**Glemsford Parish Council Meeting**

**Minutes of the meeting held on Monday 11th July 2022 at Glemsford Methodist Hall**

Present: Cllrs: Plumb (chairman), Southgate, Leopold, Brian and Ruth Stephens, Cain and Sewell

The clerk.

2 Members of the public

**01.07 Parish announcements**

**None**

**02.07 Apologies for absence**

Cllr Mills. 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.

**04.07 To adopt minutes of council meeting held on the 14th June 2022**

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

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

Children at the school have made posters to help stop dog fouling in the village. Cllr Mills will help to judge these. Cllr Plumb agreed to a donation from his Chairman’s allowance to buy book tokens as prizes.

**06.07 To receive reports**

**CCllr Kemp report –**

Report to be posted on the website

**DCllrs report –**

Report to be posted on the website

**07.07 Planning: New applications:**

**DC/22/03175 – 67 Brook St**

Installation of replacement windows

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

**Granted applications:**

**DC/22/02026 – 14 Angel Lane**

Erection of two storey side extension and single storey front extension

**DC/22/02566 – St Andrews, Bells Lane**

Extension to existing drop kerb

**DC/22/02541 – 1 The Barn, Skates Hill**

Notification of works to trees in a conservation area – fell 1no pine tree (local authority does not wish to object)

**DC/22/02461 – 2 The Barn, Skates Hill**

Notification of works to trees in a conservation area – reduce 1no corkscrew willow by 40% and shape crown

(local authority does not wish to object)

**Refused applications:**

**DC/22/01322 – 8 Fair Green**

Redevelopment of property to provide reduced commercial space, conversion of part of ground floor from shop to 1no residential flat, together with side two storey and rear single storey extensions to provide 3no further residential flats (following demolition of rear single storey extension (amended scheme to that approved under DC/20/05748)

**08.07 Public question time**

It was asked when the village sign on Tye Green will be repaired as this has been an ongoing issue for some time. Cllr Sewell confirmed that he had approached a builder.

A resident raised questions about the village hall extension:

*I believe that the Disabled Toilet (now, I believe, to be called ’Accessible Toilet’) does not comply with the minimum standard set out in Building Regulations which I believe to be 2.2m x 1.5m to allow wheelchair access and manoeuvrability. Could adjustments be made to the plans to improve accessibility?*

It was explained that as the new planning proposals did not extend to this area so current compliance was not necessary.

*The fire escape door from the library no longer leads directly to the existing rear door, but directs escapees back into the internal lobby area. This may be OK if the doors between the new external entrance way and the existing lobby are retained and are fire doors. Has the fire brigade commented? Could the architect comment?*

A copy of the fire strategy report produced by the architects covering all aspects has been made available.

*I know that the Parish Clerk, Councillor or other person in the existing office does not have an emergency escape route in the event of a threat from a visitor. I suggest that it is good practice. Could a rear emergency door be introduced through to the library, not into the passage which will lead back to the danger area. (In addition panic buttons were installed at Swale, but as the clerk is often alone in the office who would it answer it?). Could the council decide as part of H&S policy/Risk assessment and the architect comment?*

The Parish Council are to look into this.

**09.07 Accounts for approval**

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

Payments for authorisation July:

Main account:

|  |  |  |
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|  | D George-plumbing items old kitchen | 8.37 |
|  | Ebrit Services (asbestos removal) | 20736 |
|  | A Southgate-PPE-ceiling removal | 25.62 |

Receipts Jun:

Cemetery - £145

Village Hall:

Hall hire - £347.25

**10.07 Reports from working groups**

**Cemetery**

Nothing to report

**Finance**

Nothing to report

**Village Hall**

Cllr Cain has had a meeting with an Audio Visual Company to assess requirements at the village hall. A presentation is to be made to the Parish Council.

Whilst the asbestos removal was being carried out at the village hall is was necessary to have some additional works completed due to contamination above the library ceiling. Asbestos has now been removed from above all ceilings, not just the areas affected by the building works.

**Neighbourhood Plan**

The consultant working on the plan gave an update. A meeting with AECOM is to be arranged. The landscape report is to be finalised. Photographs of the village need to be taken to be included in the plan. It is hoped a draft copy of the plan will be available in the next couple of weeks.

**Climate Emergency (Greening Glemsford)**

To follow

**New village hall playpark**

The signed agreement is now with the supplier, HAGS. It is hoped the new playpark will be installed in October after completion of the village hall extension. The equipment is currently being made.

**New Village Hall kitchen – equipping of**

A meeting of the working group was held. Report as follows:  
*Financing of the new kitchen was discussed. It is hoped to obtain funding from Grants or C.I.L funding both from Babergh District Council. These funds may need to be ‘topped up’ by the Parish Council.*

*In order to progress with a funding application it will be necessary to obtain three quotes. Cllrs Brian and Ruth Stephens have agreed to obtain these.*

*It was agreed to obtain quotes to supply units and work tops in both a sturdy domestic material and stainless steel. The specification is to include allowances for:*

*A dishwasher*

*A range type cooker (double fan oven with electric hob) with extractor*

*Tall fridge*

*Small freezer*

*Possibility of a tall cupboard*

*Allowance for bins (ordinary waste and re-cycled)*

*T&P Fire are to be approached with regards quoting for x2 shutter doors in the kitchen area.*

**11.07** Agreement of internal audit report

***It was resolved*** to agree the internal audit

**12.07 Use of Suffolk Association of Local Council as internal auditors 2022-23 – to agree**

***It was resolved*** to agree the use of SALC as internal auditors for 2022-23

**13.07 Correspondence to report**

A letter had been received requesting use of the village hall car park for a playgroup event being held on the playing field. This was agreed.

A letter had been received raising concerns about the extension to the village hall and limited use of the library. Cllr Plumb is to respond.

**14.07 Date of next meeting**

To be held on Monday 8th August at 7pm at the The Methodist Hall.

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