**Glemsford Parish Council Meeting**

**Minutes of meeting held on Tuesday 10th July 2018 @ 7.15pm at Glemsford Village Hall**

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

CCllr Kemp. The clerk.

5 members of the public.

**01.07 Chairman’s announcements**

Ruth Stephens was welcomed as a new Parish Councillor. With sadness Michael Brown has resigned from the Parish Council after 8years. Thanks were given for all his efforts.

**02.07 Apologies for absence**

DCllr Holt

**03.07 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 Homer declared a pecuniary interest in planning application DC/18/02794

**04.07 To adopt minutes of council meeting held on the 12th June 2018**

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

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

Ref item 08.06: Cllr Plumb met with Police Sergeant Bourne to address issues in the village. They visited the Silk Mill site and the play areas. The Police are to make regular visits to both sites. The developer of the Silk Mill site has also been made aware of health and safety issues. The public are requested to remain vigilant.

**06.07 To receive reports**

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

CCllr Kemp attended a meeting with Cllr Plumb and Mr Anthony Smith to address parking issues in Shepherd’s Lane. It was agreed that the school will be written to requesting they mange the parking better.

Road repairs at Burtons Corner (B1066) were discussed. It is hoped these repairs will be carried out in October.

**DCllr Plumb** – Attended a meeting regarding the development of the former council offices at Hadleigh.

**07.07 Planning New applications:**

 **DC/18/02085 – Angel House, 12 Egremont St**

Application for listed building consent – erection of a lean-to garden room

 *I****t was resolved*** *to recommend approval*

 **DC/18/02084 – Angle House, 12 Egremont St**

Erection of a lean-to garden room

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

 **DC/18/02794 – Rivendell, 1 Pearsons Close**

 Erection of single storey side extension

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

 **DC/18/02816 – The Barn, Off Low St**

 Notification of prior approval application under part 3, class Q (a) and (b) of the Town and Country planning (General Permitted Development (England) order 2015. Conversion of agricultural building to two dwellings

 ***It was resolved*** *to recommend ‘no objections’*

 **DC/18/02862 – Former builder’s yard, Drapery Common**

 Erection of 4no detached bungalows, garages, parking and access (following demolition of existing buildings)

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

 **Babergh District Council does not object to the following applications:**

 **DC/18/02521 – 32 Fair Green**

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

 **DC/18/02152 – 33 Hunts Hill**

 Notification of works top trees in a conservation area – (T1) willow – pollard to approx 2-3ft to main stem

 **DC/18/02221 – 2 Hunts Hill**

 Notification of works to trees in a conservation area – TI and T2 (fruit tree) – fell. T3 (conifer) – fell.

**08.07 Public question time**

No questions

**09.07 Accounts for approval**

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

|  |  |
| --- | --- |
| SALC-audit charges | 390 |
| Gardens ARB | 2853.72 |
| Contact Magazine | 50 |
| Charge card | 80.85 |

**10.07 Amendments to working groups**

It was agreed to add Cllr Ruth Stephens to the village hall working group.

**11.07 Report from finance working group meeting**

Held on Tuesday 3rd July 2018 @ 7.30pm

Present: Cllrs Plumb, Southgate & Sewell: Clerk D George

**C.I.L./s106 money**

Use of the above was discussed**.** The current funds are approx £9500 (CIL) £37000 (s106).

S106 funds had previously been earmarked for a new skate park but it was felt that this was no longer required.

C.I.L. money must be used within three years otherwise it will be put into a ‘central pot’ for others to use. (This has subsequently been confirmed as five years).

The clerk is to check to see if both C.I.L. and s106 can be used for any of the following:

Lay-bys (installation of)

Cemetery

Village Halls

Road repairs

Works to village greens

Quiet Lane – instigation of

Fencing of play park

*Standing orders suspended for public inclusion*

It was asked whether further consideration would be given to facilities for youngsters of the village. It was explained that this is not an exhaustive list.

*Standing orders re-instated*

**Quiet Lane – discussion on**

The quotation (as below) was discussed. If this project was to progress, possible funding from C.I.L. or s106 would be investigated.

*There is no dedicated SCC funding for any further designations, so all costs will need to be met from the promoting bodies. Furthermore, no free officer time to support further work. There is a possible self-help model although SCC runs the risk of a legal challenge if the local authority doesn’t fully comply with the Quiet Lanes regulations. These do require the local authority to carry out certain functions such as:*

* *Advertising in the local press*
* *Assessing any representations or objections, which may need reporting to the Rights of Way Committee*
* *Publishing a designation Notice in the local press*

*The authority may require its costs met to undertake these functions.*

*In terms of costs the legal process can be in the order of £5,000 to £10,000 dependant on complexity and if any formal objections are raised (based on speed limit / parking regulation orders). I would estimate the signing is in the order of £500-£1000 but this is dependant on location and number.*

*Just to avoid any confusion in highway terms a ‘green lane’ is an unmetalled (unsurfaced) public highway and this is different to a quiet lane designation.*

**Financial Regulations**

An amended copy of the model financial regulations was considered for adoption at the next full council meeting

They were kept mainly in line with the existing regulations, the main changes to criteria are:

MFR – 1.6

MRF – 6.4

MFR 11 – (note : contract value at £25,000 as per the MFR’s, previously £60,000). This is the value referred to under The Public Contracts Regulation 2015 (please see legal topic note 87).

***It was resolved*** to adopt the financial regulations

**On-line banking**

Cllr Plumb has volunteered to be an on-line banking user.

***It was resolved*** *to have Cllr Plumb as an on-line banking user*

Works to the village hall approach road are to commence 24th July, weather permitting. This should take approx 2days.

**12.07 Agreement of internal audit report**

**It was resolved to** accept the internal audit report

**13.07 Responsible Financial Officer**

It was resolved that the clerk will act as RFO

**14.07 Standing Orders – to be adopted**

***It was resolved*** to adopt the most recent version of the Standing Orders

**15.07 Code of Conduct – to be adopted**

***It was resolved*** to adopt the Code of Conduct

**16.07 Tye Green parking issues**

It was agreed to progress with creating a parking bund at Tye Green. One quote had been received. Further quotes are to be obtained. Works would not commence until the autumn.

**17.07 Cemetery – update on land purchase and discussions on road repair**

The purchase of land to extend the Cemetery is progressing. Solicitors are currently raising the paperwork.

A resident has offered to quote to repair the flooding situation at the Church. It was agreed to ask for this quote to be raised. If works were to commence it would be subject to agreement from Suffolk County Council.

**18.07 Emergency Plan**

Jenny Brown has given up as co-ordinator for the Emergency Plan. Thanks were given to both Jenny and Michael for their hard work. A new co-ordinator has been found. There is still a place on the group if anyone would like to join.

**19.07 Correspondence**

A new bus service has come into operation with effect from 10th July running between Glemsford and Gt Cornard with various stops in between. This is being run by Go Start Community Transport. Copies of the schedule can be viewed on the website or on notice boards.

**20.07 Date of next meeting**

14th August 2018

Meeting finished @7.50 pm