



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 16th OCTOBER 2023 at 7:00PM**

Present: Cllr J Bell, Cllr I Urwin, Cllr L Tacey, Cllr S Alexander, Cllr J Mew
RFO – S Budd, CC Cllr J Fleming DC Cllr R Warboys. 1 Resident

Apologies: Cllr Tranter, Clerk – J Challis

1 Chair's welcome and to consider and approve apologies for absence

Cllr Bell welcomed everyone to the meeting, and apologies received from the Clerk and Cllr Tranter which were approved unanimously.

2 To receive Declarations of Interest on Agenda items

None received.

3 To received Requests for Dispensations on Agenda items

None received.

4 To resolve the draft minutes of the Parish Council Meeting held on Monday 18th September 2023 are a true and correct record

Cllr Bell proposed approving the minutes of the Parish Council Meeting held on 18th September 2023, as a true and correct record; seconded by Cllr Urwin and approved unanimously.

5 Report from County Councillor

CC Cllr Fleming sent her report in advance of the meeting, a copy of which can be found as an addendum at the end of the minutes. Cllr Fleming advised the Parish Council that she had received an email from the Lead of the JRSOs at Gislingham School regarding Speeding and Signage in the Village. Cllr Fleming advised that she will be looking into the issue of Speeding but did say that it may be that a Survey would need to take place and that she would keep the Parish Council updated.

The resident that was in attendance commented on the 30mph sign located on the Thornham Road near to the Lovells development. This had been brought to the attention of the Parish Council previously. A discussion took place regarding the Signage in Gislingham. Cllr Fleming was advised by Cllr Bell that the Signage had been reported to Highways, by the Clerk via the Portal on the Website, but that responses had indicated there were no issues and no further action would be taken.

Cllr Bell thanked CC Cllr Fleming for her Report.

7:35pm CC Cllr Fleming left the meeting.

ACTION

Cllr Fleming asked that the Clerk forward to her all the correspondence, together with Report reference numbers, relating to the issues with Signage in Gislingham so that she can follow up on this.

6 Report from District Councillor

DC Cllr Warboys read highlights from his report, a copy of which can be found as an addendum at the end of the minutes.

Cllr Bell thanked DC Cllr Warboys for his Report.

7:45pm DC Cllr Warboys left the meeting.

7 Public Participation Session (15 minutes set aside)

As the resident was attending as a member of the Speed Watch Team **Agenda Item 14** was discussed in this Session.

Councillors agreed unanimously that the Speed Watch Team would be approved as Parish Council Volunteers. The Parish Council Risk Assessment has been sent and the Speed Watch Lead is in the process of obtaining signatures from all 16 Members agreeing to the Risk Assessment. As yet there have been no expenses incurred.

ACTION

The Clerk will forward the signed Speed Watch Risk Assessment Form to Councillors once received from the Speed Watch Lead.

8 Chair's Report

- Cllr Bell advised that she will be attending the NALC AGM (National Association of Local Councils) on Tuesday 24th October (10am-1pm) via Zoom.
- Cllr Bell will be attending a Town & Parish Council meeting being held by Mid Suffolk District Council on Thursday 19th October (9.30am – 11.30am) at Debenham Sports & Leisure Centre.

There will be Workshops looking at the new Corporate Plan in addition to:

- i. An update on the Progress of the Joint Local Plan (JLP)
- ii. An update on the "healthy behaviours" work from Communities
- iii. Increasing democratic engagement across the District
- iv. Grant Funding

There will also be an opportunity for Councillors to raise ideas/issues with the Teams which Councillors will be able to take away and respond to and/or use to inform the agendas of our future Town and Parish Liaison Meetings.

9 Clerk's Report – NOTES RECEIVED FROM JANE PRIOR TO THIS MEETING

- An email was received from a Resident regarding implementing a 20mph zone on Mill Street, due to there being no pavement and children using this road to walk to school. The resident was invited to attend a Parish Council meeting to raise their concerns.
- Update requested from Cllr Fleming on the 30mph extension on Thornham Road, and the response from Highways to signage reports 00421168 and 00421165 which were shared with Cllr Fleming prior to the meeting. I also copied into an email to Cllr Fleming from the Gislingham JRSO (Junior Road Safety Officers) Adult Lead, in which they expressed support for the proposed 30 mph extension and requested action be taken to replace the school sign at the junction with Broadfield Road. This is the sign reported ref 00421168, which Highways subsequently advised does not need remedial action.

- Cyber Insurance has been renewed with Clear Councils/BHIB, as agreed at previous meeting. The RFO pointed out that the following statement was contained in the Cyber Insurance and should be carried out:

How we protect your data.

- Maintain firewall on PC laptop
- Antivirus software uploaded on PC laptop Password protect all portable PC devices.
- Back-up data every 7 days and check the back-up will restore at least every 180 days
- Top Garden, the current grass cutting contractor, is sending a breakdown of costs of each grass cutting area, with details of the frequency of cuts, The contact at St Mary's Church has requested the costs to cut the grass in the Churchyard.
- NALC have launched a consultation to update the model Financial Regulations and are seeking views on the technical aspect of the regulations. The responses will inform the revision and content of these regulations and must be received by 5th November 2023. NALC Model Financial Regulations Consultation (office.com)
- CIL Bid Application for play equipment on Charity Meadow – An update on the progress has been requested from an Officer at MSDC (Mid Suffolk District Council).
- Email received from Cllr Fleming and shared with Councillors prior to the meeting, regarding Sunday closures of the A140 starting 22nd October 2023, to accommodate deliveries to the Progress Power site in Eye.

ACTION

- Clerk to forward email from resident regarding 20mph zone to Cllr Fleming
- Clerk to contact Cllr Fleming re update on 30mph extension on the Thornham Road, and forward Highway signage reports
- Clerk to confirm statement in Cyber Insurance policy are carried out, as above
- Clerk to ensure grass cutting costs and frequencies are received, as above
- Clerk to follow up update request regarding CIL Bid application for playground equipment on Charity Meadow

10 RFO's Report

- Prior to the meeting the following documents were circulated to Councillors:
 - a) Bank Reconciliation 29/9/2023
 - b) Budget Monitoring 2023/2024
 - c) Receipts and Payments 29/9/2023
 - d) Reserves 29/9/2023
- The RFO will arrange a meeting, to be held in November, with Cllr Bell and Cllr Tranter, to discuss the draft Budget for 2024/2025.
- Quarterly review of accounts – reviewed and signed-off by Cllr Tranter

ACTION

RFO to arrange Budget Meeting.

11 Neighbourhood Watch Report (Clerk)

Nothing to report.

12 Footpath Warden's Report (Martyn Bryant)

The Footpath Warden's Report can be found as an addendum at the end of the minutes.

13 SID (Speed Indicator Device) Report

The SID report can be found as an addendum at the end of the minutes.

14 Approval of Speed Watch Team as Parish Council Volunteers

Discussed in Agenda Item 7

15 Village Signage – Clerk’s responses from Highways

The Clerk has been reporting damaged/missing signs with varied responses from SCC Highways, which I shared with councillors a couple of weeks ago. One of the signs Highways said did not need any remedial action is the faded, illegible sign at the bottom of Broadfields Road leading up to the school.

As advised in the Clerk’s Report, agenda item 9, the Adult Lead of the JRSOs (Junior road Safety Officers) at Gislingham School, also mentioned this sign in an email to CC Cllr Fleming.

The Clerk has submitted an application for MSDC’s Pride in Your Place grant. Parishes with a population under 1,500, like Gislingham, are eligible for up to £250.00. If successful, the funds can be used to improve the appearance and cleanliness of the parish.

ACTION

Clerk to forward Highway’s responses to signage reports to Cllr Fleming

16 Approval of expenditure for concrete base and installing of the new bus Stop Bench by MSDC for £296.84

Proposer: Cllr Bell, Seconder: Cllr Urwin. Approved unanimously.

ACTION

Clerk to action

17 Consideration of a gov.uk domain name and mailboxes

Councillors discussed and unanimously voted to stay with our present providers.

18 Charity Meadow

- **Update on Occupation Licence between the Parish Council and Gislingham United Charity equipment.** The Clerk has spoken to Birketts Public Sector Team to secure a free 20 minute chat relating to extending the Lease of the Playground on Charity Meadow.
- **CCTV footage.** A meeting has been requested with IHT (InnHouse Technology), the CCTV provider so Councillors can discuss the CCTV footage. DBS certificates for Cllr Bell and Cllr Urwin to be actioned.
- **Update on Dog Signage.** Signage regarding dogs to be kept on leads on Charity Meadow, previously discussed and agreed by Parish Councillors and GUC Trustees, has been ordered by the Clerk.

ACTION

- Clerk to report back to councillors following meeting with Birketts Public Sector Team
- Clerk to arrange meeting between councillors and IHT as above

19 Planning

- DC/23/04564 – Hillcrest – Closing date for comments 20th October – No objection
- DC/23/04335 – Ivy House Farm – Closing date for comments 24th October – No objection

ACTION

In the absence of the Clerk Cllr Bell added Councillors’ comments to the MSDC Planning Portal

20 Finance

Payment	Amount	Proposed by	Seconded by	Approved
Admin Payment for October 2023 (Clerk & RFO)	£583.32	Cllr Bell	Cllr Mew	Unanimous
Clerk (eye test, £60 in total shared between 4 Parishes)	£15.00	Cllr Mew	Cllr Urwin	Unanimous
Cllr Bell expenses (USB storage device for PC Policies)	£12.99	Cllr Urwin	Cllr Alexander	For - 4 Abstention 1

Cllr Bell mileage expenses (SALC Awards in Stowmarket)	£9.00	Cllr Alexander	Cllr Tacey	For - 4 Abstention 1
RFO Expenses (Stamps)	£11.25	Cllr Tacey	Cllr Bell	Unanimous
Mrs E Bryant expenses (plants for triangle)	£30.00	Cllr Bell	Cllr Mew	Unanimous
Mr C Pitt expenses (Remembrance wreath for Parish Council Church Service)	£20.00	Cllr Mew	Cllr Urwin	Unanimous
Hire of Village Hall (September 2023)	£20.00	Cllr Urwin	Cllr Alexander	Unanimous
BHIB/Clear Councils – Cyber Ins cover 2023/24	£370.25	Cllr Alexander	Cllr Tacey	Unanimous
IHT (InnHouse Technology – Monthly SIM charge for CCTV X 6 Months: October 2023 to March 2024) DIRECT DEBIT	£25.00 per month	Cllr Urwin	Cllr Alexander	Unanimous
MSDC <ul style="list-style-type: none"> • Grit Bins installations £599.22 • Deliver & Rake Woodchip – Zipwire £108.00 • Footpath cutting 2023 x 2 £444.00 	£1,151.22	Cllr Bell	Cllr Mew	Unanimous
SALC Training 003 on-line courses for Cllr Bell) Invoice 27868 £42.00 Invoice 27864 £42.00 Invoice 27865 £42.00	£126.00	Cllr Alexander	Cllr Tacey	For - 4 Abstention 1
CAS Renewal of Domain name/mailboxes – This was queried so the RFO/Clerk to follow up as invoice states 10 mailboxes but we only have 8 Email addresses also the RFO advised not Vatable –				£316.80

ACTION

RFO/Clerk to query number of mailboxes invoiced.

The RFO raised cheques for all payments, except HMRC, Clerk’s admin and eye test which was paid online, and the IHT direct debit which were signed by Cllr Bell, Cllr Urwin and Cllr Mew.

21 Training

22 Policies and Reports - Next review date 2024.

Meeting closed at 9.05pm. Minutes were taken by Councillors.

Date of the next meeting is **Monday 20th November 2023 at 7pm** in Gislingham Village Hall.