**Glemsford Parish Council Annual Meeting**

**Minutes of meeting held on Tuesday 9th  May 2023 @ 7pm at Glemsford Village Hall**

Present: Cllrs: Plumb, Southgate ,Leopold, B Stephens, R Stephens & L Postill

The clerk.

1 member of the public.

**01.05 Election of Chairman**

Cllr Plumb was nominated by Cllr Stephens. Seconded by Cllr Leopold. All voted in favour.

Cllr Plumb accepted the position and signed the declaration of acceptance of office.

**02.05 Appointment of vice-chairman**

Cllr Southgate was nominated by Cllr Plumb. Seconded by Cllr B Stephens. All voted in favour.

Cllr Southgate accepted the position and signed the declaration of acceptance of office.

**03.05 Parish Announcements**

None

**4.05 Apologies for absence**

CCllr Kemp, DCllr Holt & Cllr Mills

**05.05 Declarations of interest/dispensation requests**

Cllr Southgate declared an interest in 16:05

**06.05 Appointment of working groups**

It was agreed that all councillors will be on all working groups.

**07.05 To adopt minutes of council meeting held on 11th April 2023**

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

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

None

**09.05 To receive reports**

DCllr Plumb and DCllr Holt have been re-elected. DCllr Plumb is to lead the Independent party.

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**10.05 Planning New applications:**

**DC/23/01422 – 1 The Barn, Skates Hill**

Proposed drop kerb and access

***It was resolved*** to recommend: no reason to object

**DC/23/01486 – 20 Tye Green**

Application for outline planning permission (all matters reserved) Town and Country Planning Act 1990 (as amended) – severance of land and erection of 1no dwelling (following demolition of extension)

***It was resolved*** to recommend refusal: construction beyond building line in a conservation area

**DC/23/01771 – Land rear of The Martins, Windmill Row**

Application under S73a for removal of variation of a condition following grant of planning permission DC/19/02696 dated 05/11/2019 erection of 3no dwellings Town and Country Planning Act 1990 (as amended) – to vary condition 2 (approved plans and documents) to separate plots 1 and 2 due to sewer layout

***It was resolved*** to delay a recommendation until the enforcement decision is made

**DC/23/01769 – Sluice Cottage, Cutts Lane**

Installation of brick slips finish, installation of horizontal burnt larch boarding, alterations to windows and doors, height of existing hipped roof over front drawing room reduced by 375mm

***It was resolved*** to recommend: no reason to object

**DC/23/02068 – Carlton, Bells Lane**

Notification of works to trees in a conservation area – lightly trim 1no leylandii cypress to shape (T1), reduce 1no apple (T2) by 1.5m and trim to shape, reduce leaders of 1no weeping beech (T3) to retain weeping habit and shape in sides, reduce laterals of 1no cedar (T4) by up to 1m and light thin upper canopy. Trim 1no holly (T5) to shape to retain pyramid form

***It was resolved*** to recommend: no reason to object

**DC/23/02098 – 38 Fair Green**

Notification of works to trees in a conservation area – fell 1no group of laurel hedging (G1), fell 2no golden leylandii cypress (T1&T2), fell 1no group of lonicera nitida (G2)

***It was resolved to recommend:*** no reason to object

**11.05 Public question time**

No questions

**13.05 Reports from working groups – Cemetery, Finance, Village Hall, Neighbourhood Plan, Climate Emergency (Greening Glemsford)**

**Cemetery –** Cllr Southgate has contacted Suffolk County Council to request the drain at the Church be cleared. They have agreed to do this.

**Finance** – no report

**Village Hall** –

Mixbrow have asked the Parish Council if they will accept oak thresholds to rectify the issue of gaps at the bottom of the fire doors. ***It was resolved*** to reject this idea.

Further correspondence has been received from the architects concerning the acoustic issues in the heritage room. ***It was resolved*** that the architects are advised that their response is not acceptable as the room is not fit for purpose.

Disabled access to the kitchen was discussed. The architects have advised that the openings meet building regulations. This is to be addressed again at a later date.

The main hall flooring issue was discussed further as the builders are denying responsibility. The clerk has obtained legal advice and it is necessary to issue a letter of action to Mixbrow.

***It was resolved*** not to issue this letter at this stage and obtain a quote to rectify the flooring.

Three quotations have been obtained to install window blinds in the hall. ***It was resolved*** to recommend Hilary’s blinds at a cost of £2519.00 (inc fitting, VAT and guarantees).

The external water pump switch is being tampered with. ***It was resolved*** to get this moved inside as an emergency measure.

The metal railings around the carpark are being dismantled and used as ladders to gain access to the village hall roof. ***It was resolved*** to have these all removed as an emergency measure.

**Neighbourhood Plan** – a draft plan has been received. This is to be reviewed by all councillors.

**Greening Glemsford/Climate** **Emergency** – no report.

**14.05 To agree end of year budget figures**

***It was resolved*** to agree the budget figures

**15.05 Landscaping of area around village hall and playpark**

Cllr Southgate is to obtain quotes for bark chippings around the village hall and for grass seeding of other areas.

**16.05 Installation of new litter and dog bins**

***It was resolved*** to use the outstanding budget of £545 towards the installation of dog and litter bins at a cost of £80 & £150 respectively. Priority is to be given to new litter bins for the new play park and the Kings Rd play park. Further bins will be installed at a later date.

*Cllr Southgate did not vote*

**17.05 Correspondence to report**

A request has been received from the Suffolk punch camping and caravan club to hire the grounds of the village hall. It is to be explained that the car park would not be suitable.

Friends of Glemsford library thanked the Parish Council for their offer of £1000 to help decorate the library. However, it was explained that FoGL were not able to take on this responsibility and Suffolk Libraries do not expect, or wish them to do so.

Thanks were given to Cllr Southgate for opening and closing the hall on election day.

**18.05 Date of next meeting** – 13th June 2023

Meeting finished @ 8.05pm

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