

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 233rd MEETING OF THE PARISH COUNCIL **Held by Video Conferencing on Wednesday 20 May 2020 at 5.00 pm**

Present: Cllrs Beaumont, Benson, Cross, Debenham, French, Gathorne-Hardy, Lissaman, and Runnacles.

Also in attendance: County Cllr Burroughes and District Cllr Cook for some of the meeting and 4 members of the public.

Note some agenda items were moved forward in order to meet people's needs to attend further remote meetings the same night but the minutes will be presented in the agenda order for the sake of uniformity.

1. Welcome

The Chair welcomed everyone to the first virtual meeting of the Parish Council. Everyone had previously been issued with the Virtual Meeting Protocol which the Chair briefly summarised. It was confirmed the Parish Council was not holding an Annual General Meeting this year due to the Covid-19 restrictions and all post holders had already agreed to remain in post until May 2021.

2. Apologies for Absence

It was noted that all members were in attendance despite some earlier worries by a few Councillors that technology would prevent them from doing so.

3. Declarations of Interest and Dispensations

Members were reminded of their obligations under the Suffolk Code of Conduct including the Nolan Principles of Public Office. There were no declarations of pecuniary and non-pecuniary interests and no requests for dispensations.

4. Vacancies

Note there are 4 vacancies (not 2 as noted on the agenda) on the Parish Council. It was unanimously agreed to co-opt Mr John Mercer onto the Parish Council with immediate effect. As this was a virtual meeting, the clerk is to email Cllr Mercer the necessary Declaration of Office to sign and return. It was agreed that he could borrow The Good Councillor's Guide book from Cllr French as there were no spare copies. This still leaves 3 vacancies on the Parish Council.

5. Minutes of last meeting

The minutes of the meeting of 12 February 2020 were unanimously approved for signing remotely by the Chair and scanning back to the clerk.

6. Matters arising from those minutes

There was only 1 matter arising not elsewhere on the agenda:
Grass cutting in the Churchyard – this is resolved and funding is not required.

7. Public Forum

County Cllr Burroughes' report had been issued prior to the meeting and is available as a separate 4-page report. He highlighted the challenges around adult care centres, schools and care homes in light of the current situation. Schools have a phased arrangement to get pupils back aiming for all children by end July. There was help available for families without the necessary technology for at-home children. 60 cases of Covid-19 had been recorded in care homes run by Care UK in Suffolk. Some Fire and Rescue personnel have been redeployed to deliver food parcels for shielding people. There is huge concern about SCC's budget and the financial impact moving forward. It is hoped front line services can be protected. Pot holes repairs have increased considerably due to the reduced traffic on the roads since the lockdown. The environment has also recovered by up to 60% in some places due to the reduction in traffic and pollution. The Chair commented that there were some extraordinary people doing incredibly good work in their communities as a result of the pandemic. County Cllr Burroughes added to this by asking what can we learn from it moving on after the crisis.

District Cllr Cook's report had been issued prior to the meeting and is available as a separate 2-page report. He highlighted that things were easing a little with Green waste collections restarting, recycling centres reopening but by appointment only, and bulk item collections beginning next week. There was a marked increase in the interest of wild flowers in the road verges, some of whom are owned by SCC, some by East

GREAT GLEMHAM PARISH COUNCIL

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

c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

Suffolk and some by local Parish Councils, and wanted our feedback on this aspect. It was proposed that a spring cut of the verges should only take in no more than one (1) metre of the verge with a more detailed cut in the autumn to protect the spring wild flowers. Cllr Cross agreed with the initiative but said drivers must be aware of the longer greenery in the verges which may hinder their vision and should therefore be encouraged to slow down as a result. Perhaps they could be designated as quiet lanes. The Chair commented that there is a protected roadside verge near Sweffling, only about 1/4km or so each, but when added together these verges could make up 1000s of miles of protected wildflowers and wildlife. He suggested we declare all our roadside verges a conservation area and have Great Glemham as a test case.

Action: Dist Cllr Cook is to pass on the contact details via the clerk for the Chair to investigate this further. Dist Cllr Cook reviewed the distribution of the various grants with over £56.3M paid out as at last week which is approximately 75% of what they had anticipated. There is additional discretionary funding for business in shared spaces, B&Bs and other businesses with a degree of flexibility within this scheme. He stressed that they were trying very hard to help as many businesses as possible in the current crisis.

The report on behalf of Great Glemham Farms (GGF) is attached within the list of reports at the end of these minutes as an attachment. A question was raised by GGF asking if the Parish Council if they would like to circulate a report about increased home-growing of food and it was unanimously agreed that it would be of interest. **Action:** Clerk to contact GGF for more details

The Chair reported on behalf of the Solar Farm that on a sunny day the output is sufficient to provide electricity for 2 local small towns and the fund continues to support good causes in Great Glemham. The following additional reports were received as documented – K6 Telephone Box, Tuesday Teas, Village Hall, Church Lands Non-Ecclesiastical Branch, Great Glemham School Trust, Biogen Composting Plant, Great Glemham PCC, Road repairs and the Great Glemham Information Email (GGIE). They are all attached as a separate document to the minutes. A few questions were raised on behalf of the GGIE as follows: -

1. The new permissive paths – not everyone in the village was certain where they were.
Action: Cllr Debenham is to draw up a map, obtain GGFs approval and then send to GGIE for circulation
2. Surplus vegetables could be advertised within the Community Support Group.
3. Suffolk Libraries have a huge back catalogue of free online access through their library card number to hundreds of newspapers and magazines from across the world. Interested people should go to the Suffolk Libraries eLibrary webpage (<https://www.suffolklibraries.co.uk/elibrary/>) and click on the PressReader tab for instructions as to how to set it up. It was agreed to circulate this via the GGIE.
4. TASC film – the Parish Council had received information about the virtual premier of a new film, The Atom - a Love Affair which cost £11.99 to view online. It was agreed this was not suitable for advertising via the GGIE but parishioners can view it, should they wish to, via the following link: <https://www.curzonhomecinema.com/film/watch-atom-a-love-affair-online>

It was agreed the Parish Council should not be biased in anyway and therefore give people the opportunity to watch it for themselves. It was unanimously agreed that the GGIE provided the village with a wealth of information and was a much valued service.

- Members of the public – Cllr French had been asked who owns the land adjacent to Butchers Piece.
Action: Cllr French to advise the person concerned to contact the Chair as it is GGF land.
Ownership of the triangular piece of land on the corner of Chapel Lane was questioned again as complaints had been received about a white van using it as a semi-permanent place to park. The Chair could not find it listed on the Land Registry therefore he understands it is *common land* which holds the free right of access for all in perpetuity. Could we look at getting it listed as an Asset of Community Value as it is central to the village? It could then have a memorial type bench placed on it to deter vehicles parking there. **Action:** Clerk to look into listing this as a Community Asset asap
- Members of the public questions received from those not present – the clerk received a letter about reinstating rural bus links to Great Glemham. It is a priority for the Parish Council to help get transport links actioned but it is currently impossible to move forward on this due to the current crisis.

GREAT GLEMHAM PARISH COUNCIL

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

c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

8. 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) The clerk and Vice-Chair had approved under delegated powers DC/20/1587/CLE which was an Application for a Lawful Development Certificate for an Existing use for a storage shed at Glemham House.

9. Suffolk Highways, Speeding and Road Related Issues

Cllr Debenham had issued a report previously circulated (included in the separate list of reports) and reviewed some of the points raised as follows: -

Speed Cameras - She asked County Cllr Burroughes if all the Suffolk Roadsafe team were working as she was awaiting a reply from Martin Andrews in regard to the temporary Vehicle Activated Signs (VAS). He replied that he thought they were all working either in the office or remotely. Cllr Debenham will chase him again for a reply otherwise she will let County Cllr Burroughes know if to no avail. She suggested £5K of Solar Funds be set aside to cover the possible future purchase of our own devices. This was unanimously agreed. **Action:** Clerk to allocate in accounts

Entrance Gates – She asked whether GGF had the authority to install gates as a sub-contractor to Highways for certain works under the self-help scheme as they carried out hedge trimming and snow clearance on their behalf. This would mean the gates could be installed at a fraction of the Highways quoted cost as per the report. **Action:** Chair to look into GGFs permit to determine whether it incorporates other work

Obscured or Dirty Road signage – After some discussion it was agreed common sense must prevail and several Councillors agreed to either a) cut back foliage where it was obscuring signs or b) clean dirty ones around the village. Faded signs are unenforceable and Cllr Debenham has reported these on Suffolk Highways online Reporting Tool. **Action:** Cllr Debenham to ensure all actioned as agreed with individual Councillors. Cllr Debenham to email County Cllr Burroughes re the faded signs so he can look into

10. Sizewell C Update

The Chair confirmed we had signed a letter along with 54 other Town and Parish Councils concerning the s56 public engagement and the application for the Development Consent Order (DCO) which was due in the next few weeks. An extension period had been requested due to the current coronavirus situation but had been turned down for legal reasons. EDF want to go ahead with their full consultation which SCC felt was unfair in the current circumstances and wanted a different approach. County Cllr Burroughes said the development will be a big boost to the local economy but it was a fine balancing act between the economy and the environment. District Cllr Cook commented that any further public consultation needs to be more widely available through other media means due to Covid-19. The Chair confirmed his opinion that it is currently impossible for members of the public to fully engage with the process at present.

11. Butchers Field Update

Cllr Beaumont confirmed Simon was still cutting the grass etc until a replacement was found. Richard Field was helping him at present on a temporary basis. The Chair expressed the Parish Councils continued thanks to Simon for carrying on with the maintenance year to date. It was agreed that a simple 5 or 6 point job specification was required in order to request formal quotes for the field maintenance. This would include the grass cutting and strimming around the play area. From April – September it probably requires doing twice a month, and monthly or possibly less during October – March.

Action: Cllr Runnacles to produce a job specification alongside the clerk and to speak with JD and JM in more detail. NB: post meeting Cllr Benson in discussion with Simon before any further decisions are taken
It was previously agreed that Cllr Runnacles would maintain the hedges annually at no charge.

A discussion then followed about the play area inspections. Both Cllrs Benson and Lissaman have young children who often use the play area. It was agreed Cllr Benson would carry out the necessary checks.

Action: Cllr Benson to contact Simon to discuss and obtain his inspection record book

Cllr Benson had received a verbal price of £225 plus vat for the sand pit covers. Purchase was unanimously approved. **Action:** Cllr Benson to have quote sent to Clerk, and to confirm the order. Invoice to the Clerk

12. Other reports

There were no other reports aside from those on the separate document re any meetings attended.

GREAT GLEMHAM PARISH COUNCIL

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

c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

13. Reports from Cllr Cross re Environmental Change and Recycling etc

A lot of progress had been made on this prior to the lockdown. SCC have different plastic containers for different types of recyclable goods- it is hoped these will be provided free. It will definitely happen but unfortunately on hold until the situation improves. The Plastic Champions will realistically not happen now until 2021. **Action:** Cllr Cross to expedite recycling containers with SCC and diarise for end June

14. Parish Notice Board update

It should be despatched approximately end of next week to Cllr French's address. Total cost £1367 plus vat. Payment 30 days after receipt of goods so notice board needs checking on arrival and payment approved in advance provided it is acceptable. It was unanimously agreed to make payment when due, if all in order. It was agreed to store the old board at the back of the village hall.

Action: Clerk to check with parishioner about installation in regard to his offer to do so

15. New Website

The Clerk confirmed all transferring of information must be complete by end August at the latest. CAS hosting fee is valid until 31st October 2020. This would give us a couple of months leeway to check all is in good order. Clerk has sent Cllr Lissaman various documents and accessibility guidelines.

Action: Cllr Lissaman to ensure process is up to speed and to liaise with clerk when necessary re new input and instructions for uploading content on the new site once transfer is complete

16. Community Support Group

Cllr Debenham provided a report (included in the separate list of reports). The Group was working well. It was suggested that some of the work like shopping and prescriptions would carry on after the lockdown is eased for those people identified as having additional needs. Special thanks were directed to The Crown for providing a real support to the village in terms of basic essentials and take away food in what were also very challenging times for The Crown as well. It was requested that some of the Solar Funds be used for a village get together / celebration when 'normal' activity recommences sometime in the future. This was voted on and unanimously agreed – perhaps a Centenary Party for the Village Hall? We must as a Parish Council try and maintain the community cohesion to keep it going. The list of Good Neighbour Volunteers should continue. **Note post meeting:** Cllr Debenham attending a virtual meeting on 26/5 re developing the Support Group into a Good Neighbour Scheme to keep the community spirit alive, continue support residents in the future and help create a positive post-Covid legacy.

17. Dog Poo Strategy

See the report issued by Cllr Debenham within the separate combined reports document. It was agreed the Stick and Flick method would be widely adopted. Consideration was given to purchase 1 dog poo bin but was deemed unnecessary at this point. Appropriate signage needs to be drawn up advising dog owners of the policy and then put up around the village and on various footpaths. Once agreed, the Dog Poo strategy is to be communicated to villagers via the e-information list including not allowing dogs to stray off the footpaths.

Action: Cllr Debenham and the Chair to liaise re appropriate signage and then inform Lenni accordingly

18. Footpaths

See the report issued by Cllr Debenham within the separate combined reports document. Cllr Debenham confirmed any o/s issues have been reported to SCC and thanked GGF for resolving the matters that were their concern.

19. General Governance

The following policies were reviewed for update and approved:

Dispensation Policy: Statement of Internal Controls dated May 2020 approved for signing by the Chair.

All other policies will be reviewed over September and December. The Financial Regulations will be reviewed post this meeting in line with the new guidelines issued in August 2019 by NALC.

The accounts for the year ending 31/3/2020 as per the Accounting Statement were unanimously approved.

The following AGAR documents were approved for signing by the Chair;

Part 3 - Section 1 - Annual Governance Statement

Part 2 - Certificate of Exemption

Section 2 - Accounting Statement 2019/20

The Risk Assessment and Financial Management document for the period 1/4/19 – 31/3/20 was approved.

GREAT GLEMHAM PARISH COUNCIL

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

c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

The statement of significant variances for year ending 31/3/2020 was noted and approved. The Internal Auditor's report and recommendations were noted and approved. The Clerk highlighted section 6.5 stating that the general reserves of £994.66 are significantly lower than the generally acceptable best practice which should cover six months of contractual expenditure. It was agreed to increase it steadily over the next 5 years in order to slowly build up the reserve.

Action: Clerk to carry this forward to the budget meeting when a cost per household is to be presented

It was unanimously agreed we should apply to East Suffolk Council for a grant under their Covid-19 Community Fund for as much as possible in terms of money. **Action:** Clerk to apply for grant

20. Finance

a) The following payments were approved:

£718.20	- Caroline Emeny	Clerks remuneration
£ 33.75	- Caroline Emeny	Clerks expenses
£ 50.00	- Trevor Brown	Internal Audit Fee (note this was £10 more than anticipated)
£ 18.29	- Simon Beaumont	Mower Fuel
£141.43	- S A L C	SALC Membership

b) The following payments were made since the last meeting:

Chq no. 200306	- £324.65	Simon Beaumont	Grass mower repairs and fuel
Direct Debit	- £ 35.00	ICO	Data protection registration

c) To note receipt of £2472.50 being first installment of precept.

d) The Bank Reconciliation for the period ending 31/3/2020 was approved and signed remotely by Cllr Debenham.

e) To note letters or emails of thanks received from 9 of the charities that received a donation from us as follows: St Elizabeth Hospice, Disability Advice Service, Suffolk Lowland Search and Rescue, East Anglian Air Ambulance, Suffolk Wildlife Trust, The Village Hall, Citizens Advice Bureau, Suffolk Accident & Rescue Centre, and Coastal Accessible Transport. *Note post meeting:* Thanks received from Suffolk Flora Preservation Trust so all 10 donations accounted for.

f) E-banking was then discussed. The Clerk outlined how the Co-Operative Bank offers a dual authorisation process at no cost. Two officials are nominated for online banking. One sets the payment up where it goes into a holding zone. The second official then logs in to authorise the payment. Both have full access to the account to view transactions etc. The clerk had already instigated the dispatch of on-line security tokens following earlier email correspondence which both need activating before online banking can be accessed. It was unanimously proposed and agreed that the clerk and Cllr Cross would operate the dual authorisation online banking from hereon in. As part of that process the Clerk will review the Financial Regulations, draw up a list of regular payments for ratification annually, and review the internal controls etc. **Note the Chair still has the cheque book.**

21. Clerks Report:

The Clerk confirmed she had attended several virtual meetings with SALC. The number of emails in the initial days of the lockdown had exploded and as a consequence it was impossible to deal with everything in the limited number of hours. Hopefully a grant from East Suffolk will help with this.

To note the following correspondence previously circulated for information: Vast number of emails regarding the current Coronavirus epidemic and the support available including regular updates from SALC, CAS and the Covid-19 Collaborative Board. The Clerk was updating the website and disseminating the information whilst trying to minimise information overload.

Action: The Clerk will look into e-training for Cllr Mercer

22. **There were no Matters to be advised.**

23. Next meetings

Dates agreed as follows: Wednesdays 9 Sept; 9 December; 10 February. Time still to be confirmed. May date to be agreed later.

The meeting closed at 7.35 pm