

## **Glemsford Parish Council Meeting**

### **Minutes of meeting held on Tuesday 13<sup>TH</sup> November 2012 @ 7.15 at Glemsford Village Hall**

Present: Cllrs Brown (Chairman) Mallalieu, Young, Plumb, Southgate and Sewell. D George (clerk) and 4 members of the public

#### **01.11 Chairman's announcements**

Cllr Brown welcomed all to the meeting. The new play parks have been officially opened, thanks were given to councillors who attended. There are still two vacancies for Parish Councillors. Reminders were given for the Church Christmas Bazaar to be held on Saturday 24<sup>th</sup> November, the Community Engagement meeting at the village hall on Monday 26<sup>th</sup> November @ 7.45pm and the Police Crime Commissioner elections on Thursday 15<sup>th</sup> November. Winter gritting volunteers are reminded to register with the Parish Council to cover themselves for insurance purposes. Various courses and meetings had been attended, Cllrs Brown, Mallalieu, Southgate, Bloomfield and Taylor and the Clerk attended a Councillor Training session, Cllr Brown an Emergency Planning Meeting, Cllr Southgate an allotments association meeting, Cllr Mallalieu a library meeting and Cllrs Brown and Mallalieu attended the AGM of Suffolk Association of Local Councils.

#### **02.11 Apologies for absence**

Cllr Kemp, Cllr Taylor, Cllr Bloomfield and PCSO Hannah Partington.

#### **03.11 Declarations of interest**

No declarations.

#### **04.11 Police Matters**

PCSO Hemmett read a report. Leaflets on services including Suffolk keysafe and the phone alert service are available from the clerk's office.

#### **05.11 To adopt minutes of Council meeting on the 9<sup>th</sup> October**

*It was resolved* to adopt the minutes of the meeting held on the 9<sup>th</sup> October subject to an amendment from Cllr Mallalieu. Minute should read resolved to find a space for historical archives, not to bear in mind finding a space.

#### **06.11 Matters arising**

Ideas for tree planting were discussed. The area next to the village hall was suggested. The gardening club have kindly agreed to help and an agenda item is to be raised in February to finalise details of planting.

### **07.10 To receive reports**

**Cllr Kemp** – a report is available to view on the website or at the clerk's office.

**DCllr Thake** – The Community Engagement meeting was discussed. Two officers together with D Cllrs Thake and Young will be in attendance. It is hoped that all questions will be answered. Those unable to attend are able to complete forms which will be addressed on the evening. Planning transformation was discussed. DCllr Thake reiterated the importance of completing the Neighbourhood Plan. Currently, unnecessary site visits together with reports are costing huge amounts of money. It is hoped to set up a self-service planning facility, all details of which will be on the web, this, together with more flexibility from staff both at Mid Suffolk and BDC will hopefully speed up the planning process. Temporary staff is currently being used to alleviate the backlog.

It has been suggested that Parish Councils are to be given training to make them more responsible with planning applications. Details are to be confirmed. DCllr Thake advised that the Parish Council quote policy against applications when submitting to BDC. The Planning Advisory Service can be a very helpful tool. DCllr Thake offered help if required. It was requested that any objections on planning applications are brought to the attention of D Cllrs Thake and Young immediately as they are not always aware of outstanding issues. It is hoped to obtain a copy of the National Planning Framework book.

The Police Crime panel training is now complete and awaits the new Commissioner.

**DCllr Young** – meetings had been attended about flood management and the railway scrutiny committee. Also a strategic planning meeting had been attended, the committee are working towards preparing a report to take before full council.

### **08.11 Accounts for approval**

*It was resolved* to make payments.

### **09.11 Public question time**

Roy Diggins from the football club requested use of the village hall as a changing facility on Sundays. *It was resolved* to provide this facility. As the football club had not made an official approach to the Parish Council to use the playing field, Mr Diggins agreed to issue a letter from official club members showing commitment from the football club and detailing the attendance on match days of an official first-aider. Grass cutting is to be discussed at a later date.

Allotments were discussed. It was agreed the clerk would issue a letter to all those on the waiting list giving an update on the situation.

A request was received for new No Through Road signs in Kings Rd. The clerk is to look into this.

### **10.11 Emergency Plan**

Cllr Brown reported on the meeting he had attended. *It was resolved* to prepare an emergency plan. A meeting is to be arranged to discuss putting the plan together. As data will need to be stored relevant to the plan *it was resolved* to purchase a Data Protection licence at a cost of approx £35.

### **11.11 Report from Finance meeting.**

Cllr Sewell reported from the meeting. The clerk also read a report concerning the non-compliant G39 street light units in the village. After a lengthy meeting with Suffolk County Council it was found that 39no lights will need replacing over a period of time to make them compliant. It is anticipated these will cost an average of £1500 per unit.

*It was resolved* to have two G39 street lights repaired (No's 142&143) at a cost of £1812.65, a replacement lantern in Highbank (No 133) at a cost of £376.21 and x6no G39 units in urgent need of repair.

*It was resolved* to ratify the decisions for the Guttering repair at a cost of £1460 and the Dynorod repair at a cost of £805 plus VAT.

*It was resolved* to have an electrical installation inspection of the village hall completed at a cost of £950.

*It was resolved* to purchase x12no grit bins @ approx. £85 each and x6 litter bins at approx. £213 each.

The non-payment of village hall hire @ £100 was discussed. *It was resolved* to take the matter with the hirer, Tara Donovan further.

The clerk is to complete a new hall hire agreement.

### **12.11 Data Protection insurance**

This was covered under 10.11

### **13.11 Locking up of play areas – Schoolfields**

*It was resolved* not to lock the play areas at night.

### **14.11 Allotment Association**

*It was resolved* to join the Allotment Association at a cost of £55

### **15.11 Young Mums coffee morning**

*It was resolved* to allow the use of the village hall for the Young Mum's coffee morning. No rent will be charged but a small contribution to the heating will be made.

### **16.11 Christmas tree festival**

*It was resolved* that the Parish Council would have a Christmas tree at the festival at the church at a cost of £20

### **17.11 Carpet Bowls Cupboard**

*It was resolved* to allow the bowls club to modify their existing cupboard subject to Parish Council approval.

### **18.11 Village Hall – meeting with Robert Horn, Suffolk Acre**

Cllr Mallalieu reported on the meeting with Robert Horn. Various suggestions were put forward for the updating of the village hall, together with ideas on funding, particularly with regards green energy. Cllr Mallalieu is to approach Steve Taylor to ask if he will make some outline plans for the improvements.

### **19.11 Review of limits in financial standing orders.**

**It was resolved** to increase the clerks emergency spending limit to £1000, this limit is also to be applied to the charge card to cover this.

**It was resolved** to increase the limit to £2500 for works that require three quotes.

### **20.11 Street lights**

This was covered under 11.11

### **21.11 Planning**

New applications

**B/12/01251/TCA - 7 New Cut**

Removal of 4no Fir trees 1no sycamore tree and apple tree

Recommended for approval

Applications granted

**B/12/00812/FHA/AS - 9 Pearsons Close**

Erection of single storey rear extension (existing conservatory to be demolished)

**B/12/01054/FHA/RB - Fair Green House, 15 Fair Green**

Erection of single storey rear extension

**B/12/00981/FHA/RB - 23 Lion Rd**

Erection of rear single and two storey extensions

**B/12/01101/FHA - 6 Greyhound Rd**

Conversion of existing garage into living accommodation (regarded as permitted development so planning permission is not required)

**B/12/00956/TCA - 23 Lion Rd**

Remove 1no spruce tree

### **22.11 Correspondence to report**

A request had been received for the village to have a Christmas tree. **It was resolved** to provide this.

A new dog bin had been requested for Shepherd's Lane. **It was resolved** to obtain this.

**It was resolved** to supply training for the clerk with regards CiLCA at a cost of £25 per session, maximum four sessions. Also, **it was resolved** that the clerk join the Society of Local Council Clerks at a cost of £123.

A planning workshop is to be held at Stanstead in January. More details are to be obtained prior to booking.

Cllr Mallalieu thanked the clerk for all the additional hours that are being completed.

### **23.11 Date of next meeting 11<sup>th</sup> December 2012**

Meeting finished at 9.45pm