**Glemsford Parish Council Meeting**

**Minutes of meeting held on Tuesday 12th June 2018 @ 7.15pm at Glemsford Village Hall**

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

DCllr Holt. The clerk.

7 members of the public.

**01.06 Chairman’s announcements**

Tony Callender was thanked for his work administering the Parish Council website.

Explanation was given of the workings of the standing orders during the Parish Council meeting. Members of the public wishing to speak outside of public question time can indicate to do so; standing orders will then be suspended.

**02.06 Apologies for absence**

Cllrs Brown, Stephens and Cain. CCllr Kemp

**03.06 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.

**04.06 To adopt minutes of council meeting held on 8th May 2018**

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

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

None

**06.06 To receive reports**

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

**DCllr Holt** – Nothing to report

**DCllr Plumb** – Nothing to report

**07.06 Planning New applications:**

 **DC/18/02152 – 33 Hunts Hill**

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

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

 **DC/18/02221 – 2 Hunts Hill**

 Notification of works to trees in a conservation area. T1 & T2 (fruit tree) - to fell. T3 conifer – to fell

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

 **DC/18/02211 – Land adjacent 1-6 The Sidings, Station Yard, Lower Rd**

 Use of land for stationing six holiday lodges

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

 **DC/18/02417 – 28 Tye Green**

 Erection of three storey and single storey extension to rear of house and new garage

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

 **DC/18/02521 – 32 Fair Green**

 Notification of works to trees in a conservation area. Fell 1no walnut tree (T1)

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

 **DC/18/02433 – 1 Stone Cottages, Lower Rd**

 Erection of single storey rear extension

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

 **Granted applications:**

 **DC18/01506 – Bulmac, Hunts Hill**

 Erection of higher pitch roof with dormer windows to create first floor living accommodation

 **DC/18/01495 – Land at Langley, New St**

 Reserved matters approval

 Submission of details under outline planning permission DC/17/04086 – scale, appearance, landscaping and layout for erection of a detached dwelling, associated outbuilding and new vehicular access.

 **Refused applications:**

 **DC/18/00856 – New St Farm, New St**

 Conversion of existing agricultural barn, rebuilding of linked yard buildings, removal of redundant buildings and erection of extensions to barn, creation of car park and new access to site to facilitate use for weddings and events.

**08.06 Public question time**

Questions were raised about maintenance of play parks in the village as there have been episodes of anti-social behaviour, together with excessive litter and broken glass. Also, who was responsible for the grass cutting in the same areas. It was explained that the Parish Council is responsible for the equipment in the parks with the exception of Crownfields. BDC cuts the grass.

An enquiry was made about general grass cutting throughout the village. It is a mixture of BDC and the Parish Council contractor who cuts the grass/footpaths. Alongside tarmac footpaths is the responsibility of Suffolk County Council.

Thanks were given to District Councillors for their help with planning issues at New St.

Enquiries were made as to the progress of designating the ‘horseshoe’ at New St; discussions are still on-going.

Health and safety concerns were raised about the condition of the Silk Mill site. Youngsters have been reported climbing onto the roof and entering the unsafe building. The developers and the Police are to be contacted to address these issues.

The library is to be reminded about turning off the Wi-Fi after opening hours.

**09.06 Accounts for approval**

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

**10.06 Tye Green – parking issues**

Problems with parking on Tye Green are still occurring. Several solutions where discussed. It was agreed to obtain a price to ‘bank up’ the main road side of the green which would stop vehicles gaining access.

**11.06 Formation and agreement of working groups**

The following working groups were agreed:

Cemetery: Michael Brown (Chair), Maggie Leopold and Brian Stephens

Finance: Mike Sewell (Chair) and Rowan Cane

Planning: Maggie Leopold (Chair), Brian Stephens and Ian Homer

Village Hall (new group): Michael Brown (Chair), Rowan Cane & Ian Homer

Playing Field: Cllr Plumb is to contact trustees to enquire about setting up a Playing Field working group.

Neighbourhood Plan: Steve Plumb (Chair), Cllrs Cane, Homer, Stephens (all Parish Councillors), Patrick Currie, Mark Hyatt, Martin Divall, Lucy Hull & Neville Kent (Parish Members)

*7.35pm Cllr Sewell leaves the meeting*

**12.06 General Data Protection Regulations- policies and procedures**

***It was resolved*** that the following policies had been read and agreed:

Privacy notice and cookies policy – website

Privacy notice – staff and members

Data Protection and Data Breach policies

Data Impact assessments are to be completed.

**13.06 Change of office hours**

***It was resolved*** that with effect from 19th June 2018 the office hours will be 9.30am – 1.30pm Tuesdays and Fridays.

**14.06 Co-option of new Parish Councillor**

***It was resolved*** to co-opt Ruth Stephens as a Parish Councillor (proposed by Cllr Plumb, seconded by Cllr Leopold)

**12.06 Correspondence**

A letter had been received regarding fly tipping and dog fouling on the footpaths and green areas around the village which is causing a serious hazard when trying to carry out maintenance. Particular reference was made to the footpath that runs from the Church end of the village down to the Lower Road. These issues may well put out grass cutting in jeopardy.

Also, a report had been made of many overhanging hedges/trees. Parish Councillors are to complete a survey of these areas.

*Standing orders were suspended for public comment.* It was suggested that the fly tipping and dog fouling issues be put in the Contact Magazine. *Standing orders were re-instated*.

**13.06 Date of next meeting**

12th July 2018

Meeting finished @7.40 pm