**Glemsford Parish Council Meeting**

**Minutes of meeting held on Tuesday 12th March 2019 after the Annual Parish Meeting at Glemsford Village Hall**

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

CCllr Kemp & DCllr Holt. The clerk.

14 members of the public.

**01.03 Parish announcements**

There will be a part II meeting for councillors

**02.03 Apologies for absence**

None

**03.03 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.

Cllr Cain declared an interest in planning DC/19/00975

Cllr Southgate declared an interest in items 12.03 & 13.03

**04.03 To adopt minutes of council meeting held on 12th February 2019**

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

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

Cllr Southgate requested confirmation that the cost of the Quiet Lane designation of the Horseshoe @ £4692.24 did not include the cost of signage. It was confirmed that costs of signs was not included.

**06.03 To receive reports**

These were given at the Annual Parish Meeting.

DCllr Holt stated that the agreement with regards the land for the allotments is with the Parish Council not BDC.

**07.03 Planning New applications:**

 **DC/19/00730**

Notification of works to trees in a conservation area – T1, T2 and T3 (Lombardi poplars). Reduction of crowns by 40%

 ***It was resolved*** to recommend approval

 **DC/19/0444&5 – Angel House, 12 Egremont St**

 Listed building consent – replacement of 4no ground floor windows

 ***It was resolved*** to recommend approval

 **DC/19/00975 – Chirbury House, 4 Rectory Close**

 Notification of works to trees in a conservation area – top 4no hawthorns, 1no birch and remove 1no evergreen conifer

 ***It was resolved*** to recommend approval

 **DC/18/010526 – Land west of Low St**

 Outline planning application (access and landscaping to be considered). Residential development consisting of 101 new dwellings and 35 retirement living apartments (as revised by drawings received 04.03.19)

 ***It was resolved*** to recommend refusal

 **DC/19/00691 – 19 Fair Green**

 Application for Lawful Development Certificate for existing use or development. Replacement of the garage on the side elevation, replacement windows to side elevation and erection of WC extension on rear corner of house.

 ***It was resolved*** to recommend no comment

 **Granted applications:**

 **DC/18/02211 – Land adj 1-6 The Sidings, Station Yard, Lower Rd**

Use of land for stationing six holiday lodges

 **DC/19/00636 – 7 Orchard Way**

 Non-material amendment for B/16/00083-minor revisions to plans and elevations (amendments approved)

 **DC/19/00073 – Poynton House, Bells Lane**

 Erection of a single storey rear extension

**08.03 Public question time**

Insurance cover for volunteers moving the SID’s was enquired about. This is being covered under the finance working group report.

It was asked if the Parish Council would consider asking for a reappraisal of the conservation area. DCllr Plumb is to enquire about this at BDC. It is hoped this would form part of the Neighbourhood Plan.

A timeline for the Neighbourhood Plan is to be an agenda item next month.

**09.03 Accounts for approval**

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

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| Charge card | 125.69 |
| SALC (training) | 30 |
| Glems Relief charity (allot rent) | 700 |

 | 125.69 |
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| Jayden Elec (PAT testing) | 238.44 |

 | 30 |
|  | 700 |
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| **10.03 Reports from working groups****CEMETERY****Specification for new land (land prep, fencing, paths etc)**Cllr Southgate would like permission to draw up a full specification for the new land. Enquiries have already been made regarding a path. ***It was resolved*** to agree this.**Cleaning of graves prior to grass cutting**It is necessary to tidy graves before grass cutting starts. A date is to be arranged.**Risk assessment of graves.**This needs to be completed. It is recommended that once a month the graves are inspected for any issues. The idea of a rota was discussed.**Shutters for mortuary**Shutters for the fibreglass windows on the brick building had previously been discussed but not acted upon. BDC had been asked if planning permission was required but no response had been received. ***It was resolved*** that quotes are obtained.**VILLAGE HALL****Disabled/pushchair access to playing field*****It was resolved*** that a 1200mm wide opening is made and finished with a tarmac surface at the price of £350.00 plus VAT**Report from consultation/meeting (proposed village hall extension)**Cllr Cain reported. Copy below of draft minutes by Cllr Stephens**GLEMSFORD VILLAGE HALL EXTENSION PROPOSAL****MEETING WITH CURRENT AND POTENTIAL USERS, 21/2/2019****MINUTES*****Present:*** *Members of Glemsford Parish Council: Cllr. R. Cain (Chair), Cllr. S Plumb, Cllr R. Southgate (also representing the Glemsford Youth Club), Cllr R. Stephens, Cllr B.Stephens, Cllr. M. Leopold. Parish Clerk: D.George****Users****: Lesley Lagden (Library Café), Maureen Piper (Carpet Bowls), Anne Edwards (Library Events), Sue Baker (Village Librarian), Kerry Brown (Cubs and Scouts), Gail Claydon (Cubs and Scouts), Lesli Tonbridge (W.I.), Harriet North, Laurie Milton (Playing Field),* ***Apologies:*** *Vanessa Smith (Woodlands Childrens’ Group), Stephen Perkins (Messy Church)****Written Submission:*** *Joy Jenkins (Kurling Club), Loretta Edwards (Gardening Club)**Cllr. Cain opened the meeting by saying that the purpose of the evening was the sharing of ideas. All users had received an email copy of the plans for the proposed extension which would bring many benefits – an increase in storage space, a new modern kitchen with direct access to the main hall, an additional, smaller function room which would also house the many village artefacts which had been collected by the History Society and a purpose built store room off the main hall for the storage of chairs.**The next step is to apply for outline planning permission, and to that end quotations and detailed drawings from three architects have to be sought. The estimated cost is around £300,000. Possible funding sources include Babergh Council, Public Loan Works, Glemsford Parish Council itself, Suffolk County Council, the National Lottery, Community Action Suffolk, DEFRA and Rural Funding Services.**Members of the Village Hall Working Group had visited other recently extended or rebuilt village halls In Suffolk to seek advice and gather information from their experiences. “Future Proofing” was a common theme, building with a view to possible further extension, introducing good IT, projectors for presentations, CCTV, decent furniture and so on in order to attract new users to the hall. There has to be certainty that new facilities will be welcomed and, most importantly, used.**Cllr. Cain then invited users for their views.**Suggestions included knocking down the hall and starting again, a view not widely supported, moving the library so that it faced the main road and including some changing rooms for sports activates on the Playing Field.**It was felt that the hall did need updating and extending. Additional storage space was frequently mentioned. A new kitchen would provide fresh opportunities such as cooking lessons and demonstrations for schoolchildren and parents.**The installation of a permanent bar might increase the appeal of the hall for events and wedding receptions.**The Library presently hosts small events but space is severely restricted. The proposed function/heritage room would be an ideal place for extending activities such as crafts workshops, arts groups and other community groups. A dedicated place for users of the library’s public computers would be a real bonus providing privacy as well as intruding less on other library users. It would be nice to see the library better integrated into the village hall as a whole, rather than being isolated as it is at the moment.**One village hall had created a few smaller rooms which were used as treatment rooms for physiotherapy and the like and which provided a good income.**Glemsford village hall is larger than most, and this has both benefits and drawbacks. There were some suggestions that dividing doors could be installed, although this might create access difficulties and possible fire escape hazards, but others thought that the size was a bonus as it is the largest indoor space in the village. Many people thought that it needs a general refurbishment including acoustic treatment and the installation of a projector and screen for presentations and showing films. It was felt that a stage which could be folded away would be a positive asset.**There was some concern that fees might have to increase once the improved hall was completed.**Better lighting for the car park was requested.**Cllr. Cain thanked everyone for attending the meeting, and closed by saying that while it seemed the proposed extension was generally welcomed by those present we need to know exactly how much support there really is. To that end he would be seeking a written commitment in the near Cllr Cain reported.* Two quotes had been received from architects to draw up plans and submit to BDC. A third quote had been received from Concertus (design and planning consultants) who are offering a service to manage the project from start to finish. ***It was resolved*** that Cllr Cain arrange for Concertus to attend a Parish Council meeting to discuss matters further.**FINANCE****S.I.D’s moving of (insurance)**It has not been possible to get insurance to cover volunteers who move the SID’s. The current PC insurance company do not and will not provide cover. Although the equipment is insured it would not be covered for accidental damage by volunteers.***It was resolved*** that volunteers are to be asked if they are prepared to offer their services without insurance and the PC will cover any accidental damage.Cllr Southgate is to make enquiries with another insurance company.**Cemetery land purchase – additional fees*****It was resolved*** that the additional fees f £360 are paid to Wayman & Long.**Street light energy/maintenance costs*****It was resolved*** that the invoice of £6393.06 is paid (subject to a slight change with regards one street light).**Village Hall insurance*****It was resolved*** that the premium of £829.34 is paid.**11.03 Agreement of asset list*****It was resolved*** to agree the asset list**12.03 Building up of green between Tye Green and School**There has been an issue with vehicles parking on this green despite a no parking sign. The idea of building up the bank was suggested. This would be at a cost of £1600 plus VAT. It was agreed that this would not be done but the issue would be monitored.**13.03 Patching up/repairs to Fair Green*****It was resolved*** to have the Green repaired at a cost of £360.00 plus VAT.**14.03. Fly tipping**People have been dumping their hedge/garden cuttings in ditches along roadsides and footpaths. This is an offence. BDC are to be contacted to see if there is anything that can be done to resolve this matter. Residents in the locality of fly tipping may be written to.**15.03 Correspondence to report**Further correspondence had been received concerning the dog fouling poster competition to be run by the school. Also, the idea of the children making ‘poo bag canisters’. The Parish Council had been asked if they would donate prizes for the best poster from each year group. This was agreed. More details are to be obtained. Also, more details of the ‘canisters’ are to be obtained.**16.03 Date of next meeting** – 9th April 2019Meeting finished at 8.55pm |  |
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**17.12 Correspondence to report**

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

Meeting finished @ 7.55pm