**Glemsford Parish Council Annual Meeting**

**Minutes of meeting held on Tuesday 8th May 2018 @ 7.15pm at Glemsford Village Hall**

Present: Cllrs: Brown (chairman),Southgate, Plumb , Sewell, Stephens, Cain, Leopold & Homer DCllr Holt. The clerk.

23 members of the public.

**01.05 Appointment of Chairman**

Cllr Plumb was nominated by Cllr Sewell. Cllr Brown was nominated by Cllr Southgate. Voting was carried in favour of Cllr Plumb. Cllr Plumb accepted the position and signed the declaration of acceptance of office. Thanks were given to Cllr Brown.

**02.05 Appointment of vice-chairman**

Cllr Southgate was nominated by Cllr Brown. Cllr Sewell was nominated by Cllr Stephens. The chairman took the deciding vote in favour of Cllr Southgate. Cllr Southgate accepted the position.

**03.05 Apologies for absence**

CCllr Kemp

**04.05 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.

**05.05 Appointment of members of committees and working groups**

It was agreed to carry this item forward to next month’s agenda.

 **06.05 To adopt minutes of council meeting held on 10th April 2018**

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

**07.05 Matter arising from the minutes of the last meeting**

None

**08.05 To receive reports**

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

**DCllr Holt** – There are still outstanding issues at Hammond Croft. BDC, Foster’s (the developers) and Suffolk Highways are all working together to rectify matters.

**DCllr Plumb –** DCllr Plumb is attending briefings with regards the Joint Local Plan

The following item was moved up the agenda due to time restraints

*Standing orders were suspended for public inclusion*

**12.05** **Glemsford Surgery – Issues and moving forward – presented by Dr Matthew Piccaver and Dr Mary Giblin together with Sharyn Baldwin, practice operations manager and Denise Wrobbel, on behalf of West Suffolk Clinical Commissioning group.**

Dr Piccaver gave a report on the background of the surgery and the potential closure of the Hartest branch surgery. He went on to explain that there had been difficulties in recruiting a GP since the retirement of Dr Lesser. Dr Frankenberg has now joined the practice which currently has a list size of 5080 which is growing at a fast rate. However, there is a reduction of GP clinics from 24 sessions per week to 18 per week. Concerns about the closure of Hartest surgery were discussed particularly the loss of a prescription collection point. It is proposed that a collection service is provided using the Glemsford surgery van, delivery to patients who are housebound or have no transport will not be affected. There is to be a public engagement period between the 1st May and 11th June (Glemsford surgery 17th May 7-8pm). Comments can be made on-line, there is also a question and answer sheet. These together with comments cards are also available at the surgery and at the Parish Council office.

Questions were asked about the impact of the quoted 500 additional houses to be built in Glemsford by 2020. Also, questions regarding demographics and boundaries.

*Standing orders were re-instated*

**09.05 Accounts for approval**

***It was resolved*** to approve accounts

**10.05 Public question time**

Enquiries were made about protection of the playing field as a green asset. The trustees of the playing field are to be approached with regards this matter. This will be a future agenda item.

Progress of the land swap at the playing field was discussed. At this present time no further action has been taken.

Ken Coulling and Rod Gardner gave a presentation about Community Speed Watch. A minimum of six volunteers would be required in each team and speed checks should be conducted by at least three volunteers. The Parish Council must support the scheme. If anyone would like more information or would like to become a volunteer please contact the clerk.

**11.05 Planning** **New applications**

 **DC/180/01390 – Former Builder’s Yard, Drapery Common**

Submission of details under outline planning permission B/16/01084 - access appearance, scale, layout of the buildings and landscaping, including surface water discharge prevention details, ground floor levels, and soft and hard landscaping for 3no dwellings

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

DCllr’s Plumb and Holt are to look into concerns of asbestos removal

**DC/18/01506 – Bulmac, Hunts Hill**

Erection of higher pitch roof with dormer windows to create first floor living accommodation

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

**DC/18/01495 – Land at Langley, New St**

Submission of details under outline planning permission DC/17/04086 – scale, appearance, landscaping and layout for erection of a detached dwelling, associated out-building and new vehicular access

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

**DC/18/01526 – Land west of Low St**

Outline planning application (access and landscaping to be considered). Residential development consisting of 98 new dwellings and 60 retirement living apartments.

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

Reasons: Access issues, lack of traffic survey and insufficient detail of landscaping

**13.05**  **Glemsford Horseshoe’ Designation of quiet country lane – update**

Enquiries had been made at BDC about the possibility of designating a quiet lane. It was explained that this had been done in the Woodbridge area some years ago but no lane in Suffolk had been designated recently. Liston Lane in Essex was designated a quiet lane last year. No financial assistance is available from BDC for this project. Cllr Cain explained that ‘The Horseshoe’ meets the criteria under the ‘quiet lanes and home zones (England) regulations 2006’. It was agreed that Cllr Plumb would make further enquiries.

**14.05 Tye Green parking issues**

There have been more problems with vehicles parking on the green and churning up the edge of the grass. The use of bollards was discussed. The clerk is to obtain a quote for these works to be done.

**15.05 Erection of dementia sign on bus shelter at the Broadway**

I t was agreed a sign could be erected

**16.05** **Report from finance working group meeting**

**End of year budget figures**

These were studied and agreed. ***It was resolved***  that these are accepted.

**Asset List**

The asset list has been redrawn with guidance from SALC (Suffolk Ass of Local Councils). A small amendment to the value of the play park is to be made***. It was resolved*** that this is accepted as a final copy and the figure carried forward to the annual return.

**Annual Governance and accountability return**

The whole report was discussed by the group. Page 4 (acknowledging the Parish Council’s responsibility for ensuring that there is a sound system of control) was agreed and completed. The clerk is to provide a completed return for all to view. ***It was resolved*** that the Annual Governance Statement 2017/18 is accepted.

It was agreed that this acceptance of control of procedures would form part of the response to BDO (external auditors) with regards the Public Interest report. ***It was resolved*** to be in agreement with this response.

**Quotes**

It is increasingly difficult to obtain quotes for works at the village hall. Four contractors have been approached to quote to repair the road, but only two have responded. The value of the received quotes falls within the requirements of the financial regulation 11.1h “shall obtain 3 quotes” however, this has not been possible (Cllr Cain is striving to obtain a further quote prior to the meeting). Within the financial regulations there is a clause 11.1a.i-vi which quotes exceptions. The working group considered that the repair works are an emergency situation and felt that the two quotes should be decided upon. The two quotes are as follows:

Quote A £5,550 plus VAT – this quotation is a maximum cost. However, upon commencement of works if a particular stone is not required the price will drop by £1290.00 plus VAT. Revised price would be £4,260 plus VAT

Quote B £4,710.00 plus VAT – this quotation does not include the re-installation of the speed bump. It also states that it is subject to re-measurement on completion with any additional areas being charged pro-rata

***It was resolved*** to go ahead with quote A

**17.05 Parish Council accounting procedures - to agree**

These were agreed in 16.05

**18.05 Allotments – site issues**

Following the departure of the builders the allotment site has been left in a very poor condition. The Parish Council are to write to the developers with their concerns. DCllr Holt is also looking into these matters.

**19.05 Correspondence to report**

None

**20.05 Date of next meeting**

12th June 2018

Meeting finished @ 8.20pm