**Glemsford Parish Council Meeting**

**Minutes of the meeting held on Monday 14th November 2022 at Glemsford Methodist Hall**

Present: Cllrs: Plumb (chairman), Southgate, Leopold, , Brian & Ruth Stephens

The clerk.

3 Members of the public

**01.11 Parish announcements**

None

**02.11 Apologies for absence**

DCllr Holt, Cllrs Cain, Sewell and Mills

**03.11 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.

Cllrs Southgate, Brian & Ruth Stephens declared an interest in planning application DC/22/04532.

**04.11 To adopt minutes of council meeting held on the 10th October 2022**

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

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

None

**06.11 To receive reports**

**CCllr Kemp report –**

Report to be posted on the website.

**DCllrs report –**

Report to be posted on the website

**07.11 Planning: New applications:**

 **DC/22/04914 & DC/22/04915 – 3 Lower Rd**

Listed building consent. Erection of single storey extension (following demolition of existing west outbuilding style extension) and extensions to existing rear extension. Removal of 2no windows from west gable.

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

**DC/22/05124 – 22 Brook St**

Replacement of 6no windows on front elevation

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

**DC/22/04532 – New Street Farm**

Erection of 1no self-build eco house and detached cart lodge inc gym, construction of outdoor swimming pool with changing rooms and decked area, tennis court and landscaping. Construction of 18no solar panels (following demolition of existing dwelling).

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

**DC/22/05388 – Glemsford Primary Academy**

Notification of works to trees in a conservation area – reshape canopy of 1no Oak (T1)

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

**DC/22/05469 & DC/22/05470 – Hill House, Duffs Hill**

Application for listed building consent – erection of garden room (following demolition of existing conservatory) an extension to existing plant/storeroom, external and internal works to facilitate conversion of existing garages and storerooms to habitable space to main dwelling. Erection of a single storey garage with log store.

***It was resolved to recommend:***  to be guided by heritage comments.

**Granted applications:**
 **DC/22/04499 – Plot 11 Land south west of Scossels**

 Erection of 1no dwelling

**08.11 Public question time**

A pot hole in Egremont St was reported.

**09.11 Accounts for approval**

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

Payments for authorisation November:

Main account:

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| A Southgate - new padlock gate | 20.98 |
| Blachere Illum - tree lights | 270.6 |
| T&P Fire (part payment new system) | 10862.1 |
| Poppy Appeal | 25 |
| KLH Architects | 1080 |
| Gardens ARB | 2253.7 |
| Allotment rent | 700 |

Receipts October:

C.I.L. - £6131.28

Cemetery - £400

Eco Fair proceeds - £128

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**10.11 Reports from working groups**

**Cemetery**

No report

**Finance**

Recommendations from the working group meeting:

To agree clerk as responsible finance officer

***It was resolved*** to agree the clerk as RFO

To review and agree DDR’s and standing orders

***It was resolved*** to agree the DDR’s and standing orders

To review and agree charge card policy

***It was resolved*** to agree the charge card policy

To review and agree effectiveness of internal control policy

***It was resolved*** to agree the effectiveness of the internal control policy

To agree effectiveness of internal audit

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

To review and agree banking and electronic payments policy

Cllr Sewell offered to become an on-line banking authorised user. The clerk will obtain the necessary paperwork. Cllr Plumb is to re-submit his application to Lloyds bank to become an authorised user (previous application expired).

***It was resolved*** to agree the addition of Cllr Sewell as an authorised user and to agree the payments policy.

Agreement of budget figures

The budget figures to the end of Oct were presented.

***It was resolved*** to accept the budget figures.

Playing field committee – grant application

The grant application was considered. ***It was resolved*** to award a grant of £1000 from the 2023-24 precept.

Village hall expenditure

The architects have produced an estimated final forecast, however, there are many items to discuss and agree.

***It was resolved*** to accept a quote for new fire extinguishers at a cost of £737.00 plus VAT (existing extinguishers will be re-used).

Precept – to discuss

The 2023-24 precept was discussed. The following increases are to be considered:
Increase in the insurance budget of £1000

Increase in the electricity costs for the village hall budget of £5000

Increase in salaries of 10%

Decrease:
Newsletter budget to be decreased by £1000

Suffolk County Council has indicated a substantial increase in energy and maintenance costs for street lights. It was felt that as the budget was increased by 50% last year and that many of the lights in the village are now LED an increase in the budget was not necessary.

All of the above are subject to final agreement of the precept.

**Village Hall**

A meeting is to be arranged with the architect to discuss progress.

**Neighbourhood Plan**

The consultant is moving forward with the plan. A list of community actions is to be drawn up. A zoom meeting is to be arranged.

**Climate Emergency (Greening Glemsford)**

Lesli Tunbridge reported. A report will be posted on the website.

**New village hall playpark**

Due to further delays with the building works at the village hall it has been necessary to reschedule the installation of the playpark until the New Year. The equipment has been ordered and constructed. ***It was resolved*** to pay for the equipment at a cost of £18,450.00 plus VAT.

**New Village Hall kitchen – equipping of**

Cllr Brain Stephens met with the kitchen supplier and installer to measure up. It is hoped installation will commence prior to Christmas which will avoid a price increase. This is subject to the builders having left site.

A sample door and work top were presented.

**11.11 Application for diversion of restricted byway no34 – to discuss**

***It was resolved*** to agree the diversion

**11.12** **Placement of signs Tye Green – to review**

***It was resolved*** that all signs are to be removed from the Green.

**11.13 Correspondence to report**

The following was received from Suffolk Libraries IPS:
*Because Suffolk Libraries have been charged with providing warm spaces for the public over the coming months and the uncertainty of when we would be able to return to the village hall SCC have agreed to pay the rent on a short term let of the vacant shop at Bells Lane. This will be  a sixth month tenancy and this will give us the facilities to be able to fulfil our obligation, it gives our staff some security in planning their events and activities and we hope this helps the PC in taking the pressure off them to have to rush in finishing their renovations.*

**11.14 Date of next meeting**

To be held on Monday 12th Dec at 7pm at the Methodist Hall.

Meeting finished @ 7.50pm

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