GLEMSFORD PARISH COUNCIL Meeting @ Glemsford Village Hall

Tuesday 13th October 2026 at 7pm

Chair: Cllr Alison Ansell
In attendance: Cllr Wendy Hall, Cllr Alan Poulton, Cllr Lesli Tunbridge, Cllr Margaret Holt, Cllr Adrian Southgate, Cllr Michael Holt and County Councillor John Nunn. And as co-opted at this PC meeting Cllr Hilary Lay.
Clerk: Mrs Julia Howard
Members of the public: Five

Draft minutes

The Chair Cllr Alison Ansell announced that this meeting will be recorded by the clerk

26/122 **Parish Announcements** - none

26/123 **Apologies for absence** were received from Cllr Stephen Plumb and Cllr Bill Dotesio-Eyers and noted by the PC

26/124 **Declarations of Interest/dispensation requests -** none

26/125 **To adopt the minutes of the last Council meeting** (on the PC's website) and the July minutes
RESOLVED by show of hands, Cllr Michael Holt and Cllr Adrian Southgate abstained from the vote

26/126 **To receive reports:** County Councillor's report (Cllr John Nunn)
District Councillor's report (Cllr Michael Holt)
District Councillor's report (Cllr Stephen Plumb)

Cllr John Nunn gave a summary of his report, focussing on the cost of living increase, inequality and the growth gap meaning that lower income families face more of a struggle. He spoke about the Sizewell C project and a new learning initiative where up to 3000 learners will be supported to gain engineering and construction skills.
There is a new road safety campaign 'Always let people cross before you turn campaign' has been launched by BDC.
Cllr Michael Holt asked Cllr John Nunn to see if he can assist with the concerns over the bus service being delivered by Central Connect. Cllr Michael Holt said that people are having to wait on the wrong side of the roads and the service is missing parts of the village. Central Connect has said they will review the service in January but Cllr Michael Holt said this is too far away.
Cllr Michael Holt also asked about the SID signs which can only be put on 30mph speed roads, but there are temporary speed activated signs that the County Council can put up on faster roads, these may be temporary only, Cllr Nunn said he will look into this and respond.

Cllr Michael Holt gave a summary of his report, which is on the PC's website, highlighting the sad closure of the Kingfisher swimming pool, it is not yet known how Babergh DC will proceed with a solution for this, there isn't a short term solution.
There is a Parish Liaison meeting on 20th October, Councillors are welcome to attend.

26/127 **Public Question Time**

Public Participation Session with respect to items on the agenda and other matters of mutual interest. Please note: The maximum time allowed for this item is 15 minutes but may be extended at the discretion of the Chairman

The first resident raised three questions, the first about the neighbourhood plan asking if there are comments on sites 12 and 4, Cllr Michael Holt responded that there will be a public meeting in November from 3pm to 8pm where the PC can share the limited information available and receive comments. With regard to the specific sites, there was a BDC local plan meeting at which sites were discussed, it was hoped that this information will be released at the Parish Liaison meeting later in the month. There is an evidence-based assessment which is the first stage of the Local Plan process.

The second question was regarding dog bins, one is on the floor. This is in hand and on the agenda tonight.
The third question was more for information to say that James Cartlidge MP had been to St Mary's church, it is good that he has attended. The clerk wasn't aware of this visit.

A second resident has been in email contact with the Parish Council regarding brambles growing over a residents garden fence, Cllr Alison Ansell responded to advise that the PC hadn't yet found contact details for the land owner and passed over to Cllr Adrian Southgate who responded to the resident, the Chair Cllr Alison Ansell then agreed

that the Parish Council will send a letter to the farmer along with the photos that Cllr Alison Ansell took when she visited, and ask for them to be managed / reduced.

There were no more questions from residents.
Cllr John Nunn left the meeting at 19.22.

26/128 To co-opt 1 new Parish Councillor – to agree to co-opt following recent applications

Chair Cllr Alison Ansell explained that there are two vacancies, one which will be co-opted today and one which will go to advert for a further two weeks (see next item)
Chair Cllr Alison Ansell then invited Hilary Lay to tell the council a little bit about herself and why should would like to be a Councillor, Hilary addressed the Council giving a brief overview of her background.
RESOLVED The Chair then proceeded with a vote by proposing Hilary to be co-opted as Parish Councillor, Cllr Margaret Holt seconded and all voted in agreement by show of hands.

A member of the public then left at 19.25

26/129 Councillor Vacancy- to agree to advertise to co-opt into the 1 remaining vacancy

RESOLVED by show of hands to advertise the vacancy for 2 weeks. The clerk will arrange the advert.

26/130 Financial Matters To note and Decision

Item 1. To note receipts and approve upcoming payments -a new format finance report was circulated, there is an additional purchase of 2 noticeboard keys at a cost of £10 and a suited key of £30 in total which is for cupboard 2 and the figure is yet to be confirmed for the email accounts but it will need to be paid.
The finance report was discussed, Cllr Michael Holt asked about the cost of cemetery training and how many people were going on the training, the response was that the Chair, Vice Chair and Clerk are doing different levels of cemetery management training. The clerk was asked to add a breakdown of the accumulated chargecard bill that shows on the bank statement, as well as the chargecard payments at each month. There is a payment of CIL money of just over £5000 which will be paid in shortly.
RESOLVED by show of hands, Cllr Michael Holt and Cllr Adrian Southgate abstained.
Item 2. Bank reconciliation for quarter 2 – this has been circulated to all councillors and Cllr Wendy Hall will check the documents for accuracy.
Item 3. Budget summary update and to begin considering budgetary items for the following year and clearing committed expenditure from the previous year – the summary has been circulated to all and a budget planning meeting needs to be set up for November.
Item 4. To agree a budget (committed expenditure) for supplies and concrete to re install bins – Chair Alison Ansell explained that a budget for concrete and ballast of approximately £200 to be agreed to allow Cllr Adrian Southgate to purchase supplies as required up to that figure RESOLVED
The Chair then moved on to item 6, skipping item 5.
Item 5. To agree a budget for playparks – the working group needs to agree a date to look at this and bring it to a finance / budget meeting, looking at the year ahead.
RESOLVED by show of hands that Cllr Adrian Southgate will be able to spend up to £500 for playpark parts, which will come out of the heading for the play parks. This will enable Cllr Adrian Southgate to order parts in advance of needing them, the clerk commented that with a s101 scheme of delegation agreed then payments can be made in line with budget and ratified at the following meeting. The Chair then moved on to Item 7.
Item 6. to agree spend on defibs and power supply
Cllr Lesli Tunbridge gave a summary, explaining that the Angel Pub isn't an ideal location but that Glemsford Tyres is a good option and the owners are happy for this to be put in if the PC is willing to pay the costs for running the cabling and the defib plus cabinet. Total of £966 for the defib and cabinet, they also gave a price breakdown to include bleed kits and a soft carry case (£30). A spare set of pads is required for the SPAR and Village Hall defibs as they have both been used. The clerk has put together a spreadsheet with the key details and links to replacement pads. Over time it would be preferable to make sure that all defibs are the same make and model to reduce the issue with having different pads.

Chair Cllr Alison Ansell advised that there was an emergency in the village but that a defib was not offered. Cllr Lesli Tunbridge confirmed that the defibs are on the Circuit and that she receives regular updates. Cllr Michael Holt suggested that how the call was triaged may make a difference to whether the defib would be offered.
RESOLVED Cllrs are happy to go ahead and purchase the new defib and bleed kits, using the funds in the Defib budget line and then the defib earmarked fund as required. New pads will also be purchased.

A quote for the electrics will need to be obtained and the Chair is happy to go ahead with this outside of a meeting and have the action ratified.

The Chair then returned to item 5, which had been missed.

Item 7. Financial policies – Cllr Lesli Tunbridge has worked on the Internal Control Policy and Scheme of delegation (having gone back to the drawing board on this) and invited Cllr Michael Holt to attend the next working group meeting. They will sort out a date after the meeting.

26/131 Admin **To note and Decision**

Item 1. To note clerks report (as circulated) this was noted.

Item 2. Time sheets for all staff - the clerk already does a time sheet, and the PC would like all employees to complete a time sheet, to be checked by the personnel WG each month.

Item 3. Training – Chair Cllr Alison Ansell has agreed that the clerk and the Chair will go on a Village Hall training course in Dunmow in November, the training body is called 'Council Wise' and there is the option of a discount if the PC signed up to a subscription, it was discussed that the subscription is expensive and not necessary. But that it is a good idea to attend the training. The clerk has also asked to attend a Council Governance refresher course also in Dunmow which was agreed.

The Chair and Vice Chair have done the first part of the Cemeteries training and would like to do the next level course. The clerk will book this. The clerk will also get a quote for SCRIBE

RESOLVED to allow clerk to do refresher training Cllr Adrian Southgate abstained and Cllr Lay also abstained as a new Councillor.

CPR /defib training with Laurie in November, the Chair asked for Councillors to agree a date after the meeting today.

26/132 Village Hall working group **To note and Decision**

Item 1. To agree location of disabled parking – Cllr Wendy Hall passed around some options (a, b and c) for locations of where to place the disabled bays in the car park. One option also included putting in a bike rack. Cllr Lesli Tunbridge said that she has been offered a free of charge bike rack, which could be installed by a volunteer if the PC / VH would like it. The general consensus was option A. The clerk has already got 1 quote to mark the spaces out. The plan for 4 spaces is more than currently required and Cllr Lesli Tunbridge questioned whether we need to have 4 spaces, rather than the minimum recommended of 3 spaces, the response was that there were 4 spaces before and when the overflow carpark is more accessible the total number increases and so 4 is preferable, the Chair said this can be discussed at another point.

Item 2. Removal of brambles on carpark – the brambles around the car park have been removed today.

Item 3. To agree to move the container and remove the strip of grass across the car park – Cllr Wendy Hall passed around an image of a new location for the container which showed a painted image on the container, it could possibly be wrapped. The Chair said that the strip of grass needs to be removed and the footpaths also need looking at.

Cllr Michael Holt asked whether there is a plan to add an extra fence to prevent cars driving into the playpark fence, the Chair responded that we will be getting a quote for this.

Cllr Wendy Hall asked whether there is some fencing or barriers in the container, Cllr Adrian Southgate said that there is no fence / barriers in the container.

RESOLVED to move the container by show of hands, unanimously.

Item 4. Work on the toilets – 3 new cisterns are needed (including the disabled loo) and bio loo roll has been purchased to reduce them blocking up.

Item 5. To consider a new storage option for the Old library for tables and chairs

Chair Cllr Alison Ansell has said that if nothing changes with the old library then the PC would like to put in a storage cupboard for the chairs and tables for the Old Library. Quotes will be obtained when necessary.

The remaining 3 members of the public left the meeting at 20.10

Cllr Margaret Holt suggested that if there is paint available and the volunteers are willing to paint the walls it would be a nice option until a decision is made at a later date. Cllr Tunbridge has also obtained a new handle for the post box, a padlock may be required.

Item 6. Agree an amount for the PC to grant to VH for works, such as repairs to the footpaths around the hall. This was discussed and it was noted that as the PC can claim back VAT and reduce the overall cost, it is sensible for the PC to arrange and pay for the works on behalf of the VH rather than grant funds to the VH to pay for works. The WG will look at getting quotes for works and bring back to the PC for a decision in due course.
Item 7. Outside lights replacements and additional lighting – Sensor lights have been installed to the side and another will be put at the rear. The lights are working but one blurs the CCTV camera, the clerk will speak to the electrician to see whether it can be moved or guarded to resolve this issue. Cllr Adrian Southgate advised that the sensors are not working properly, they aren't coming on when they should.
The Chair then returned to Item 6 as this was missed.
Item 8. Village Hall AGM **–** this will be held at 6.30pm 20th October and is a public meeting, Cllr Michael Holt and Cllr Lesli Tunbridge give apologies. The clerk will circulate the agenda and Cllr Lesli Tunbridge will put it on the PC's Facebook page tonight.

26/132 Planning - all applications and decisions can be seen on Babergh DC planning portal
Applications

Reference number	Address	Postcode	Details
DC/26/03855	Land South Of Red Cottage, New Street	CO10 7PY	Full Planning Application - Erection of 1no. self build single storey dwelling following demolition of existing workshop; Improvements to existing vehicular access.
DC/26/04169	30 Brook Street	CO10 7PL	Notification of works to trees in a Conservation area - Fell 1 No. Cherry Tree
DC/26/03668	9 Old Silk Mill	CO10 7FX	Householder Application - Installation of 8 Solar panels attached to the South facing roof of detached bungalow, battery to be installed at rear of property
DC/26/04056	Land North Of Newfield H	CO10 7QA	Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/23/03847 dated 17/09/2026 Town and Country Planning Act 1990 (as amended) - Erection of 7 no residential dwellings and garages, access driveway and alterations to existing vehicular access. - To vary Condition 2 (Approved Plans/Documents) - to change layout/position of dwellings for 7 plots
DC/26/02909	Glen Eden, Tye Green	CO10 7RG	Householder Application - Erection of a single storey side extension

In future the agenda will have a hyperlink to each planning application.
DC26/03855 – Cllr Wendy Holt abstained from any vote on this item, **no objection –** RESOLVED by all by show of hands
DC26/04169 – **No objection** RESOLVED by show of hands
DC26/03668 – **No objection** RESOLVED by show of hands

DC26/04056- The Chair asked for a vote, initially asking who would vote in favour, **none** voted in favour, Cllr Adrian Southgate and Cllr Hilary Lay abstained, all others voted to **Object** to this application. Cllr Wendy Hall will email the clerk with a summary of reasons to respond to the planning department with.
RESOLVED **to Object.**

DC26/02909- RESOLVED Cllr Hilary Lay abstained, all others voted in favour.

Decisions

Reference number	Address	Postcode	Details	Status
DC/23/05455	Glemsford Surgery, Lion Road	CO10 7RF	Full Planning Application - Retention of 4 No wall mounted condenser units (in security cages).	Granted
DC/26/03740	Skates Hill House, Skates Hill	Co10 7SH	Discharge of Conditions Application for DC/26/01145 - Part discharge of Condition 3 (Timber Frame Repairs) for the middle part of the west elevation only.	part granted / part refused
DC/26/03844	30 Egremont Street	CO10 7SA	Notification of Works to Trees in a Conservation Area - Fell 1 No. Pine (T1), Pollard 1 No. Eucalyptus (T2) at 6ft, Reduce 1 No. Silver Birch (T3) by 8ft in height and reshape sides by maximum 2mtrs. Reduce and Reshape 1 No. Cherry (T4) by 25% and Reduce and Reshape 1 No. Yew (T5) by 25%.	Raise no objection

26/133 Neighbourhood plan update – Cllr Michael Holt mentioned that a letter has been sent to the consultant Ian Poole and there are further WG meetings planned and a public meeting, details tbc.

26/134 Climate and Nature working group – update on recent event and Emergency Planning. Cllr Lesli Tunbridge gave a summary of a recent people's presentation/ film on the climate and nature crisis, the film is still playing at various locations across the country. Glemsford had 45- 50 people in attendance. There is a call to have the briefings televised.
BDC has also circulated an email about Emergency Planning and Cllr Lesli Tunbridge is attending a webinar briefing on this later this month, it includes considering how to manage a cyber-attack etc. Cllr Michael Holt spoke about making sure that the older people in the village need to be considered, particularly with concerns over a power crisis. There was a local emergency plan in the past. Cllr Michael Holt asked whether this could be on the agenda for next meeting. Cllr Lesli Tunbridge stated that her concerns are around power and water and has raised these to be discussed in the upcoming webinar.
It was noted at the meeting that no other Parish Councillors attended the briefing that Cllr Lesli Tunbridge had attended.
Cllr Adrian Southgate also raised concerns over food crisis and asked whether the Climate Change group is the same as Greening Glemsford, Cllr Lesli Tunbridge explained that the Facebook page is called Greening Glemsford but that the working group is the Climate and Nature working group, Cllr Wendy Hall explained that this is clear in all paperwork from WG meetings.
26/135 Events WG – to provide further details on suggested Christmas events for agreement **Decision**
Chair Cllr Alison Ansell explained that whilst not going into detail at this meeting, Cllr Wendy Hall will request agreement for some funds for this. The afternoon tea with Santa is aimed at children, it won't be a free event but will be a lovely event for the children.
There will also be baskets of Christmas food items delivered to some of the older, more vulnerable, residents, Cllr Margaret Holt is working with Glemsford Angels to identify them.

There is £500 in the budget for events and the Chair Cllr Alison Ansell explained that it will be expensive this year, but that items purchased can be used going forward.
Cllr Wendy Hall asked for agreement to spend up to £2000 on this event. Cllr Margaret Holt said that this year it will cost more than other years, there will be a lot of things being made by volunteers to keep costs down, but the WG would like to spend money for the community and do it really well this year.
Cllr Wendy Hall and Cllr Margaret Holt said that the WG will go out to local businesses for support and aim to bring costs down this way.
Cllr Wendy Hall asked Cllr Michael Holt whether there is any money in the Babergh Locality fund, Cllr Michael Holt said there may be and to put in an application form.
Cllr Michael Holt will make contact with GCB Cocoa who may be willing to support this. Cllr Adrian Southgate agreed that the Glemsford United Charities may be able to support if a letter requesting a donation is sent to the charity.
The clerk agreed that the PC does have pockets of money that can be used, in particular the interest on the savings account as this doesn't have a planned use at present, VAT is due back and there are committed funds that have not been spent along with reserves.
Cllr Michael Holt suggested that the PC agrees to an upper figure of £2000 in principle, to include the £500 already in budget
RESOLVED – Cllr Hilary Lay abstained, having just been co-opted, all others voted in agreement. Invoices will be brought back to the PC as usual.

26/135 Correspondence to report
Bus service, number 47, following a request from a parishioner (for the bus to start at Skates hill rather than Schoolfield so that it is accessible to both sides of the village) the clerk emailed Central Connect and was advised that a review of the service is due in January
Remembrance Sunday, a wreath has been ordered. Last year there was a comment that it would be good to put out some chairs outside, Chair Cllr Alison Ansell has said that the PC will do this.
26/136 Meeting Close & Date of Next meeting - next meeting will be on the 10th of November.
The Chair closed the meeting at 20.50