

GLEMSFORD PARISH COUNCIL

MINUTES OF MEETING HELD ON Tuesday 9th August 2011 at 7.15pm at Glemsford Village Hall

PRESENT: Cllr L Young (Chair), Cllr M Brown (Vice Chair), Cllr's L Bloomfield, F Dinning-Cole, A Mallalieu, S Plumb, A Southgate, R Thake, R Kemp (SCCllr), Acting Clerk Mrs Sue De'Ath and twenty two members of the public. Cllr Sandford arrived at 7.45pm.

01.08 Chairman's announcements

Councillor Young welcomed the public to the meeting and explained that there would be an adjournment after the financial statement to allow the public to ask questions. This is done at many other councils including Long Melford.

02.08 Apologies for absence

Councillor T Carr and PC Partington

03.08 Police Report

Not available

04.08 To adopt Minutes of Council Meeting held on 12.7.2011 and Emergency Burial Committee Meeting held on 11.7.2011.

The Minutes of 12.7.2011 were adopted and signed as a true record. Proposed Cllr Bloomfield, Seconded Cllr Mallalieu. Vote 6 for, Cllrs Dinning-Cole and Plumb voted against. The Minutes of 11.7.2011 were adopted and signed as a true record. Proposed Cllr Bloomfield, Seconded Cllr Mallalieu carried unanimously.

05.08 Matters arising from the Minutes (04.08)

Cllr Thake reported that the light at Highbank was the responsibility of the Parish. Cllr Brown said he would deal with the problem.

06.08 To receive reports

(a) SUFFOLK COUNTY COUNCILLOR'S REPORT (MR R KEMP)

Cllr Kemp announced the appointment of Lucy Robinson as interim Chief Executive at Suffolk CC for a period of six months. He talked about Community Libraries pilot projects which are to go ahead, Glemsford is not one of them. Following on from the studies/evaluations the best operating model will be considered. Suffolk County Council will retain its role and responsibilities as the statutory library authority for the County. The various best value options will be decided in public, in November 2011 (A copy of the complete report is available in the Clerk's office or from Cllr Kemp)

Cllr Kemp had attended Glemfest and said what a thoroughly good day it was and congratulated the organisers. Cllr Young asked about the problems in Hobbs Lane, Cllr Kemp that there was not any money to do anything and suggested that the council write a formal letter.

(b) DISTRICT COUNCILLOR'S REPORT (MR R THAKE)

Cllr Thake said there was a budget challenge. There is to be a consultation asking what services are wanted to stay and which are to go. There will be a website and suggested that responses are put on this site rather than on paper forms.

There is also to be a consultation on Core Strategy – he will inform the Council when he has more information. Amalgamation of departments is still being sorted, there will be some redundancies.

(c) DISTRICT COUNCILLOR'S (MR L YOUNG)

Cllr Young reiterated what Cllr Thake said and also reported that soon it will be time to sort out the next budget.

(d) REPORT ON SUFFOLK ACRE AGM

Cllr Brown reported that there was a lot of money out there for projects and that we would have to find our own way of getting it. They did not actually say where the pots of money were. Cllr Mallalieu said that she and Cllr Dinning-Cole had been to a meeting previously (Communities Meeting) which gave guidance on how to get money for projects.

Councillor Sandford joined the meeting

(e) REPORT ON YOUTH CLUB

Cllr Dinning-Cole reported that there had been nothing recorded about the Youth Club from the last meeting in the Minutes. Discussion regarding the running of the Youth Club previously, concerning paid youth workers and volunteers as well as the dwindling number of volunteers over time. Expressions of interest had been received from five members of the public and five councillors, which would allow a committee to be set up to move the Youth Club forward. Rev Prigg had offered to the Treasurer and to allow the equipment from the previous club to be handed over to the new one. Cllr Mallalieu offered to look into the CRB requirements of any workers/volunteers. Cllr Young asked if the workers had to be paid. Cllr Dinning-Cole said they did not have to be paid but if money could be acquired for training purposes it should not be turned down. Cllr Thake said that volunteers previously had not always turned up and Cllr Dinning-Cole said that Rev Prigg and John had found the same and it had turned into more of a 'drop in'. Cllr Dinning-Cole said the interest was considerable and that they were exploring different ideas, such as staggering the ages of members and also of ascertaining the best nights to run it. It was proposed that a committee was set up inviting PCSO Hannah Partington, *LChapman*, Lisa Uren, Kim Birkett, Rev Prigg and five councillors (Mallalieu, Brown, Plumb, Bloomfield and Young), to run the Club. PROPOSED Cllr Dinning –Cole SECONDED Cllr Thake carried unanimously. A meeting date was set up for Tuesday 23rd August in the Village Hall at 8 pm.

(f) REPORT ON SPORTS CLUB

Cllr Mallalieu had a letter asking if the Sports Club wished to join . She had no further information to offer and had not been able to contact Robbie Benson. Cllr Young said he will try to contact him through Glemsford and Cavendish club.

07.08 PUBLIC QUESTION TIME (deferred until after Financial Matters 08.08)

08.08 Financial Matters

(i) ACCOUNT STATUS – CURRENT FINANCIAL POSITION

Main a/c £33964.82

(ii) ACCOUNTS PAID IN JULY

Salc Subscription £775.00

Wages £500.00

Estate £2,2624.20

Admin £432.84

Misc repairs etc £1,148.00

Village Hall;

Cleaning £240.00

Utilities £354.90

Repairs £189.60

TOTAL £6,064.54

(iii) RECEIPTS JULY

Petty Cash £53.37

Burial Receipts £540.00

Trsf from Funday £95.22

BDC F Coaching £1,000.00

V Hall Receipts £200.00

TOTAL £1893.59

(iv) ACCOUNTS FOR PAYMENT AUGUST

Clerical Services £660.00

Glemfest £272.20

PAYE o/s £450.00

Wages £740.00

Bank Charges £13.71

TOTAL £2,135.91

Expected payment for new office £1,200.00

A donation to telephone charges to Councillors £150.00

(v) RECEIPTS FOR AUGUST TO DATE

SOW Glemfest £375.00 expected

Glemfest £671.00

Burial fees £100.00

TOTAL 1146.00

(vi) ANY OTHER FINANCIAL MATTERS NOT INCLUDED AS AGENDA ITEMS

The Village Hall now has a separate account as a charity. Not doing too badly as not much money had been spent and invoices had been sent to users. With regard to payments, thanks were expressed to Cllr Southgate for saving about £1000 by doing work on the Village Hall. One estimate alone had been for £485 plus materials at £150. In the July payments there should have been a payment of £80 for graffiti removal. The Village Hall Kitchen had been inspected and found to be okay with regard to general health and safety, although in need of a little attention.

Not much interest had been received on the High Interest Account and now Bank Charges have to be paid. The Council would soon have to think about the Precept Budget and what is required. Street lighting may be about £15,000, One bit of street lighting had been paid and the Insurances have also been paid.

Standing Orders- Nothing in the Standing Orders regarding financial procedures, there is a need to review and amend. Cllr Thake said he had a copy of Financial Standing Orders dated May 2006 – He will give the Clerk a copy.

Cheque Book – still not available due to problems at bank, another one has been ordered. Cllr Mallalieu is still waiting for a password to sort out the wages problems.

Cllr Mallieu suggested that £1000 be moved to the Village Hall account to allow for the maintenance. Cllr Young thanked Cllr Mallalieu for her report. The transfer was PROPOSED Cllr Mallalieu SECONDED Cllr Thake and approved unanimously.

ADJOURNMENT

Cllr Young announced an adjournment. Mr Callender asked if it was in the Constitution to have an adjournment and if it was unconstitutional. Cllr Thake said it should not happen unless it was in the Standing Orders. Cllr Brown said it had been done to allow discussion on financial matters in particular. Cllr Plumb asked why an adjournment? Did not see why business moved to next item until Standing Orders are reviewed/revised. Cllr Mallalieu said that it was to allow the council to talk to the public. Cllr Thake said that Debate cannot get into the public domain. Cllr Mallalieu said we could wait for the review of the Standing Orders. Cllr Thake said the procedure was incorrect. Cllr Plumb then asked if the council were insisting on written questions and would we accept verbal questions, so as not to discriminate against people with literacy problems and impinge on their human rights.

The meeting re-commenced

07.08 PUBLIC QUESTION TIME

(1) Mrs P Currie asked a) How the investigation reported at the last meeting was progressing? Cllr Brown replied to say that the investigation was still ongoing and that the police had interviewed people with regard to actions five years ago. They were not telling anyone anything as the matter was still under investigation. Cllr Young said the previous clerk had paid some money back and had been pursued through the small claims court.

(2) Mrs P Currie also asked about the keys for the Village Hall. She understood the locks had been changed. She asked to be advised of the procedure for access to the village hall and for the making of bookings. Cllr Mallalieu advised that she was looking after the bookings at the moment and that she had been meeting and distributing keys to those needing them. She is in the process of sorting out practicalities and a Committee is being set up to manage the Hall. The contact number is the same as before and is on the noticeboard.

(3) Mr Callender asked why the issues raised at last month's meeting were not as detailed in the minutes as she had stated them.

(4) Mr Callender asked when the electors could expect to see a detailed report/analysis as to what went wrong.

(5) Mr Callender asked when the Year End accounts for 2010/2011 would be available.

(Response to 3,4,5) Cllr Mallalieu said the books are locked up as evidence and we cannot touch them. The Audit Commission have been told. She may be able to produce a skeleton year-end report in the future Whilst she could report on what has gone wrong she felt her time would be better spent finding money. She was sorry for the generalisations but the books could not be backed up and looking at the way the council had conducted itself over the last ten years – we must look at comparisons so that we do not get into trouble, we must be more open and do more to be economic.

(6) Mr Callender said that something should be done to explain the financial mis-management. Cllr Young said the council cannot interfere with the investigation.

(7) Mr Callender asked if the council will show the report when the police have completed their investigation. Cllr Young said it would be made available as soon as possible.

(8) Mrs H North gave a post Glemfest report-She thanked all clubs societies, participants, Glemsford Parish Council and Cllrs Southgate, Brown and Mallalieu for all their help, the site looked very tidy. The event was well attended. Donations from the profits were given to St Marys Church (£200), Reading Challenge (£50) Brownies (£50). There will not be a Glemfest next year. She was not aware of any

complaints, no first aid was needed, splitting the site for events logistically had a few problems. The scout group had been rejuvenated. It was a very successful day. Thanks were extended to Harriet and her helpers.

(9) Mrs North gave an update on the Library. There will be a meeting at 3.30pm on 23rd August with Steven Taylor. Glemsford Library will not be part of the pilot scheme. She will keep the Parish Council updated.

(10) Mrs North is concerned about the security on the Downs site, fencing is down and youths have been seen in there. Cllr Young said he thought we ought to report it to the police.

(11) Mr Farmer of Monks Hall read out a copy of a letter sent to Babergh DC with regard to Planning Application B/11/0833/FUL to be considered later in meeting. He gave a copy to the Clerk for the Council's records.

CLLR YOUNG then asked for verbal questions

(12) Mrs Watkinson asked if any preparations had been made to mark the Queens Diamond Jubilee and explained how all children in the village were given celebration cups for the last event. Cllr Young mentioned the possibility of a memorial garden and the organisation of street parties. Cllr Plumb said that it had not been discussed at Council and asked that it be put on the Agenda for discussion. That was PROPOSED Cllr Plumb SECONDED Cllr Dinning-Cole carried unanimously.

(13) Mrs Farmer read out a copy of a letter of objection on behalf of Mrs Gould of Place Farm to Planning Application B/11/00833/FUL to be considered later in the meeting. She gave a copy to the Clerk for the Council's records.

09.08 VILLAGE HALL

Cllr Dinning-Cole reported that a meeting had been held on 27th July to discuss initial issues. The meeting was attended by Cllrs Bloomfield, Carr, Dinning-Cole, Mallalieu, *Plumb* and Young. Discussion occurred regarding bookings, income and user groups. It was felt that only non-profit making groups should be on the committee together with parish councillors. Cllr Thake said he thought the Charity Commission only allowed 2 or 3 Parish Councillors on the Committee. It would be wise to check on the legality of the committee. Cllr Mallalieu said the Trustees are the Parish Council and asked that she be delegated to contact the Council's solicitors to see if they have any papers relating to the charitable status of the village hall. The request was PROPOSED Cllr Bloomfield SECONDED Cllr Thake Carried unanimously. It was also reported that only one non-profit making organisation used the hall at the moment.

10.08 STANDING ORDERS

Cllr Mallalieu said she had sent an email with a link to all with a link to a sample of Standing Orders. It was asked who had copies of the council's standing orders. Cllr Thake said he will give the clerk a copy of the financial standing orders he has. This item will be kept on the Agenda.

11.08 (a) Parish Clerk Appointment

Cllr Young said that the working party set up at the last meeting had had 29 applications, interviewed 5 and were pleased to say that the best candidate Mrs Deborah George had been offered the position. Cllr Plumb said that he hadn't heard the word 'appoint' at the last meeting and wished to raise a point of order, that it was not good practice. Cllrs Young and Brown said they presumed any objections could have been raised earlier. Cllr Thake said he had never known appointment by sub-committee not ratified by the full council. Cllr Plumb said that the working party should have brought the matter back to a full council meeting to ratify the appointment, he did not mean any reflection on the choice of the successful candidate. Cllr Young said that Mrs Deborah George is due to start on 5th September.

11.08 (b) Change of Address and Office

Cllr Brown confirmed that the office in the village hall will require fitting out in time for the new clerk to start in September. Expenditure on equipment will be needed such as telephone, laptop, chair (new one required by health & safety). The post will go to the Library post box. An amount of not more than £1200 was requested for the initial set-up. PROPOSED Cllr Mallalieu SECONDED Cllr Plumb Carried unanimously.

12.08 Parish Plan

Mr P Currie reported that following the June report the overall situation was unchanged. The inputting of information was still continuing, and a written interim report could be available by the end of August. Due to the large amount of statistical information any volunteers with spare time to input information would be welcomed. Some trends such as the need for more social/subsidised housing, concern about finding something for young people in the village to do, as well as improvement to street lighting were amongst the common threads. The green form included with the questionnaire had been sent to The Local Housing Needs Co-ordinator, Louise Wilby. Her report June 2011 had also shown a need for subsidised

housing (about 66% in favour). Mr Currie will contact her for clarification of the figures as he had sent off the forms he received and did not have the same impression. The Council thanked Mr Currie for his hard work. Councillor Dinning-Cole asked if it would be possible to have a presentation of the outcome of the plan and also asked if Louise Wilby also did presentations. Mr Currie said he would be happy to do a presentation of the plan.

13.08 Section 106 Provision

Cllr Dinning-Cole said she has the support of three parents and two others and has emailed Cllr Carr. It is hoped to have a meeting within two weeks. If Councillor Carr cannot take this on then Cllr Dinning-Cole will continue.

14.08 Website

Cllr Dinning-Cole will send a report to the Acting Clerk. A meeting to be held in two weeks time to draw up the outline. Cllr Dinning-Cole also asked that the existing Facebook page be closed and set up as a business page. She will notify current 'friends' and then re-open posting Glemsford notices. The action was proposed by Cllr Plumb and Seconded by Cllr Dinning-Cole carried unanimously.

15.08 Footpath ownership and hedgecutting

Councillor Plumb and Councillor Southgate had been collating a list of paths and two footpath maps. Cllr Plumb said he was trying to organise dog walkers to advise on the footpaths and hedges.

16.08 PLANNING MATTERS – Councillor Thake took no part in the Planning Discussions or Resolutions

(a) New Applications

(i) B/11/00821/FUL – Land south of Linden, 28 Brook Street
Recommended for **REFUSAL** Proposed: Councillor Brown, Seconded: Councillor Bloomfield, carried unanimously.

(ii) B/11/00874/FHA – Oaklands, Drapery Common
Recommended for **APPROVAL** Proposed: Councillor Brown, Seconded Councillor Plumb, carried unanimously.

Councillor Plumb left the room.

(iii) B/11/000721/FHA – Chez Nous, Flax Lane
Recommended for **APPROVAL** Proposed: Councillor Brown, Seconded: Councillor Bloomfield, carried unanimously.

Councillor Plumb re-joined the meeting.

(iv) B/11/00841/VOT – Variation of time 48 Fourth Avenue Glemsford
Recommended for **APPROVAL** Proposed: Councillor Southgate, Seconded: Councillor Brown, carried unanimously

(v) B/11/00810/ROC – Variation of Condition 3 (Opening hours) The Old Filling Station, Lower Road. Recommended for **APPROVAL** Proposed Councillor Bloomfield, Seconded: Councillor Southgate.

Councillor Bloomfield left the room.

(vi) B/11/0083/FUL – Change of Use Brookfield Place
Recommended for **REFUSAL** Proposed Councillor Brown, Seconded:Councillor Plumb carried unanimously.

Councillor Bloomfield re-joined the meeting

(b) Applications granted (i) B/11/00679/FHA/AS – Field View, Flax Lane.

(c) Applications refused – none to report

(d) Any other planning matters – The chairman reported that there was a site meeting re the appeal to be held at the downs site on 25th August. Also notification of a notice of appeal regarding replacement windows in 69 Brook Street was received – no action.

Councillor Thake left the meeting.

17.08 Correspondence

Councillor Plumb said he had been monitoring the website and was concerned that there were no emails from Babergh. Councillor Young said he had not been receiving them either. Councillor Plumb asked Councillor Young to check at Babergh which he said he would do. It was reported that post was still going to the address in Schoolfields, Councillor Brown will investigate this.

18.08 Facebook

The business was conducted under item 14.08 earlier in the meeting. Also Cllr Dinning-Cole agreed to contact Lee Pinfold about his enquiry.

19.08 Any other matters

Councillor Brown reported that both he and the acting clerk had met at the cemetery with a grave digger. They were concerned about the hedge, grave spaces getting out of line and asked that a meeting be held on site to discuss the problems. A meeting was arranged for twelve o'clock on Monday 15th August.

Councillor Brown will be on holiday from 16th August and will pass over the keys to Councillor Plumb.

20.08 Date of next meeting Tuesday 13th September at 7.15 pm

21.08 The resolution that under the Public Bodies(Admission to meetings) Act 1960 as per Agenda was PROPOSED Councillor Mallalieu SECONDED Councillor Southgate Carried unanimously.

Signed

Chairman

Dated

