**Glemsford Parish Council Annual Meeting**

**Minutes of meeting held on Tuesday 14th May 2024 @ 7pm at Glemsford Village Hall**

Present: Cllrs: Plumb, Southgate ,Leopold, B Stephens, R Stephens, Mills, Tunbridge & Ansell

DCllr Holt. The clerk.

6 member of the public.

**01.05 Election of Chairman**

Cllr Plumb was nominated by Cllr B Stephens. Seconded by Cllr Leopold.

Cllr Southgate was nominated by Cllr Mills; Cllr Southgate declined the nomination.

Cllrs R Stephens and Tunbridge voted in favour of Cllr Plumb. Cllrs Mills, Southgate & Ansell abstained from voting.

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

**02.05 Appointment of vice-chairman**

Cllr Plumb nominated Cllr B Stephens; Cllr Stephens declined the nomination.

The position of Vice-chairman was not filled.

**03.05 Parish Announcements**

None

**4.05 Apologies for absence**

CCllr Kemp, Cllr Postill

**05.05 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.

**06.05 Appointment of working groups (**Chairman to sit on all groups**):**

Cemetery – Cllrs B Stephens and Leopold

Finance – Cllrs B & R Stephens

Village Hall – Cllrs B Stephens, Tunbridge & Ansell

Neighbourhood Plan – Cllr B Stephens

Climate Emergency – Cllr Tunbridge & members of the public

Planning - TBA

**07.05 To adopt minutes of council meeting held on 9th April 2024**

Cllr Southgate asked for it be recorded in the April minutes that he asked Cllr Plumb which Directors of KLH Architects he had sent an email to (with reference to item 10:03 – Village Hall).

***It was resolved*** to agree this amendment and the minutes (Cllr Mills abstained).

Cllr Plumb is to advise who the email was sent to.

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

None

**09.05 To receive reports**

CCllr Kemp – report on website

DCllr Holt – report on website

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**10.05 Planning New applications:**

**DC/24/01864 – 22 Long Pastures**

Erection of a single storey rear extension

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

**DC/24/01959 – 34 Long Pastures**

Erection of a single storey rear extension

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

**Granted applications:  
 DC/24/00963 – 8 Causeway Close**

Erection of a single storey extension

**DC/24/01226 – 50 Hunts Hill**

Notification of works to trees in a conservation area – fell 1no eucalyptus (T1)

**DC/24/01184 – 41 Hunts Hill**

Application for works to a tree in a conservation area – to monolith (T1) ash tree to approx. 8’ due to kretzschmaria and horse shoe fungus at the base.

As previously agreed, the chair of planning at the time of the working group meeting is to submit planning recommendations to BDC this month.

**11.05 Public question time**

**No questions**

**13.05 Reports from working groups –**

Cemetery - the tap has now been moved to the side of the mortuary building.

Finance – no report

Village Hall – minutes from the working group meeting:  
Discussions were held regarding applying for CIL (Community Infrastructure Levy) grants for the upgrade to the village hall carpark and the installation of solar panels. Three quotes have been obtained for both projects. Funding from Babergh District Council is up to 75% of the cost. The remainder is to be found by the Parish Council. Cllrs B Stephens and Tunbridge are to look into alternative funding.

Due to time restraints it has been necessary to submit pre-application forms. This is only at an enquiry stage.

***It was resolved*** to agree a retrospective vote for these pre-applications.

Rental charges for the Heritage/Multi-function Room were discussed.

Glemsford residents and village groups @ £10ph (both weekdays and weekends)

Commercial groups @ £12ph for weekdays and £15 for weekends.

These charges are based upon the room being fully functional after rectification of the acoustics issues.

***It was resolved*** to agree these rates. Cllrs Southgate and Ansell abstained.

An exercise class has asked to use the room on a Saturday morning prior to the acoustic issues being sorted. **It was resolved** (Cllrs Southgate and Ansell abstained) that this is allowed on a Saturday only at a cost of £12ph. The hirer is to be advised that the room is being used at their own risk.

**Neighbourhood Plan -** A report had been received today. There has been no chance to study it so no report can be given.

**Climate Emergency** – a report can be viewed on the website

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

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

**15.05 Annual Governance and Accountability Returns – to approve**

These were not available for approval. Each year the accounting statement part of the AGAR has been raised on a receipts and payments basis. However, under the requirements of the external auditors, any receipts or payments totalling over £200k annually for three continuous years have to be run on an income and expenditure basis. It is necessary to re-run 3years of accounts. The clerk is currently working on this with the aid of the internal auditors.

**16.05 Internal audit report – to approve**

Due to the AGAR not being completed the internal auditors have not produced a report.

**17.05 Village Greens – adoption of**

A working group is to list all of the greens in the village and determine who owns them. If necessary, the Parish Council will then look into adopting unregistered areas.

**18.05 Library update**

There has been no decision from the Suffolk Libraries as to whether they are returning to the village hall or not. Their lease has expired.

***It was resolved*** (Cllr Southgate abstained from voting) to give Suffolk Libraries a deadline of the 30th June for a decision.

**19.05 Ocean Recovery Declaration - to agree to sign**

It was decided that this was not suitable for Glemsford.

**20.05 Stour Valley Wild together network – to agree to sign**

Cllr Tunbridge reported. ***It was resolved*** to sign this.

**21.05 Painting of the bus shelter**

The Scouts/Cubs leader has volunteered the services of the group to paint the bus shelter.

***It was resolved*** that this could go ahead and the Parish Council would supply paint and brushes. Insurance is to be looked into.

**22.05 Telephone Box fair Green – ownership and repair of**

The telephone box on Fair Green is in need of repair for which the History Society has been awarded a grant. It has been difficult to confirm ownership of the kiosk. It is recorded in the PC minutes that the History Society owns it, but the History Society say they have no record of this. This has caused issues with insurance cover.

***It was resolved*** (Cllr Southgate abstained from voting)that the telephone kiosk is taken back as ownership of the Parish Council. If necessary, Cllr Plumb will arrange insurance for the History Society to carry out these works.

**23.05 Correspondence to report**

The History Society enquired about the possibility of a repair to the frame and Perspex covering the Millennium Tapestry displayed at the village hall. Cllr Stephens had previously looked into a price for a 4mm acrylic sheet. This was in the region of £161. Further quotes are to be obtained. This will be an agenda item next month. It is hoped to display a list of the ladies who worked on the tapestry.

Notes from the meeting of the allotment society had been received. There are lots of questions for the Parish Council. These will be looked into and reported as an agenda item at the next meeting.

Cllr Adrian Southgate submitted the following letter of resignation*. Due to what I call some unacceptable decisions by the Parish Council of late, I find I can no longer support them. With that in mind I have handed in my resignation with immediate effect.*

**18.05 Date of next meeting** – 11th June 2024

Meeting finished @ 8pm

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