall) to purchase supplies as necessary to help with the current crisis.

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**07.02 Planning:**

**New applications:**

**DC/21/00533 – Park Farm, Churchgate**

Application to determine if prior approval is required for a proposed; erection, extension or alteration of a building for agricultural or forestry use. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – schedule 2, part 6 – erection of lean to extension to general purpose agricultural building.

***It was resolved*** to recommend that prior approval is required

**08.02 Public question time**

None

**09.02 Accounts for approval**

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

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| PKF Littlejohn-ext auditors | 480 |
| Climate Emergency - donation | 25.00 |
| Chg card | 321.79 |

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**10.02 Reports from working groups**

**Cemetery**

No report

**Finance**

No report

**Village Hall**

Cllr Cain attended a virtual village hall conference.

There has been further communication with the architects regarding the village hall extension. It has become apparent that the architects can carry out works previously allocated to the Quantity Surveyors. The architect would carry out these services for a maximum cost of £1,000.00. This would save in the region of £7,000.00 ***It was resolved*** to use the architects for services (Cllr Sewell abstained from voting).

There will be additional costs for building engineers (quotes to date are between £575-£2,000; more quotes to be obtained) and SBEM (Simplified Building Energy Modelling) reports (x2) at a cost of approx £350 each.

A revised plan is to be drawn up to extend the front porch to include the library entrance. It is hoped this will be ready to present at the next PC meeting.

**Neighbourhood Plan**

Cllr Plumb attended a virtual village tour with AECOM (who provide free of charge design services) and Ian Poole (professional consultant) to show the design and architecture of the village and a possible site if development went ahead.

It is hoped a design report will be available to present at the next Parish Council meeting.

**Climate Emergency**

A full report can be read on the website.

***It was resolved*** that the Parish Council Greening Glemsford group (and the WI) will take responsibility for planting and maintenance of the trees/shrubs to be planted on land near to the allotments.

**Playing Field Management Committee**

***It was resolved*** to grant the £800 for grass cutting subject to details of the contractor to be used.

**11.02** **Code of Conduct – to adopt**

***It was resolved*** to adopt the Code of Conduct

**12.02** **Financial Regulations – to adopt**

***It was resolved*** to adopt the Financial regulations

**13.02 Internal Control Policy – to adopt**

***It was resolved*** to adopt the Internal Control Policy

**14.02 Charge card Policy – to adopt**

***It was resolved*** to adopt the Charge Card Policy

**15.02 To agree clerk as RFO (responsible financial officer)**

***It was resolved*** to agree the clerk as RFO

**16.02 To agree external audit report**

***It was resolved*** to agree the external audit

**17.02 Agreement of asset list and adequacy of insurance (inc fidelity insurance)**

***It was resolved*** to agree the asset list and adequacy of insurance inc fidelity cover

**18.02** **British Telecom contract – renewal of**

***It was resolved*** to agree the renewal of the BT contract at a cost of £63.90 per month

**19.02** **Youth money budget – spending of**

As the youth club had not been in operation for the past year ***it was resolved*** to donate the budgeted £1000 youth money to Glemsford school for supplies.

**20.02** **Joint Local Plan – response to**

No comments

**21.02 Correspondence to report**

The Cheese & Pie man has approached the Parish Council to enquire about hiring the village hall car park to park his van. This will be an agenda item next month.

**22.02 Date of next meeting** – 9th Mar 2021

Meeting finished @ 8pm

(For reference: a recording of this meeting was made via Zoom)

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