**Glemsford Parish Council**

**Notice of meeting to be held at Glemsford Village Hall**

**Tuesday 13th May 2025 @ 7.00pm**

MINUTES

Chair: Cllr Adrian Southgate

In attendance: Cllr Tunbridge, Cllr Hall, Cllr Marks & Cllr Ansell.

Clerk: Mrs Julia Howard

Members of the public: two

**25/052 Election of Chairman**

Cllr Southgate was nominated to be Chair by Cllr Tunbridge and seconded by Cllr Hall, all voted in RESOLVED agreement by show of hands. Declaration of acceptance office signed by new Chairman.

**25/053** **Election of Vice Chair**

Cllr Ansell was nominated to be Vice Chair by Cllr Tunbridge and seconded by Cllr Hall, all voted in RESOLVED agreement by show of hands. Declaration of acceptance office signed by new Vice Chair

Following a successful appointment to both positions the meeting will follow as per the agenda below

**25/054 Co-Option of Parish Councillor**

Alan Poulton applied to be co-opted all voted in agreement by show of hands, declaration of acceptance was signed and documents were handed over. Cllr Poulton will be provided with a PC email account.

**25/055 Parish Announcements –** shower heads and bath buoys available in the Friday café from Anglian water, these are free of charge and part of the water saving strategy. Also available in the PC office

**25/056 Apologies for absence –** Cllr Stephen Plumb, Cllr Michael Holt, Cllr Margaret Holt & Cllr Debbie Broadbent

**25/057 Declarations of interest / dispensation requests -** none

**25/058 To adopt the minutes of the Council meeting held on 8th April 2025**

RESOLVED all voted by show of hands

**25/059 To receive reports:** County Councillor’s report (Mr Kemp)

District Councillor’s report (Mr M Holt)

District Councillor’s report (Mr S Plumb)

**25/060 Public Question Time** – Silent soldier by the Church has a broken base, which will need a repair. Cllr Southgate will look into getting these repaired.

**25/061 To receive the Village Hall annual report** – a financial report for the year was read by the clerk.

**25/062 Essential Housekeeping for the Annual Meeting**

**Item 1.** Adoption of the standing orders (NALC ’25 version), Financial Policy and Reserves Policy (to be signed outside of the meeting)

RESOLVED Cllr Ansell abstained from voting.

**Item 2.** Review and agreement of Delegation arrangements and to approve the scheme RESOLVED of delegation to the clerk.

**Item 3.** Review of Working group responsibilities and membership – move to next month’s meeting due to the number of apologies. Councillors are asked to consider the WG’s they’d like to be part of.

**25/063 Council meetings**  - to agree the date, time and location of ordinary meetings for 25/26

RESOLVED These remain on the 2nd Tuesday of the month at 7pm/

**25/064 Financial Matters**

**Item 1.**  To note receipts and approve upcoming payments

PC account:

£360.00 – Shadowing

£401.12 – HMRC

£245.00- Burial Plot refund

V Hall account:

£80.78 – Vhall Supplies

£8.25 – limescale remover

**Item 2.** To approve the Year End accounts and Earmarked reserves for 24/25

**Item 3.** To approve the fixed Asset register as of 31/3/25 (circulated) Cllr Ansell asked questions on 2 points. Agreed to removed #5 Lay by as not PC owned.

RESOLVED Item 1, 2 & 3 were voted on together, all Councillors voted to approve by show of hands

**Item 4.** To receive the report from the Internal Auditor for 24/25 and agree any action

This was circulated. The PC was pleased to see lots of Yes’s, however there are many comments and some actions, these will be worked through over the coming months.

**Item 5.** To complete and approve the Annual Governance Statement for 24/25

**Item 6**. To approve the Accounting Statements for 24/25

**Item 7**. To note the dates for the Publication of Notice of Public Rights – 3/6 – 14/7/25

**Item 8**. To approve processing of regular payments list (circulated)

RESOLVED: Items 5,6,7 & 8 were voted on together by show of hands, all were approved.

**Item 9.** To confirm insurance cover for the coming year – due for renewal 1/6/25

RESOLVED: by show of hands

**Item 10.** To review the Council’s expenditure incurred under s137(LGA 1972)

£24 was spent on a poppy wreath donation

**Item 11.** To review the Internal Auditor for 25/26 – happy to go with SALC again

**Item 12**. Review of earmarked fund accounts – this has been seen by all, however the Finance working group will look more closely at these and where funds need to be spent will take action. There are a number of outstanding tasks which need to be completed and paid for.

**25/065 Planning**

**New Applications**

**1.DC/25/01950 TPO –** Application to reduce crown to T1 Chestnut and monolith T2 ChestnutColdhams House, 37 Tye Green C010 7RQ

**2.DC/25/01964-** Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwelling houses (Use Class C3). Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class MA - Change of use from hairdressing salon to 1No 1 bedroom dwelling. Location: 20A Hunts Hill, CO10 7RP

**Plus late addition:**

**3**. **DC/25/02122** – Notification of works to trees in a conservation area – Fell 1 no. Quercus

**4. DC/25/02160** – Application for approval of Reserved matters following approval for Outline Planning Permission DC/22/00622 dated 19/5/22 – severance of garden and erection of 1 detached dwelling – 2 Croft House, The Croft. CO10 7RT

**PC recommendations are as follows:**

**1. Support, 2 Support (Cllr Southgate abstained from voting).**

**3. Support 4. Extension requested. As this only arrived today the clerk has requested an extension to allow it to be reviewed for next meeting.**

**Decisions**

**GRANTED - DC/25/01290** Proposal: Application for Listed Building Consent - Retrospective Approval for the retention of window and proposed remedial works to dining room ceiling Location: Peverells, Tye Green, Glemsford. CO10 7RQ

**GRANTED DC23/01611 -DC/21/00754** - Part-Approval for Phase 1 Only - Condition 19 (Acoustic Report), Condition 20 (Scheme Of Independent Noise Testing And Certification) and Condition 21 (Noise Assessment)

**GRANTED -DC/24/05488 -** Application for Non Material Amendment relating to DC/21/00754 - Amendment to location and size of Wastewater Treatment Plant on the site; Alteration to the cladding of the rear of Chocolate building; Alterations to the design of the approved Weighbridge; Amendment to the position of two Boiler flues; Amendment to the position of Sprinkler Pump house

Factory and Premises, Lower Road, Glemsford, Sudbury Suffolk CO10 7QS

**GRANTED - DC/24/05319** Proposal: Full Planning Application - Erection of new stand-alone Beauty Salon Location: Willow Tree Farm, Lower Road, Glemsford, Sudbury Suffolk CO10 7QU

**GRANTED DC/25/00966 –** Application for Retention of erection of 3no chiller units, a section of pipe bridge & an acoustic screen Factory And Premises, Lower Road, CO10 7QS

**GRANTED DC/25/01633 –** TPO Notification of Works to Trees in a Conservation Area - removal of 4x Conifer Trees in rear garden (T1-T4) 66 Tye Green, CO10 7RG

**Approved - DC/25/00745** Submission of Details, Reserved Matters, Application for Outline Planning Application DC/23/01486 Allowed under Appeal APP/D3505/W/23/3325891. Access, Appearance, Landscaping, Layout and Scale to be considered for 1no dwelling following removal of extension. 20 Tye Green, Glemsford, CO10 7RH,

**GRANTED - DC/25/00533** Householder Application - Replacement windows to front of property. 40 Hunts Hill, Glemsford, Sudbury, Suffolk CO10 7RP

**25/066 Primary School Quiet Room,** to consider a donation towards fitting out the quiet room.

Cllr Southgate proposed donating £1000 which had been earmarked for the school in lockdown but wasn’t used.

RESOLVED: By show of hands. All were in agreement with this.

**25/067 Reports from Working Groups**

**1. Finance -** Cllr Tunbridge has been updating the information held by the bank, in relation to signatories, removing Cllrs who have left and adding in relevant signatories. A charge card has been arranged for the clerk.

EDF still has a meter at the Old Library in the Village Hall, and are charging a daily standing charge, even though there is no supply or connection anymore. EDF had arranged a removal for last Friday (9th May) but did not show up. Another bill has arrived which the PC will pay.

Octopus Energy has a ‘panel power’ tariff which will benefit the Village Hall – Cllr Tunbridge has put in an enquiry for this.

Two solar panels have been damaged, likely by vandals throwing stones. The PC has good CCTV coverage and will consider what action to take, at present they are still working.

**2.Village Hall -** the sound reducing baffles are being installed 14-16th May at the Heritage Room and it has bookings in the diary already. The baffles have old photos put on them and look really good.

**3. Cemetery -** none

**4. Planning / Neighbourhood Plan -** none

**5. Public Rights of Way / Highways –** footpath between Schoolfield and School lane has a large tree root which caused a trip. Chair Cllr Southgate has been in touch with highways who have agreed to come and remove the root and make safe.

The Elf Group has been helping with gardening jobs around the village hall.

The swift caller at the village hall is now working, and calls from 6-9am and 6-9pm daily.

**6. Greening Glemsford** – Laurie has been working hard to improve the wildlife area at the churchyard, reinstating historic plants that were recorded during a survey of the churchyard fauna over 30 years ago but which are no longer found there today. Laurie has also created a pathway through the wildlife area and added signs to identify species.

**25/068 Correspondence to report-**

BDC raised an issue about the bottle bank at the Black Lion pub (now closed trading), it has been difficult to empty due to electricity wires and tree branches, and suggested a new site might be useful. The Angel pub has offered to take it in. The clerk will advise BDC.

**25/069 Date of next Parish Council meeting:**  Meeting Closed at 20.45. Next meeting10th June.

Signed by Chair:

Date: